

Maplebrook School

1630 Warbler Drive
Naperville, IL 60565
(630) 420-6381

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IMPORTANT NUMBERS

School Telephone:	420-6381
Health Office:	420-6383
Transportation:	420-6464
Fax:	420-6638
Building/Office Hours:	8:00 A.M. – 3:00 P.M.

ABSENCES

Prior to the start of school, parents are required to call the Health Office (420-6383) for all absences and late arrivals. Parents of students that ride the bus are required to call the transportation department (420-6464) at least 15 minutes prior to your pick up time. A recording device will be used to record the following information:

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

If you anticipate the absence to be more than one day, please call the Health Office between the hours of 10:00 a.m. and 2:00 p.m. to discuss the absence with the Health Technician.

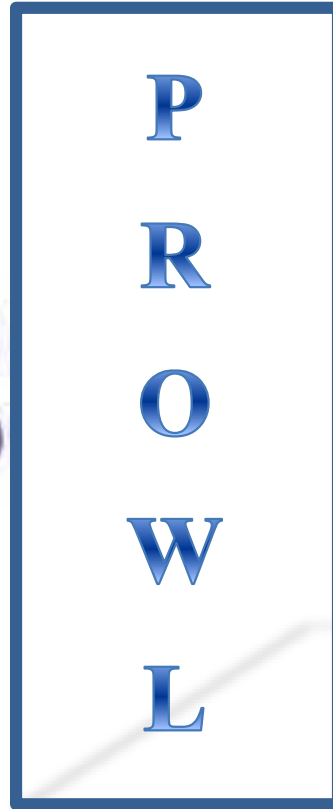
REQUEST FOR EARLY DISMISSAL

Please follow the procedures below:

1. Call the Health Office (420-6383) and leave a message indicating the reason for the early dismissal.
2. Notify the teacher in writing that the student will be leaving early.
3. Parent/Guardian or designee must present a valid photo ID and is required to sign-out the student at the office. *If the student then returns to school, parent/guardian must sign-in student at the office.*

PROWL

Maplebrook’s vision is to “Build Community; Acceptance for ALL.” To achieve our goal we created a character building program called PROWL. PROWL is an acronym for Persistence, Respect, Ownership, Welcoming, and Leadership. Throughout the year our mascot, Wiley the Wildcat, will be on the PROWL looking for positive behavior.



MAPLEBOOK SCHOOL BUILDING SECURITY

- Outside teacher supervision begins at 8:00 a.m. (Students should not be on the school grounds before this time.) Students will be let inside when there is inclement weather and/or when the wind chill is below zero. Students enter building at 8:05 a.m.
- Parents and visitors may ONLY enter and exit the main entrance (door #1).
- A buzzer is located on the front door to alert office staff that someone is entering the building. Visitors must identify themselves and the state purpose of their visit.
- To pass through the 2nd set of doors, all visitors will have their valid photo ID scanned in order to generate a visitor badge.
- Visitors must inform the office when their visit has concluded, office staff will sign the visitor out.
- Visitor ID stickers or district identification badges must be worn at all times.
- Signs are posted at all school entrances that require visitors to use the front door of the building (door #1) and to report to the front office to sign in.
- Two way radios are used during recesses, outdoor P.E. classes, and during fire/severe weather drills.
- Three fire drills will be practiced during the school year (these drills will occur on different days of the week and at different hours of the week).
- Two severe weather drills plus two lock-down drills instruction will be scheduled each year.
- An Emergency Management Plan has been established and shared with the staff, which includes Emergency/Crisis Procedures.
- In event that Maplebrook School must be evacuated to another site due to an emergency situation, students will be transported to Lincoln Junior High School. Parents will be notified of the evacuation as soon as possible and updated throughout the time students remain at Lincoln. If students remain at Lincoln until dismissal, parents will be notified regarding transportation arrangements.
- After school supervision ends at 2:45 p.m.

SAFETY INFORMATION

Bicycles

Students that live in the Maplebrook attendance area are allowed to ride their bikes to and from school. Students in 3rd, 4th and 5th grades may ride bicycles to school without parental supervision. Students in Kindergarten, 1st and 2nd grades may ride their bikes **ONLY** if accompanied by an adult (over the age of 18).

