

CHESTERBROOK ACADEMY

ELEMENTARY SCHOOL

21st Century Skills in a Customized Learning Environment.

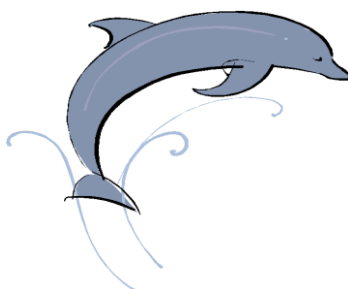


**Chesterbrook
Academy[®]**
A Nobel Learning Community

Parent and Student Handbook

2018 – 2019

Home of the Dolphins



Mrs. Jenae Kleifges, Principal
Mrs. Samantha Rudnicki, Director of Admissions
Mrs. Tina Hubbard, Executive Director

1571 Oswego Road • Naperville, IL 60540 • Phone 630-527-0833 • Fax 630-527-1204
Naperville.ChesterbrookAcademy.com

Schedules:

School Day 8:45 a.m. – 3:45 p.m.
Before Care 7:00 a.m. – 8:30 a.m.
After Care 3:45 p.m. – 6:30 p.m.

Kindergarten-1st Grade

Lunch 12:00 p.m. – 12:30 p.m.
Recess 12:30p.m. – 1:00 p.m.

2nd-5th Grade

Recess 12:00 p.m.-12:30 p.m.
Lunch 12:30p.m.-1:00 p.m.

Administrative Team**Jenae Kleifges**

Principal

Jenae.Kleifges@nlcinc.com

Samantha Rudnicki

Director of Admissions

Samantha.Rudnicki@nlcinc.com

Principal's Message

Dear Families,

Thank you for your interest in Chesterbrook Academy Elementary School. We look forward to sharing in your child's academic and social development. At CAES, we set our expectations high. Your child will be challenged with a rigorous personalized curriculum that integrates hands-on project-based learning. The teachers are well-qualified and dedicated to student learning and growth. The lessons are tailored to fit each student's learning style and academic aptitude, and our small class sizes allow for maximum instruction and application of our 21st century goals. Our goal is to create a learning environment where the students become confident, prepared, leaders in the present and future.

We utilize a variety of technology and proven instructional techniques. Chesterbrook students benefit from a progressive curriculum that incorporates service projects, collaboration with students from other schools across the nation and world, and assists students in developing critical thinking and problem solving skills. Included in our academic day, we offer instruction in Physical Education, Health, Music, Art and STEM, as well as a variety of field trips and assemblies.

Please take a moment to review our website at www.cbaelementarynaperville.com for additional information on our curricular programs, faculty, calendars, menus, clubs, before & after school care and camps. I look forward to hearing from you.

Sincerely,

Mrs. Jenae Kleifges

Principal

Chesterbrook Academy Elementary School

Chesterbrook Academy Parent Handbook

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Mission Statement

Our mission as a school community of students, teachers and parents is to create a safe and nurturing environment that provides an engaging, authentic educational experience built on student centered data, current educational research and innovative instructional techniques. The mission is to develop the whole student – academically, socially, and emotionally, including character foundations – while meeting individual needs and learning styles. Our foremost goal is to act as a catalyst for our students in developing their ongoing achievement and successes as lifetime learners.

Vision

The vision of Nobel Learning Communities, Inc. is to be the leading provider of infant to 8th grade private education through curriculum-based community schools.

Student Preamble

“I am here to learn. I am responsible for doing my best. My parents and teachers are here to help me. I will be respectful. I will be on time and ready to learn, and I will be responsible for my own behavior.”

Educational Philosophy

Our philosophy is to provide excellence and rigor in our standards-based curriculum, while teaching content in a personalized, engaging, interactive, and integrated manner. Nobel Learning Communities has been recognized as a Professional Development Affiliate of The Partnership for 21st Century Skills. This organization brings together the business community, education leaders, and policy makers to define a powerful vision for education to ensure every child’s success as citizens and workers in the 21st Century. To this outcome, Chesterbrook Academy is placing an increasing emphasis on these 21st Century Skills:

- Core Subjects
- 21st Century Themes
- Learning and Innovation Skills
- Information, Media & Technology Skills
- Life and Career Skills

Goals

The goal of **Chesterbrook Academy Elementary School** is to achieve the highest possible academic standards within all grades by:

- Developing an appreciation of education and the desire to achieve.
- Emphasizing the fundamentals of how to study, organize material, listen, think, reason, and work independently.
- Teaching children to read with understanding.
- Attaining strong foundations in English, Mathematics, and Science.
- Helping children develop an appreciation of a foreign language.
- Encouraging children to develop an appreciation of creative arts, including visual and performing arts.
- Introducing basic sports skills, stressing the importance of good sportsmanship and teamwork.

- Giving direction, but encouraging students to use initiative and to develop self-discipline and civic responsibility.
- Developing innovation skills and attaining technological capability.
- Becoming effective members of a learning community.

Financial Arrangements

Admission

Chesterbrook Academy Elementary School is non-religious, private, independent and non-discriminatory. We believe in equal education, attention, and care for all children without regard to race, color, religion, or ethnic origin.

The admissions process begins when parents visit the school and meet with the Director of Admissions. During this meeting, the parents will tour the campus and facility as well as have the opportunity to pose questions and discuss that which is available to them and their child at Chesterbrook Academy Elementary School.

Following this initial tour, applying students are required to participate in a “Discovery Day.” This visit will take place in the grade level in which the student is currently enrolled. On that day, parents are asked to present any testing and assessment information that is available for administrative review. The visit itself involves participation in the classroom as well as a formal assessment by the Director of Admissions.

The assessment used is Testpoint Assessment Tests. Potential students must pass this test within a grade level of readiness. Following this visit, the family will be contacted and informed of the results of the visit and the assessment review, as well as the possibility for enrollment. Students applying during the summer months will also be required to participate in a “Visitation Day” and will meet with either a teacher representative or a member of the administrative team for evaluation, as academic classes are not in session. Parents should provide the following from all prior schools on the day of the visitation and may be asked to do so prior to the visitation:

- report cards / transcripts
- testing results
- attendance reports / letter of good standing
- recommendation form

Formal admission is not possible without reports and/or transcripts from prior schools and a teacher recommendation. Assessments and information collected during the visit, as well as the student’s transcripts, are used as advisory tools in admissions. Students may not be admitted when evidence exists of unsatisfactory behavior or of educational or medical needs for which Chesterbrook Academy does not have the expertise required to assist the child. This policy is subject to applicable State and Federal regulatory requirements.

The admission policy for entering Kindergartens is as follows:

1. Children who are five on or before September 1st of the approaching school year may be admitted within the standard admission criterion, which includes the visit referred to above.
2. Children who are not five on or before September 1st may be considered for admission, subject to the following criteria:

- a. It is determined by administration that the Pre-Kindergarten is not an available/appropriate placement for this child.
- b. The child will be five before October 31st of the current school year.**
- c. Acceptable evidence exists that the child is emotionally, socially, physically, and academically capable of succeeding in the Chesterbrook Academy Elementary School Kindergarten curriculum. Examples of acceptable evidence include: information from the Parent Report (if he/she already is a Chesterbrook Academy student), information from an appropriate readiness test, observations from the Principal and/or Director, observations made by either the child's Chesterbrook Academy teacher, or his/her current teacher from another preschool (provided by the parent), and additional information provided by the parent. It is the sole right of Chesterbrook Academy Elementary School to determine what evidence is reliable and acceptable for the admission of children whose 5th birthday falls between September 1st and October 31st.
- d. The Principal, and/or a member of the academic team, must give final written consent as evidence of final admission. The TestPoint assessment must be completed and show Kindergarten readiness.
- e. If the child is an early entrance according to the state mandated age requirements (proper age on or after September 1st), you will need to contact your local public school to ensure admissions into first grade. When enrolling an early entry student you must submit a Waiver of Responsibility form acknowledging this policy.

