

**Parent Guidebook
for
Kendall Elementary School**



**Kendall Elementary School
Home of the Patriots**

Dear Parents/Guardians:

Welcome to Kendall Elementary School!

I am excited about your children attending Kendall School and look forward to working together this year.

This guidebook is designed to help you and your child navigate practices and procedures specific to Kendall Elementary School. District policies can be found in the Indian Prairie District 204 Parent-Student Handbook. Where appropriate, this guidebook will provide you with direct links to the District policies.

At Kendall Elementary School, we work as a community to follow our Patriot Guidelines: Be Safe, Be Respectful, and Be Responsible. We know that all Kendall Patriots can follow these guidelines when expectations are clearly defined and reinforced. If you have any questions regarding the procedures outlined in this guidebook, please contact our school office for further information.

Our school community benefits from a strong partnership between parents, staff and students. We invite you to foster this partnership by attending school functions, monitoring your child's educational progress, and volunteering in our school. Together, we are all Kendall Patriots!

Sincerely,

Breah Jerger

Principal

Table of Contents

Arrival / Dismissal	4
Art / Music / PE	5
Assessment Calendar	5
Attendance	5
Bicycles / Scooters / Skateboards	6
Birthdays	6
Breakfast	6
Bullying Definitions	6
Bullying Reporting 204 Tipline	6
Bus Expectations	6
Bus Information	6
Bus – Kindergarten Drop Off Procedure	7
Calendar	7
Celebrations	7
Cell Phones and Electronic Devices	7
Chromebooks	7
Communication	7
Communication Concerns	7
Digital Citizenship	8
Discipline	8
Early Dismissal / Late Arrival	8
E-Learning Days	8
Elementary Air Conditioning FAQ	8
Emergency Closings	8
English Learners	8
Extracurricular Clubs and Intramurals	9
Field Trips	9
Food / Snacks / Water Bottles	9
Forgotten Items	9
Grading	9
Head Lice (Pediculosis)	10
Health, Eye and Dental Exams	10
Homework / Make-up Work	10
Immunizations and Exclusions	10

LMC (Library Media Center) 10

Lost and Found 10

Lunch 11

Medication 11

Money 11

Non-custodial Parent Request for Information 11

Office Hours 11

Parent Involvement 12

Parent Teacher Conferences 12

PBIS Expectations 12

PE Exemption 12

Pest Management 12

Pets 12

Playground Guidelines 13

PushCoin 13

Recess (Temps) 13

Religious Observance 13

Ride-Sharing Services 13

School Colors and Mascot 14

School Hours 14

School Song 14

School Supplies 14

Spirit Days 14

Toys at School 15

Truancy 15

Valuables at School 15

Visitors 15

Volunteers 15

Website 15

Arrival / Dismissal

Arrival: School doors open and adult supervision begins at 8:50 a.m. (9:00 a.m. on late-start Wednesdays).

Bus riders will enter through Door 1 (main entrance).

Car riders will enter through Door 5 (gym entrance).

Bike riders will enter through Door 11 (bike rack).

Walkers may enter through Door 1, 5, 11, or 12.

All pedestrian traffic is to use sidewalks and **MUST** cross only where crossing guards are present (Intersections of Meadow Lake/Pradel or Meadow Lake/Royal Worlington). This applies to both students and adults. Crossing at other locations poses a significant threat to safety during this time of increased traffic.

All bikes, scooters, etc. are to be walked once on school property.

The front circle drive is closed to all regular traffic during arrival. Only school buses, daycare buses, and private cars with a front circle permit displayed may access the front circle drive.

Car riders should approach (and line up if needed) on Pradel Drive either north or south of the parking lot circle entrances. Cars must take care not to block the driveways of any of our neighbors while in line. Cars should enter the parking lot drive following an alternating pattern. Drivers should follow directions of all staff outside and pull all the way forward to the car in front of them. Leaving space between cars so that you can pull around creates a safety hazard and increases the wait time for all cars in line. Students should only unload from cars when and where staff are present. Adults should not exit the car at any time. If your child is not able to unbuckle or exit the car independently, you are asked to walk to school or use the district transportation (for those who qualify).