Bicyclists are to avoid riding on Warbler between Redstart & Bailey in front of the school. They are to ride around the block, thus avoiding further traffic congestion in front of the school. Bicyclists should dismount as they enter school property and walk their bicycles to the racks. Bicycle locks and helmets are strongly encouraged. Common sense safety rules for bicycle riders should be followed.

Safety Patrol

The Safety Patrol girls and boys and the Safety Director are on duty at 8:00 a.m. and after school until 2:40 p.m. to assist the children in crossing intersections near the school. Parents can promote safety by reminding their children to follow the directions of the Safety Patrol.

Skates & Skateboards

For safety reasons, roller-skates, rollerblades, tennis shoes w/rollers and scooters are to be left at home.

Dogs on School Grounds

During arrival and dismissal times, hundreds of children and parents are leaving and entering the school. Please remember to keep all dogs off school grounds (playground, grassy areas and sidewalk in front of the school). Some children are very fearful of pets. Also, for the sake of the children, please keep the school free of canine droppings. Thank you for your assistance.



TRAFFIC SAFETY

Children are not to arrive before 8:00 a.m. unless accompanied and supervised by an adult. This time was set at the district level. Children are to enter the building at 8:05 a.m. and begin instruction at 8:15 a.m. Students not in their classrooms will be marked tardy unless inclement weather has created extra-long drop off lines. District 203 policy states that children are to enter the school immediately upon arrival if the temperature or wind-chill is zero or below. Teachers will decide with leniency when monitoring the temperature and weather.

We highly encourage children and parents to walk to school, however, for those parents that need to drive, please follow our traffic plan. Your cooperation in implementing the traffic plan is vital to the safety of our children. Please note the following traffic pattern and safety rules:

All Maplebrook drop-off and pick-up traffic will flow from the south to the north (Redstart toward Bailey) see map.

