

Ellsworth's Handbook

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Principal's Letter

Dear Parents and Guardians,

Welcome to the 2026-2027 school year! We are grateful to partner with you in your child's educational journey and look forward to a year filled with learning, growth, and meaningful connections.

This year, our school theme is **"You Are an Important Piece."** At Ellsworth, we believe every student, family, and staff member is an important part of our school community. Each person brings unique strengths, talents, and perspectives that help make our school a place where everyone feels valued, included, and supported.

Our commitment is to provide engaging learning experiences that support each student's academic, social, and emotional growth. We strive to create a safe, respectful, and supportive environment where every child is encouraged to reach their full potential while developing the skills outlined in District 203's mission: becoming self-directed learners, collaborative workers, complex thinkers, quality producers, and community contributors.

We know that students thrive when schools and families work together. Your partnership, communication, and support are essential to your child's success. We encourage you to reach out to your child's teacher or to me whenever you have questions or need assistance.

This Parent/Student Handbook is designed to serve as a helpful resource throughout the school year. It contains important information about procedures and expectations specific to Ellsworth, as well as district policies that apply to all District 203 schools. We encourage you to review the handbook with your child and refer to it whenever questions arise. A shared understanding of our expectations helps us create a positive, safe, and supportive learning environment for every student.

Please keep this handbook in a convenient place for future reference. If you have any questions about the information it contains or about Ellsworth School, please contact our school office at (630) 420-6338.

Thank you for being an important piece of the Ellsworth community. Together, we will continue to build a school where every child belongs, every voice matters, and every student has the opportunity to thrive.

Warmly,

Britta Waszak
Principal, Ellsworth School

Fast Facts

Ellsworth Elementary School

145 N. Sleight Street
Naperville, IL 60540

School Hours:

Building Hours:	Main Office	7:30am - 3:00pm
School Day Hours:	Arrival Time	8:00am (not before)
	Start Time	8:15am
	Dismissal Time	2:30pm
	Half Day Dismissal	11:35am
Office Contact:	Main Office	630-420-6338
	Fax	630-637-7321
	Attendance Line	630-420-6340
	Health Office	630-420-6340
	Email	EllsworthGeneral@Naperville203.org

Communication Tools:

District Website:	www.naperville203.org
Ellsworth Website:	http://www.naperville203.org/ellsworth
Email:	E-mails come from – TalkEllsworth@naperville203.org
Newsletter:	Weekly on Sundays via email – The Eagle Express

Mark Your Calendars with Important Dates

Ellsworth Curriculum Night:	August 27, 2026
P/T Conferences:	October 8 and 9, 2026
Ellsworth Open House:	January 28, 2027

Ellsworth Belief Statement

WE BELIEVE:

At Ellsworth, we believe every child deserves to feel safe, valued, challenged, and inspired every day. We are committed to providing engaging learning experiences that honor each student's unique strengths, needs, and potential.

We believe students thrive when schools, families, and the community work together in partnership. By fostering strong relationships, maintaining high expectations, and creating a culture of belonging, we empower every student to grow academically, socially, and emotionally and to become confident, compassionate, lifelong learners.

School Routines and Procedures

Building Security:

The safety and security of our students and staff is a top priority at Ellsworth. All visitors, including parents, guardians, and volunteers, must enter through the main entrance (Door #1), which is equipped with a secure buzzer system.

Upon arrival, please press the call button located to the left of the entrance. A member of our office staff will ask for your name and the purpose of your visit before unlocking the door. Once inside, please proceed directly to the main office window to check in.

Visitors who are entering the building for meetings, volunteering, classroom visits, or other activities will be asked to present a valid government-issued photo ID and sign in through our visitor management system. You will receive a visitor badge, which must be worn while in the building and returned to the office when you sign out before leaving.

If you are dropping off a student, lunch, or other items, our office staff will assist you at the front office. To minimize interruptions to classroom instruction, personal items will not be delivered directly to classrooms. Instead, students will be called to the office to pick up their items when appropriate.