In order to finalize the enrollment process, all required paperwork should be completed and submitted to the school office. This information must be completed annually, and kept current throughout your child's enrollment at Chesterbrook Academy Elementary School.

Registration

When your child is enrolled at Chesterbrook Academy the following documents are required:

- a completed application form
- a signed fee schedule
- a signed tuition agreement
- a signed acknowledgement of parent and student handbook
- a signed general media release
- a signed pre-enrollment modification form
- ALMA parent portal registration form
- an immunization and physician's form
- a dental and eye exam
- copy of birth certificate
- copy of medical insurance card
- a signed parent directory registration form
- a signed waiver of responsibility (early entry Kindergarten students only)
- emergency action plan (if applicable)
- Asthma action plan (if applicable)
- iPad Agreement (if applicable)
- extended care enrollment form (if applicable)

There is an annual non-refundable, registration fee due at the time of enrollment and renewable each August, or before. The registration fee covers books and materials, as well as

most school supplies. **In order to finalize the enrollment process, all required paperwork and payment must be completed and submitted to the school office.** It is important that this information be kept current throughout your child's enrollment at Chesterbrook Academy Elementary School.

Tuition Policy

Tuition is based off of an annual fee schedule of a 10 month period. If tuition is not paid in its entirety, 10 equal monthly payments can be made. Each payment is due by the 1st of every month August-May. Please note that both August and September tuition payments will pull via auto pay on September 1st. A late fee of \$25 will be accessed to any account not paid on the 1st. Please refer to the "Tuition Agreement" for all policies regarding tuition payments.

ALMA Online Parent Portal

ALMA is the online portal used by Chesterbrook parents. Within your registration packet you will find a step-by-step outline of how to set up your ALMA account. **All parents must have their account set up before August 1st, 2018.**

Through the portal, you will be able to:

- View your open invoices
- Make one-time online payments using a credit card
- Manage your auto pay enrollment/options (bank account or credit card)
- Print current statements and tax statements
- Update contact information
- Manage your profile
- View student report cards

****Please Note: CAES will no longer be accepting cash or checks for open invoices. All invoices must be paid through the online portal using a Credit Card or Auto Pay.***

Next Steps: Please complete and return the ALMA Parent Portal Registration Form included in your registration packet to ensure your account is set-up for the year.

Activity Fees

In an effort to minimize the number of extra smaller fees throughout the year, an annual, one-time activity fee will be charged at the beginning of the school year. The fee covers the cost of the planned field trips, field trip t-shirts, classroom parties, field day shirts and yearbooks. The only field trips that are NOT covered under the activity fee are the third, fourth and fifth grade overnight trips.

Annual activity fees are as follows:

Kindergarten-5th Grade: **\$150** per year

****Activity fees are due September 1st with August and September tuition.**

School Day Schedule

Chesterbrook Academy Elementary School is open and supervised during the hours of 8:45 a.m. and 3:45 p.m., excluding holidays observed during the year. Refer to your school calendar for specific school days and/or fee schedule for additional Extended Day Programs. A late fee (See Tuition Agreement) is charged to your account if a child is left after the regular close of the school day.

The Extended Day Program allows students to participate in a number of supervised activities after the instructional day ends at 3:45 p.m. Students may participate in a variety of afterschool activities which will be shared each trimester.

Some after school enrichment programs may be arranged through outside vendors. Enrollment in these programs and payment of fees for these programs are to take place through Chesterbrook Academy.

Intermediate Grades (3-5) Block Schedule

This year, we will introduce block scheduling in our intermediate grades. In a block schedule, students migrate from one teacher/subject to another with their grade-level peers. Block scheduling allows teachers to master their specific subject area standards and personalize the learning plan for each individual student. It also helps prepare students for middle school. Below is an example schedule template:

	3rd Grade	4th Grade	5th Grade
8:45-9:00	Morning Meeting		
9:00-9:45	PE/Health	PE/Health	PE/Health
9:45-10:30	Reading	Math	Innovation
10:30-11:15	Innovation	Reading	Math (6th Grade LSS)
11:15-12:00	Math	Innovation	Reading
12:00-12:30	Recess		
12:30-1:00	Lunch		
1:00-1:45	Science	Special	Writing/Social Studies
1:45-2:30	Special	Writing/Social Studies	Science
2:30-3:15	Writing/Social Studies	Science	Special
3:15-3:45	Homeroom / Choir / Bell Choir / Ukulele Ensemble		

Communication

Communication between school and home are paramount for fostering a greater learning experience. There are many opportunities for you to learn about the progress of your child, the expectations of the

grade level, the curriculum being presented, the teacher's classroom approach, and the programs offered at Chesterbrook Academy.

In an effort to "Go Green" important information will be emailed and posted on the school website. When paper copies are distributed, only one copy will be distributed to families with multiple students. All information will be sent home with the oldest student.

Weekly emails and monthly e-newsletters will be sent home from your child's teacher, advising you of the week's/month's accomplishments. Teachers may also be contacted via email. **All staff emails use the following pattern: firstname.lastname@nlcinc.com.** Teachers are available before or after school hours by appointment only. **Telephone calls to teachers should be made outside the school day,** however, messages may be left for a teacher by calling 630-527-0833. If messages are necessary for the children, school personnel will deliver such messages. In case of necessity, children may use the phone with their teacher's permission.

It is very important that all students' emergency contacts are up-to-date at all times. **If you have moved or have changed your home/cell numbers, or need to modify your emergency contacts, please do so immediately through ALMA.**

Links 2 Home (Tadpoles) Account

Teachers send weekly communication in the form of attendance, emergency messages, announcements and pictures through each student's Links 2 Home (Tadpoles) account. Download the app at the iTunes or Google Play store and create an account using the email address that is on file with our school. Both parents are able to create accounts. Please go to your settings on your device and allow push notifications from this app. This will enable you to receive text alerts anytime a new photo is posted or an announcement is made.

Attendance Policies

Educational research confirms a strong link between classroom attendance and academic achievement. Regular attendance and promptness are essential to the satisfactory completion of the school year's work. We urge parents to send their children to school regularly and to limit absences to serious illness.

- On return to school after an absence, the student is to present to the office a written note signed by a parent or guardian indicating the reason for the absence.
- A student who has been absent three (3) consecutive days due to illness will be asked to present a physician's statement to be readmitted to class.
- Medical and dental appointments should be scheduled during vacation, or whenever possible before or after school hours.
- If a student must keep a doctor or dental appointment during the academic day, the office must be notified in writing prior to the appointment.
- Children are to report to the front office before leaving and upon returning from such an appointment.
- **Parents must sign children out upon departure and sign them in when they arrive back to school.**

Vacations and holidays are listed on the school calendar. Early dismissal, late arrival, as well as other extraordinary vacation dismissal time, is highly discouraged. When children are away from school, it is difficult for them to make-up the lessons they have missed, and additional homework may be assigned by the classroom teacher. To achieve our educational goals, students must adhere to attendance requirements.

