

KENDALL ELEMENTARY SCHOOL
2009-2010
PARENT HANDBOOK



Kendall Elementary School
2408 Meadow Lake Drive
Naperville, Illinois 60564
630-428-7100
<http://kendall.ipSD.org>

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KENDALL

ELEMENTARY SCHOOL

2009-2010

Dear Parents:

Welcome to Kendall Elementary School!

I am excited about your children attending Kendall Elementary School and working as a partnership this year.

Please make time to review with your child any pertinent information from this handbook. There is nothing more important than our students' safe arrival and departure from school. I ask that you review your family's plan for good and bad weather student pick up. Thank you in advance for helping us to develop safe patterns of behavior related to transportation.

I also ask that you help us to keep Kendall School a secure environment. Please remember to enter the building through the main front doors only and to immediately check into the office for a badge. This process allows us to follow Illinois code and to assure our students that all visitors authorized to be in our building will have a badge.

This school community will need your help to maximize its potential. A partnership among parents, staff and children is vitally important. Help to foster this partnership by attending school functions and monitoring your child's educational progress. If you have the time, volunteer to work with us in some capacity. Together we CAN make a difference.

Sincerely,

Lena Guerrieri
Principal

INDIAN PRAIRIE SCHOOL DISTRICT NO. 204

Mission Statement

Our mission is:

To prepare all students to succeed in an ever-changing world through comprehensive programs and experiences in collaboration with family and community.

District Values

We know:

Including and respecting all people strengthens public education;

We cultivate a climate charged with enthusiasm for teaching and learning;

We challenge all students to reach their potential;

Our students must develop the skills to become life-long learners;

Students learn best in a safe and caring environment;

Education works best when the entire community participates and shares the responsibility.

KENDALL ELEMENTARY SCHOOL PATRIOT GUIDELINES

Each child is special and deserves to be safe and happy at school and to learn all that is possible. The five guidelines listed below will help everyone to be successful.

Guideline One: Be responsible.

All through your life you must decide how you will act. Therefore, we expect you to do what is right whether anyone is watching you or not. This is called "being responsible". It isn't always easy to make responsible choices, especially if someone else is not being responsible. It is important for you to remember that you are in charge of yourself. You can do what is right!

Guideline Two: Always try.

The best way to learn something new is to practice until you can do it. If you are willing to try, you cannot practice. When you first try to do something it is often difficult, but if you keep trying, it gets easier and easier.

Guideline Three: Do your best.

When you do a job or an assignment, do your very best. While you are working on something, ask yourself, "Is this the best I can do?" If you give a job your best, you learn more and feel more responsible than if you just slide through the job. If you make mistakes but did your best, your teacher can help you learn from your mistakes.

Guideline Four: Cooperate with others.

Cooperation includes being polite, treating people with respect, accepting differences between people, dealing with disagreements responsibly, and encouraging others to do their best.

Guideline Five: Treat everyone with dignity and respect.

Everyone must know that our school is a safe, happy, and supportive place to be. Any behavior that could hurt someone else will not be allowed. Examples of respecting property include caring for our school, play equipment, restrooms, personal property of classmates and staff, and returning lost items to the lost and found.

THE OLIVER JULIAN KENDALL STORY

Oliver Julian Kendall was born in Naperville, Illinois on December 30, 1888. His father, Francis Austin Kendall, distinguished himself as President of Naperville Combined School District 78 and as Mayor of Naperville. Judd's (as friends called him) mother, Linnie May Kendall, was a granddaughter of one of Naperville's pioneer families.

Oliver Julian Kendall attended Ellsworth Elementary and High School in Naperville, graduating in 1907. He then attended what is now North Central College. At the outbreak of World War I, Kendall entered into the army on June 14, 1917. He soon received his commission as a second lieutenant and then as a first lieutenant. Lt. Kendall served overseas in France. On the evening of May 24th and early morning hours of the 25th, Lt. Kendall led a fifty man infantry work party in forward trench areas. Enemy fire scattered the troops in the trenches. Lt. Kendall went forward to reconnoiter and was never seen again.

It was later determined that Lt. Kendall was taken prisoner by a German raiding party. His enemies took him behind the German lines where he suffered a torturous death.

Lt. Kendall was fully aware of what days later would be the first American offensive of the war, an attack on the village of Cantigny. Kendall refused to talk to those who had taken him prisoner.

Kendall had no children and his two brothers and three sisters are deceased. Kendall is buried in France.

Oliver Julian Kendall was an American hero. It has been written that his refusal to divulge information was "the most vital single incident of the entire war." He is honored by the Naperville VFW that bears his name, the Naperville Judd Kendall Memorial Way, and the Oliver Julian Kendall Elementary School.



KENDALL CONTACTS

MAIN NUMBER

(630) 428-7100



ABSENT LINE

(630) 428-7110

FAX NUMBER

(630) 428-7101

WEBSITE

<http://kendall.ipSD.org>



(Subscribe to Kendall Email News by using a link on our website. It's easy and gives you instant access to school news and emergency information.)

SECTION 1: GENERAL INFORMATION

BICYCLES, HEELYS, ROLLER BLADES, SKATEBOARDS & SCOOTERS

Students have the opportunity to ride bicycles to school. Bikes are to be walked on school property and must be locked in the bike racks during the school day. Safety helmets are strongly suggested.

No Heelys (wheeled sneakers) permitted in school or school property.

Roller blades, skateboards, scooters are discouraged on school property. If brought to school, they are to be carried on school property and must be locked in the bike racks during the school day.

