



Student + Parent Handbook
2024 - 2025

We Are Better Together



We Are Naper



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We Are Naper

Dear Naper Families,

Welcome to the Naper Community and the 2024-2025 school year. It is going to be an amazing year full of Naper Spirit and student growth! At Naper, strong relationships and open communication are at the heart of all we do. We look forward to working collaboratively with you to ensure all students' academic and social-emotional needs are met.

Naper School is a warm and welcoming community and we are so glad you are here! Our community blends the enthusiasm, efforts, and talents of parents, staff and children working together to create a safe, happy, and productive learning environment. With your help, we can foster a nurturing community that supports our students to live our District 203 mission to be ***self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors.***

We value the vital part you play in your child's education. Your interest, ideas, and participation are crucial ingredients in your child's learning. We appreciate this contribution to making our school a positive and productive learning environment. Please take time to connect with our Home & School and your child's teacher to see how you can get involved.

We hope this handbook will be a convenient source of information about your school, our district, and our Home and School program. Please take time to review both the district and Naper School sections. However, whenever questions arise, we do hope you'll feel free to contact us.

We look forward to working with you this school year and are confident that together we can have a successful and rewarding year!

We Are Better Together!

Tracy Dvorchak
Principal, Naper Elementary

NAPER SCHOOL STAFF 2024-2025

PRINCIPAL	Tracy Dvorchak	KINDERGARTEN TEACHER	Alex O'Connor
LEARNING SUPPORT COACH	Alex Morrow	KINDERGARTEN TEACHER	Nina Stephanides
LRC/ LEAD TEACHER	Mike Madzinski	FIRST GRADE TEACHER	Shannon March
LRC ASSISTANT	Teri Andersen	FIRST GRADE TEACHER	Delaney Muñoz
COMPUTER SUPPORT ASSOC.	Elijah Bogash	SECOND GRADE TEACHER	Lauren Guerrero
STUDENT SERVICES COORDINATOR	Dianna Duddy	SECOND GRADE TEACHER	Kelly Kinsella
LEARNING BEHAVIOR SPECIALIST	Melana Rivera	SECOND GRADE TEACHER	Grace Schrage
LEARNING BEHAVIOR SPECIALIST	Remi Dunlap	THIRD GRADE TEACHER	Sharon Rosenzweig
LBS ASSISTANT	Jessie Harynuk	THIRD GRADE TEACHER	David Pittman
LBS ASSISTANT	Anne MacDuff	FOURTH GRADE TEACHER	Ryan Carrizales
LBS ASSISTANT	Jamie McSherry	FOURTH GRADE TEACHER	Maggie Schrader
LBS ASSISTANT	Beth Sheridan	MATH INTERVENTION SPECIALIST	Brittanie Shah
EL TEACHER	Amy Todd	PI/HONORS MATH TEACHER	Laura Asteff
EL ASSISTANT	Elena Fuller	READING SPECIALIST	Sharyl Grezlik
ART TEACHER	Courtney Sindelar	INSTRUCTIONAL ASSISTANT K	Kelly Pankey
PHYSICAL EDUCATION TEACHER	Chris Talac	INSTRUCTIONAL ASSISTANT I	Kathy Kaufman
VOCAL MUSIC TEACHER	Emily Lewis	INSTRUCTIONAL ASSISTANT 2	Shelly Saylor
ORCHESTRA DIRECTOR	Amali Premawardhana	INSTRUCTIONAL ASSISTANT 3-4	Julie Zeffiro
BAND DIRECTOR	Sara Ferguson	SCHOOL NURSE	Kimberly Cain
PSYCHOLOGIST	Liz Kunkel	HEALTH TECHNICIAN	Radka Cabrera
SOCIAL WORKER	Anna Gamez	PRINCIPAL'S SECRETARY	Katie Smith
SPEECH PATHOLOGIST	Lindsay Kiskowski	SCHOOL SECRETARY	Anne Falk
OCCUPATIONAL THERAPIST	Miranda Doran	PERMANENT SUB	
HEARING ITINERANT	Joanne Vine	HEAD CUSTODIAN	Dan Albrecht
		CUSTODIAN	Jake Edmunds



We Are Safe

Traffic & Safety

Traffic Procedures

Please use the **Drop-Off/Pick-Up Zone ONLY** that is marked on Eagle Street.