Drivers should use extreme caution during arrival and dismissal. Refrain from using cell phones during this time, obey all traffic signs and crossing guards, and maintain a cautious speed while approaching school.

Dismissal: The elementary school day ends at 3:35.

Bike riders will exit through Door 11 (bike rack).

Walkers will exit through Door 2, 5, 11, or 12.

Bus and car riders will line up in the gym and exit when their transportation has arrived.

All pedestrian traffic is to use sidewalks and **MUST** cross only where crossing guards are present (Intersections of Meadow Lake/Pradel or Meadow Lake/Royal Worlington). This applies to both students and adults. Crossing at other locations poses a significant threat to safety during this time of increased traffic.

All bikes, scooters, etc. are to be walked once on school property.

The front circle drive is closed to all regular traffic during dismissal. Only school buses, daycare buses, and private cars with a front circle permit displayed may access the front circle drive.

Car drivers should approach (and line up if needed) on Pradel Drive either north or south of the parking lot circle entrance. Cars must take care not to block the driveways of any of our neighbors while in line. Cars should enter the parking lot drive following an alternating pattern. The students' Car Line Number should be prominently displayed in the car window. Drivers should follow directions of all staff outside and pull all the way forward to the car in front of them. Leaving space between cars so that you can pull around creates a safety hazard and increases the wait time for all cars in line. Students should only load in cars when and where staff are present. Adults should not exit the car at any time. If your child is not able to enter the car and buckle themselves independently, you are asked to walk to school or use the district transportation (for those who qualify).

Drivers should use extreme caution during arrival and dismissal. Refrain from using cell phones during this time, obey all traffic signs and crossing guards, and maintain a cautious speed while approaching school.

Art / Music / PE

Each student will receive instruction in the following special areas:

Grades K-5 Art - 50 minutes total per week

Music - 50 minutes total per week

PE - 25 minutes three times per week

Hot Weather – If there is a heat advisory issued by either WGN or the National Weather Service, PE class will not administer any cardio testing or cardio activities

Necessary materials, supplies and gym shoes (rubber-soled "tennis shoes") that cover their heels and toes are required to participate. Please refer to the supply list posted on the website.

Assessment Calendar

<http://ipsdweb.ipsd.org/uploads/1920/1920ESMSHSAssessmentCalendar.pdf>

Attendance

School attendance is essential to academic success. Any lost class time, whether excused or unexcused, results in missed learning opportunities for your child. Please work to help your child develop positive habits for attendance from an early age. You can access your child's attendance records through our online student information system at any time. For assistance with improving your child's attendance, please contact your child's teacher or the main office.

Bicycles / Scooters / Skateboards

All persons, students and adults, are to walk bicycles, scooters, skateboards, etc. when on school grounds for arrival and dismissal. Any equipment must be secured using the bike racks on property during the school day and are not permitted inside the school building.

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. Treats, goodie bags of any kind, balloons, or birthday party invitations are not permitted.

Breakfast

<http://www.ipdsd.org/Subpage.aspx/SchoolLunches>

Kendall Elementary School serves both breakfast and lunch daily.

Bullying Definitions

(See Discipline in Indian Prairie District 204 Student Parent Handbook)

<http://www.ipdsd.org/handbook>

Bullying Reporting 204 Tipline

<http://ipdsdweb.ipdsd.org/tips.aspx>

Bus Expectations

School buses are considered an extension of the school and, therefore, the behavior expectations are the same. Students are expected to Be Safe including but not limited to remaining seated at all times, keeping the aisle clear, and maintaining a quiet classroom level voice. Students are expected to Be Respectful including but not limited to speaking kindly to students and bus driver, assisting others when needed, and asking for help when needed. Students are expected to Be Responsible including but not limited to keeping track of their belongings while on the bus, discarding trash in the appropriate location, arriving on time, and departing at the correct stop.