BIRTHDAYS

Birthdays, including half-birthdays for those whose birthdays do not occur while school is in session, are recognized during morning announcements and include a trip to the office for a birthday pencil. A classroom gift such as a game for indoor recess or special book is a welcomed salute to the birthday child. **IT IS NOT APPROPRIATE TO SEND TREATS OR BALLOONS TO SCHOOL FOR BIRTHDAY CELEBRATIONS NOR TO SEND BIRTHDAY PARTY INVITATIONS TO BE PASSED OUT AT SCHOOL.**

CALENDARS

District and building related calendars, schedules and special events are communicated through backpack notes home, our PTA newsletter, *The Kendall Kaleidoscope*, and are posted on our web site <http://kendall.ipisd.org>. Parents can also subscribe to "Kendall Email News List". Please see web site for directions.

COMMUNICATIONS

A variety of regularly scheduled communications are used to keep parents informed about our Kendall community in general and their child's progress in specific.

- Report Cards - distributed at the end of each quarter
- Parent/Teacher Conferences
 - scheduled twice during the year
 - possible any time per parent or teacher request
- Newsletters - grade levels will publish
- PTA's Newsletter - published monthly, including message from the principal
- Mail - Informational items, community announcements and school schedule reminders will be sent home as appropriate. Please check your child's book bag each day.
- Kendall's web site: <http://kendall.ipisd.org>
- Kendall's email news: subscribe on our website
- Listsev
- District website
- Connect Ed

DIRECTORY INFORMATION

“Directory information” may be released to the general public, unless a parent requests otherwise. The District has designated the following information as directory information: student’s name, address, telephone number, gender, grade level, birth date and place; parents/guardians, names and addresses; academic awards, degrees and honors; information relating to school-sponsored activities, organizations and athletics; major field of study; and period of attendance in the school and District. Any parent who wishes to request that any or all such information not be released should complete a Directory Information Response Form within the first two weeks of each school year. The Directory Information Response Form may be obtained from the office of the Assistant Superintendent for Student Services.

DRESS CODE

A student’s dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, modesty and decency as determined by the building principal, the Superintendent, and/or the Board of Education.

Student dress or attire will conform to the following minimum standards:

Clothing must effectively cover the student’s torso. Underwear must be covered. Bare midriffs are not permitted. Prohibited shirts include, but are not limited to, backless, one shoulder, strapless, or thin-strapped shirts or blouses. Also prohibited is clothing with revealing holes, low-cut necklines, words, phrases of violence or sexual content. Shorts and skirts must come to at least mid-thigh.

Consequences include but are not limited to the following:

- A. Cover-up/change of clothes
- B. Parent contact

Refer to the District 204 Handbook for additional details.

EXTRA-CURRICULAR ACTIVITIES

Intramural activities will be offered to students this year. Other activities will include band, orchestra and chorus. More information concerning these activities will be sent home by each sponsor at a later date.

FOOD AT SCHOOL POLICIES

Treats can be a fun way to share good times together, but the responsibility to keep each child safe and healthy at school is imperative. The following policies have been developed with the assistance of an advisory committee made up of staff members and parents. Please keep in mind the following when reviewing them:

- In recent years there has been an increase of students with serious, even life-threatening allergies.
- Childhood obesity poses a significant concern across our nation.

Thank you for your cooperation.

Nutrition Snacks

Educational research suggests that students require nutrition at regular intervals throughout the day. In addition to a healthy breakfast, lunch, and dinner, students are encouraged to eat a daily nutrition snack at a time designated by the classroom teacher. This opportunity to “feed the brain” is voluntary but strongly encouraged. Only healthy snacks are permitted. Dessert-type snacks will not be allowed.

Food/Treats at School

To insure the safety of all students, any food brought into classrooms by parents or staff members must be commercially prepared with a preprinted ingredient statement and nutritional label. In addition, prior approval from the classroom teacher and nurse is required. Three days notice will be necessary for the review of nutritional information to secure this approval.

Food items or treats will not be permitted during presentations for “All About Me” and Art Awareness, etc.

Special room events are sponsored by the PTA in conjunction with Fall, Valentine’s Day and Spring Break. Crafts made from food products, candy in valentines, and/or take home treats will not be permitted. These special event days will be “double snack days.” Your child is welcome to bring the “additional” healthy snack to enjoy during PTA parties.

Birthday Celebrations

Birthdays, including half-birthdays for those whose birthdays do not occur while school is in session, are recognized during morning announcements and include a trip to the office for a birthday pencil. A classroom gift such as a game for indoor recess or special book is a welcomed salute to the birthday child. Treats are not allowed.

FREE LUNCH/MILK

The District participates in the Illinois free meals/milk program to supply free lunches and free milk to students of families whose gross income qualifies them for such assistance. Parents may apply at any time during the school year. The guideline letter and application may be found in the back of the District handbook, online or by request in the school office.

HALLWAY

Soft voices in the hallway are required as well as walking, not running.

204 HANDBOOK

Indian Prairie School District 204 provides a parent/student handbook that contains information pertinent to the entire school district organization. This handbook will be given out by request only. It is available online.

HOURS

The Kendall office is open and available each day from 7:45 AM to 4:15 PM.

Grades K-5	9:05 - 3:35	Monday, Tuesday, Thursday & Friday
	9:15 – 3:35	Wednesday LATE START

Due to supervisory schedules, students who do not ride the bus are to arrive at school no earlier than 8:50 AM. Upon arrival, students report to their classrooms. For purposes of extra-curricular activities, students may be given permission to enter the building early.

