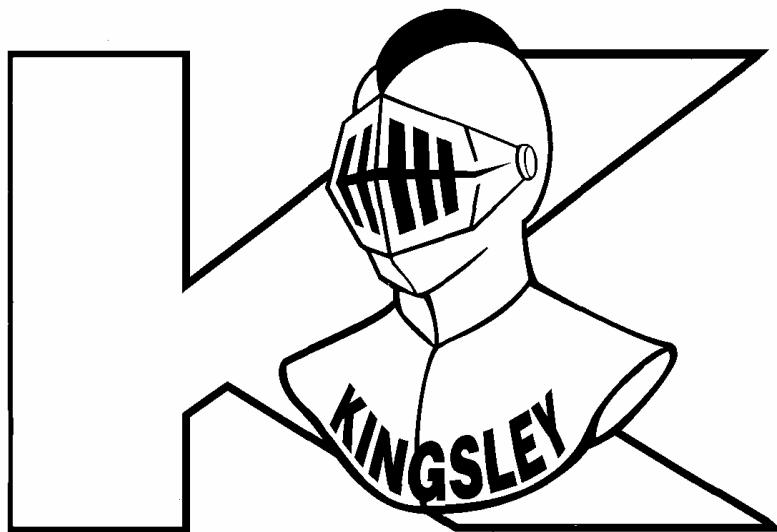


# Kingsley Elementary School

2014-2015



## Good, Better, Best!

August, 2014

Dear Kingsley Families,

Welcome to Kingsley and our school community. I hope you feel refreshed and relaxed after summer vacation. Once again we will focus on our academic and social emotional goals so that we can accomplish our mission. With your help, we can create a nurturing community in which students can learn to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors. We recognize that our goals are achievable only through a strong partnership with the family. If at any time you have a concern, please contact your child's classroom teacher or me so that we can address your concerns in a timely manner. We value your opinions and appreciate the support and interest that you have in Kingsley School.

This portion of the handbook provides important information about Kingsley School. It lists information regarding school procedures and Home and School information. Additionally, you will find our Kingsley Knight Traits which are a large part of our social emotional learning. We honor students each month for demonstrating each of these characteristics.

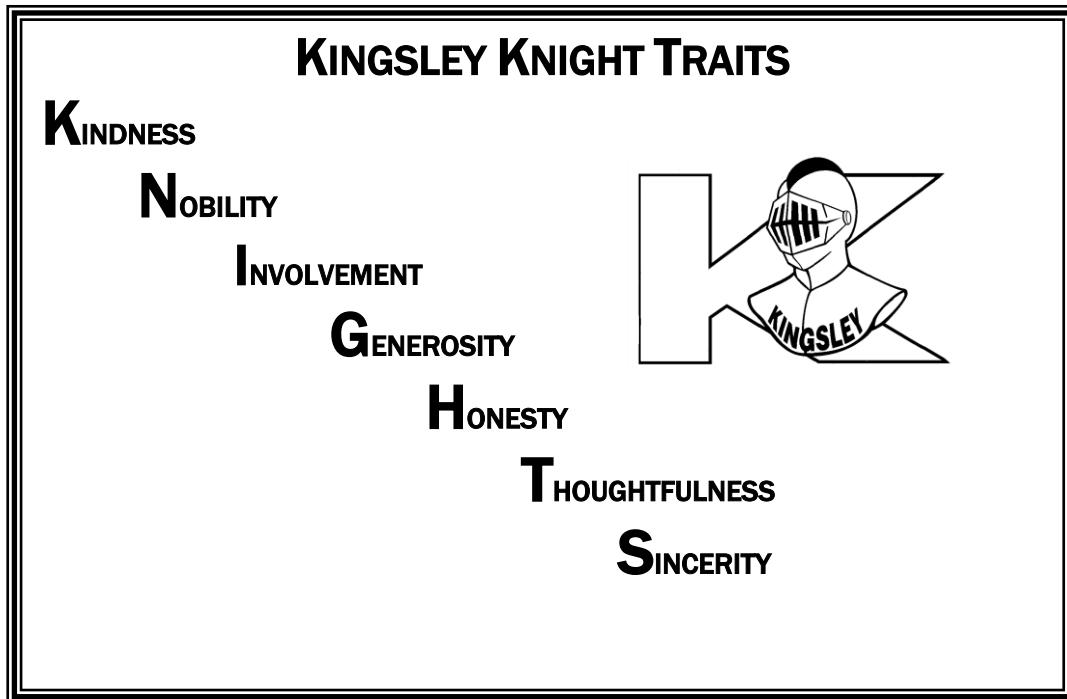
Thank you for taking family time to review this handbook together. It will clarify expectations and reinforce that very important connection between home and school.