Absence Procedures

Please email the principal and your child's teacher by 8:30am if your child will be absent from school that day. Homework and assignments for elementary students who are absent may be obtained by emailing the teacher. **If a child has a fever of 100 degrees or more, diarrhea, conjunctivitis, or vomiting, they must remain home until they are symptom free without medication for at least 24 hours. If a student presents any of these symptoms during school hours they will be sent home.**

Planned Absences

If a student will be absent for a prolonged period of time, parents may request for teachers to send some assignments home for independent completion. Teachers use ongoing assessment data to design their weekly lesson plans, therefore a **maximum of one week's work** will be prepared in advance for a prolonged absence. However, it should be noted that completing assignments in bulk is not intended to be a replacement for classroom interaction. Teachers may elect to assign trip journals, map activities, or other assignment in lieu of a pack of schoolwork. The parent will need to communicate the request for work **two weeks prior to the trip.**

Truancy

A truant student, as defined by the Illinois State Board of Education, is a student who is absent from school for 10% or more of the school year and does not have a valid excuse. Accumulated absences due to late arrival and/or early pick-up will be factored into the reported attendance at the end of each trimester. Chronic absenteeism is inconsistent with academic success and your child may receive a lower effort grade or be retained if this occurs. Students who arrive to school after 8:45am will be held at the front desk until the conclusion of morning meeting.

Arrival

All children must be signed-in and signed-out daily when arriving and departing from school **if they participate in the before/after school extended care program.** Additional persons authorized to pick up your child must also sign him/her in and out. Children needing to be dropped off before 8:30 a.m. need to be enrolled and prepaid in the ***Before School Care program***, which begins at 7:00 a.m.

Students who are not enrolled in Before School Care should **not arrive at school before 8:30 a.m.** All children, after drop off, will report to their classroom with their teacher. **A student arriving after 8:45 a.m. will be marked tardy.** The student will be escorted to their classroom while the parent signs them in. Late sign in is mandatory.

Dismissal

The staff dismisses the students by the West gate. Parents may pick up their child at the gate or in the car line. In the event of inclement weather, we will hold the students inside the lobby and dismiss them one at a time out the main doors. All students remain within the school property until the staff can identify the parent. **Parents in the car line are to have a sign, provided by Chesterbrook Academy, mounted on the sun visor of the passenger side of the vehicle.**

If there are changes in your child's pick-up routine, authorization from the parent must be received in writing or via email prior to the pickup. School personnel will also ask the individual picking up your child for identification. **No child will be released to anyone other than his/her parent without prior written authorization.** Phone calls will be accepted on this matter in an emergency, but only when followed by an email or fax of authorization to (630) 527-1204.

Late Pick-up

If you are running late picking up your child, you must call the school as soon as possible to inform the office. If you are late, and we have not heard from you, we will try to contact you by phone, using the numbers provided for your emergency contacts. If we are unable to contact you, the parent(s), we will then begin calling the emergency contact people listed in your ALMA account. Please make sure your contact information is kept up to date.

The staff will attempt to call every 5-10 minutes, for one-half hour after closing, in hopes of contacting someone to pick up the child. If no one is contacted by this time, the staff and/or Principal will be contacting outside authorities, as required by law, such as the child abuse hotline and the police department, to follow appropriate child abandonment procedures.

After five minutes from the scheduled pick up time, there is a late fee of \$5.00 and then a \$1.00 per minute thereafter. Your account will automatically be billed with the late fee charge. It is our responsibility for the well-being and protection of the child until the parent or outside authorities have arrived. The staff will not hold the child responsible for the situation and the discussion of the situation will only be held with the parent, or guardian, and never with the child.

Withdrawal from School

Students are registered automatically on a month-to-month basis from the first day of school until the last day of the school year. Parents who wish to withdraw their child from school prior to the last day of the school year must give one month's written notice in order to be excused from paying tuition for periods following the withdrawal date (see Tuition Agreement for details).

Student Records

School student records are confidential and information from them shall be released only according to applicable laws. Both incoming and transferring students must provide both schools with transcript release forms so that student information may be legally shared. Once again, the information is confidential between the parent, teacher and administrator. Request for records must be done in writing utilizing a transcript release form and will be mailed directly to the new school. Records will not be release until all financial obligations have been fulfilled.

Transportation Policies

Bus Transportation

Chesterbrook Academy Elementary School will provide transportation to and from Chesterbrook Preschools and area public schools designated by the Principal. Each public school has its own unique plan for arrival and dismissal of children entering and exiting the property. Parents, in partnership with the school, are responsible for making sure their child understands the arrival and dismissal procedures for their child's public school. We will be responsible for the safe delivery of children to/from Chesterbrook Academy Elementary School. While the children are on public school property, they are under the supervision of the public school officials.

Parents are responsible for notifying in writing of any schedule changes or absences of their child **the day prior to the scheduled bus run**. In the event that a child scheduled for pick-up is not at the public school when the driver arrives, the bus driver will notify the Principal upon returning to the school. The principal will call the public school to ensure that the child was not left behind and will also contact the parent to find out if the parent had picked up the child from school.

The children will be instructed to wait together at a designated pick-up area at each public school. Please remember that we transport children from several area schools. Our bus driver is unable to wait for a child or leave the bus to look for a child who is not at the designated pick-up area.

Transportation Procedures

The students, while riding the bus during all field trips, must observe the following rules:

1. Sit properly, back against the seat, facing front of the bus, wearing your seat belt.
2. Stay seated while the bus is in motion. Remain seated until the bus comes to a complete stop. Remove your seat belt only when the driver grants permission.
3. Keep your hands and feet to yourself. No misbehavior is permitted.
4. Keep body parts inside the bus. No hands, arms, or heads outside the bus windows.
5. Do not throw or propel objects inside the bus.
6. Do not eat or drink on the bus, unless instructed by the driver.
7. Do not write on, damage, or leave trash on the bus.
8. Obey and do not disturb the bus driver.
9. Be courteous to fellow passengers and always use appropriate language. You are representing your family and **Chesterbrook Academy Elementary**.
10. Keep books, packages, coats, and other objects out of the aisle. Each student is responsible for his or her belongings.
11. Dangerous objects of any kind or pets will not be allowed on the bus.
12. Parents will be held responsible for their child's behavior on the bus.
13. The driver must be notified if a child suffers from motion sickness, and parents may be asked to supply plastic bags if necessary.
14. In case of a road emergency, remain in the bus until the driver gives instructions.

Riding on a school bus is a privilege. If a child misbehaves on the bus, the bus driver will talk with the classroom teacher and a report of the misbehavior will be written. The principal will discuss the problem with the student and send a copy of the misbehavior report home. This note will require a parent to review the matter, instruct the child how to behave properly in the future, and then sign and return the note. If misbehavior continues, it may require a meeting with the parent, child and

principal to discuss the next course of action. Depending on the circumstances and the severity of the infraction, suspension of bus privileges may occur. This will be left to the discretion of the principal.

Bus Pick-Up and Drop-Off Schedule

All times listed below are dependent on traffic and weather conditions. We request that all bus only parents are on-site at the times listed below:

	<u>Bartlett</u>	<u>Oswego</u>	<u>Tallgrass</u>
AM Pick-Up Time	7:50 a.m.	7:45 a.m.	8:10 a.m.
PM Drop-Off Time	4:20 p.m.	4:30 p.m.	4:05 p.m.

	<u>May Watts and Cowlshaw (B&A)</u>
AM Drop-Off Time	8:50-9:05 a.m
PM Pick-Up Time	3:30 p.m.

School Day Policies

Classroom Management / Discipline

The primary focus at Chesterbrook Academy is a quality learning experience within a safe, caring, and orderly learning environment for all of our students. We believe that a positive atmosphere establishes and encourages student growth and development. The focus of all interventions is on the development of positive behaviors through good choices and self-discipline. As a dedicated staff, we agree to work with students and parents to achieve these goals. Self-discipline is key to the maintenance of an effective learning environment. Students are expected to respect the rights and property of others.