It is of great importance that Kendall Elementary School be a safe place for your child. Arrival and departure times may be the most dangerous times of the day due to vehicular traffic. Effort is made to supervise and protect your child during these times. You may help by noting the following:

Parents should use the front and side car drop-off/pick-up lines provided. Do not enter the building at this time since it is very important that we see each child off safely and with a minimum of confusion and distraction. We ask that parents avoid asking the office staff to call students to the office after 3:00 PM, a request that can create unfortunate confusion for students.

INTERNET POLICY

The Board of Education's Internet Policy (645) outlines Internet use at schools. If parents decide that their children should not participate in Internet activities, the parents should sign the opt-out form that is available from the school's office or on-line (http://board.ipsd.org/policy/sec6/645_e2.pdf). This exclusion needs to be signed only once when a student enters a school or changes levels, such as when advancing from elementary school to middle school.

LOST AND FOUND

Please clearly label your child's clothing and other articles with his/her full name. Remind your child to check the office for lost items and to check the bin in the multi-purpose room. Feel free to sign in at the office any time to come look for yourself.

MONEY

Any money sent to school for hot lunch, field trips, book orders, etc. must be put in a sealed envelope marked with the child's name, teacher's name, purpose of the money and the amount enclosed.

OOPS! TABLE

The office does not make intercom interruptions to the classroom to announce that a student's forgotten item has arrived in the office. Students who forget homework, instruments, lunches, etc. will assume responsibility for checking the "Oops Table" outside the office (when their teacher gives them permission to do so) to see if a parent has dropped off forgotten items. Some teachers may allow students to call parents from classroom phones. In those cases, students will need to say (or include in their recorded message) specifically what they need. Classroom phones have ringers off during the day.

PEST MANAGEMENT

Public Acts 91-0099 and 91-0525 require Integrated Pest Management (IPM) for all Illinois public schools. IPM is a method for managing damage by pests with the least possible hazard to people, property and the environment. This method for managing pests includes the careful use of pesticides such as insecticides, herbicides, rodenticides and fungicides.

Integrated Pest Management also requires that parents or guardians have prior notice of pesticide applications. In order to provide timely information to parents or guardians who would like to be notified about these pesticide applications, the School District develops a registry each year. Forms will be available in each school.

PETS

Pets are not permitted on school property during student arrival and dismissal times for student safety.

Dogs are not appropriate visitors to Kendall School. Students enjoy the idea of bringing beloved pets to show classmates, but safety from dog bites and allergic reactions to a variety of animals must take priority.

Teachers have the responsibility of maintaining a safe environment for all students. Please respect their decisions to decline pet visitors of all sorts or to require that pet visitors are met on the blacktop in the back of the building instead of indoors.

PLAYGROUND EQUIPMENT

Students are not to play on playground equipment before school or after school before going home.

PTA

The Kendall PTA, an affiliate of both the Illinois and National PTAs, seeks parent membership and support in many projects, events, and activities throughout the year. At Parent Orientation/Curriculum Night, membership and volunteer opportunities will be made available to you. Kendall is also represented on the District 204 Indian Prairie Parents Council (IPPC) which works for the betterment of the entire school district.

RELEASE OF INFORMATION

According to Illinois state law, a non-custodial parent has the same rights and has the right to copies of notices, calendars, conferences, report cards, and other school communications unless a court issues an order limiting those rights. A non-custodial parent must annually request such communication in writing and include a correct address and telephone number.

RIGHTS OF PARENTS AND STUDENTS

Refer to the District 204 Handbook for a detailed explanation of such issues as parent(s) and student(s) rights to inspect and copy records, control access to records, challenge the contents of the records, receive copies of records proposed to be destroyed, and inspect and challenge information proposed to be transferred.

ROOM EVENTS/TREATS

Special room events are sponsored by the PTA in conjunction with Fall, Valentine's Day and Spring Break. Crafts made from food products, candy in valentines, and/or take home treats will not be permitted. These special event days will be "double snack days." Your child is welcome to bring the "additional" healthy snack to enjoy during PTA parties.

SAFETY AND EMERGENCY/INCLEMENT WEATHER

A sufficient number of safety drills will be held during the year to familiarize the students with the alarm sound and procedures including fire, tornado and lock down. Staff members have been trained how to respond in the event of an emergency.

If severe weather exists at dismissal time, consideration is given to announcing a DELAYED DISMISSAL and students are retained at school. Our procedure in such a situation will be to:

1. Announce to students and staff a delayed dismissal.
2. Instruct students and staff to remain in safety areas or classrooms until given all-clear.
3. Release students to their own parents from classrooms.

This plan offers students safety and calm within the building. **PARENTS ARE URGED TO REVIEW AND DEVELOP PICK-UP PLANS FOR STUDENTS DURING INCLEMENT WEATHER DAYS.**

In case of bad weather or dangerous road conditions, school closings or early dismissals are announced. Do not call school, but tune your radio to a local station. IPSD 204 uses the following radio stations to inform parents of such closings as quickly and as widely as possible:

Radio

WGN 720 AM

WBBM 780 AM

Television

CBS Channel 2

WMAQ Channel 5

WLS Channel 7

WGN Channel 9

FOX Channel 32

CLTV - Cable

Please be aware that while closing information is given to the stations as quickly as possible, it is at the discretion of each station to decide when and whether it airs the notifications.

Parents may find out about their child's specific school by calling the Emergency Closing Center Hotline at 1-847-238-1234. Begin by dialing the Hotline number, then enter the school's main phone number, beginning with the area code. Information for additional schools can be obtained by staying on the line and entering the area code and the main number of the school. Parents can also check the Emergency Closing Center's web site at: <http://www.emergencyclosings.com>. The District will also post school closing information on its website at <http://www.ipspd.org>

A recorded message advising of school closings or early dismissals can be heard by dialing the District 204 Information Line at 375-3015.