Good, Better, Best!

Erin Marker  
Kingsley Principal

## THE DISTRICT MISSION STATEMENT

The mission of Kingsley School is to create a nurturing community in which students can learn to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors.



## A Patchwork of Learners

How much like a patchwork of learners we are.

Some of us bright and cheery,

Others are quieter, more delicate and subdued;

Yet how well we blend together.

The quieter ones set off the colorful.

The brighter ones accentuate the pastels.

Often the more fragile pieces hold the sturdy ones together.

Blessed are we to be varied.

All are stitched with love and tied to one another.

~Lenore Johnson, Kingsley's First Principal

## **Important Phone Numbers & E-Mail Addresses**

**\*\*In case of an emergency, please use the main office phone number\*\***

Kingsley School Main Office 420-3208

Erin Marker, Principal ([emarker@naperville203.org](mailto:emarker@naperville203.org))

Hugh Boger, Assistant Principal ([hboeger@naperville203.org](mailto:hboeger@naperville203.org))

Kingsley School Health Office 420-3212  
Absence Call-in Recorder 420-3212

School Fax Number 420-3213

Learning Resource Center 420-3214  
Jennifer Sardone, Director

Kingsley's Web Page [www.naperville203.org/kingsley/](http://www.naperville203.org/kingsley/)

District 203 Web Page [www.naperville203.org](http://www.naperville203.org)  
This web page lists school board members and contains links to their e-mail sites.

District 203 Administration Center 420-6300  
Dan Bridges Superintendent of Schools

Transportation Office (bus garage) 420-6464

## **ABSENCE PROCEDURES**

A consistent procedure for reporting absences within the elementary schools of Naperville School District 203 is in place.

**You are requested to call the school health office (420-3212) prior to 7:45 a.m. to report daily absences. A recording device will be used to record the information.**

If you anticipate the absence to be more than one day, please call the same number again between the hours of 10:00 a.m. and 2:00 p.m. to discuss the absence with the school health technician.

If a child is absent and we have not received a call, we will attempt to reach you by calling your home and/or work number and a number, which you have designated for checking absences. We ask that this designated number be other than your home number.

Please remember for sick children, they must be free of fever and vomiting for 24 hours before returning to school.

We will call these numbers by 10:00 a.m. to check on unreported absences. The responsibility for reporting absences remains with parents/guardians. If we are unable to reach you, we will send you a reminder to call in.

If a child comes after 8:15 a.m., a parent must accompany him/her to the front office to sign in and receive a tardy slip. Due to safety issues, a child should not be walking to school alone after school starts.

**Please put the following instructions next to your phone:**

Call 420-3212 anytime before 7:45 a.m. to report daily absences.

A recording device will be used to record the following:

- |                 |                       |
|-----------------|-----------------------|
| a. Date         | c. Teacher name       |
| b. Student name | d. Reason for Absence |

## **BIRTHDAYS**

A child's birthday is a very special day. However, for many reasons, **we must request that all birthday celebrations take place outside of school. Birthday treats should not be sent to school because of loss of instructional time, allergies and other health concerns.** If a child brings a food treat on his or her birthday, **he or she will not be allowed to distribute it at school and will bring the treat home.** This makes for disappointed children and puts teachers in a very difficult position. We greatly appreciate your cooperation in helping us avoid an unhappy situation for everyone.

## **BUILDING SECURITY AND VISITORS POLICY**

In cooperation with District 203, Kingsley has emergency plans in place for potential fire or weather emergency or in the event that an unwanted intruder enters the school. Kingsley staff has been trained in these procedures and lead students in practicing fire, lock down and weather emergency drills regularly.