We appreciate your partnership in following these procedures, which help us maintain a safe and secure learning environment for everyone.

Student Attendance:

Regular attendance and punctuality are essential to student learning and success. Each school day provides valuable opportunities for instruction, collaboration, and relationship-building that cannot be fully replicated when a student is absent. We encourage families to make school attendance a priority whenever possible.

Reporting an Absence

If your child will be absent, a parent or guardian must notify the Ellsworth Health Office **before 8:15 a.m.** on the day of the absence. Absences may be reported by:

- Calling **630-420-6340** and leaving a voicemail
- Emailing **EllsworthGeneral@naperville203.org**
- Reporting the absence through the **Infinite Campus Portal**

When reporting an absence, please include:

- Student's full name
- Date(s) of the absence
- Reason for the absence
- Teacher's name and grade level

If your child's absence is expected to extend beyond one day, please contact the Health Office to discuss the situation.

If we do not receive notification of an absence, school personnel will attempt to contact a parent or guardian using the contact information on file. These procedures help ensure the safety and well-being of every student.

Tardies and Early Dismissals

Students should arrive on time each day to maximize instructional time. In accordance with District 203 attendance procedures, students who arrive after **8:50 a.m.** are recorded as a **half-day absence**. Likewise, students who are dismissed **before 1:50 p.m.** are also recorded as a **half-day absence**.

Attendance Monitoring

Student attendance is monitored throughout the school year by school administration and the Health Office. If a pattern of excessive absences or tardiness is identified, families may receive notification and may be invited to meet with school staff to discuss ways we can work together to support improved attendance.

Returning to School After Illness

To help maintain a healthy learning environment, students should remain home when they are ill. Students with a fever must remain home until they have been **fever-free for at least 24 hours without the use of fever-reducing medication.**

In certain cases involving contagious illnesses, the Health Office may require a physician's note before a student returns to school.

Student Arrival:

Students may arrive at school beginning at 8:00 a.m. Upon arrival, students may enter **Door 1** or **Door 2** and proceed directly to their classrooms.

The arrival time between **8:00 and 8:15 a.m.** is an important part of the school day. During this time, students unpack their belongings, complete morning routines, connect with classmates and teachers, and prepare for learning. These few minutes help students begin the day feeling organized, settled, and ready to learn.

While students may arrive after 8:00 a.m., we encourage families to have students arrive **prior to 8:10 a.m.** whenever possible. Arriving before 8:10 provides ample time to transition into the school day so students are fully prepared to begin learning promptly at **8:15 a.m.**

Student Dismissal:

The school day ends at **2:30 p.m.** Students will gather their belongings and dismiss with their classroom teacher according to their assigned dismissal plan.

School staff supervise students during dismissal until **2:40 p.m.** We ask that students who are being picked up are met promptly, as supervision is limited after dismissal.

Students who are not under the direct supervision of a parent or other responsible adult are expected to leave school grounds after dismissal. The playground is not supervised after school, and students who choose to use the playground equipment after dismissal must be accompanied and supervised by a parent or other responsible adult.

Dismissal Plan Changes

If your child's dismissal plan changes, please notify both the **Ellsworth Main Office** as soon as possible by calling **630-420-6338** or emailing **EllsworthGeneral@naperville203.org**. Please also notify your child's teacher by email or send a written note with your child.

For the safety of all students, we will only change a student's dismissal plan when we have received communication from a parent or guardian. We appreciate your partnership in helping us ensure every child is dismissed safely each day.

Drop-off/Pick-up Procedures:

A.M. Drop-Off:

1. All students must be dropped off from the Sleight Street southbound lane closest to the school.
2. Please pull as far forward as possible in the car line. Adult supervisors will be outside guiding cars to the appropriate location.
3. Have students prepared to exit the vehicle **BEFORE** you arrive.
4. Have students exit their vehicles on the **RIGHT** side of the vehicle, closest to the curb and safely away from traffic.
5. Please exit the drop off area as quickly as possible – this is a continuously moving line.
6. Adults should not stop in the line or exit the vehicle. If you want to exit your vehicle, you must find a neighboring side street, park, and walk over to the school.
7. Please do not drop off your child or leave your car unattended in the alley behind the school.

