

**Scott School
Parent/Student Handbook
2025-2026**



Scott School Vision, Mission, and Belief

Vision

Positively influence the trajectory of every student through quality instruction, social emotional growth, and collective efficacy among staff, students, and families

Mission

To produce students who are:

- Self-Directed Learners
- Collaborative Workers
- Complex Thinkers
- Quality Producers
- Community Contributors

Belief

An exemplary school ensures **Every Child, Every Day, is Successful. Together We Can.**

Quick Reference Guide

Scott Elementary School

Address: 500 Warwick Drive, Naperville, IL 60565

Main Office Phone: 630 420-6477

Fax Number: 630 420-6471

Health Office/Attendance Hotline: 630 420-6478

Health Technician: Kathy Edmunds

School Office Hours: 7:30 AM to 3:00 PM

School Hours - Grades K-5

- Arrival begins at 8:00 AM. Instruction begins at 8:15 AM. Students not in the building by 8:15 AM are considered tardy.
- Dismissal is at 2:30 PM.

Building Administrators

- Principal: Tracey Ratner tratner@naperville203.org
- Assistant Principal: Carrie Smith csmith@naperville203.org
- Assistant Principal: Sarah Perotti sperotti@naperville203.org

Note - This handbook includes general information about Scott School. It is designed to serve as a quick reference guide to answer your questions. Additional information can be found on our school website at <https://www.naperville203.org/scott>.

ALLERGIES

Please communicate with Christina Coyle, School Nurse your child's allergies and any accommodations or supports necessary to ensure the safety of your child.

CCoyle@naperville203.org or 630-579-7570

ANIMALS/PETS ON SCHOOL GROUNDS

In order to ensure the safety of students and staff, pets are not permitted on school grounds during school hours, during school events, and just prior to arrival and immediately after dismissal times of the day. This restriction also applies when the pet is being held.

Additional information concerning animals is as follows:

- Please stop on the sidewalk before the bus loading zone on Warwick.
- Coming from the east, please stop on the east side of Naper Blvd.
- Coming from the west, please stop before you reach the playground equipment.

ARRIVAL PROCEDURES Students K-5

Arrival – See the map on the next page for assigned arrival/dismissal doors.

Students may not arrive on campus before 8:00 AM, per district guidelines. Here is the statement from the district handbook regarding arrival:

We ask that your children not arrive at school before 8:00 AM. Supervision is not in place prior to 8:00 a.m. Your assistance and cooperation are essential.

Because supervision is not present until 8:00 AM, all students need to arrive as close to 8:00 AM as possible, unless accompanied by an adult. Students must arrive in time to be in their seats for the start of instruction in order to avoid being counted as tardy. **In accordance with District 203 policy students who arrive after the 8:15 AM bell must be signed in by an adult in the front office.** A sign has been placed in front of Door 1 indicating when the 8:15 AM bell has sounded and students arriving once the sign is displayed must be signed in by an adult. In the event a student that walks to school is tardy, office staff may call home to report the tardy. This is necessary to prevent tardiness patterns and to ensure the parent/guardian is aware.

Please see the section titled "Carpool Lane Procedures" for specifics about dropping off a student by car.

Arrival/Dismissal Assigned Doors



- Grade 5, Grade 4, Grade 3,
- Kindergarten, Mrs. Berghoff (1st), Mr. Kocsis (1st)
- Mrs. Lackey-LeBeau (1st), Mrs. Gose (1st), 2nd Grade

ATTENDANCE

The attendance line is available 24 hours a day for your convenience so that you may leave a message regarding absences. The attendance line number is **630-420-6478**. Alternatively, absences may be reported online in the Infinite Campus Portal. For more directions on how to report absences online, please visit <https://www.naperville203.org/Page/2222>

A student's parent/guardian must: (1) upon his/her child's enrollment, provide telephone numbers to the school office and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence. We kindly request student absences be reported no later than 9:00 AM the day of the absence. If a student is absent without prior authorization by the parent/guardian, the Building Principal or a designee shall make a reasonable effort to notify the parent/guardian of their child's absence within two hours after the arrival bell by telephoning the numbers given.