This area is a designated zone for pick-up and drop-off only from **7:45 to 8:15 AM** and **2:15 to 2:45 PM**.


There is **no parking** in this zone during these times.

If you need to park and leave your car, please park in the parking areas on the side streets.

Car Pool Lane

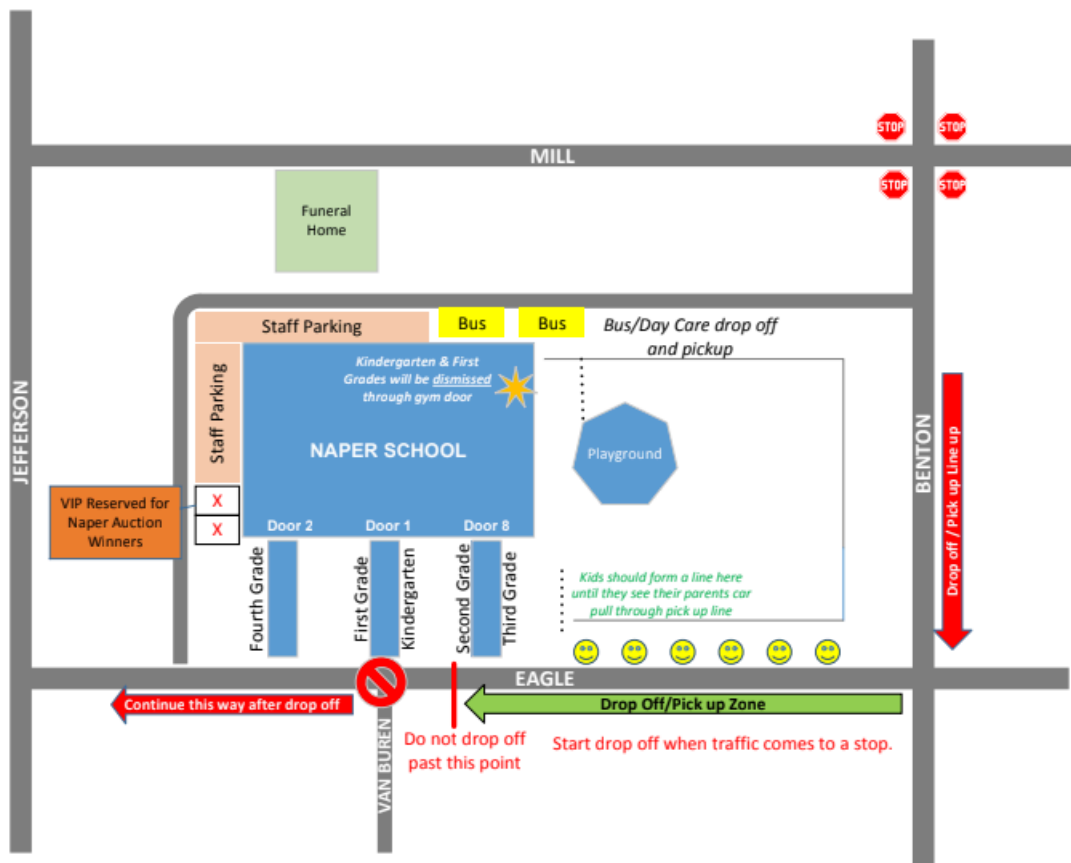
1. There is **NO drop off or pick up directly in front of the school.**
2. Please **use the Drop-Off/Pick-Up Zone** located on Eagle Street along the playground fence, marked with white street lines. Posted parking and stopping restrictions are in effect from *7:45 am - 8:15 am and 2:15 pm - 2:45 pm.*
3. **Pull ahead** as far as you can whenever possible in the parent drop off zone. Make only one stop for all of the children in the car. Stay in the drop off zone until all children have exited the car. Once children have safely entered/exited the vehicle, please exit the carpool lane while yielding to traffic on your left.
4. **Children must exit the car using the curbside doors only.**
5. The Drop-Off/Pick-Up Zone is for **“drop and go” only**. If your children cannot exit the car independently, please wait for Naper staff assistance.
DRIVERS SHOULD REMAIN IN VEHICLES AT ALL TIMES.
6. **K and 1st grade children** are instructed to wait in the supervised pick-up area behind the fence of the playground while they wait for their vehicle.
7. Instruct your children to find your car immediately after school and to not go to the playground or loiter in front of the school.
8. At times your student may have to walk through a bit of snow as they enter/exit their vehicle. Thus, it is a good idea to have them wear boots to and from school.