**The cooperation of family members and visitors is an important part of this security plan.** When entering Kingsley during school hours, please do so through the front door (Door 1) only. All other doors will be locked and students have been instructed not to open doors. After entering the school, stop first at the main office to obtain a visitor's badge or volunteer button to wear.

We ask all visitors to do this, even if they are regular volunteers. Any adult not wearing this identification will be stopped and escorted back to the office where they can then sign-in and pick up identification.

## **I FORGOT TABLE**

In the event a student has forgotten an item, please place that item on the I FORGOT TABLE which is located right inside the front doors of the school. Please write the name of your child, as well as their teacher on the white board located directly above the table. This table will be checked periodically throughout the day by students, as well as on their way to lunch each day. For safety and security reasons and to protect instructional time, parents will not be allowed to hand deliver forgotten items to classrooms during the instructional day.

## **DISASTER/EVACUATION PLAN**

In the event of a disaster/bomb threat or if conditions exist requiring long term evacuation from Kingsley School, the building secretary will notify the Administrative Center and the police and/or fire departments as necessary. Students will then be relocated to Lincoln Jr. High School. Students will remain with their assigned classroom teacher and will be dismissed to parents only from the designated area at Lincoln. Parents will be notified of procedures by E-mail and a phone call. If parents are not available during school hours, students will remain at Lincoln until dismissal.

## **FOOTWEAR**

In the interest of health and safety, we must practice specific procedures regarding footwear worn at school. In order to meet optimum safety requirements the following guidelines will be in effect:

- Students will not be permitted to be stocking-footed in the classroom during the school day.
- Students will not be permitted to wear shoes with wheels in the classroom during the school day.
- Students may bring an extra pair of shoes to leave at school to wear during the school day. They also may wear their gym shoes.

## **LOST AND FOUND**

A "Lost and Found" box is located near the music room door. If a child is missing an item such as boots, hats, shoes, a lunch box, etc. please have him/her check the lost and found box. Glasses, jewelry and any other items of value will be kept in the school office. Students should refrain from bringing expensive items to school such as technology devices. The school does not accept responsibility for the loss of personal items. **Please encourage your child to check the Lost and Found regularly. Items in the lost and found will be given to a worthwhile charitable organization on a regular basis. Lunch boxes or other items that might cause a sanitary concern will be disposed of more often.**

PLEASE LABEL ITEMS to help us return them to students. Items labeled with a student's name are returned to that student when Lost and Found items are sorted several times during the school year.

## **PHONE USE**

Students are allowed to call home for necessary items such as eye glasses, lunch, etc. Students are not allowed to call home to make arrangements for after school activities such as play dates with friends.

Cell phone use is prohibited during school hours. If a student brings a cell phone to school, to use for emergencies outside of school hours, they must keep it in their backpack during the day. If a student chooses to use a cell phone during the day, it will be turned into the office for safe keeping until the end of the day. Students assume full responsibility for loss or damage of cell phones or any other electronic device that they bring to school.

## **LUNCH**

Students have a 40 minute lunch period. That time is equally split between lunch and recess. Children may take advantage of the 40 minutes to eat lunch at home. Parents may also choose to purchase lunch from SODEXO or send a sack lunch to be eaten in the multi-purpose room. Students will be assigned to lunchroom tables on a grade level basis. Any student going home for lunch is required to sign-out in the office as they leave and sign-in when they return.

If you have any questions about hot lunch options and/or payment please contact SODEXO at 420-6599 (Barb Brown).

## **LUNCHROOM RULES/PROCEDURES**

***Please review these guidelines with your student(s).***

- Enter the lunchroom in a quiet and orderly manner. Sit at the table assigned.
- Remain seated at your designated table while eating, with both feet under the table.

- Keep hands and feet to yourself.
- Speak respectfully and in an "inside voice".
- When finished eating, wait for a supervisor to call your table for dismissal.

If a student is disruptive or refuses to follow directions, he/she may be removed from the lunchroom and sent to the office. Continued disregard by a student of lunch rules will result in possible loss of "lunch/recess at school" privileges.

## **PLAYGROUND RULES/PROCEDURES**

***Please review these guidelines with your student(s).***

Students will be participating in outside play activities whenever the wind chill is zero or above. Please assist your students in dressing appropriately for weather conditions.