When there is any behavior concern that occurs during building hours, a staff member who observed the behavior will complete an incident report. This report will provide an overview of the behavior that was observed and any next steps that were taken. We require a signature from the staff member completing the report, a member of the administrative team and the parent. A copy of the report will be kept in the student’s file. If there is a repeated minor behavior or a major behavior concern that arises, a member of the administrative team will request a parent meeting to review a behavior plan. This plan will include data reflecting past offenses and management techniques currently in place to support the student as well as future modifications that will be implemented. Upon implementation of this plan, we must see significant and sustained improvement in student behavior in order to remain enrolled in our program. As always, safety is our number one priority and we reserve the right to part ways with any enrolled family if the safety of your student or others is compromised.

Quiet Time – Kindergarten

Every afternoon, a quiet time is provided for kindergarten students during the ***first trimester only***. This time is provided so that the children are able to have a break from the day’s activities. Please send your kindergartener to school with a beach towel for rest time.

Snacks

All students receive a 30-minute lunch period and a 30-minute recess time. A morning snack is provided to children between 9:30am – 10:30am at no additional cost to parents. **Outside food is prohibited unless a prior plan has been approved for medical or dietary restrictions through the Principal and the student's primary health care provider.** Additionally, a breakfast snack is provided for children attending before school care and an afternoon snack is provided for children enrolled in after school clubs and/or after school extended care.

Lunch Program

Students may bring a lunch from home or may purchase a lunch from WT Café, our hot lunch vendor. All of the WT Café lunches are **PEANUT FREE**. Any food brought from home must be PEANUT FREE. Other nuts such as Almonds, Hazelnuts, and Cashews are permitted. The Health Department does not permit us to refrigerate lunches or drinks a student brings from home. Moreover, the Health Department does not permit us to “heat-up” a student lunch brought from home.

We openly welcome parent volunteers to assist at lunch time. Lunch supervisors walk throughout the lunch room to assist students and go outside for recess. Students are to wait at their lunch seat until the trash container approaches them. For student safety, students are not permitted to walk about the lunchroom.

Recess

1. **Safety** is a priority. No rough playing, tackling, throwing of rocks or snowballs is acceptable.
2. **Respect** is a priority. Inappropriate or unkind language or teasing is not allowed.
3. 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.)

The playground period is an excellent opportunity for teaching the child good sportsmanship, thoughtfulness, and consideration of others. Parents are encouraged to dress their children appropriately for the weather. Unless the weather is inclement, the **wind chill is less than 10 degrees**, or the **heat index is above 100 degrees**, children will be taken outdoors for recess on a daily basis. For further information, please visit http://www.isbe.net/pdf/school_health/wind-heat-chart.pdf. If indoor recess should be required, teachers will plan games and activities in their classrooms.

Educational Field Trips

Field trips are an important part of the educational program. Students should participate in these activities whenever possible. Participants on all trips are chaperoned by teachers and other staff members, as well as parent volunteers. All field trips are planned by the teaching staff and are coordinated within academic units and lessons in the classroom. Third, fourth and fifth graders will participate in one overnight field trip each school year. Parents will receive ample notice of field trips, and a Field Trip Authorization form must be completed prior to the departure from the building. Other children (younger siblings, etc.) are not permitted to accompany chaperones (except third grade overnight trip). School vehicles may transport students, parents, and staff.

The annual activity fee will cover the cost of all field trips, excluding overnight trips. Notification of an upcoming field trip will be sent home via a consent form before the planned trip. **While on field trips, students will be required to wear their school issued Field Trip T-Shirt. Denim bottoms and tennis shoes are permitted for most field trips.** All students will be required to follow the school rules and regulations with regard to transportation and bus service.

Curriculum Overview

The curriculum at Chesterbrook Academy is designed to challenge students as they master subject area standards, thus setting a firm foundation for a well-rounded education. The development of strong study skills and good citizenship is essential in reaching this objective.

Chesterbrook Academy Elementary School emphasizes 21st Century Skills, such as life and career skills, learning and innovation skills, and information, media and technology skills. We implement these skills in relation to the core subjects of *language arts, mathematics, science, geography, history, government, world languages, economics*, and specialized classes in: *Spanish, technology, music, physical education, and art.*

Curriculum Website: <http://www.nobellearning.com/elementary-school>

Textbooks & iPads

Chesterbrook Academy Elementary School provides the use of textbooks and iPads to its elementary students. Reasonable wear and tear is expected as a result of daily use. However, unreasonable damage to textbooks or iPads must be paid by the parent at the time of damage or loss. If the cost of the damaged textbook or iPad is not paid by the end of the third trimester, your child's report card will be held until all costs are paid.

Internet / Cell Phone Usage

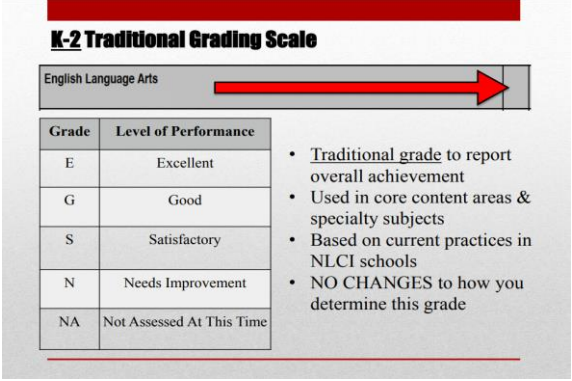
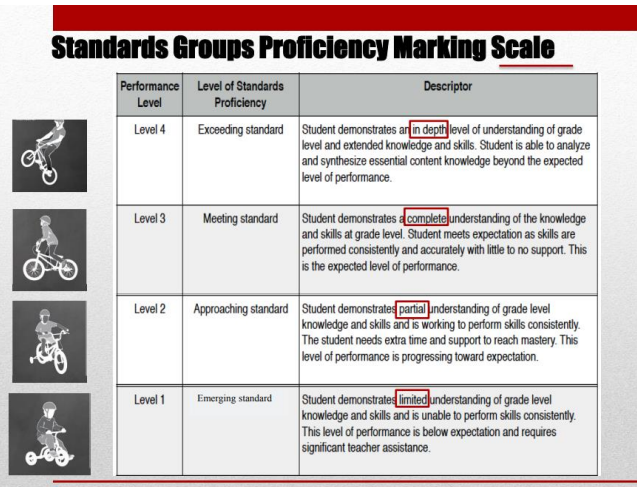
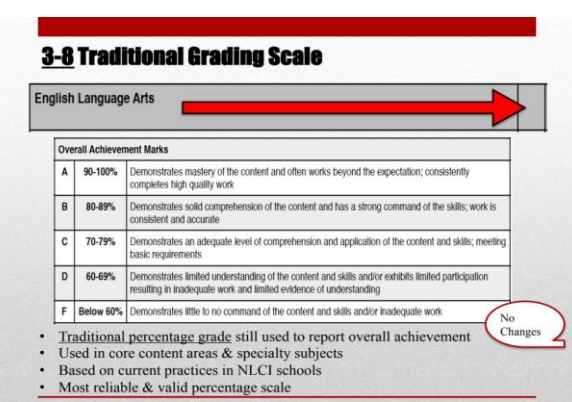
Educational opportunities can be greatly enhanced by taking advantage of the extended learning resources available on the Internet. The school's goal in providing this service is to promote educational excellence by assisting in resource sharing, creativity, and communication. With this educational opportunity also comes responsibility. Before your child may have access to the Internet, you will need to read and sign the **Internet Policy Statement** provided on the student tuition agreement. Your written authorization is required before your child may use this resource. Cell phones are permitted but must be turned off and kept in a locker or book bag. They may not be used during any part of the instructional day including lunch and recess. If inappropriate usage occurs loss of the privilege or disciplinary action may be implemented.