Pedestrian Safety

1. Instruct children to **cross streets at corners with designated crosswalks.**
Eagle & Benton, or Eagle & Jefferson ONLY.
2. Note that the only **crossing guard** is located at the intersection of Benton & Mill Street.
3. Adult supervision begins at 8:00 a.m.
4. **Animals + Pets are NOT permitted on school property.** 

Parking

1. **The school parking lot is for staff use only.** Please do not pull into the parking lot to drop off your child as this blocks the drive from other cars entering and exiting.
2. Parking is limited, please use designated street parking if you plan to escort your child to school.



Dismissal and Arrival

As students **arrive**, they should line up outside their grade level doors. **Kindergarten and First grade** line up at the main entrance. **Second and Third grades** line up at the North front door. **Fourth grade** lines up at the South front door. Supervisors will be on duty at **8:00 AM** to welcome students inside.

Students will be **dismissed** from the building at **2:30 PM**. **K-I** students and bussers will exit from Door 7. **All other students** will exit from the same door they enter. Students are to go directly home. They are asked to check in at home before returning to the playground to play. **Supervision of students does not extend beyond 2:40**. In cases where parents have arranged for outside agencies to pick up students from school at dismissal times, supervision and timely pickup is the responsibility of the parent and outside agency.

Consistency and routine are important to children. In the rare occasion when a child will have a change in his or her after school dismissal plan, that change should be noted in writing sent with the child and given to the teacher. Should circumstances beyond your control necessitate a change during the school day, that note should be sent via email or fax to the school office.

Animals + Pets on School Property

In order to ensure the safety of students and staff, **pets are not permitted** on school grounds during school hours and during school events **including arrival and dismissal**.

1. Coming from the North, please stop on the north side of Benton + Eagle Streets.
2. Coming from the South, please stop on the south side of the bus drive on Eagle Street.



We Are Safe

Absences + Late Arrivals

Regular attendance and punctuality are necessary to establish positive attendance patterns and to aid in academic success. School personnel will be monitoring attendance and contacting parents when absences/tardies become too frequent as outlined in the District 203 Attendance Policy.

Parents are requested to **report all absences and late arrivals** if your student will not be in attendance at **8:15 a.m.**, whether ill or attending an appointment. Absences must be reported each consecutive day. If the Health Technician does not receive notification from a parent/guardian, she will call you.

Absence Reporting | Health Office



630-420-6347



630-536-6208 *text only*



Parent Portal

INCLUDING: Date of absence | Student's name | Teacher's name | Reason for absence

Absences of three or more consecutive days due to illness may require a physician's note.

Extended Absence and Assignments

We hope that by publishing the yearly calendar, families will be able to plan vacations during non-attendance days to avoid further interruptions. However, some interruptions are unavoidable. At times, planned absences may occur to accommodate major family events, including illnesses, weddings, and funerals.

When your child has an extended absence, please send a note or phone the Health Office with the dates. The Health Office will then pass the information on to the classroom teacher. Requests for homework should go directly to the classroom teachers per the homework procedures outlined in District 203 handbook.

Due to the highly interactive nature of learning, it is often difficult to simply assign a week's worth of "work" for a planned absence. Often it would mean providing assignments on topics and skills that have not yet been taught. Therefore, for planned absences, students may receive assignments to maintain skills. They may still have to make-up for lost learning when they return.

Please refer to Naperville 203 policy + procedures handbook for additional information.