If we do not receive a call from you and are unable to reach any contacts by 10:00 AM, we may elect to contact the Naperville Police Department and request they visit the home to verify the student's location.

ART/MUSIC/PHYSICAL EDUCATION/Learning Commons

At a minimum, each student will receive instruction in the following special areas:

- ART 50 minutes per week for K/1st/2nd/3rd
60 minutes per week for 4th/5th
- PE 25 minutes twice per week for grades K-3
30 minutes twice per week for grades 4 and 5
- MUSIC 25 minutes twice per week for grades K-3
30 minutes twice per week for 4 and 5
- Learning Commons 25 minutes twice per week for grades K and 1, 50 minutes once per week for grades 2 and 3, 60 minutes once per week for 4 and 5

BEHAVIOR

Please refer to the Student Behavior Policy in the District section of this handbook (white pages) for the general philosophy of behavior in the district. Our goal is to help students develop intrinsic, responsible behavior through approaches that are based on clear expectations, choices, natural consequences, and logical consequences, with an emphasis on student growth and learning. We will also utilize “Restorative Practices” proactively and in response to behavior issues. Restorative Practices address how to improve and repair relationships between people and communities. For additional information on how restorative practices might be used to address behavior at Scott School, please contact your child’s teacher or school administration.

BIRTHDAYS

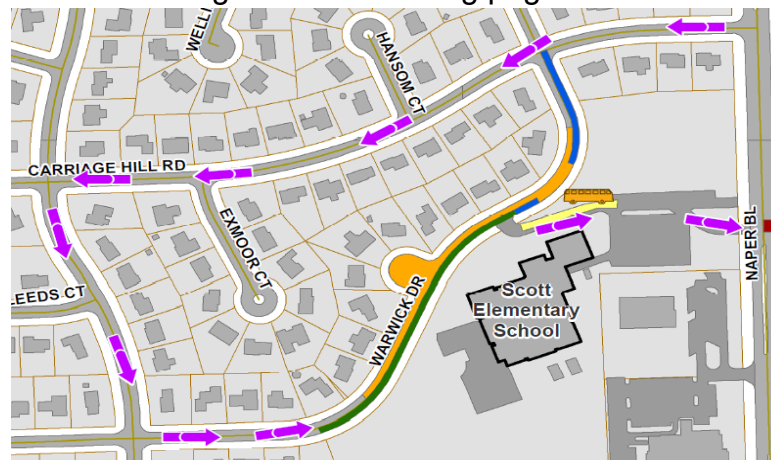
A student’s birthday is a special day. Students are invited to lead the school in the morning announcements on the day of their birthday. Students with summer birthdays may participate in the morning announcements on dates set aside near the end of the school year as scheduled by the administrative office. **NO FOOD** may be brought in for birthday parties for consumption either at school or to be sent home. This is in compliance with district guidelines.

CARPOOL LANE PROCEDURES

Our arrival and dismissal procedures are designed to maintain a safe and efficient experience for all students and families. We ask all parents to follow the designated traffic flow and drop-off/pick-up locations as outlined in our school map and communications. In addition to our standard arrival and dismissal procedure, we have an **Alternate Plan** for a small group of students that may require additional support during arrival and dismissal. To meet their needs, Scott administration authorizes a limited number of families to use an alternate drop-off and pick-up area near the bike rack, next to the parking lot. This area is reserved exclusively for families who have received prior approval from school administration. We kindly ask that all other families continue to use the standard procedures and refrain from using this alternate area.