Bus Information

<http://www.ipdsd.org/Subpage.aspx/Transportation>

Bus – Kindergarten Drop Off Procedure

<http://www.ipisd.org/Subpage.aspx/Transportation>

Calendar

<http://www.ipisd.org/calendar>

Celebrations

Kendall holds two classroom celebrations each year sponsored by the PTA. This includes a fall costume party and a friendship party in February. In coordination with the PTA, room party plans are submitted two weeks prior to the celebrations in order to ensure that all students can participate safely. Students are not permitted to bring any food, candy, or trinkets to share with their classmates during these events.

Cell Phones and Electronic Devices

(See Discipline - Prohibited Student Conduct in Indian Prairie District 204 Student Parent Handbook)

<http://ipisdweb.ipisd.org/Uploads/1920/ParentStudentHandbook1920.pdf>

Chromebooks

<http://ipisdweb.ipisd.org/uploads/1to1/Handbook1to1ESEnglish.pdf>

Communication

(See Methods of Communication in Indian Prairie District 204 Student Parent Handbook)

<http://www.ipisd.org/handbook>

During the school year, Kendall families can anticipate a weekly newsletter which is sent via email and posted to the school website. This newsletter provides information related to school and PTA events. If you do not have access to email, please contact the school office for an alternate means of communication. Summer communication will be in the form of less frequent newsletters sent via email and posted to the school website.

Communicating Your Concerns

<http://www.ipisd.org/Subpage.aspx/WhereToGo>

Digital Citizenship

<http://ipsdweb.ipsd.org/uploads/1to1/Handbook1to1ESEnglish.pdf>

Discipline

<http://www.ipsd.org/handbook>

Early Dismissal / Late Arrival

In the event that a student arrives at school after school starts, an adult must escort the student to the main office to sign-in the student for the day.

A request to have a child dismissed early should be sent in writing to the child's teacher on the morning of the dismissal. Students will be called to the office when the adult arrives to pick them up. Students will only be released to a custodial parent unless other arrangements have been made with the office in advance.

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.

E-Learning Days

<http://www.ipsd.org/news.aspx?id=105465>

Elementary Air Conditioning FAQ

<http://ipsdweb.ipsd.org/uploads/HighTemp/AirConditioningFAQ.pdf>

Emergency Closings

(See "General Information" in Indian Prairie District 204 Student Parent Handbook)

<http://www.ipsd.org/handbook>

English Learners

(See Instruction in Indian Prairie District 204 Student Parent Handbook)

<http://www.ipsd.org/handbook>

Extracurricular Clubs and Intramurals

A variety of extracurricular clubs and intramurals will be offered to students throughout the school year. Please see weekly communication newsletters for information regarding these opportunities.

Field Trips

<http://www.ipsd.org/handbook>

Food / Snacks / Water Bottles

All classes will have a scheduled snack during the school day. This may be in the morning or afternoon based on lunch times for each grade. Students are asked to bring a healthy snack to school. Some classes will be provided with a list of prohibited food items due to documented food allergies of some students. All families must adhere to any restricted food lists. If you are unable to adhere to the restrictions noted, you must contact the office for alternate arrangements.

All students are permitted to and encouraged to bring a water bottle to school. Refilling stations are available to students throughout the school day. Please encourage students to practice filling water bottles at home.

Forgotten Items

Occasionally students may forget items at home. If possible, please simply keep these items at home until the following school day. If something must be dropped off, it will be placed on the "Oops Table" in the main lobby for students to pick-up. Classes will not be disrupted for forgotten items with the exception of glasses or medication.

Grading and report cards

Grades are an evaluation of student achievement of grade level objectives. Teachers use frequent and ongoing evaluation tools in determining a student's grades. Report cards and math profile of progress can be accessed through the student information system.