P.M. Pick-Up:

1. When you arrive, pull all the way down to the gate by the blacktop playground. Students come to the car, hop in, buckle-up and the driver safely pulls away.
2. As space becomes available, all cars move forward to close the gap. This line should be in constant motion. There should be no cars trying to drive around and fill in spaces between cars.
3. You must not park and leave your car along Sleight in front of the school impeding dismissal traffic flow.
4. Please do not pick up your child or leave your car unattended in the alley behind the school.

Please remember, there is **no parking on Sleight Street during arrival and dismissal**.

Please familiarize anyone who is picking up your student with the rules.

We appreciate your help in following the guidelines mentioned above. If everyone can follow the same procedures, we can ensure a safe, timely drop-off and pick-up for everyone. It takes cooperation, patience and strict adherence to procedures to ensure a safe environment for all children and we appreciate your support.

School Health

Food in School

To help provide a safe and healthy learning environment for all students, including those with life-threatening food allergies and other dietary needs, families are asked **not to send food, candy, or treats to school for classmates**. Food may not be shared or distributed during birthdays, classroom celebrations, the Fall Parade, or other school events unless specifically approved by the school. We appreciate your partnership in helping us keep all students safe and included.

Vision and Hearing Screening:

As part of District 203's health services, students participate in routine vision and hearing screenings at designated grade levels.

- **Vision screenings** are conducted for students in **kindergarten, grade 2, and grade 5**
- **Hearing screenings** are conducted for students in **kindergarten and grades 1, 2, and 3**

In addition, students receiving special education services, students in foster care, or students referred by a parent/guardian or teacher may receive vision and hearing screenings regardless of grade level.

If you prefer that your child not participate in the vision screening, you may submit a signed report from an optometrist documenting that your child has received a comprehensive eye examination within the previous 12 months.

School Communication

General Communication Methods

A variety of regularly scheduled communication methods are used to keep parents informed about Ellsworth School activities and programs. They include the following:

- Eagle Express - an email sent home each Sunday morning at 9am
- Letters from school administration/classroom teachers
- Ellsworth School's website - the home page in particular will contain new news and highlights. It can be found at www.naperville203.org/ellsworth
- Parent/Teacher conferences - Fall and Spring
- Report Cards – online three times a year
- Parent-Teacher/Teacher-Parent email messaging
- TALK203 - District 203 communications including TalkEllsworth@naperville203.org

Parents are encouraged to sign-up for timely messages sent out in mass. You can sign up by communicating with the school or District office or by going to the District 203 website mentioned previously and click on the TALK 203 link.

Emergency Contact Information

Please keep your family's emergency contact information current throughout the school year. If your phone number, email address, or emergency contacts change, notify the Ellsworth Main Office or Health Office by email as soon as possible so we can update our records.

Student Report Card Information

Student report cards are available through the Student Information System, Infinite Campus. Please be sure you have accessed this parent portal to create a username and password. Those directions can be found on our District website www.naperville203.org/domain/817. You can also contact our Infinite Campus Helpdesk at campusportal@naperville203.org for assistance.

The purpose of the report card is to communicate students' progress towards specific standards so that teachers, students, and parents/guardians can work together to advance student learning.

What is a standards-based report card?

A standards-based report card provides detailed information of how well students are progressing towards the identified standards in a specific content area. These standards directly align with the content that is being taught and assessed in the classroom. Students are continually assessed on their progress towards mastery of the expectations set forth at each trimester. Teachers report student progress on two types of standards: content standards and process standards. Content reporting standards articulate what students know and are able to do academically while process standards refer to how a student is learning.