Visitors

Whenever you visit Naper, **please check in at the office (Door I)**, which has a security "buzz-in" system. The front office staff will not immediately buzz you in. **They will ask that you state your name and your reason for needing to enter the school.** Once admitted, please go directly to the office window to check in and receive a visitor sticker. You may be asked to show identification by office staff. This is for the safety and security of our students. Following this procedure will help ensure the safety of Naper students.

Lunch + Recess

The student lunch period is 40 minutes, which includes recess. Student lunch hours are as follows:

Grade	Lunch	Daily Physical Activity
Kindergarten	11:20 - 11:40	11:00 - 11:20
1st	11:40 - 12:00	11:20 - 11:40
2nd	11:40 - 12:00	12:00 - 12:20
3rd	12:00 - 12:20	11:40 - 12:00
4th	12:00 - 12:20	12:20 - 12:40

Winter Weather Gear

Students will go outdoors for recess unless the wind-chill index is below 0 F or there is precipitation at recess time. They should be dressed for the outdoors which includes boots, hats, gloves, and a coat. Boots and snow clothes are required to play in the snow. Otherwise, students will be asked to remain on the cleared area of the blacktop

Smartphone + Personal Electronic Devices

Student use of personal electronic devices is **not permitted** while on school property including transportation to/from school. Personal electronic devices include any computers, tablets, cameras, smartwatches, and other electronic **devices that have the ability to take, store, display, or send images, videos, audio recordings or text with embedded images.** If a student brings an electronic device to school, it must remain turned off and in a backpack unless explicit permission has been given by the building principal. If a student needs to make a call home during the school day, phones are available in the front office.

Bicycles

Students riding bikes to school should be able to control their bicycle safely in a variety of situations. They must understand traffic rules and how to cross streets safely. District 203 recommends that students be in 3rd grade and older in order to ride bikes to school. In certain cases, a younger student may ride a bike to school as long as a parent accompanies him/her to and from school.

Students may not ride their bikes through cars in the parking lot. Students should dismount their bikes on school property and walk them to the bike racks. Bike locks and helmets are strongly recommended.

Food + Allergies

Absolutely **NO food may be shared** at lunch and/or for birthday parties/other celebrations for consumption either at school or to be sent home.

Emergency Evacuation

In the event Naper School must be evacuated, the students would be transported to Washington Junior High School. If it is necessary to send the students home, school personnel will call parents to pick up their children. Parents would be asked to come to Washington Junior High and sign out their children.

Thank you for your cooperation and understanding as we help make sure your student is safe at Naper. If you have any questions, please feel free to reach out to Mr. Madzinski at (630) 579-7132 or mmadzinski@naperville203.org.



We Are Respectful

Birthdays

Absolutely NO food may be brought in for birthday parties or other celebrations for consumption either at school or to be sent home.

Please **mail invitations to private parties** (birthdays, etc.) to the childrens' homes instead of handing them out at school. (It helps prevent hurt feelings and embarrassing situations.) Our Home and School publishes a Family Directory that contains families' addresses and phone numbers. In the case that a family is not listed, please contact the school office. We will contact the family for their permission to supply an address or phone number for invitation purposes.

Through the generosity of our Naper Home & School volunteers, each student receives a gift of a paperback book to honor their birthday. They also will have the option to join the principal to assist with the daily announcements on their birthday. Weekend birthdays will be honored on a day the proceeding school day or immediate day after. Summer birthdays will be honored throughout the month of May.

Forgotten Items

Although we all work together to help our students develop responsibility, at times some important items can be forgotten at home. If you need to drop off a forgotten item at school, please leave items at the front office and we will place it in the "I forgot" cubbies. We will encourage the students to take responsibility to check for forgotten items themselves, thus eliminating interruptions to the learning in the classroom.

Animals

Due to many allergies, animals are generally not allowed at school. In special circumstances, with permission from both the classroom teacher and the principal, a pet might visit the classroom for a short time. A parent would need to stay with the pet during the visit. Dogs and other pets should not be on the front sidewalk during arrival and dismissal. **Please see Arrival and Dismissal procedures for designated pet zones.**

Food + Allergies

Absolutely **NO food may be shared** at lunch and/or for birthday parties/other celebrations for consumption either at school or to be sent home.