Please adhere to the following guidelines:

- Students must be dropped off in the driveway in front of school. For safety reasons, children must NOT be picked up or dropped off on Warwick Drive or in the cul-de-sac just off of Warwick.
- Staff will be present from 8:00 AM to 8:15 AM to assist students getting out of the car in the carpool lane. **Drivers must stay in their cars and students will enter and exit their car on the curb-side of the drive. If parents/guardians need to assist students with entering or exiting the vehicles, including help with car seats or seat belts, the parent/guardian must park in an authorized parking space before assisting their child.**
- Due to the very limited parking and congestion, parents must drop students off in the car line. **At no time should adults or students cross the parent drive during arrival or dismissal.**
- It is important that drivers pull completely forward in the carpool lane until reaching the stopped car in front of them, or until reaching the end of the carpool lane. In the event that you do not pull forward, staff have been directed to wave cars forward in order to keep the line moving efficiently. Please do not stop when you see your child if a staff member is waving you forward.
- Please do not pull around cars stopped in front of you. Instead, we ask that you wait patiently until the car in front of you proceeds forward to exit the carpool lane.
- Only cars proceeding to the parking lot should be in the left-hand lane of the carpool lane. At no time should a car proceed forward in the left-hand lane, pass other cars, and then pull to the right to utilize the carpool lane. Cars must enter the carpool lane by following other cars already established in the line on Warwick Drive. **Parents SHOULD NOT use the cul-de-sac on Warwick to turn around and enter the parent drive.** Turning around in the cul-de-sac reduces the efficiency of the school's traffic pattern and creates additional, unnecessary conflicts between vehicles and pedestrians. The City of Naperville's Traffic Control Plan for Scott School indicates that parents who come from the north should instead travel west on Carriage Hill, south on Coach Drive, then east on Warwick. Please see the image on the following page for further clarification.



- Please adhere to state law prohibiting the use of cell phones in a school zone
- Please follow all staff member directions. For quick identification, staff supervisors will be wearing orange safety vests. To ensure the safety and efficiency of our parent drive during arrival and dismissal, supervisors may provide reminders or clarification to

parents who might not be familiar with the rules and procedures. Our goal is to make sure everyone understands and follows the guidelines for a smooth and safe experience for all. If you have questions or concerns about the directions you are receiving, please comply with directions to the degree to which you are able and either park in the parking lot to come into the school to have a conversation with school administration or call the school to schedule a time to discuss the questions or concerns.

- Any questions or concerns about drop off procedures should be directed to school administration.

COMMUNICATION SYSTEM

The School District Communications Office contracts with a provider to provide our educational community with a powerful combined email and phone call-out communication system. This system draws from District 203's Student Information System (SIS), which allows us to reach our families. In order to best communicate with you, it is important that we have the most up to date contact information. Please notify our front office staff at (630) 420-6477 to provide updated information.

CROSSING GUARD

A crossing guard is provided directly before and after school to cross students across Naper Boulevard. Students crossing Naper Boulevard must cross at the crosswalk with the crossing guard. Adults and students should also use the crosswalk in front of the school to cross Warwick during arrival and dismissal when the crossing guard is present.

DISMISSAL PROCEDURES

Students will exit via their assigned doors, as previously depicted on the map under the heading "Arrival/Dismissal Assigned Doors" shortly after the dismissal bell at 2:30 PM.

Parents that choose to walk up to the building to meet their students are asked to remain well clear of the assigned exit door. These students are considered our "walkers." Parents in the immediate vicinity of the dismissal doors will be asked to move a reasonable distance from the doors to wait for their child. This is necessary to ensure the safety and security of all students. If possible, based on the age and familiarity of the child, we ask parents to meet their students at a predetermined location well away from the school proper. Possibilities include the bike rack located on the northeast edge of the building or near one of the two crosswalks. "Car riders" will proceed directly to their cars once the car has entered the parent drive directly in front of the school. Students that do not see their car will wait along the front side of the building. Students are prohibited from accessing vehicles still positioned on Warwick Drive. If you are picking up your child in the car, you must utilize the car line.