General School Policies

Bicycles, Roller Blades, Skateboards & Scooters:

Student use of bicycles is addressed within this document as part of the District guidelines. At all times, students should walk their bicycles while on school property. Students are requested to wear a safety helmet. Due to the possibility of injury, damage and/or theft, as well as the value of and inability to properly store during the school day, roller blades, skateboards, scooters are not permitted to be brought to school.

Birthdays:

The school honors individual student birthdays as part of the daily morning announcements. Those who celebrate their birthday during vacation breaks and summer months are recognized either prior to the break occurring or during the last month of the school year. Each student receives an individual item from the school in honor of their birthday. Due to the increase of food allergies **no food birthday treats are allowed**. If you are having a birthday party for your child we ask that you not send invitations to school for classmates, nor can your child pass invitations out at school. If you are looking for a way to celebrate your child's birthday, please consider donating a book to the LC in honor of the occasion. A special bookplate with your child's name on it will be added to the inside cover of the book. It will then be added to the overall LC collection. See Mrs. Golz for more details.

Cell Phones:

“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.”

Classroom Parties

There are three classroom parties (Fall, Winter, and Valentine’s Day). They are coordinated between classroom teachers and Home and School. All schools in District 203 will have parties without food treats and the focus will be on games and crafts. This allows us to protect all students who may have food allergies. No food items may be passed out at parties.

Emergencies - Weather/Fire/ Lockdown Situations:

Occasionally emergency situations might arise involving the evacuation/relocating of students. Emergency drills are mandated by the state and are held during the school year to familiarize students and staff with the evacuation/relocation process. The primary focus of these drills is to instill in your child the importance of an orderly and timely evacuation/relocation of students from the building if needed. The Naperville Fire and Police Departments will periodically be present to monitor our evacuation procedures and to offer feedback to the staff and administration as needed. When such an evacuation is deemed to be for an extended period of time students and staff will be moved to an alternate location. Should the use of alternate location be necessary parents will be notified by the school, via a Talk203 message. There is more detailed information in the District portion of the handbook.

Field Trips:

Field trips are planned periodically throughout the school year to help broaden your child’s educational experience. These trips serve as an educational extension by making the classroom experience more meaningful. Occasionally some additional cost may be charged to students. Some field trips involve bus transportation while others might involve walking directly from school to the field trip destination. Signed parent permission slips are required for field trips. Participation by a student on any field trip is left up to the parent. Any child who chooses not to participate will be provided with alternative activities within the building for the duration of the field trip.

Lost and Found:

Please clearly mark all personal items with your child's first/last name. Such labeling should be located in an easily recognizable location. Specific items to be labeled include but are not limited to: backpacks, lunch bags, take home folders. All items not claimed are placed on the "Lost and Found" rack located just inside of the north entrance to the building. Items not reclaimed from the lost and found will be donated periodically throughout the year.

Money and Valuables:

Any money sent to school for such things as field trips, book fines, school store, hot lunch or Home and School activities should be placed in a sealed envelope and clearly marked with your child's name, their classroom teacher's name, and the purpose for bringing the money to school.

Students should not bring extra money and valuables to school.

No Pets on School Grounds:

For the safety of all children and adults, pets are not to be in proximity of students during arrival and dismissal. With the number of students entering and exiting the school building, some animals could become excited and/or overwhelmed, thereby compromising the safety of our students and staff.

Photographing of Children:

From time to time your child's photograph may be included in local/district publications, or even on the Ellsworth School website. If you do not wish to have your child's photograph included in such situations, you must have a signed "Parent Permission Denial" form on file with the school. This form was part of the online annual update. If you have further questions, contact the Ellsworth Office at 630-420-6338.

Recess Conditions:

All students are expected to go outside for recess unless otherwise directed by their classroom teacher. An administrative decision will be made regarding inclement weather conditions. Students should have appropriate clothing for going outside as long as it is not raining or the wind chill is below zero degrees Fahrenheit. Appropriate clothing items are expected and needed. **If a student wears a particular item of clothing to school (i.e. coats, hats, gloves, boots) they are to wear this clothing out to recess as well.** Parents can help by reinforcing this rule with children.