Closings or early dismissals will also be posted on **kendall-news** for those who have subscribed. *Please avoid calling the school during emergency situations when school is in session.* This seriously clogs phone lines and makes it almost impossible to make vital outgoing calls. When school is not in session, we will make every attempt to provide a voice message (630-428-7100) and use Connect Ed with pertinent information.

If there is a district decision to close schools early, the above notification systems will inform parents. Parents, or other adults with permission per the emergency/health cards, will be required to sign out students from their classrooms. Pick up lines will not be in service. Parents who arrive after the main dismissal will report to the gym to pick up their children.

Please notify the office if emergency numbers or contacts need to be updated in your child's file.

SAFETY DRILLS

Kendall School practices safety drills each year. Students know the drill that rehearses evacuation from the building as the fire drill. We practice this drill several times each year, including one under the supervision of the Naperville Fire Department. We also practice tornado drills that rehearse taking cover inside the building. We practice tornado drills both in the fall and in the spring. Kendall students and staff members are familiar and highly efficient with both of these drills.

We also practice a safety drill that keeps students in their classrooms. The day of such a drill will begin with information shared during regular morning announcements. Students will be told there could be a time when we want students to remain in their classrooms with the door locked. When they practice this “red card drill”, they will hear over the intercom, “Teachers, please take out your red card at this time.” Teachers have red cards that give them directions to follow.

Staff will use their sensitivity and good judgment to handle the drill appropriately. Classroom teachers will let parents know if they have any concerns for a child’s response to the drill. They will also engage in follow up staff discussions to improve effectiveness and efficiency.

STUDENT FILES

Refer to the District 204 Handbook for a detailed explanation of student permanent record files and temporary record files.

TELEPHONE USE/MESSAGES

Each classroom is equipped with a telephone that has its personal phone number and voice mailbox. (Your child's classroom teacher will provide his/her telephone number.) The main purpose of these phones is communication between staff members throughout the school and district, and between staff and parents. This system is not designed to meet immediate needs or to serve as a link between parents and students. Written communication such as notes regarding early dismissal is still appropriate in certain situations.

If your message is informational in nature, or you have a question for a teacher, simply call the teacher’s number and leave a message that includes your name, concern, and phone number so that we may respond as promptly as possible. Since ringers will be turned off during the school day, it is appropriate to call during the school day. Messages will not be checked until after the students’ dismissal or possibly the next morning depending on the individual teacher’s schedule. Therefore, any immediate need that must be met during that particular school day should be directed to the office.

Our primary goal is to educate. To help accomplish this end, it is important to avoid classroom disruptions. It is for this reason that parent cooperation is requested in helping students be aware of dismissal procedures, after school events and other special arrangements **BEFORE COMING TO SCHOOL** in the morning. Your cooperation is appreciated.

Per Board Policy 710.20:

While in school or on school property, students may possess cellular radio telecommunication devices, including cellular telephones, only in accordance with the following requirements:

1. Cellular radio telecommunication devices may be used before and after school only.
2. During the school day, cellular radio telecommunication devices must be turned off at all times. Programming such devices to vibrate rather than ring does not fulfill the "off" requirement. They must be kept in a school bag.
3. Cellular radio telecommunication devices may not be used to conduct any activities which violate Board policy, school rules, state law or federal law.
4. Cellular radio telecommunication devices may not be used in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.

Notwithstanding the rules set forth above, cellular radio telecommunication devices may be used at any time to respond to or report an emergency situation.

VALUABLES

The school is **NOT** responsible for articles that are lost and stolen. Expensive games, toys and other valuables do not belong at school. Teachers will collect such items until such time as parents are able to come to the school to retrieve them.

VISITORS

All visitors, including parents, are required by State Law to report to the office upon entering the building. The only entrance available for visitor use is the main entrance. Everyone must sign in/out and state the purpose of his/her visit. Each visitor will be issued a visitor's tag to wear while in the building. In keeping with School Board policy, visitors are required to make arrangements at least 24 hours before visiting a teacher and/or classroom. Visits are limited to one hour per day. It is most important that classroom instruction not be interrupted for individual concerns.

Please carefully consider a request to speak with a teacher while students arrive between 8:50 and 9:05AM. A few years ago, our teachers made the decision to invite students directly into classrooms, as opposed to lining up outside before school, because they know that the informal contacts, monitoring, and supervision that occur during that time promote positive, productive experiences for students.

While this time feels informal in nature, it is purposeful. Teachers are meeting students' academic and emotional needs in a variety of ways. Unfortunately, a conversation with a parent about one child limits a teacher's ability to meet his or her responsibilities to the others.

WATER BOTTLES

Students are permitted to bring water bottles to school. Water bottles that pose a distraction (used to squirt others, etc.) can be removed by a teacher. In such cases, the water bottle will be returned to the student at the end of the day. Students without water bottles will be allowed appropriate access to water fountains.

SECTION 2: STUDENT ACADEMIC PROGRESS

ART/MUSIC/PHYSICAL EDUCATION

Each student will receive instruction in the following special areas:

Grades K-5

Art	-	50 minutes once per week
PE	-	25 minutes three times per week
Music	-	25 minutes twice per week

BOOK FINES

Students who lose or misuse textbooks or library books will be charged an additional fee based on the decreased life of the book. Reasonable wear is acceptable, but fines will be imposed for excessive wear or damage.

CONFERENCES

Parent conferences are scheduled twice a year, in November and April. Conferences may be teacher or parent initiated. Final information regarding conference dates and schedules will be in the PTA newsletter and communicated to parents by teachers. Conferences can also be scheduled on non-designated parent/teacher conference dates if circumstances warrant.