Student Supplies

The registration fees paid by parents cover most school supplies. Students should bring a backpack, lunch bag, and gym shoes daily. This will help keep the children organized. All students will have a "HOME" folder and the intermediate grades will also have an assignment notebook. Please check them daily. When children see their parents checking the folders and assignment notebook, they realize your invested interest in their education.

Grading Criteria

Teachers work carefully to assess student progress. For the 2018-2019 school year, Chesterbrook Academy Elementary School will continue to use a hybrid standards-based report card. Students will receive both traditional grades within each subject area, showing their overall progress as well as standards-based marks that are reflective of what student knows and is able to do at a specific point in time (end of grading period). Please review the chart below for a more in-depth understanding of our hybrid report card and grading practices:

Traditional Grades vs. Standards-Based Marks																												
Traditional Grades	Standards-Based Marks																											
<ul style="list-style-type: none"> Traditional Grades are comprehensive – an average of all grades throughout grading period Traditional Grades include all assignments –test, quizzes, homework, projects, effort, etc. Traditional Grades do NOT tell us what a student knows and can do and where they need more support 	<ul style="list-style-type: none"> Give parents MORE information Standards-based marks are reflective of what a student knows and is able to do at a specific point in time (end of grading period) Allow us to personalize learning more appropriately You will see more open-ended assessments 																											
<p>Sample K-2 Traditional Report Card Grades</p>  <p>The image shows a 'K-2 Traditional Grading Scale' for English Language Arts. It features a progress bar and a table with the following data:</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Grade</th> <th>Level of Performance</th> </tr> </thead> <tbody> <tr> <td>E</td> <td>Excellent</td> </tr> <tr> <td>G</td> <td>Good</td> </tr> <tr> <td>S</td> <td>Satisfactory</td> </tr> <tr> <td>N</td> <td>Needs Improvement</td> </tr> <tr> <td>NA</td> <td>Not Assessed At This Time</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Traditional grade to report overall achievement Used in core content areas & specialty subjects Based on current practices in NLCI schools NO CHANGES to how you determine this grade 	Grade	Level of Performance	E	Excellent	G	Good	S	Satisfactory	N	Needs Improvement	NA	Not Assessed At This Time	<p>Sample K-8 Standards-Based Grading Report Card Grades</p>  <p>The image shows a 'Standards Groups Proficiency Marking Scale' with four levels of performance, each accompanied by a bicycle icon. The table below summarizes the data:</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Performance Level</th> <th>Level of Standards Proficiency</th> <th>Descriptor</th> </tr> </thead> <tbody> <tr> <td>Level 4</td> <td>Exceeding standard</td> <td>Student demonstrates an <u>in depth</u> level of understanding of grade level and extended knowledge and skills. Student is able to analyze and synthesize essential content knowledge beyond the expected level of performance.</td> </tr> <tr> <td>Level 3</td> <td>Meeting standard</td> <td>Student demonstrates a <u>complete</u> understanding of the knowledge and skills at grade level. Student meets expectation as skills are performed consistently and accurately with little to no support. This is the expected level of performance.</td> </tr> <tr> <td>Level 2</td> <td>Approaching standard</td> <td>Student demonstrates <u>partial</u> understanding of grade level knowledge and skills and is working to perform skills consistently. The student needs extra time and support to reach mastery. This level of performance is progressing toward expectation.</td> </tr> <tr> <td>Level 1</td> <td>Emerging standard</td> <td>Student demonstrates <u>limited</u> understanding of grade level knowledge and skills and is unable to perform skills consistently. This level of performance is below expectation and requires significant teacher assistance.</td> </tr> </tbody> </table>	Performance Level	Level of Standards Proficiency	Descriptor	Level 4	Exceeding standard	Student demonstrates an <u>in depth</u> level of understanding of grade level and extended knowledge and skills. Student is able to analyze and synthesize essential content knowledge beyond the expected level of performance.	Level 3	Meeting standard	Student demonstrates a <u>complete</u> understanding of the knowledge and skills at grade level. Student meets expectation as skills are performed consistently and accurately with little to no support. This is the expected level of performance.	Level 2	Approaching standard	Student demonstrates <u>partial</u> understanding of grade level knowledge and skills and is working to perform skills consistently. The student needs extra time and support to reach mastery. This level of performance is progressing toward expectation.	Level 1	Emerging standard	Student demonstrates <u>limited</u> understanding of grade level knowledge and skills and is unable to perform skills consistently. This level of performance is below expectation and requires significant teacher assistance.
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Sample CAES Hybrid Report Card Format Traditional and Standard-Based Grades

Sample Report Card Template

Traditional Grade	
Mathematics	A
Operations & Algebraic Thinking: Understands & analyzes the relationship among numbers, properties, operations & patterns & exhibits fact fluency	3
Numbers & Operations: Understands & applies properties of numbers, operations & place value	3
Measurement & Data: Uses various tools to measure, collect, organize & analyze data	2
Geometry: Demonstrates understanding of geometric principles & spatial relationships	NA
Effort & Mathematical Practices: Works & participates in mathematics in a positive, engaged & responsible manner	3

The letter grade A does not mean the student is achieving mastery of all standards, and a 3 on the marking scale does equate to an A.

Homework

Chesterbrook Academy Elementary School recognizes that homework is an integral part of each student's educational program as is spending time with family and participating in extracurricular activities. In alignment with our whole-child educational approach, homework will be personalized to each student's individual academic needs with a flexible timeline for completion. With our focus on personalized learning, we are committing to a stronger alignment between a student's standards proficiency levels, their personalized classroom instruction, and homework assignments. This shift can range from differentiated assignments to flexible timelines for completion. Our goal is to ensure that each homework assignment provided to a student is purposeful to their overall academic success. **Students may require additional skill practice and/or study time in order to achieve mastery.** Assignments can include nightly reading, online math fluency practice, vocabulary words, skill practice and more. Long-range assignments may also be given to students. By planning ahead, students can schedule study time to complete an assignment before it is due.

Report Cards

Report cards for every student are issued at the end of each trimester. **Parents are requested to review the report card through their ALMA Parent Portal account. You will receive an electronic communication from the school when report cards are ready to view.** The child's report card reflects skills that will be taught throughout the year. These skills are aligned with Chesterbrook Academy's Goals and Standards. Student academic progress, citizenship, and effort are evaluated throughout each academic trimester in Kindergarten through eighth grade.

Parent/Teacher Conferences

Parent-teacher conferences will be scheduled each trimester during the school year. Notification and assigned times will be communicated to the parents as time approaches the actual dates. The parent and/or teacher may request that the principal be present and participate during the conferences.

Standardized Testing

Chesterbrook Academy Elementary School will utilize the Admissions Assessment for Beginning Learners (AABL) for Kindergarteners and the Comprehensive Testing Program (CTP) for 1st-8th graders as one of the many tools to assist us in the assessment of student progress and achievement. AABL assesses verbal reasoning, quantitative reasoning, early literacy, and mathematics using an iPad. AABL provides teachers and parents with data to assess a child's readiness for first

grade. The CTP is a norm-referenced test designed to measure academic achievement in core subject areas including reading, listening, vocabulary, writing and mathematics. This test is utilized to provide a general estimate as to how an individual student is progressing through school subjects and as a guide for realizing teaching and learning goals for our students. This assessment is given in the spring of each year (end of April or the start of May).