Carpool Lane Procedures for dismissal are the same, where relevant, as arrival procedures addressed above. Students awaiting pick up must wait in the assigned areas, behind the yellow line, along the front of the school. Please encourage your child to watch for your car as you approach the drop off area. Students will need to walk to your stopping point in the drop off area only after you have pulled completely up to the car in front of you.

Students walking home must leave the school grounds immediately upon dismissal unless accompanied by an adult. Students are not permitted to play on the playground before or after school unless accompanied by an adult.

If you need to change your student's pickup on any given day from a walker to a car rider to a daycare van rider or vice-versa, you must call the school office before 2:00 PM so we have ample time to deliver the message to your student. Please do not email the classroom teacher with dismissal changes, as they may not see your message while they are teaching, which could result in a student not knowing where to go after school. Thank you for your help in ensuring all students get home safely from school.

ELECTRONIC DEVICES

Student use of cell phones is not permitted during school hours, on school grounds, or while riding the school bus. Similarly, students may not use smartwatches to communicate with parents or others during the school day, as it can disrupt learning. **Per our school guidelines, both cell phones and smartwatches must be turned off and stored in the student's backpack throughout the school day.** For more details, please refer to the 'Student Cell Phone/Electronic Devices' section of the student handbook. Thank you for your partnership in supporting a focused and respectful learning environment.

In the event a parent/guardian needs to communicate with a student, please call the office and arrangements can be made with consideration for the degree of urgency and impact on instruction. Likewise, requests by students to communicate with someone outside the building will be considered based on urgency and instructional impact as well.

HOME & SCHOOL ASSOCIATION

The Scott Home & School Association's mission is to encourage and facilitate a cooperative partnership among our students, parents/guardians, and District 203 staff and administration to support and enhance the school experience of each student.

Home & School initiates and/or supports various programs through the donation of time and sponsorship from the school population and community members. Scott Home & School holds evening meetings during the school year for its membership. Numerous activities sponsored by the Home & School are organized and conducted by individual committees. All parents and/or guardians of children attending Scott School and current members of the Scott School staff are members of this organization and the General Home & School Association.

The Eagle Extra is a weekly newsletter that all parents will receive via a Talk 203 email from Scott School. The Eagle Extra is a collaboration between Scott administration and Scott Home & School, and the main method that both Scott School and Home & School news and events are communicated.

LOST AND FOUND/FORGOTTEN ITEMS

In order to prevent or minimize loss, please clearly label your child's clothing, lunch box, backpack and other articles with his/her full name. In the event that your child does lose an item, the "Lost and Found" is located near the lobby area. Remind your child to check the

lost and found bins for lost items. All unclaimed lost and found items will be donated to charity after the end of the year, or at times otherwise deemed necessary.

If you need to drop off a forgotten item for your child, please bring the item to the front office with the item clearly labeled with your child's name and teacher. Students will be called to the office to pick up the items at a time that limits classroom disruptions.

LUNCH

Your child has the option of bringing her/his own lunch from home or can order hot lunch at school. If your child is purchasing a hot lunch, the student will place the order with the classroom teacher in the morning. The most up to date menu is also available through the school website located under the Food Services tab in the "Quick Links" section of the website. Please review this menu with your child so they know what their options are for ordering each day.

Payment for hot lunch can be done online by going to the school website under the Food Services tab located in the "Quick Links" section of the website. Payment can also be made via cash or check, made payable to NCUSD 203, and given to your child to bring to school and hand in to their teacher.

A parent may not provide lunch for any other student other than their own. Purchasing lunch for groups of students such as pizza or fast food will require permission from all parents, requires eating in a location separate from the cafeteria, and is generally discouraged due to limited space availability. As a general rule, instruction will not be interrupted for pick up or delivery of food. If you choose to drop off a lunch for your child, they will be asked to pick up the lunch just prior to their assigned lunch period. Front office staff will not be responsible for delivering the food to your student.

OFFICE HOURS

The Scott School Office is open each day from 7:30 AM to 3:00 PM. Our school office telephone number is 630-420-6477. To report absences please dial 630-420-6478.