CURRICULUM

Our elementary program stresses skills in reading, mathematics, language arts, social studies and science. Art, music and PE teachers are based in our building. Both band and orchestra instruction is also available. At the core of our building is a well-equipped library media center. We have an extensive collection of books, periodicals, audiovisual and computer materials.

GIFTED PROGRAM

“Project Arrow” is District 204’s gifted education program. Identification is based on achievement and ability as demonstrated by achievement and aptitude tests. Class performance, teacher input, and a point-system referral form are also part of the identification process. Any parent who wants his/her child considered for the program or who wishes more information should contact our school office.

GRADING SCALE AND STANDARDS

The Indian Prairie schools' grading scale is as follows and is initiated in third grade:

A	91-100
B	81-90
C	71-80
D	65-70
F	64 and below

- A Demonstrates outstanding progress
 Demonstrates outstanding participation
 Is motivated and organized
 Works beyond established goals for achievement and contribution
- B Demonstrates above average progress
 Usually participates
 Completes class assignments and homework
 Is attentive
- C Demonstrates average progress
 Occasionally participates
 Completes class assignments and homework
 Is attentive
- D Demonstrates lowest acceptable progress
 Rarely participates
 Frequently does not complete assignments
 Is inattentive
- F Demonstrates no progress
 Does not participate
 Does not complete assignments
 Is inattentive

Effort

O = Effort exceeds reasonable expectations for this student

S = Effort meets reasonable expectations for this student

U = Effort does not meet reasonable expectations for this student

Evaluation Components

Teachers will use frequent and ongoing evaluation in determining grades. Various components may include the following:

- Participation
- Discussion
- Cooperative Projects
- Quizzes and Tests
- Performance Evaluations
- In-Class Assignments
- Special Projects

HOMEWORK

The following information supports District 204's Homework Policy 725.03, current research, and the philosophy and practices of elementary school educators.

Please keep in mind as homework is assigned and completed that homework benefits student learning when it connects to, not replaces, direct instruction. It should be used for remediation, meaningful practice, and to expand concepts taught in the classroom.

The following specifics support positive, productive homework as a tool for learning:

- The “Ten Minute Rule” should be applied as a general rule for homework assignments; then minutes multiplied by the grade level per night. (up to 10x1 for kindergarten, 10x1 for first grade, 10x5 for fifth grade, etc.) These minutes represent a total expectation from all teachers with which a child works but do not include independent reading. The time requirements and the frequency of homework will vary according to each student's abilities, grade level, and the subject matter; however, if a child is consistently devoting time beyond the “Ten Minute Rule”, parents should contact the classroom teacher. Workload adjustments, time management improvements, and/or motivation strategies are examples of ways to address such issues.
- Projects assigned as homework should be included in the “Ten Minute Rule.”
- Nightly study to include homework assignments should occur on weeknights only. Weekends and vacation periods will be avoided for specific assignments unless students are making up work previously assigned. Independent reading is encouraged on a routine basis, including over the weekend during vacation periods.
- Once homework is assigned the teacher is responsible for appropriate follow through until the assignment is completed with feedback offered in a timely fashion.
- It is appropriate for parents to answer occasional questions or provide guidance regarding an assignment. It is not appropriate for parents to do most of the assignment for their child. It is not appropriate for an assignment to require a parent to be the primary instructor. If parents feel that their child is particularly struggling with an assignment or is confused, parents should contact the classroom teacher.

Make Up Work:

- Make up work is determined by the teacher involved. Considerations include length of absence and nature of absence.
- When a student has been absent for three or more days, teachers will provide homework as appropriate given adequate time to prepare. A teacher might advise alternative assignments such as keeping a journal and assigning some reading when appropriate. Parents are asked to keep in mind that much of what happens in class (direct instruction, discussions, activities, informal assessing, group work, etc.) cannot be made up by sending paper/pencil work home.
- Upon return from an absence, students will submit make-up work in a timely fashion, generally within one to two days for every day absent.

Grading:

Assessment of student learning should occur in conjunction with instruction. Grades for that student learning should be based solely on academic achievement that takes place during instructional time. Therefore, although it is appropriate to provide feedback to students on their quality and completion of homework, their effort, behavior, and attendance, this feedback should be kept separate from that provided on academic achievement.

LIBRARY MEDIA CENTER (LMC)

Our LMC is integrated into the curriculum and is central to the learning process. The LMC is a service center for all students and a computer lab is located in the LMC. Students will have the opportunity to learn about and effectively use the resources available in the LMC as well as choose personal reading books.

STUDENT SERVICES

District 204 believes that all children should be educated in their neighborhood schools. All students, with or without disabilities, will have membership in a regular education classroom and will receive appropriate services with regular and special educators working as a collaborative team with parents. A continuum of services is available to support the education of children with disabilities.

SECTION 3: RESOURCES AND SUPPORT SERVICES

Resources and Supportive Services: The following resources and supportive services are available for consideration for students with attendance problems and their parents or guardians: conference with school personnel, social workers and psychologists; testing by school psychologists and special education personnel; scheduling of program changes; special education assessment and placement; referral to community agencies for appropriate services.

COMMUNICABLE DISEASES

Communicable Disease Policy:

The Board has adopted a policy (500.84) which delineates the steps to be taken if a student or employee is suspected of having or has a confirmed case of any communicable disease. The policy is based on seeking professional medical opinions and recommendations. The nurse shall be notified of all communicable diseases.

The school nurse should be notified of all communicable diseases.