Grading Scale for Kindergarten

Quarter 1 assessments are discussed at Parent/Teacher Conference in November. Grading indicators are "progressing satisfactorily" or "additional help or growth needed".

Grading Scale for Grades 1-2

S+ Demonstrates strength
S Satisfactory progress
I Showing improvement
N Needs to improve
U Unsatisfactory progress

Grading Scale for Grades 3-5

100-90 = A
89-80 = B
79-70 = C
69-60 = D
59-0 = F

Report cards will include an effort grade in addition to academic letter grades.

Head Lice (Pediculosis)

(See Medical and Health Information in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipisd.org/handbook>

Health, Eye and Dental Exams

(See Medical and Health Information in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipisd.org/handbook>

Homework / Make-up Work

<http://board.ipisd.org/Uploads/Policies/Section%206/6290.pdf?v=1>

- 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.
- If the extended illness results in an absence of more than two weeks, a homebound tutor may be provided. Please contact the school office in these situations.

Immunizations and Exclusions

(See Medical and Health Information in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipisd.org/handbook>

LMC (Library Media Center)

<https://sites.google.com/a/ipisd.org/lmc-kendall/>

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 or the bin in the multi-purpose room for lost items. Parents are also permitted to sign in with the main office to check the lost and found bin.

Lunch

<http://www.ipSD.org/Subpage.aspx/SchoolLunches>

Kendall has five 35-minute lunch/recess periods. Hot lunch is available daily to students who pre-order at the start of the school day. For more information regarding hot lunches, please contact the school office. All students will wash their hands before lunch. Students are expected to follow the Patriot Guidelines for behavior while in the lunchroom. Parents are not permitted to eat lunch with students during the school day.

The daily lunch schedule is as follows:

Grade	Lunch	Recess
3rd Grade	10:50-11:10	11:10-11:25
1st Grade	11:15-11:35	11:35-11:50
2nd Grade	11:40-12:00	12:00-12:15
5th Grade	12:05-12:25	12:25-12:40
4th Grade	12:30-12:50	12:50-1:05
Kindergarten	12:55-1:15	1:15-1:30

Medication

(See Medical and Health Information in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipSD.org/handbook>

Money

The preferred method of payment for school fees, lunches, field trips, etc. is through Push Coin: <http://www.pushcoin.com>. Any money sent to school for hot lunch, field trips, book orders, etc. should be placed in a sealed envelope marked with the child's name, teacher's name, purpose of the money, and the amount enclosed.

Non-custodial Parent Request for Information

In the absence of a court order to the contrary, upon the request of either parent of a pupil whose parents are divorced, a school must mail all correspondence and reports that are furnished to one parent to the other parent. (105 ILCS 5/10-21.8)

Office Hours

Kendall's office is open on school days from 7:45 a.m. to 4:15 p.m.

Parent Involvement

Parents/Guardians are encouraged to become involved in their child's elementary school. Opportunities will be available throughout the school year and may come from your child's teacher, the PTA, or our LMC. If you are looking for a way to get involved, please contact the office for ideas and opportunities.

Parent Teacher Conferences

Parent/Teacher Conferences are an important part of the home/school partnership because parents can learn more about their child's progress and growth at school. Parent/teacher conferences offer two formal opportunities, one in the fall and one in the spring, for parents to obtain information about their child.

Kendall uses an online scheduling system for fall parent teacher conferences. The school will communicate procedures for this system each fall. For spring conferences, teachers will contact individual families to schedule a conference.

PBIS Expectations

At Kendall Elementary, we use Positive Behavioral Interventions and Supports (PBIS). This structure provides evidence-based strategies and supports which can be implemented and targeted to support each child's individual needs.

We build our behavioral expectations around three Patriot Guidelines:

- Be Safe
- Be Respectful
- Be Responsible

PE Exemption

(See Medical and Health Information in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipspd.org/handbook>

Pest Management

See Board [Policy 4:160](#)

Pets

In order to maintain student and staff safety, pets are not permitted on school property during student arrival, dismissal and recess times. If you choose to bring your pet to drop-off or pick-up your child at school, please walk only to the edge of school property and send your child the remainder of the way alone.