Snack Policy:

Students are allowed to have a snack in school. Parents provide these snacks. We ask that snacks be healthy and easy for your child to manage independently and without distraction to the class. Classroom teachers will establish parameters for their classroom around established times and procedures during snack time.

Student Activities:

Ellsworth School prides itself on the wide array of activities provided to our students. Some activities are limited to grade levels that are developmentally appropriate. Throughout the school year, all students will have the opportunity to participate in before/after school activities. Please see Ellsworth's website for a complete list of student activities.

Student Change of Address during the School Year:

If your family moves during the school year, please advise the main office of your intention as soon as possible. Once you have enrolled in your new school, they will forward a signed copy of a "Release of Records," allowing our secretaries to send the child's records to the new school.

Student Records:

According to Illinois State School Law, a non-custodial parent has the right to copies of notices, school calendars, conferences, report cards and other related school communication unless court issued, signed and dated document/order limits that right. Should such court documentation exist, limiting communication/contact with one parent, it is the responsibility of the custodial parent to provide the school with a copy of such a court issued, signed and dated document. All such court documents are kept in a confidential file in the principal's office. However, a non-custodial parent must submit in writing to the school a request to receive the aforementioned school related information. This request must include the non-custodial parent's name, address and phone number.

Home & School Information

The Ellsworth Home and School actively seeks parent participation and support through many projects, events and activities throughout the school year. Volunteer opportunities will be made available to any interested parents. General membership meetings of the Home and School are held on a monthly basis with exact meeting dates communicated on the school's web site.

Volunteering by Parent/Guardian:

For liability reasons any parent/guardian who wishes to volunteer during the school day **may not bring younger siblings into the building during the time that they are volunteering.** While we appreciate your time and efforts, the potential liability issues supersede your willingness to volunteer.

Positive Behavior Support Philosophy

Working Together to Find Solutions:

Ellsworth School works hard to create an atmosphere where healthy choices are encouraged. Parents and school personnel must model for students that they are in charge and are working to establish an environment that is caring and understanding for each of our students. Every student has the right to learn in a safe, supportive environment. Teachers are responsible for student supervision and observant monitoring. Parents are responsible for supporting and teaching their children to make appropriate choices for the environment they are in. We understand that all children will make mistakes and make poor choices from time to time, for this is how they learn. Our job is to support their growth and learning through a process of teaching for understanding of how we can make the choice for a better outcome when the opportunity arises in the future. We believe that every poor choice offers an opportunity for learning about decision making for a better choice in the future. At Ellsworth, students are responsible for respecting the rights of their classmates and themselves. It is the responsibility of both home and school and parent/guardian to form a unified partnership, through constructive and timely communication, that will allow each student to achieve personal success in an appropriate learning environment whether in the classroom or on the playground.