On winter days when it is snowy and wet, we go outside. Students wearing boots and snow pants may play on the snow-covered areas with supervisor permission. Students not wearing boots and/or snow pants will be restricted to the blacktop area that is relatively dry. On occasion, some areas may be 'off limits' to all students. These areas will be announced to students in advance of recess/play times.

The primary concern in establishing playground procedures is the safety of all students. All activities must follow Kingsley's "safe, kind, responsible and respectful" guidelines. In keeping with those guidelines, students should

- Follow directions of the supervisor.
- Use all equipment properly.
- Play safely. Never pick up or throw rocks, snowballs, ice, or other potentially harmful objects. Tackle activities are prohibited at all times.
- Choose kind words and actions. Teasing, fighting, or use of inappropriate language is not allowed.
- Play in assigned areas only. Do not re-enter the building without permission of a supervisor.

If a student behaves in a manner that causes safety concerns or refuses to follow directions, he/she may be removed from the playground and sent to the office. Continued disregard by a student of playground rules will result in possible loss of "lunch/recess at school" privileges.

## **RIGHTS AND RESPONSIBILITIES**

Our goal is to ensure a safe, cohesive, cooperative learning environment in which children can learn. A student's best conduct is expected in the classroom, in the halls, in the lunchroom, on the playground and when entering or leaving the school. The following rights and responsibilities will help maintain that positive learning environment

At the beginning of the school year, time will be spent in each classroom going over students' rights and responsibilities, Kingsley Knight characteristics, as well as building expectations. Parents can reinforce this at home by having discussions with children. Working together, we can achieve the kind of school climate in which everyone benefits.

<b>Kingsley Behavior Expectations</b>		
<b><u>Bus Expectations</u></b>	<b><u>Playground Expectations</u></b>	<b><u>Assembly Expectations</u></b>
1. Enter and exit quietly 2. Stay seated 3. Hands & feet to yourself 4. No eating or drinking 5. Chit-chat quietly	1. Walk outside to play 2. Play fairly 3. Follow rules 4. Include others 5. Respect supervisors 6. Line up quietly	1. Enter and exit quietly 2. Sit 3. Hands & feet to yourself 4. No chit-chat 5. Listen 6. Respond appropriately
<b><u>Hallway Expectations</u></b>	<b><u>Washroom Expectations</u></b>	
<b>Walking With Your Class</b> 1. Walk 2. Stay in line 3. Hands & feet to yourself 4. Keep up with the group 5. No chit-chat 6. Arrive on time	1. Go 2. Flush 3. Wash 4. No chit-chat 5. Leave	<b>My Kingsley Safe School Pledge:</b>
<b><u>Walking By Yourself</u></b> 1. Walk 2. Take the shortest route 3. No chit-chat 4. Arrive and start task	<b><u>Lunchroom Expectations</u></b> 1. Enter and exit quietly 2. Eat 3. Follow directions 4. Chit-chat quietly 5. Respect others 6. Clean-up	I have read and discussed the Kingsley expectations with my family. I understand the expectations and I will follow all of the steps.

### **SAFETY AND CONDUCT TO AND FROM KINGSLEY SCHOOL**

Many Kingsley students walk to and from school. Please review safety procedures for walking with your children. Rules for proper conduct are emphasized at school, but it is impossible for staff to be at all places as children travel to and from school. Therefore, we solicit the cooperation of parents in preventing loitering, playing in the street, walking across lawns, and other types of inappropriate behavior as children travel to and from school each day.

Each morning and afternoon, supervisors will be assigned to assist students entering and leaving the building. Various school ground areas will be supervised to assist with safety, bus zones, bike racks, etc. Supervisors will be on duty in the morning from 8:00 - 8:10. After-school supervisors will be on duty until 2:40. Students are able to enter the building at 8:00 am.