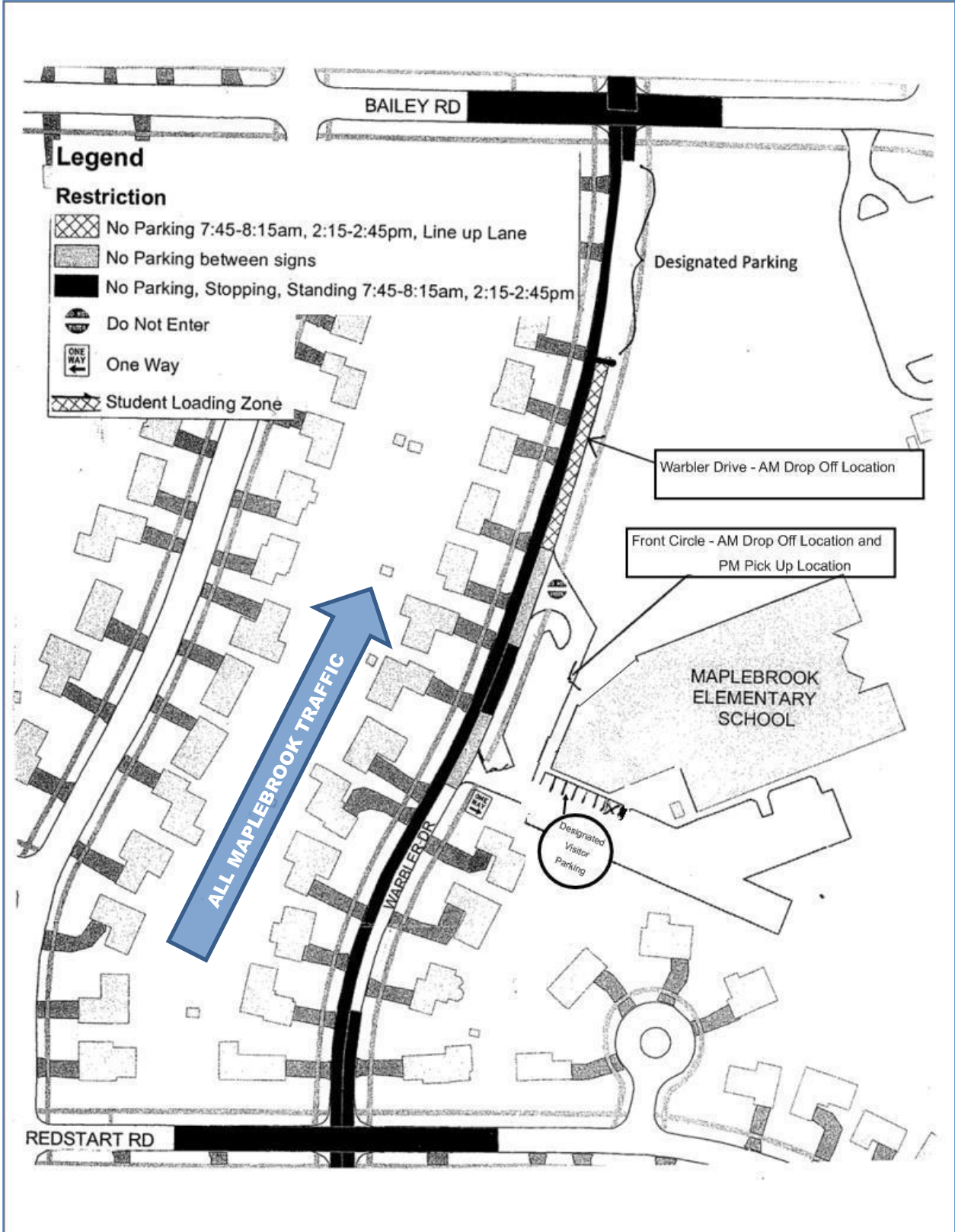
DROP-OFF

1. There are two drop-off zones; the front circle drive and the blacktop parkway on Warbler Drive. Staff will direct your car to one of the designated areas, alternating between the two. Please follow verbal directions from staff/volunteers and rules posted on signs.
2. Stay in your lane and staff will direct traffic exiting the circle.
3. Parents arriving before 8:00 a.m., and intend to stay past 8:15, may park in the circle drive or on Warbler Drive in the designated area (see map). Parents who wish to park and escort students to the building between 8:00-8:15 a.m. must use designated parking spots located on the south side of the building.
4. Additional street parking is available north of the drop-off zone on Warbler Drive. Parking is not permitted on the west side of Warbler from 8:00-8:20 a.m. and from 2:15-2:45 p.m.
5. We ask that parents model pedestrian safety by using the crosswalk and sidewalks, and follow requests from our staff and Safety Patrols. Do not cross between vehicles.

DISMISSAL

1. Dismissal is at 2:30 p.m. School supervision ends at 2:45 p.m. Please be prompt when picking up your student(s). After school staff meetings begin at 2:45 p.m.
2. District 203 buses will pick-up students on the side of the building by the parking lot.
3. Students will be escorted to the front circle for pick up.
4. All cars entering the front circle must be traveling north on Warbler (no left turns). Staff will direct vehicles into the circle. Please display the paper name placard to help expedite the loading of students.
5. Once your vehicle is loaded, you may exit the circle and turn left or right onto Warbler.
6. If you park in the circle or in the visitor's space on the side of the building, we ask that you remain parked until after all traffic has cleared.

TRAFFIC MAP



LUNCH AND DEVELOPMENTAL PHYSICAL ACTIVITY (DPA)

Students will be eating in the gym with their grade level peers and provided twenty minutes of DPA time to equal a forty minute lunch period. Please refer to your child's classroom schedule for their assigned lunch time.

Indoor Recess

Outdoor recess will be cancelled during inclement weather, such as zero wind chills or rain. During these instances, the office will make an announcement to inform students that recess will be held in their homeroom class. Indoor recess games will be provided.

Forgotten Items and Lunches

Please put all forgotten items in the designated bins located in the lobby, be sure to write your student's name on it. They will collect their item(s) prior to entering the gym or band room. If you are dropping off a lunch, please let the office know so your child can be called to pick it up.

Students who forget to bring a lunch and whose parents are not available to bring a lunch to school will be able to charge a lunch from Aramark. A note will be sent home with students letting them know a negative balance has been accumulated.

Lunch Safety

Lunch room supervisors will assist students to ensure safety both in the lunchroom and on the playground. The school will reserve the right to remove lunchroom privileges from students if they consistently break the following rules:

- Students enter the lunchroom in a quiet and orderly manner.
- Students remain seated at their designated table while eating, with both feet under the table.
- Students must keep their hands and feet to themselves.
- Students must speak in an "inside voice" only to those persons near them.
- Students must raise their hand to report an accident to the supervisor - (spill) or if they need to use the washroom.
- When finished eating, students will wait for a supervisor to call their table for dismissal.
- If a student is disruptive or refuses to follow directions, he/she may be removed immediately from the lunchroom and sent to the office.