Uniform Policy

At Chesterbrook Academy Elementary School, students are required to wear uniforms as designed. Students should be neatly and appropriately dressed for school. We believe that a student's appearance reflects upon the manner in which he/she approaches the daily work in the classroom. **For safety reasons, clogs, flip-flops, high heels (higher than 1”), and shoes with in-line wheels may not be worn at school.**

All students are required to wear a uniform to school beginning on the first day of attendance. All students must wear tops that have the school emblem on them. The school colors are Navy Blue, Dark Green, Burgundy, Grey, White, Light Blue, Uniform Plaid and Khaki. ***The Chesterbrook Academy Emblem needs to be visible on the top layer of clothing.*** Please refer to the School Uniform Requirements list for proper daily attire. The dress code is to be observed daily during the school year. This also applies to all programs and performances outside school, unless the school has informed parents otherwise. Separate uniform t-shirts will be provided by the school for field trips. The school reserves the right to make a final decision on all dress code matters including clothing and hair. The school urges parents to exercise preventative maintenance in this area and comply with these guidelines. We strongly recommend that a change of clothes conforming to this policy be left at school in case a child needs to change clothes during the day.

During physical education, students are required to wear white-soled or non-skid gym shoes. Only students in third grade and above are required to change clothing for gym. All other students are to wear proper school uniforms on gym days and will change into their gym shoes for their gym class. Third-fifth grade students participate in a swimming unit during winter, and are required to wear a navy or black one-piece swim suit or swim trunks. These are can be purchased locally. We do not require the Chesterbrook emblem be embroidered on swimwear.

All school uniform items and PE uniforms that require an emblem may be purchased through: **Queensboro** <https://cb15710swegordcb36.qbstores.com/schooluniforms/school-uniforms>

School Uniform Requirements

Academic Days, Boys:

- Navy Blue, Grey or Khaki twill walking shorts or pants (***No blue jeans, cargo pants, or pants with long side pockets***)
- White, Navy Blue, Dark Green, Burgundy, Grey, or Light Blue shirt with Emblem
- Navy Blue, Dark Green, Burgundy, Heather Grey Cardigan, V-neck, or vest with the Emblem
- White, Navy, Grey or Khaki socks
- Closed toe navy, dark brown, or black shoes; no sandals or clogs allowed

- Ties may be worn in navy, dark green or burgundy but are not mandatory

Academic Days, Girls:

- Navy Blue, Grey or Khaki twill walking shorts or pants (**No blue jeans, cargo pants, or pants with long side pockets**)
- White, Navy Blue, Dark Green, Burgundy, Grey, Light Blue shirt with Emblem
- Navy Blue, Hunter Green, Burgundy, Heather Grey Cardigan, V-neck, or vest with the Emblem
- White, navy, or khaki colored socks or tights.
- Closed toe navy, dark brown, or black shoes; no sandals, heels or clogs allowed
- Ties may be worn in navy, hunter green or burgundy but are not mandatory
- Navy Blue Cord Jumper, A-line Skirt in Plaid, or Pleated skirt/skort in Classic Navy or Khaki

Physical Education Days Boys and Girls:

- All students will be required to wear **white-soled or non-skid bottom** gym shoes for P.E. with laces and may leave an extra pair at school in their cubby or locker. The carbon-rubber soled shoes will not be allowed since they mark up the gym floor, thus resulting in child non-participation.
- **Third graders and above will change from their uniforms to gym clothing on Physical Education days.** Kindergarten-2nd grade will remain in uniform for Physical Education (girls may want to wear slacks or shorts under their jumpers).
- Shoelaces must be tied and no inappropriate words or connotations are allowed on footwear.
- Gym uniforms for grades 3 and up can be bought through Queensboro: <https://cb1571oswegordcb36.qbstores.com/peuniforms/pe-uniforms> .

Hair/Make-up/Jewelry (Girls & Boys):

- Make-up may not be worn or applied at school
- No hats, caps, or bandanas worn inside of school
- Bows and ribbons may be worn in the hair if they represent school colors

School Spirit Wear (Girls & Boys):

- Spirit Wear is available for purchase online at <http://store.boomerts.com/chacap.html> or Queensboro at <https://cb1571oswegordcb36.qbstores.com/home>
- Please see the school's website calendar for Spirit Wear and Non-Uniform days. Typically, students are permitted to wear Spirit Wear every other Friday. If spirit wear is not purchased, students can wear their regular school uniform.
- Non-Uniform ("Student Choice") Days are permitted every other Friday. Students are allowed to wear clothes to their choice. Pajamas and costumes are not permitted on these days.
- Visit our Monthly Calendar to view Spirit Wear and Non-Uniform Days at: <https://www.chesterbrookacademy.com/elementary/chicago/naperville/parents/monthly-calendar/>

Uniform Exchange

The Chesterbrook Academy Parent Association (CAPA) will operate several uniform exchanges throughout the school year. Parents are able to exchange their old uniforms for gently used uniforms at a fraction of the price. These events typically occur the week before school starts in August, in January, and at the end of the school year.

Health & Safety

Illness

It is important to everyone that your child remains healthy throughout the school year. For the comfort and safety of all at Chesterbrook Academy Elementary School, children should not come to school when they are ill. We reserve the right to refuse admittance to any student who shows signs of contagious illness. *Contagious symptoms are defined as:*

- Fever of 100 degrees or more
- Vomiting
- Diarrhea
- Unexplained body rash
- Conjunctivitis
- Head lice

**Children should remain home from school until they have been
“symptom free” for at least 24 hours and will be excluded from all school events.**

In the event of a serious emergency, the school will secure immediate medical attention as described on the “authorization for medical treatment” on the child’s enrollment form filed in the school office. Every effort will be made to contact parents, guardians, or authorized family members or friends during such emergencies.

Student health is an important factor at Chesterbrook Academy Elementary School. Observation and supervision of the health of students during school hours is the responsibility of each teacher. A student who becomes ill at school will be made comfortable until his/her parents can be notified and the student is picked up from school. Children who are ill should be picked up by a parent or emergency contact within one hour of notification from the school.

Health Records and Health Policies

All new students and those children entering kindergarten, 2nd grade (dental) and 6th grade are required to provide proof of immunization and an updated physical, dental, and eye examination form upon enrollment. All medical forms are available on our website at <http://www.chesterbrookacademy.com/elementary/chicago/naperville/parents/forms-handbook/>.

For the safety of your child, Chesterbrook Academy Elementary School will observe the following in regards to administering medication:

1. Medication must be prescribed for the student, labeled and brought to school in the original pharmaceutical container.

2. Over the counter medication must be accompanied by a signed medication release and be in the original manufacturer's container.
3. Medicine must be in the bottle or box with the label of the pharmacy attached, child's name, doctor's name, the name of the medicine, and specific dosage.
4. Asthmatic children may keep an extra inhaler in the classroom for emergency use only. Children with severe allergies may keep an epi-pen in the classroom for emergency use only. **An emergency plan must accompany either of these medications, complete with a physician's signature.**

Accidents

Accidents are just that. The staff works hard at creating a safe and orderly school. The classroom teacher and administrative staff will treat minor incidents occurring during the school day. When a minor incident does occur, the staff member will complete an incident report and send a copy home with the child. If the injury appears to be more serious, we will complete an accident report and call you immediately. If you cannot be reached, the school will call the emergency number you provided on the registration form. If you or the designated emergency contact is not available and the injury requires immediate aid, your child will be taken to the nearest hospital by paramedics. An administrative designee will accompany the child while the school staff continues to try to locate you. As stated in the Elementary School Tuition agreement, you authorize us to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child's physician, if, in our judgment, there is insufficient time first to contact your child's physician. You authorize us to administer first aid and/or emergency medical care.