Only certified therapy animals affiliated with specific students/staff members or district approved organizations are permitted in school buildings.

Playground Guidelines

Students should not play on the playground equipment before and after school. These times are unsupervised and pose a safety risk. Any students using this equipment before or after school must do so under the supervision of a parent or guardian.

Recess during the school day will be supervised by Kendall staff. Students are expected to follow our Patriot Guidelines when at recess:

- **Be Safe:** This includes but is not limited to maintaining control of one's body, keeping hands to self, sitting while on swings, limiting swings to one person, going down slide feet first, and leaving wood chips on the ground.
- **Be Respectful:** This includes but is not limited to including all classmates in play, speaking with kind words, playing games by the rules and following directions of staff.
- **Be Responsible:** This includes but is not limited to cleaning up playground equipment such as balls and jump ropes, lining up properly at the end of recess, and asking adults for help when needed.

PushCoin

<http://www.ipspd.org/Subpage.aspx/OnlineMealPayments>

Recess Conditions

All students are expected to go outside for recess unless otherwise indicated by weather conditions. Students will be going outside provided the temperature/wind chill is above 5 degrees. Decisions are made based on the information provided by the local weather service. It is important that students come prepared to go outside for recess each day. Appropriate clothing items are needed and are expected.

Religious Observance

(See General Information in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipspd.org/handbook>

Ride-Sharing Services

(See Transportation in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipspd.org/handbook>

School Colors and Mascot

Kendall's school colors are Red, White, and Blue. We are the Home of the Patriots in honor of Oliver Julian Kendall. Lt. Kendall grew up in Naperville and served as an Army lieutenant in World War I. He gave his life for his country and in protection of his infantry and is buried in France. Oliver Julian "Judd" Kendall is an American Hero. It has been written that his refusal to divulge information when captured behind enemy lines, 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 our Oliver Julian Kendall Elementary School.

School Hours

The main office is open Monday through Friday, when school is in session from 7:45 a.m. to 4:15 p.m. School hours vary during the summer.

Students are in session from 9:05 a.m. to 3:35 p.m.

School Song

We are the Kendall Patriots,
And we have alot of spirit
Through and through.

We stand for pride and teamwork,
To our family, friends, and country
We'll be true.

We cheer for one another,
So at Kendall, we shall
Let our motto be...

Let's go red!
White and blue!

Kendall School,
We always will love you.

School Supplies

<http://www.ipdsd.org/Subpage.aspx/SchoolSupplyLists>

Spirit Days

The last (in-session) Wednesday of each month is Kendall Patriot Spirit Day. Students are encouraged to wear Patriot Wear or Red, White, and Blue.

Toys at School

Students should leave personal toys and trinkets at home unless specifically invited to bring items to school by their classroom teacher. These items are often a distraction for students and create conflict within the classroom. School staff cannot be held responsible for lost or missing personal toys or trinkets brought to school by students.

Truancy

(See Attendance and Truancy in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipisd.org/handbook>

Valuables at School

(See General Information on in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipisd.org/handbook>

Visitors

(See General Information in the Indian Prairie District 204 Student Parent Handbook)

<http://www.ipisd.org/handbook>

Volunteers

We value and appreciate volunteers. Please contact the school office about volunteer opportunities.

All volunteers are expected to:

- Sign and submit the Volunteer Application Form.
- Maintain strict confidence about students. This includes student academic progress or performance, behavior, records, and school or family problems.
- Refrain from sharing any confidential information or personal opinions regarding students and staff observed while volunteering.
- Avoid discussions within or outside school regarding classroom practices with respect to individual students.
- Refuse grading or recording of scores of student assignments.
- Sign in and wear a visitor badge when working at school.

Website

<http://kendall.ipisd.org/>