Disease	Exclude from Class?	Duration
Chicken Pox	Yes	24 hours after last pox scabs over
Fifth Disease	Yes	Until diagnosed
Hepatitis	Yes	Readmitted with doctor's permit
Impetigo	Yes	Until under a doctor's care
Measles *	Yes	4 days after appearance of rash
Meningitis	Yes	Readmitted with doctor's permit
Mononucleosis	No	Diagnosis from physician needed
Ringworm	Yes	Readmitted with doctor's permit
Scarlet Fever	Yes	Readmitted with doctor's permit
Strep Infections	Yes	Until 24 hours after start of Medication

** All non-immunized children must be excluded from school and a written notice sent to parents stating that the child is excluded until acceptable proof of immunity is presented or until twenty-one days after the onset of the last reported case of measles.*

Conjunctivitis: All children with tearing, irritation, and/or redness of one or both eyes will be sent home until a physician deems a child is non-contagious, or the child has been on medication for twenty-four (24) hours.

Fever: The most common cause of fever in children is infection. Children with fevers over 100 degrees will be considered contagious and should be kept at home.

Lice: A child who has lice, nits, or egg cases will be sent home. Treatment for lice should be under the direction of a physician. Children must be free of nits, lice, or egg cases for re-admittance to school.

Rash: All children with undiagnosed rashes will be sent home until the rash is diagnosed and a physician deems the child is non-contagious.

EMERGENCY INFORMATION

It is of the utmost importance that your emergency telephone numbers listed on the registration form and health card remain current. As changes occur during the year, please contact the office to revise information.

In case of accident or illness of a student at school, this procedure will be followed:

1. Provide immediate first aid.
2. Phone school nurse as needed.
3. Phone parent.
4. If parents are unavailable, phone the emergency contact.
5. If parents and emergency contact are unavailable, phone family physician.
6. If parents, emergency contact and doctor are unavailable, the local emergency hospital, 911 or doctor will be called.

School District 204 does not assume any financial obligation.

MEDICATION POLICY

If your child will need to take medication during the school day, it is important that you review the district policy concerning medication. If a parent requests that school personnel administer medication, the request must be presented, in writing, to the school nurse with supportive data from a physician. Please contact the nurse or health assistant at Kendall with questions.

NURSE

A nurse will be available on a daily basis. If a student becomes ill in school he/she should secure a pass from his/her teacher prior to reporting to the nurse's office. The nurse will decide what action should be taken. Students may not leave the building because of illness without authorization.

SUGGESTIONS FROM THE SCHOOL NURSE

The following are some health policies of the Health Department practiced at Kendall Elementary School to maintain a healthy and safe school environment.

- If your child is running a fever, the health department recommends the child's temperature be normal (98.6) for 24 hours before returning to school.
- Keep your child at home if he/she has a consistent cough or running nose that might infect other children.

- Keep children at home for 24 hours after vomiting and flu symptoms subside.
- Please report all cases of strep throat and strep related infections to the school nurse or health assistant.
- All communicable diseases (chicken pox, head lice, impetigo, mumps, measles, etc.) are required to be reported to the school nurse. There are specific requirements and regulations for readmission to school after communicable diseases.
- Please do not send children to school with diarrhea or vomiting.
- A student who has been absent from school for five (5) or more days or who has a communicable disease must present a physician's release for readmission to school.
- If a rash is present it needs to be evaluated by a physician. A doctor's diagnosis is required for re-admittance to school.
- If there are signs of conjunctivitis ("pink eye") with matter/drainage in one or both eyes, itching, redness, or crust on the eyelid your child needs to be evaluated by a physician. Antibiotic therapy needs to be maintained for at least 24 hours before re-admittance to school.

If you have any questions regarding when to and when not to send your child to school please feel free to call the school nurse. Your help and cooperation in maintaining a healthy school environment is most appreciated.

PE PARTICIPATION

In the event that your child is recovering from illness or you have concerns regarding PE participation, you may request in writing that he/she not participate in PE for up to three days. After the third day, a doctor's note is required for exclusion. A note to the PE teacher to monitor participation keeps the PE teacher informed as well.

READMISSION TO CLASS FOLLOWING AN ILLNESS

A student who has been absent from school for five (5) days or more, or who has had a communicable disease must present a physician's release before being readmitted to school.

A student who has been absent for less than five (5) days may be readmitted to class with a written excuse from his/her parent or guardian.

Children will be readmitted to school according to the isolation/exclusion requirements in Rules and Regulations for the Control of Communicable Diseases, published by the Illinois Department of Public Health.

SECTION 4: ATTENDANCE

EARLY DISMISSAL/LATE ARRIVAL

A request to have a child dismissed early should be sent in writing with the child on the morning of the dismissal. Parents must come to the school office. We will send for the child as the child is signed out for dismissal. A child will be released only to his/her own parent unless other arrangements have been made. Late arrivals must report to the office before going to class.

When extreme circumstances require that you contact the office with exceptions to your child's dismissal, the office will share those communications with teachers at 3:00pm. Phone calls or personal requests after 3:00pm contribute to end of day confusion for students and can no longer be accommodated.

STUDENT ATTENDANCE

Philosophy: Kendall's educational program is built on the premise that regular attendance and punctuality is vital to a student's success in school. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parent(s) or guardian(s), and school personnel. Consistent, punctual school attendance is a strong indicator of improved learning and positive school experience. Certainly reasons such as illness and family emergencies require students to miss school; however, consider the following when you make the decision to have your child arrive late, leave during the day, leave early, or miss school for avoidable reasons.