Pest Management Policy

Structural and landscape pests can pose significant hazards to people, property and the environment. Pesticides can also pose hazards to people, property and the environment. It is therefore the policy of Nobel Learning Communities, Inc. ("NLCI"), d/b/a Chesterbrook Academy, to incorporate Integrated Pest Management ("IPM") procedures for control of structural and landscape pests.

Pests

Pests are populations of living organisms (animal, plants or microorganisms) that interfere with the human purposes for the school site. Strategies for managing pest populations will be influenced by the pest species and any threat they pose to people, property and the environment.

Pest Management

Pests will be managed to:

- Reduce any potential human health hazard or to protect against a significant threat to public safety;
- Prevent loss or damage to school structures or property
- Prevent pests from spreading in the community or to plant and animal populations beyond the site;
- Enhance the quality of life for students, staff and others.
-

Integrated Pest Management Procedures

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical cultural or biological means. IPM practitioners depend on current, comprehensive information on the pest and its environment and the best available pest control methods. Applying IPM principles prevents unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property and the environment.

The choice of using a pesticide will be based on a review of all other available options and a determination that these options alone are not acceptable or not feasible. Selected non-chemical pest management methods will be implemented whenever possible. It is the policy of NLCI to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used to meet important management goals, the least hazardous* material will be chosen. The application of such pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act (7 USC 136 et seq.). NLCI policies and procedures, U.S. Environmental

Protection Agency (USEPA) regulations in 40 CFR, Occupational, Safety and Health Administration regulations and state and local regulations.

Education

Staff, students, pest managers and the public will be educated about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives.

Record-keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency. Records must be current and accurate if IPM is to work. Additionally, pest surveillance data sheets, which record the number of pests or other indicators of pest populations, are to be maintained to verify the need for treatments.

Notification

NLCI takes the responsibility to notify all students' parents or guardians and the school staff of upcoming pesticide treatments. Notices will be posted in designated areas and sent home with students.

Pesticide Storage and Purchase

Pesticide purchases will be limited to the amount authorized for available use during the year. Pesticides will be stored and disposed of in accordance with the USEPA-registered label directions and state regulations. Pesticides must be stored in an appropriate, secure site not accessible to students or unauthorized personnel

Pesticide Applicators

Pesticide applicators must be educated and trained in the principals and practices of IPM and the use of pesticides approved by NLCI, and they must follow regulations and label precautions. NLCI requires that applicators be certified.

*Precautionary statements are required on all pesticide labels. Signal words on each label indicate the level of acute toxicity of the pesticide product (see below). The chronic toxicity is not indicated on the label. Every label bears the child hazard warning: Keep Out Of Reach Of Children.

DANGER – A taste to a teaspoonful taken by mouth could kill an average-sized adult.

WARNING – A teaspoon to an ounce taken by mouth could kill an average-sized adult.

CAUTION – An ounce to over a pint taken by mouth could kill an average-sized adult.

Pets and Animals in School

More children suffer from asthma than ever before. Many times, neither child nor parent is aware of this condition. Therefore, requests to bring a pet to school must first be cleared with the teacher, who, in turn will notify all classroom students and their parents far in advance of the visitation date. This permits parents to make other arrangements as needed if there is a student allergy to the pet/animal.

Security

It is important that we maintain the highest level of security for our students. All exterior doors, except for the two main entrance doors to the school, are locked during the school day. All guests are buzzed in, asked to report to the office, sign-in, and wear a name badge if they will be observing or going on a tour of the school. This is done to protect the safety of your child as well as maintain a routine within each classroom with minimal disruptions.

Safety Drills

As required by law, the school will hold regular fire, disaster, bus evacuation and lockdown safety drills. It is expected that all students on the campus at the time of such drills will participate fully. At times, these drills may take place in inclement weather. All attempts will be made to assure that children are properly attired at such times. Should you find yourself on campus while a drill is taking place, please participate with your child. Please take the time to review and discuss the importance of such drills with your child and to be sure that he/she knows the safety routines.

Emergency School Closings

Chesterbrook Academy Elementary School will close for any weather emergency as determined by the federal, state, local government, or area Superintendents. ***If there is a delayed opening, before school care will not be provided*** and the academic day will begin at 10:00 a.m. Delayed openings and school closing information will be communicated through the Links 2 Home (Tadpoles) app and via email. The information will also be posted on our website, www.cbaelementarynaperville.com, as well as the Emergency Closing Center at www.emergencyclosingcenter.com. Four emergency days have been built into our annual calendar. In the event that we need to use more than four emergency weather days, the additional day(s) missed will be added on to the end of the academic year.

In the event of severe weather or other emergencies during the school day, it may be necessary to close school early. Parents will be notified via Links 2 Home (Tadpoles) text alert/email and requested to have their child picked up before the designated emergency closing time.

This policy cannot cover every possible situation. In an emergency, immediate decisions must be made. We will make every attempt to contact you, authorized family members, or specified friends. If you are going to be out of town, please notify whoever will be in charge of your child as to these policies and be sure that we will know whom to contact, and how to reach that person, should an emergency arise.

Students will **ONLY** be released to those persons listed on the emergency contact form, and only after presenting valid photo identification to a school representative. Where applicable, bus services will make independent decisions regarding inclement weather procedures. Parents or authorized responsible persons will be informed of these decisions.

Vehicles on Chesterbrook Academy Grounds

The safety and security of our children is of paramount concern to us. Please adhere to the following rules of the road while on campus:

- All vehicles must obey the 5 miles per hour speed limit at all times while on school property.
- While on school grounds, pedestrians always have the right of way.
- Vehicle ignitions **MUST** be turned off, and the keys removed, while parked on school grounds, and all unattended vehicles must be left in a designated parking space.
- Children may **NOT** be left unattended in a vehicle at any time or for any reason.
- **Follow the flow of traffic. Enter on the elementary side of the parking and exit on the preschool side. (counter-clockwise)**
- Traffic laws do not permit parking in the Handicap zones without a valid permit.
- Violations of these rules may result in a warning. If a violation is serious, or violations continue, *school personnel are authorized to take the tag number of the vehicle and report this information to the local police.*
- Curbside drop-off is available from 8:30 – 8:45 a.m. and 3:40 – 3:55 p.m. **ONLY** when staff members are present outside.

Student Property

Personal Belongings

Please do not have your child bring tablets, money, jewelry, radios, cameras, toys, electronic games or other valuables to school. If it is necessary to bring money or valuables, the student should leave them in the office for safekeeping. Students should never leave valuables in their storage areas.

Since our efforts are focused upon successful learning, it is our policy not to have toys, collecting cards, yo-yos, or electronic items in school. If a child brings any such item to school, the teacher will collect the item from the child and hold onto it until a parent personally picks up the item. Primary students may bring to school items for “Show and Share”. Each grade level will present their guidelines during Curriculum Night.

Lost and Found

Clothing articles are frequently left at school and many are never claimed. **Please place your child's name on coats, sweaters, and other personal belongings so that items can be returned.** The lost and found container is located in the front foyer. Please check the container if your child has lost something. Students who find lost items are asked to leave them with their teacher and/or office.

Cubbies and Lockers

Each student is assigned a storage area for books, lunches and clothing. It is the student's responsibility to see that this area is in order at all times and is cleaned weekly and supervised by the teacher. Parents are asked to check these areas periodically. Important notices and messages from your child's teacher will be distributed in their Home folder.

Picture Day

Students in the elementary school will have their picture taken both in the fall and in the spring. Pictures are generally taken in the morning. For the fall picture, the children are expected to wear their uniforms. Fall pictures must be ordered prior to picture day. There will be a fall picture retake day scheduled once the original pictures are sent out to the families. This photo will be used in our Yearbook.