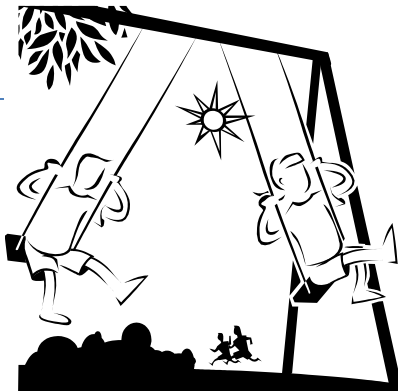
PLAYGROUND RULES

To provide a safe environment, students are to respect the following rules before, during and after school.

- Listen to lunch supervisors.
- Play on equipment as designed.
- No wrestling or rough play.
- Play in designated areas.
- Use appropriate language.
- Absolutely no climbing of fences.
- DPA/PE Activities may be limited due to inclement weather.
- Line up quietly when the whistle blows.
- Absolutely no hitting!

To ensure your child stays warm and dry they must wear snow pants to play in the snow, insulated blue jeans or sweat pants are not a substitute.

Students may not play on the playground before school. Students may stay after school to play *ONLY* if accompanied by a parent/adult designee. Supervision ends at 2:45 p.m.



SCHOOL VOLUNTEERS

Maplebrook values parent and community volunteers. There are many opportunities through our Home & School to sign-up to be a Maplebrook volunteer. Please contact the school for more information on volunteer sign-ups.

Due to safety concerns, we ask that you do not bring your children into the teacher work room or lounge when volunteering at school. Parents are responsible for the supervision of their children while volunteering or attending special programs. Parent volunteers are asked to arrange for childcare for younger siblings during school hours. Thank you for your cooperation.

IMPORTANT EVENTS

Parent Curriculum Night

Parent Curriculum Nights will be held within the first few weeks of school. Grade level teachers present the curriculum, their expectations, and classroom procedures. This is an evening meant only for Maplebrook parents/guardians. Additional information will be sent home with your child. Please refer to the Maplebrook calendar located on the website for dates and times.

Open House

Maplebrook Elementary conducts an annual Open House. This is an opportunity for the children to bring parents and family to school to showcase their work. The entire family is welcome!

Planned Grade Level Events

Kindergarten Family Night	First Grade Math Night	Second Grade Music Night
Third Grade PE Night	Fourth Grade Art Night	Fifth Grade Program

SEASONAL DISPLAYS, PARTIES AND PROGRAMS

It has been and continues to be the practice of District 203 and Maplebrook School to exhibit student work and conduct student programs and parties which reflect a variety of activities, symbols, and songs that may occur at a particular season of the year, both seasonal and holiday related.

The Maplebrook Home and School Association through the room volunteers provide classroom parties during different seasons of the year. If, as a family, you object to a selected activity on a personal or religious basis, you may choose either non-participation for your child/children or submit an alternative activity for your child/children to the principal. There are typically two parties during the school year: fall and winter. The parties are approximately 40 minutes in length. Prior to the Fall Party, a costume parade is held at the school.

Food is not served at parties.

STUDENTS' BIRTHDAYS

A child's birthday is a very special day. To celebrate, students are given a book of their choice from the Home & School on their special day. In addition, a birthday announcement will be made on their behalf during morning announcements. Due to food allergies and other health concerns, food may not be brought in for birthday parties for consumption either at school or to be sent home. If a parent wishes, students may donate a class game or book, or bring in a party favor for each child in place of a food treat. The favor cannot be of a religious nature. Instructional time will not be used for birthday parties.



FOOD ALLERGY PRECAUTIONS

In addressing the needs of students with food allergies, an annual meeting will be held at the beginning of the year with the building nurse, administration, teachers and parents of children with food allergies. The purpose of the meeting is to review District 203 guidelines and building procedures in dealing with life-threatening food allergies.

HOME AND SCHOOL

The purpose of Maplebrook Home and School is to foster cooperation and understanding between parents, teachers, and administration. Through committees and volunteer work, parents can help serve the school and encourage growth. Please feel free to contact the Home and School officers if you are interested in becoming more involved in Maplebrook School. Their names and numbers can be found on our school web site (www.naperville203.org/maplebrook)

**HOME
& SCHOOL**
Maplebrook Elementary School