

KENDALL ELEMENTARY SCHOOL
2016-2017
PARENT HANDBOOK



Kendall Elementary School

2408 Meadow Lake Drive

Naperville, Illinois 60564

630-428-7100

<http://kendall.ipeds.org>

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KENDALL ★ ★ ★ ★

★ ELEMENTARY SCHOOL ★

2016-2017

Dear Parents:

Welcome to Kendall Elementary School!

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

This handbook is much shorter than in previous years. We have removed most sections which already appear in the District Parent-Student Handbook, which may be accessed on our district website – <http://www.ipsd.org> under IPSD ESSENTIALS. We will be moving most of the remaining content to our school webpage over the course of the school 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. When visitors, volunteers or contractors check-in, they will be asked to present a valid government issued ID. The ID is scanned and checked against a nationwide database to determine if there's a criminal record on that person, particularly any incident with children. If approved, the visitor will receive a badge with his or her ID photo and destination in the school. Using a photo and destination on each badge ensures that staff can verify at a glance that it is the same individual who signed in at the front office and that they are at their stated destination. Visitors' IDs will be returned when they sign out in our office. The school staff will physically hold all visitors' IDs so in an emergency, first responders can quickly know who is in the building. This process allows us to follow Illinois code and to assure our students that all visitors are authorized to be in our building.

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

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 unwilling 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



ATTENDANCE LINE

(630) 428-7100 – press 3

FAX NUMBER

(630) 428-7101

WEBSITES

<http://kendall.ipSD.org>



<http://ipSDweb.ipSD.org>

SECTION 1: GENERAL INFORMATION

BICYCLES, HEELYS, HOVERBOARDS, 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 Hoverboards are permitted in school or on school property.

Heelys (wheeled sneakers) are not permitted in school or on 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. They are not allowed to be brought into school.

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.**

DIGITAL CITIZENSHIP

Digital Citizenship is the norms of appropriate, responsible technology use. (Mike Ribble, Digital Citizenship Institute) We want students and families of the Kendall community/school to model appropriate Digital Citizenship. Please be thoughtful of what you post online of other students and parents. Before you post a picture of a child other than your own, ask yourself “Do I have permission to post?” and “How will this post affect others?” Your family can explore and pledge To be good Digital Citizens through the following links:

<http://www.digitalcitizenship.net/uploads/ParentContract.pdf>

<http://www.digitalcitizenship.net/uploads/KidPledge1.pdf>

For more information, please see the district website (www.ipsd.org) for Board Policies 7:180 and 7:190 which address student behavior, including cyber-bullying, and the District 204 Parent/Student Handbook under the Student Behavior section.

Here are some additional resources:

- To help decipher digital jargon, abbreviations, and acronyms: <https://www.commonsensemedia.org/educators/digital-glossary>
- Parent Concerns: <https://www.commonsensemedia.org/parent-concerns>
- Topics surrounding Social Media: <https://www.commonsensemedia.org/social-media>

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.

PETS

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

Pets 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.

ROOM EVENTS/TREATS

Special room events are sponsored by the PTA in conjunction with Fall and Valentine's Day. Crafts made from food products, candy in valentines, and/or take home treats will not be permitted.

Room party proposals are required and due to the office two weeks prior to the party date for approval.

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, soft and hard lock downs. 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 cases of bad weather or dangerous road conditions, school closings or early dismissals are announced through a phone call to parents, on the district's website at <http://www.ipSD.org> and through the district Twitter@ipSD.org.

Parents can also check the Emergency Closing Center's web site at:
<http://www.emergencyclosingcenter.com>.

A recorded message advising of school closings or early dismissals can be heard by dialing the District 204 Information Line at 630-375-3015.

Closings or early dismissals will also be posted on Kendall's website and communicated through Connect-ED. *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.

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 of emergency numbers or contacts that need to be updated in your child's file.

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 elementary schools are equipped with door buzzers and video camera devices for protection as part of our Safe School Response Plan. Please remember to enter the building through the main front doors only and to immediately check into the office. When visitors, volunteers or contractors check-in, they will be asked to present a valid government issued ID. The ID is scanned and checked against a nationwide database to determine if there's a criminal record on that person, particularly any incident with children. If approved, the visitor will receive a badge with his or her ID photo and destination in the school. Using a photo and destination on each badge ensures that staff can verify at a glance that it is the same individual who signed in at the front office and that they are at their stated destination. Visitors' IDs will be returned when they leave the building. The school staff will physically hold all visitors' IDs so in an emergency, first responders can quickly know who is in the building. This process allows us to follow Illinois code and to assure our students that all visitors are authorized to be in our building.

SECTION 2: STUDENT ACADEMIC PROGRESS

CONFERENCES

See District calendar.

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 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.

SECTION 3: ARRIVAL & DISMISSAL

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.

Kendall School has no busses. As a result we dismiss all students as car riders or walkers. You can help in the safe arrival and dismissal of students by supporting the following in our drop off and pick-up lines:

- Cell phone use in pick-up lines and on school property is against the law. Refrain.
- 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. ready 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 #5 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	Exit #2
Front West Walkers	Exit #12
South Walkers Bike Riders	Exit #9
Front Car Riders	Exit #2
Side Car Riders	Exit #5

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.

PLAYGROUND EQUIPMENT (BEFORE & AFTER SCHOOL)

Students are not to play basketball, or play on the playground equipment, before school or after school before going home. These times are unsupervised and could pose safety risks.

SECTION 4: POSITIVE BEHAVIOR INTERVENTION SYSTEM **(PBIS)**

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
- Leadership opportunities

CONSEQUENCES FOR NEGATIVE CHOICES:

Early Intervention (Tier One):

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 (Tier Two):

Reflective time 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 (Tier Three):

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.

SECTION 5: 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.

Schedule is as follows, but subject to change:

Grade 1	10:50 - 11:10 Lunch 11:10 – 11:25 Recess
Grade 5	11:15 - 11:35 Lunch 11:35 – 11:50 Recess
Grade K	11:40 - 12:00 Lunch 12:00 – 12:15 Recess
Grade 4	12:05 - 12:25 Lunch 12:25 – 12:40 Recess
Grade 3	12:30 – 12:50 Lunch 12:50 – 1:05 Recess
Grade 2	12:55 – 1:15 Lunch 1:15 – 1:30 Recess

subject to change

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.

RECESS

A 15 minute recess is held each day following lunch. During the winter, we will go outside for recess if the wind chill index is at 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 including a medical reason is provided to the school. When a student is excluded from PE due to a medical concern, the exclusion will apply to all physical activities including recess. The school nurse will follow up with the doctor's office as needed. Safety is our priority. We ask that students NOT bring toys, balls, jump ropes etc. from home; our lunchroom staff will provide students with these items.

Bad weather and black top conditions dictate 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 by hired, trained recess supervisors.

Playground Guidelines:

1. Physical contact of any type is not allowed. Pushing, hitting or piling is prohibited and will result in an office 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 feet first.
4. Woodchips must remain on the ground.
5. Four square rules have been taught in PE to every class. Rules are posted in lunchroom and classrooms and gym for review.
6. 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.
7. Footballs provided for skill and drill activity.
8. Equipment from home is not allowed at recess. This will protect any valuable items children could lose or break.

Recess Activities:

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