We Are Kind

Naper Home & School Association

We are a group of parents who are passionate about supporting the education of our children through volunteering, fundraising, and community building. The funds we raise provide field trips, assemblies, class holiday parties, year-end activities, birthday books, classroom enhancements, and so much more!

Of course, there is no way we could do so many great things without many parents and guardians taking an active role in H&S. In addition to making Naper an amazing place for students, volunteering provides opportunities to meet staff and other parents. Whether you have 30 minutes from home or a few hours to serve within the school walls, your ideas, your time, your talents, and your voice are needed and welcomed.

There are endless ways to contribute, so please be on the lookout for 2024- 2025 Volunteer Information or don't hesitate to contact us with any questions.

naperhands@gmail.com | www.naperville203.org

We look forward to seeing you around!



2024 - 2025 NAPER HOME AND SCHOOL BOARD

President	Stephanie Norris	847.971.0795	naperhands@gmail.com sagriffin17@gmail.com
Vice President	Beth Auer	630.272.0072	naperhandsvp@gmail.com pacochoall@yahoo.com
Secretary	Susana Wells	773.412.6395	naperhandssec@gmail.com
Treasurer	Jennifer Maul	708.370.3218	naperhandstreas@gmail.com
Art Awareness	Lainey Baron Sarah Ruban	309.369.3442 773.255.3609	naperartawareness@gmail.com saraharuban@gmail.com
Auction	Tina Patel	708.528.0527	naperauction@gmail.com ttuider@gmail.com
Communications	Pam Levy	312.805.3466	naperhandscomms@gmail.com pamelalevy10@gmail.com
Family Connections	Melissa Zebrowski Lauren Perotti	954.529.6208 773.369.8767	naperschoolfamilyconnections@gmail.com melgress2@gmail.com laurenperotttil5@gmail.com
Family Fun Run	Amber White Lisa Spandl	312.286.9353 678.478.8521	naperfunrun@gmail.com amber.nacolle.white@gmail.com lisamspandl@gmail.com
Ice Cream Social	Melissa Zebrowski	954.529.6208	melgress2@gmail.com
Fun Fair	David Walters Amanda Walters	630.660.3790 815.325.3554	naperfunfair@gmail.com cooperhathaway@gmail.com awalters@younginnovations.com
General Fundraising	Tina Patel	708.528.0527	naperfundraisers@gmail.com ttuider@gmail.com
Health & Safety	April Blair Ashley Crawford	630.995.1494. 847.721.9570	naperhealthandsafety@gmail.com alblair04@gmail.com ashleycookcrawford@gmail.com
Mini-Courses	Laura Kmec Erin Prueter	630.414.8917 331.385.4462	naperminicourses@gmail.com laura.kmec@gmail.com erinprueter@gmail.com
Naper Nation	Erica Sinchak	630.639.0673	napernation@gmail.com ericasinchak@gmail.com
Newcomers	Debbie Sears Sara Pluth	630.863.8820 706.799.7292	napernewcomers@gmail.com dsears429@gmail.com
Science Fair	Sara Forster Seham Ataullah	312.952.0580 312.731.2524	napersciencefair@gmail.com wisdominmind@gmail.com
SFCP	Mara Weible-Cole Beth Kelly	617.435.7800 630.667.9043	napersfcp@gmail.com maraweible@gmail.com elizakel@gmail.com
Spiritwear	Lainey Barron	309.369.3442	naperspiritwear@gmail.com laineyhawkins@gmail.com
Sweetheart Dance	Amber White Andi Cook	708.288.2532 630.689.8720	napervipsportsnight@gmail.com amber.nacolle.white@gmail.com andicook@gmail.com
VIP Sports Night	Amber White	708.288.2532	napervipsportsnight@gmail.com amber.nacolle.white@gmail.com
Yearbook	Kristin King	630.779.9552	naperyearbook@gmail.com krissyk55@gmail.com
5th Grade Liaison	Sandy Sung April Blair	734.945.8154 630.995.1494	sandralkim@gmail.com alblair04@gmail.com

2024-2025 NAPER ELEMENTARY IMPORTANT DATES

All dates are tentative. Please consult the Naper WAG which is emailed weekly.