Spring pictures will be taken with the child's choice of clothing. There are no retakes for Spring pictures and every child will receive the full picture packet within 2-3 weeks. Parents can pay to keep the prints they want and/or return the ones they do not.

Birthday Celebrations

Birthdays are important to children and they enjoy sharing them with their friends. When bringing in a treat, please contact the classroom teacher to learn about specifics for that individual classroom and the preferred time. **All birthday treats must be in their original unopened, store bought container with ingredient list and nutrition label.** Paper goods (cups, plates, forks, spoons, napkins, etc.) are to be supplied by the parent of the birthday child.

Parents should be responsible for distributing party invitations. Unless an entire class or **all** boys or **all** girls are invited to a special event, we ask that all invitations be distributed outside of school premises. This format lessens hurt feelings when children notice some, but not all children are being invited to a party. A class list of student's **names only** is available from the classroom teacher, and contact information is available in the family directory. A popular way to celebrate a child's birthday at Chesterbrook Academy is with a new board game or book donation to the child's classroom. A bookplate is placed in the donated book with the child's name and birthdate. Speak with your child's teacher to determine an appropriate book to add to the classroom library.

C.A.P.A.

Chesterbrook Academy Elementary School Parent Association is a volunteer program. Many of our school programs are successful because of the wonderful efforts of parent volunteers. Their mission is to foster communication between the parents, staff and administration of Chesterbrook Academy. C.A.P.A. is a terrific opportunity to get involved with your child's education and an avenue to network

with other families. If you are interested in joining this parent volunteer group, please contact CAPA at ChesterbrookParents@gmail.com.

2018-2019 C.A.P.A Board Members

President – Stephanie Essex

Vice President – Jennifer Markham

Secretary – Samantha Griffin

Treasurer – Margie Manietta

Director – Kate Plattenberger

Director – Linda Sturm

Director – Nicola Gosbee

2018-2019 C.A.P.A Events

The purpose of C.A.P.A events is to build a community culture for all students and families. All CAES parents are invited to participate, attend or volunteer at any of the C.A.P.A events listed below:

Date	C.A.P.A Event
September 3 rd , 2018	Naperville Labor Day Parade
September 30 th , 2018	C.A.P.A Color Run
October 1 st , 2018	C.A.P.A Coffee following “Bring Your Parent to School Day”
October 31 st , 2018	“Monster Mash” Dance following Trick-or-Trunk
December 1 st , 2018	Naperville Holiday Lights Parade
December 13 th , 2018	C.A.P.A Restaurant Night (restaurant TBD)
February 1 st , 2019	C.A.P.A Bingo Night
March 16 th , 2019	Naperville St. Patrick’s Day Parade
March 31 st , 2019	C.A.P.A Restaurant Night (restaurant TBD)
April 26 th , 2019	C.A.P.A & Student Council presents the “Sock Hop” Spring Dance
May 9 th , 2019	C.A.P.A Restaurant Night (restaurant TBD)

Visitation at School

We welcome your visit to Chesterbrook Academy Elementary School and the classrooms. To help make your visit meaningful, please schedule your visit in advance with your child’s teacher or the office. All visitors are asked to sign-in at the front desk and review the observation guidelines. You will also be given a nametag that you should wear for the duration of your visit. We ask that all cell phones be turned off or turned to vibrate mode in respect of the learning that is taking place in the classroom. If you are in the building to volunteer for a scheduled time in the classroom, please let the front office know that you are a volunteer. The teachers are very busy meeting the needs of the children within the classroom.

If you are observing, remember it is not the time to pull the teacher away from teaching and engage in a conference. If you would like to speak with the teacher, we will schedule a time where the classroom teacher and the parent can conference when the school day is completed.

Volunteering

Chesterbrook Academy welcomes maximum parent involvement. Any vocation, hobbies, or special interests you have and would like to share with our students is greatly appreciated. Throughout the year we have scheduled events, in which we encourage our parent's attendance and participation. We appreciate having many parent volunteers for the different activities that are held throughout the year.

Chesterbrook Academy Elementary School

1571 Oswego Road, Naperville, IL 60540

P: (630)527-0833 | F: (630)527-1204

www.cbaelementarynaperville.com



**Chesterbrook
Academy**

A Nobel Learning Community

As a Chesterbrook Academy Elementary School Parent I Pledge to

- ❖ **Insist on excellent attendance and be on time or early when dropping off my child for school.**
 - *I understand that being late disrupts the learning environment for both my student and other students within the classroom.*
 - *I understand the importance of picking up my child on time from school. This shows respect for the teachers and staff and it tells my child that he or she is my top priority.*
- ❖ **Help my child build self-esteem.**
 - *I understand that children do their best when they are emotionally healthy, so I will be positive and supportive.*
 - *I will redefine what it is to be a "Good Student" in my conversations with my child. A "Good Student" is someone who makes maximum effort, continues to learn and improve, and does not let mistakes, or fear of making mistakes, stop them.*
 - *I understand that mistakes are an inevitable part of life and that people learn from their mistakes.*
 - *I understand that all children are born with different abilities and that the true measure is not how my child compares to others but how he/she is doing in comparison to his/her best self.*
- ❖ **Build positive relationships and work in cooperation with the teachers and staff of my school.**
 - *I understand the importance of setting a good example for my child.*
 - *I will not make negative comments about the teachers or staff in my child's presence. I understand that this plants a seed, which can negatively influence my child's motivation and overall experience.*
 - *I will teach my child the skills of self-discipline and self-management in school and the classroom.*
- ❖ **Be visible and active in my child's schooling.**
 - *I will use the HOME folder, assignment notebook, the school's website, and utilize email as an effective means of communication.*
- ❖ **Discuss academic and social progress, and/or other school concerns with my child.**
 - *I will read with my child at least 20 minutes every night.*
 - *I will assist my child in preparation for tests, completing homework assignments and special projects. I understand that it impedes their growth if I complete the work for them instead of allowing them the opportunity to do it themselves.*
- ❖ **Attend parent/teacher conferences, special programs, and volunteer my time.**
 - *I understand that my participation in my child's education is a vital component towards their success and I agree to the above parent pledge.*

_____/_____
Print Name / Date

_____/_____
Parent Signature / Date

Chesterbrook Academy Elementary School is a quality school because of you!

Parent Acknowledgement

Parent and Student Handbook



**Chesterbrook
Academy**
A Nobel Learning Community

Student Name (Please Print): _____ Grade: _____

This Parent Handbook was created to promote an understanding of the policies and procedures at Chesterbrook Academy Elementary School.

The information in this Parent Handbook applies to all activities occurring on school grounds, school buses, and during any school related activity. It is important that parents and students are familiar with these expectations.

Please remove this page. The parent and child must sign the bottom portion and return the form to the front office. It will be added to your child's permanent file. Your signature indicates that you have received and read this Parent Handbook. Moreover, you agree that you and your child will abide with the policies and procedures of Chesterbrook Academy Elementary School.

This document also serves as a release and permission to photograph your child. These pictures will be used in conjunction with academic instruction and may be displayed on the school's website or in our marketing brochures. By signing this document you give your permission for your child to receive emergency medical treatment should the need arise and your permission for your child to be transported to the nearest hospital.

- I give my permission for my child to be photographed and/or videotaped during classroom activities. Pictures and/or videos may be posted in the school and on our website.
- I give my permission for my child to be photographed and/or videotaped for marketing purposes, including posts on social media such as the school Twitter and Facebook pages.

I have read and understand the policies and procedures in the parent handbook, and I agree to abide by them as will my child(ren).

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Child Signature: _____ Date: _____