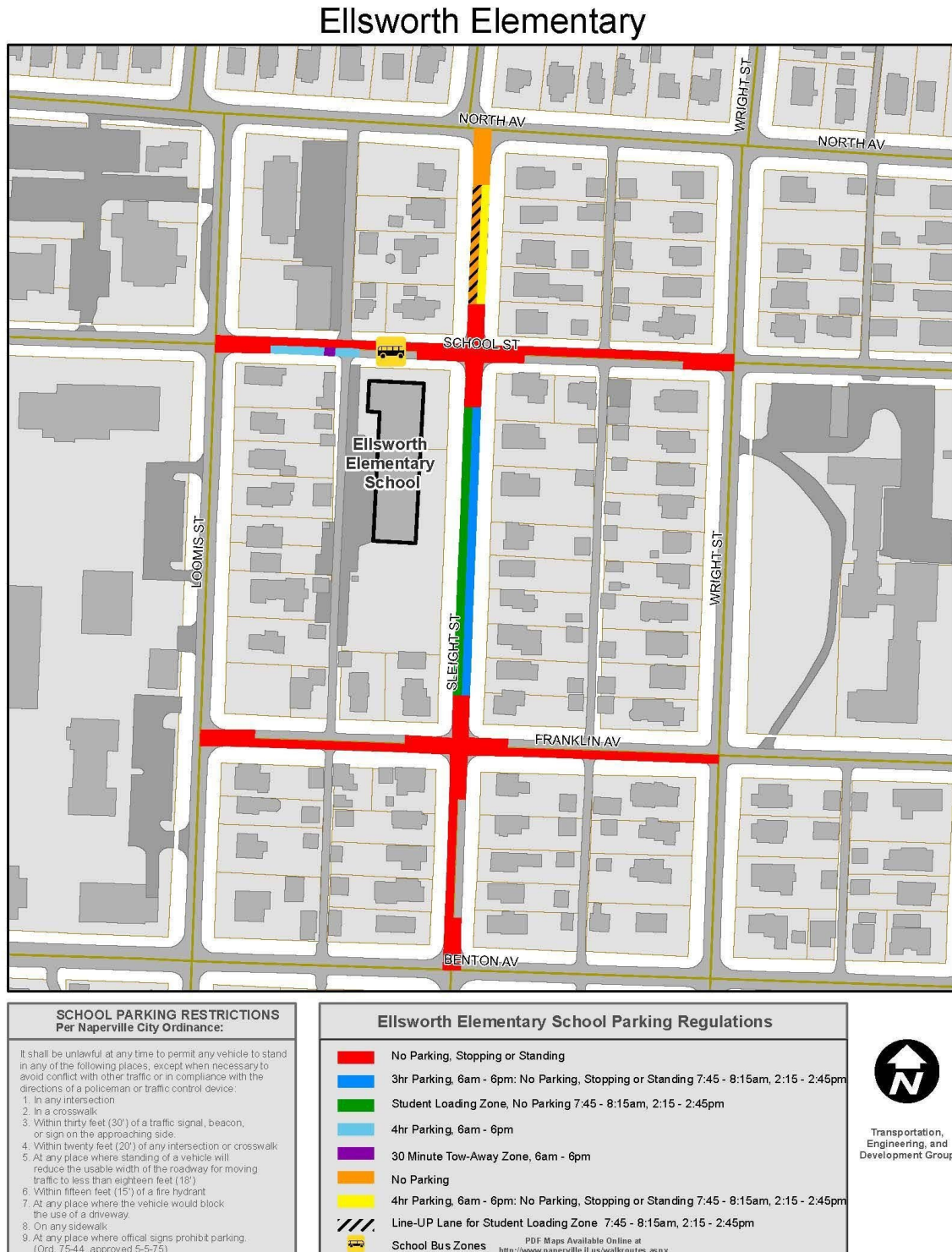
Ellsworth School Pledge

Our Ellsworth pledge provides guidance and sets the expectation for how we will learn and work together as a learning community. The pledge is discussed in classrooms and read by students over announcements each day.

I promise to
treat others with kindness and respect,
keep our school safe,
be ready to learn,
have a positive attitude,
and give my personal best every day

References

Ellsworth Traffic Flow Map



Ellsworth Walking Map



Ellsworth Elementary School District 203

Legend

- School Walk Route
- Crosswalks
- Stop
- Signal
- Crossing Guard (City Provided)
- Yield
- School

NOTE TO PARENTS:

This map is provided to help you and your child determine the best way to and from school. We suggest you review the map and travel the route with your child, answering any questions and noting walkways, traffic controls, crossing guards, etc.

For questions regarding busing, please contact the appropriate school district administration office.

For questions regarding the school pedestrian walk route or right-of-way controls, please contact The City of Naperville - Transportation, Engineering, Development Business Group.

Prepared by the Transportation and Traffic Services Team, July 2005.