2024 AUGUST

- 7 Teacher Assignments
Bus Information
Available 3 PM (IC)
- 9 New Family Tours
- 12,13 Staff Institute Days
- 14 Teacher Workday
Teacher Meet + Greet
- 15 Classes BEGIN
- 16 New Parent Coffee
- 22 Home + School Social
- 29 Curriculum Night

DECEMBER

- 5 H + S Exec Board
- 9 Band + Orchestra
Concert @ WJHS 7 PM
- 13 General H + S Meeting
- 20 Winter Class Parties
- 23 NO School
Winter Break Begins

APRIL

- 7 Classes Resume
- 9 4th Grade Orchestra
Concert 7 PM
@ Mill Street School
- 10 H + S Exec Board Mtg
- 11 Mini Courses
- 14 Spring Picture Day
- 16 General H + S Mtg
2nd Grade Concert
- 17 VIP Sports Night
- 18 NO School Good Friday
- 29 Band Concert
7:30 PM @ WJHS
- 30 Orchestra Concert
7:30 PM @ WJHS

SEPTEMBER

- 2 No School Labor Day
- 5 H + S Exec Board Mtg
- 6 Vision + Hearing
Screening
- 11 General H + S Mtg
- 13 Fun Fair
- 16 Picture Day
- 20 Vision + Hearing
Re-Screening

2025 JANUARY

- 6 NO School
Institute Day
- 7 Classes Resume
- 9 H + S Exec Board Mtg
- 15 General H + S Mtg
- 20 NO School | MLK
- 30 Open House

FEBRUARY

- 6 H + S Exec Board Mtg
- 12 General H + S Meeting
- 14 Valentine's Day
Class Parties
- 17 NO School
Presidents Day
- 25 E-Learning Day ^{tentative}
Election Day
- 27 Sweetheart Dance
@ Cress Creek CC
- 28 NO School County
Institute Day

OCTOBER

- 3 H + S Exec Board
- 9 General H + S Mtg
- 10-11 NO School
Parent/Teacher
Conferences
- 21 Picture
Retake Day
- 31 Fall Class Parties

NOVEMBER

- 5 NO School
Election Day
- 7 H + S Exec Board
Meeting
- 11 Veteran's Day
- 15 General H + S Mtg
- 27 - 29 NO School
Thanksgiving Break

MARCH

- 6 - 7 NO School
Parent/Teacher
Conferences
- 13 H + S Exec Board Mtg
Band Concert
6:30 PM @ Naper
- 17 Kindergarten
Preview
- 21 General H + S Mtg
- 27 Science Fair
- 31 NO School
Spring Break Begins



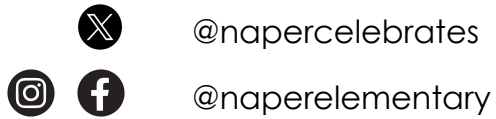
MAY

- 2 Half - Day Institute
- 5-9 Teacher Appreciation
Week
- 5 Band + Orchestra
Crosstown Festival
(During School)
- 8 H + S Exec Board Mtg
- 9 Fun Run/IC Social
- 12 Drama Club
Performance #1
- 13 Drama Club
Performance #2
- 16 General H + S Mtg
Luncheon
- 23 Field Day
- 26 NO School
Memorial Day
- 27 Classes END 13
- 28-30 **Emergency Days**
IF NEEDED

FAST FACTS

Address	39 South Eagle Street, Naperville IL 60540
Main Office Phone	(630) 420.6345
Health Office Phone	(630) 420.6347
Health Office Text <u>ONLY</u>	(630) 536.6208
School Arrival Time	Not before 8:00 AM
Classes Begin	8:15 AM
School Dismissal	2: 30 PM
Early Dismissal Days	8:15 - 11:35 AM

Follow Us On Social Media



@napercelebrates

@naperelementary