- Participation in academically engaged time is considered a primary component of improved learning.
- Mondays are used for introduction of new material and concepts.
- Fridays are used for teachers to assess student understanding through application what they've learned during the week. Fridays also frequently include higher level thinking and extension opportunities.
- Students learn best when anchored by predictable routines, such as morning announcements, morning classroom "sponge" activities and tapping of prior knowledge, as well as end of day reviews, wrap-ups, and organizational procedures.
- Teachers skillfully sculpt effective lessons. Interruptions for intercom announcements to send students to the office disrupt the lesson focus and pacing for the entire class.
- Teachers must prioritize best use of their time to promote student growth and achievement. Planning in advance for students who are choosing to take vacations during school time does not make best use of teacher time. Experience has shown that it is difficult at best for teachers to accurately predict what homework will be and for students to do homework properly on vacation. Students will be given reasonable time frames to complete assignments upon their return. It is important to keep in mind that education is a highly interactive experience and cannot be reduced to written assignments. There is no substitution for a student's active presence in the classroom.
- When students miss school due to illness, they are best served with rest and quiet at home. Teachers use their professional judgement to send home appropriate content and amounts of work after illness requires three days of absence.

There are times when students need to miss school; however, the importance of regular, full day attendance cannot be overstated.

Please make attendance decisions judiciously.

Specific Expectations: Kendall expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children consistent with Section 26-1 of the Illinois School Code, and to inform the school of any absences and their causes. Kendall will monitor each student's attendance problems or chronic tardiness.

Each day a youngster will be absent, a parent should call the school. In the case of a known extended absence of one week or more, only one call needs to be made. If the office is not notified by 10:00 AM, a parent will be called. If the sickness is determined to be a contagious disease, readmission to school will require a back-to-school permit signed by a physician.

Make-Up Work: If a student is unable to attend school for two or less days, he/she will receive make-up work upon return to school and be given an appropriate due date. For extended emergencies/illnesses, a parent may call the school on the morning of the third day of absence to request make-up work. A parent may then come to the office the following morning to pick up homework.

Medical documentation: Under certain circumstances, parents or guardians may be required to present medical documentation of physical or emotional conditions causing a student's absence.

Excessive Absenteeism: Any student who is absent for more than twelve (12) days in any one semester will be considered as having excessive absences.

Tardiness: Students must be in their classroom at 9:05AM. If a student arrives at school after 9:05AM, he/she should report to the main office for a pass.

SECTION 5: BEHAVIOR SUPPORT

PHILOSOPHY

The Kendall Staff will establish and maintain the conditions for student academic and behavioral success.

Student Behavior is the shared concern of staff, students, and parents.

GOALS

To celebrate and reinforce the development of appropriate behaviors.

To provide clearly communicated expectations.

To reinforce expectations as appropriate.

To implement consequences fairly and consistently on a school-wide basis.

To activate appropriate consequences in a timely fashion.

To maximize the support and involvement of parents.

STUDENT BEHAVIOR EXPECTATIONS

Students are expected to respect themselves, others, and property.

RECOGNITION OF POSITIVE CONTRIBUTIONS TO OUR LEARNING CLIMATE:

Students who demonstrate positive behavioral and social skills may receive a variety of positive reinforcement including:

- Verbal praise
- Written praise
- Reward structures as designed by classroom/specials/support teachers
- Classroom recognition during morning announcements

CONSEQUENCES FOR NEGATIVE CHOICES:

Early Intervention:

Teachers will use a variety of strategies to begin with the subtlest (proximity, saying a student's name, a look, a pause) and, as necessary, will proceed to more direct intervention.

Intermediate Intervention:

Reflective time not to exceed ten minutes as well as conferencing with appropriate staff members and parents will be provided as appropriate for students to:

- Learn to think responsibly.
- Learn to develop replacement behavior skills.
- Develop behavior skills that promote success in a school community.
- Learn positive social skills to interact with peers and staff.
- Develop a plan for improvement.

Behavior which suggests that the interventions mentioned above are unsuccessful will require the involvement of the Building Behavior Interventions Team, the principal, and parents to develop an individualized plan for improvement.

Advanced Intervention Due To Gross Disobedience or Serious Acts of Misconduct:

Any behavior that causes or may cause a staff member to recognize the potential for substantial injury, disruption, or interference with school activities or others' rights will be considered gross disobedience or misconduct. Such behavior may occur on school grounds or on a school bus. Examples of such behavior are:

- Repeated minor misbehavior which continues in spite of behavioral interventions.
- Behavior which destroys property.
- Behavior which hurts other people or is seriously disrespectful of their rights.
- Behavior which seriously interferes with the education process.

Any action which demonstrates a clear and present danger to the safety and well-being of the students and staff will be subject to district policy. Any behavior not conducive to a healthy school environment will be addressed by the administration. The principal may assign an in-school detention. While serving an in-school detention, the student is expected to complete school assignments. If a student is absent on a day when an in-school suspension has been assigned, he/she will serve it on the first day after his/her return. Students who engage in inappropriate behavior while serving an in-school suspension may be subject to additional assignment of out-of-class time at the discretion of the administration.

THREATS AND SAFE SCHOOLS

The following caution is found in the District 204 Handbook:

All threats are investigated. We caution all students that threats may result in serious disciplinary consequences. Police investigation, arrest, suspension, and recommendation for expulsions may be warranted.

SECTION 6: LUNCH/RECESS

LUNCH

There are five thirty-five minute lunch/recess periods. Hot lunch is available daily to students who have pre-purchased meal tickets. For more information contact our office at 630-428-7100.

Lunch is scheduled as follows:

Grade 1	10:50 - 11:20
Grade 4	11:30 - 11:50
Grade 5	12:00 - 12:20
Grade K & 2	12:30 - 12:50
Grade 3	1:00 – 1:20

All students will take a restroom break to wash hands before lunch.