PHYSICAL EDUCATION (PE)

All children will need to wear gym shoes - flat shoes with rubber soles. They may keep a separate pair of gym shoes at school for PE use only. Please contact the PE teacher for questions about what constitutes "gym shoes." Students wearing skirts or dresses should also have shorts to put on when attending PE.

PLAYGROUND GUIDELINES

The primary purpose in establishing playground procedures is the safety of all children. If the question arises as to whether or not an activity should be permitted, we will err on the side of safety at the discretion of the supervisor on duty and, when necessary, school administration. Students that notice something or someone being unsafe should immediately bring it to the attention of a recess supervisor. Recess supervisors at Scott School wear orange high-visibility vests for quick recognition.

1. Some sporting activities or games that routinely result in physical contact will not be allowed. This is at the discretion of the recess supervisors and Scott administration. In the event a game or activity becomes overly physical, recess supervisors have been instructed to end the activity until it can be addressed appropriately.
2. Playground equipment or apparatus should be used in the manner for which it was designed. For example, students should not try to walk up the slide, stand on pull-up bars, sit atop the monkey bars, etc.
3. Roller-skates, rollerblades, skateboards, and scooters are NOT permitted at school.

RECESS and INCLEMENT WEATHER

As a general guideline, all students will be participating in outdoor recess any day the wind chill factor is 0 degrees or above. The length of recess may be adjusted by the principal or at the discretion of the supervisor on duty.

In the winter, students must be wearing snow pants and boots in order to play in the snow. Please dress your child appropriately for the current weather. Students without the proper attire might be offered "loaner" clothing if any is available. We also encourage you to write your child's name on all belongings, as inclement weather gear is often lost and not recovered.

SEVERE WEATHER DISMISSAL PLAN

Scott will implement a severe weather dismissal plan whenever conditions outside warrant keeping students inside for as long as possible. Examples of severe weather include severe storms with potential lightning or rain to the degree that it significantly restricts visibility. The following information concerning the severe weather plan is provided:

- In the event a severe weather dismissal is in place, parents are highly encouraged to utilize the parent drive/car-rider procedures, remain inside their cars and utilize their Carpool Number sign. Carpool number signs will be sent home with the youngest/only child near the beginning of the school year. If a parent elects to walk up to the school to pick up their child during severe weather, parents will be directed to a designated spot to await the release of their child. Depending on the circumstances, it may or may not be indoors. Parents will not be allowed to congregate in the immediate vicinity of Door 1. This is necessary to maintain the safety and security of all students.
- Students will remain inside the building until it is safe to exit and/or when a parent is present to pick up the student. Scott Dismissal Supervisors will notify staff that a parent is present (either inside their car or in a designated "walk up" area). Staff inside the building will then release the student. **Utilization of Scott Carpool numbers will greatly assist in this process and is encouraged.**
- When released, students will exit the school and proceed directly to the vehicle.
- Students who regularly walk home will wait indoors until the severe weather clears or after we can notify a parent to make alternate arrangements.
- We will do everything we can to minimize the amount of time you are required to wait for your child during a severe weather dismissal. However, safety of the students and staff is the priority.

- Unless otherwise noted, all other aspects of the dismissal plan and parent drive procedures remain the same.
- As time permits, families will be notified via Talk203 (audio and e-mail) when the severe weather dismissal plan is in effect.

VISITING SCHOOL

- Please refer to the District section of this handbook (white pages). The procedures for reporting to the office, signing in, and wearing a visitor badge (if entering the school beyond the main entrance) must be followed at all times, including when parents bring children to school after the morning bell or for an early dismissal. Parents will be asked to present identification when picking up a student early or entering the school. Parents are not permitted to enter the building without signing in at the front office.
- If you are renting our facilities for an after-school group, you will not be allowed into the building until school is dismissed at 2:30 PM and the majority of students have exited the building.