We will position safety patrol boys and girls next to the bus driveway and the front crosswalk before and after school to monitor kindergarten students exiting buses and to monitor students entering and leaving cars in the parking lot. These patrol students will also assist the kindergartners enter school in the morn

## **ARRIVAL AND DISMISSAL**

We ask that students not arrive at school prior to 8:00, as there is no supervision. At 8:00, students will be able to enter the building through Door 1 and Door 4 and get ready for their school day. School begins promptly at 8:15. We also ask that students immediately leave the school grounds after school. They may return to play on the equipment after checking in at home. An adult crossing guard will be assigned to the corner of Ring Road and Worthing before and after school daily. This guard will be on duty from 8:00 - 8:15 and from 2:30 -2:40.

## **DISMISSAL PROCEDURES**

Please let your child's teacher know whenever the routine changes for PM dismissal. Staff will follow set transportation arrangements each day, unless a note is received. Children who do not ride a bus may not take the bus to a friend's house unless you have extenuating circumstances (not play dates). In this case, students must have a signed note from home which must be brought and signed by office staff. Such requests will be honored on a case by case basis.

## **SCHOOL SPONSORED AFTER SCHOOL ACTIVITIES**

The following after school activity guidelines have been established to ensure the safety of our children and to alleviate any imposition placed on the activity sponsor:

Prior to beginning the series of after school activities, parents/guardians will be informed of the starting and ending dates and times of the meetings. It is the responsibility of the parent/guardian to make adequate arrangements for his/her child's prompt departure at the conclusion of the activity. The group sponsor will adhere to the designated starting and ending times. At the close of the activity the children will be escorted to the door indicated on the activity form. Those children who remain after the dismissal time will be escorted to a phone and will then wait in the lobby in the care of a responsible adult. The parent/guardian will then be required to enter the building and meet his/her child in the lobby. Failure to comply with these guidelines may result in the removal of a student from the activity.

## **SEASONAL DISPLAYS AND PROGRAMS**

It has been and continues to be the practice of District 203 and Kingsley School to exhibit student displays and conduct student programs and parties which reflect a variety of activities, symbols, and songs that may occur at a particular season of the year, both seasonal and holiday related. The Kingsley Home and School Association provide parties during different seasons of the year. If as a family you object to a selected activity on a personal or religious basis, you may choose non-participation for your child/children. Parties are generally scheduled at the end of October for the Fall Festival, prior to winter break and on Valentine's Day. The parties are approximately 55 minutes in length. Prior to the Fall Festival party, a costume parade is held in the school. Please remember that students may not bring food to pass out to classmates during any of these celebrations. Special music programs are held in December and May. These programs reflect seasonal and holiday themes as well as curriculum topics stressed at various grade levels.

## TRAFFIC REMINDERS

## CELL PHONE USE IN CARS IS PROHIBITED BY LAW IN A SCHOOL ZONE

### Drop-off/Pick-up locations

- The front lot (east lot) is designated for busses only at entrance and dismissal times. Please observe posted signs. Volunteers and parents are able to park in the BUS lot located in front of the school between 8:15-2:00.
- The PARENT-DRIVE will be a fluid drop off lane where parents stay in their cars and students exit on the curb-side of the drive. For safety reasons, children must enter and leave the car from the curbside only.
- Never leave your car at any time for any reason in the drop-off lane (order of the Naperville Fire Marshall).
- When dropping off students, pull up as far as possible and let all of the children in your car out at the same time. Please stay in the DROP OFF lane and follow the car in front of you until exiting the parking area.
- There is a DRIVE-THRU lane next to the drop off lane where parents will pull through after exiting the VOLUNTEER/PARENT parking lot. DO NOT drop off your child in the DRIVE-THRU lane. All cars must follow the ONE WAY traffic pattern.
- Parking, standing or stopping along Kingsley Drive is prohibited, unless in designated parking area, during drop-off and pick-up times. Violators may be ticketed.
- Kingsley has a VOLUNTEER/PARENT parking lot located at the entrance to our STAFF parking lot and parent-drive which is next to the playground and field areas.
- Please use the VOLUNTEER parking lot if you wish to PARK and WALK your student safely to and from school, without crossing traffic lanes. Please walk with your student on the clearly marked sidewalk. There will be a CROSSING GUARD at the entrance to the PARENT parking lot to assist students with crossing.
- The STAFF parking lot, located on the north side of the building will now be for STAFF ONLY. There will be NO CROSSWALK access from the STAFF lot to the sidewalk.
- On inclement days, students may enter Kingsley through the closest door.