We expect students in the lunchroom to follow the Patriot Guidelines. Students are also expected to follow the Patriot Guidelines whenever on the playground.

MEAL PLAN

Our food service operation is located in the multi-purpose room. Students may purchase a variety of hot and cold entrée menu choices. Salads, fruit, snacks and beverage items round out the nutritious and popular menu. All schools have a debit card system. This system will give students and parents the opportunity to pay for their meals in advance. This can be done by making a payment at the school or online using a credit card or debit card. Once the payment is completed, the student will be able to use their student ID number to pay for their meals. Both parents and students will be able to view their balance via the internet. Students may also bring their own lunch.

The District participates in the Illinois free meals/milk program to supply free lunches and free milk to students of families whose gross income qualifies them for such assistance. Parents may apply at any time during the school year. The guideline letter and application may be found at the back of the district handbook, online or by request in the school office.

RECESS

A short recess is held each day after lunch. During the winter, we will go outside for recess if the wind chill index is at five (5) degrees or above. The wind chill report will be obtained from the National Weather Service. Students are expected to dress appropriately for winter weather recess with hats, gloves, boots and winter coats. All students participate in recess unless a doctor's note is provided to the school.

Bad weather dictates the frequency of indoor recesses, and we typically have several. Please consider purchasing indoor recess games or fun pages such as “mad libs” for your child’s classroom as a way to honor your child on his/her birthday.

Recess is provided after lunch to allow students some well-needed exercise after students’ academic morning. Recess supervision is provided but not by classroom teachers.

Playground Guidelines:

1. Physical contact of any type is not allowed. Pushing, hitting or piling is prohibited and will result in a referral.
2. Only sitting is allowed on swings. Only one person is allowed on a swing at a time.
3. Students are to use the slide safely by going down free first.
4. Woodchips must remain on the ground.
5. Equipment from home is not allowed at recess. This will protect any valuable items children could loose or break.
6. Four square rules have been taught in PE to every class. Rules are posted in lunchroom and classrooms and gym for review.
7. Basketball games allow for 5 students to participate on a team. Ten students total can play on half court. Rotation schedule is provided if necessary.

Recess Activities:

1. Four square
2. Basketball
3. Football passing/catching skill practice
4. Playground equipment
5. Walking club-by grade level
6. Hopscotch
7. Soccer-field area only
8. Balls, jump ropes, hula hoops, horseshoes, additional games in bin
9. Quiet garden
10. Nerf footballs, plastic balls & plastic bats

SECTION 7: TRAFFIC SAFETY AND TRANSPORTATION

GENERAL TRAFFIC SAFETY RULES

1. All students will enter and exit the building under staff supervision.
2. Students will enter the building doors at 8:50AM and proceed to their classrooms.
3. Specific pick-up/drop-off points have been established and are to be used.
4. Walkers who need to cross Meadow Lake Drive and Pradel Drive or Meadow Lake Drive and Royal Worlington will cross only at the provided crosswalk. A crossing guard will be available at the crosswalks.
5. Students will walk on school property. Bikes are to be walked and roller blades and scooters are to be carried while on school property.
6. Students will respect private property, including lawns, when walking to and from school.
7. The office will be notified before 3:00PM when any change in normal pick-up plans occurs. To avoid confusion, students will not be early dismissed from their classrooms after 3:20PM. If your child requires an early dismissal, please do so before that time. The office is extremely busy after 3:00PM. Please avoid calling to make last minute alternate plans for your child's dismissal.

As our school continues to grow, so will the car traffic before and after school. You can help by encouraging walking and carpooling. You can also help by supporting the following:

- Kendall's front drop-off/pick-up will be available to carpoolers with three or more children only. *If one of your carpooling students is absent or otherwise not being picked up on a particular day, you may still use the pick-up line.*
- Carpoolers will need to make a left turn out of the front circle. This rule keeps the front pick up cars away from the Pradel/Meadow Lake crosswalk.
- Side car drop off/pick up is for all others not carpooling.
- Both front and side car pick up should:
 - Place a sign in the car window indicating the first and last names of students being picked up.
 - Pull up as far as possible, and watch for staff members to direct this process.
 - Make sure that your children can open their own doors, buckle their own seat belts, and have backpacks, umbrellas, etc. read to go.
 - Pull around and wait in front of the loading zone if your children are not ready for pick up.
 - Give one, take one as you enter the circle drive.
 - Use only the area between the two portable white signs for pick up.
 - Remain in your vehicles.
 - Reinforce with your children that their "job" outside is to watch for your car.
- **The parking lot is not to be used for or during pick up.**
- It is unsafe to drop-off students in highly congested areas such as the crosswalks or across the street in the middle of the block.

Please be patient. Arrival and departure times are the most dangerous times of the day due to vehicular traffic. This situation is made more problematic when drivers choose speed and convenience over safety. Hundreds of students use our pick up lines each day and are gone by 3:45pm except in extreme weather conditions when it might take additional time.

PLEASE NOTE:

All students enter the building through the rear gym door #6 or front center door #1.

It is essential that proper traffic flow as well as adherence to signage be obeyed so that both locations can operate safely.

Walkers must use the crossing guard on the corner of Meadow Lake Drive and Pradel Drive or Meadow Lake Drive and Royal Worlington in order to maintain safety. Please do not park across the street and wave your student across those streets at any other location.

Please make sure that changes are communicated to the school well in advance and that your family discusses your plan for pick up during inclement weather.

BUILDING EXIT ASSIGNMENTS

Front East Walkers Commercial Daycare Bus Riders	Exit #2
Front West Walkers	Exit #12
South Walkers Bike Riders	Exit #9
Side Car Riders	Exit #5
Front Circle Carpoolers	Exit #2