

Kingsley
Elementary School
2026-2027



Good, Better, Best!

August 2026

Dear Kingsley Families,

Welcome to Kingsley and our school community. I hope you feel refreshed and relaxed after summer break. With a collective effort, 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 that aligns with the district's profile of a learner, which strives to develop students who embody: adaptability, critical thinking, global citizenship, learners mindset and communication skills. We recognize that our goals are achievable only through a strong partnership with each family. If at any time you have a question or concern, please contact your child's classroom teacher or me so that we can address your questions or concerns in a timely manner. We value your input 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 through explicit teaching of each trait. We recognize and honor students each month for demonstrating each of these characteristics.

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

Good, Better, Best!

Traci Furbee
Kingsley Principal

THE DISTRICT MISSION STATEMENT

The mission of Kingsley School is to create a nurturing community which supports students in developing a learner's profile that embodies: adaptability, critical thinking, global citizenship, learners mindset and communication skills.

KINGSLEY KNIGHT TRAITS

**KINDNESS
NOBILITY
INVOLVEMENT
GENEROSITY
HONESTY
THOUGHTFULNESS
SINCERITY**

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's Web Page www.naperville203.org/kingsley/

District 203 Web Page www.naperville203.org

Kingsley School Main Office 630-420-3208

Traci Furbee, Principal (tfurbee@naperville203.org)

Emily Cummings, Assistant Principal (ecummings@naperville203.org)

Kingsley School Health Office 630-420-3212

Absence Call-in Recorder 630-420-3212

School Fax Number 630-420-3213

District 203 Administration Center 630-420-6300

Transportation Office (bus garage) 630-420-6464

ABSENCE PROCEDURES

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

Parents must use the Online Reporting/Infinite Campus App or call the Health Office (630-420-3212) to report all student absences. Please enter the absence prior to 7:45 a.m. absences must be submitted by 9:00 a.m.

If you use the IC app, please log in and select “more” in the drop down, 3-line menu on the top left corner of the screen. Then, click on absence requests. You can report any type of illness or absence for your child using this link.

If you call the attendance line, an answering machine will be used to record the following information:

1. Date
2. Student's Name
3. Teacher's Name
4. Reason for Absence

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. and discuss the absence with the Health Technician.

If a child is absent and we have not received a call, we will attempt to reach you.

BIRTHDAYS

A child's birthday is a very special day. **As a reminder, birthday treats should not be sent to school.** 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.*** We greatly appreciate your cooperation.

BUILDING SECURITY AND VISITORS POLICY

In cooperation with District 203, Kingsley has emergency plans in place for potential fire or weather emergencies 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, ALICE intruder response 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 outside doors. After entering the school, stop first at the main office to obtain a visitor's badge by providing your Driver's License or State ID card to the office staff.

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, parents will not be allowed to hand deliver forgotten items to classrooms during the instructional day. Instruments and technology devices will be delivered by school staff.

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 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 email 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 school building 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 in the front vestibule. 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. 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.

CELL PHONE/SMARTWATCH USE

Students are allowed to call home from an office phone for necessary items such as eye glasses, lunch, to confirm an after school plan, etc.

Parents should contact the office to make arrangements for early dismissal for a student. Contact between students and parents should take place through the office, not with the use of personal cell phones or smartwatches.

Student use of personal electronic devices is not permitted during school hours, on school grounds, or while riding the school bus to/from school. Personal electronic devices include any computers, tablets, cameras, smartwatches or other electronic devices that have the ability to take, store, display, or send images, videos, audio recordings or text messages with embedded images. 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, cell phones and Smartwatches (unless in "school mode" with time capabilities only) must be turned off and stored in the student's backpack throughout the school day unless explicit permission has been provided by building administration.** Thank you for your partnership in supporting a focused and respectful learning environment.

If a student chooses to use a cell phone during the day, it will be turned into the office for safekeeping 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 AND RECESS

Students have a 20 minute lunch period each day. Students also have access to 30 minutes of recess each day, which may occur all at once or split between two recess periods. Parents may also choose to purchase lunch from the hot lunch vendor or send a sack lunch to be eaten in the multi-purpose room. 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 Organic Life food company directly.

LUNCHROOM RULES/PROCEDURES

Please review these guidelines with your student(s).

- Enter the lunchroom and find a spot to sit in a short amount of time.
- 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 asked to relocate to finish eating and discuss the situation with a staff member or administration.

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.

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 ask for 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 morning.

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. In order to ensure all students are accounted for after school, students must go home and check in with parents before coming back to the playground after school. 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

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. At the close of the activity the children will be escorted to Parent Drive for dismissal. 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. Failure to comply with these guidelines may result in the removal of a student from the activity.

PETS ON THE PROPERTY

In order to keep students safe, please refrain from bringing your pet on to school property during school hours.

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 buses 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.
- Cars MAY NOT create a double turn lane into Kingsley parent-drive off Ring Road. Traffic Law prohibits this action.
- 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. Cars may also be directed to the FRONT parking lot in addition to using PAREN DRIVE as a means to get students dropped off in a timely and safe way.

