



Dear Maplebrook Families,

On behalf of the very dedicated teachers and support staff of Maplebrook Elementary, please allow me to welcome you to a brand new school year.

Our school is home to approximately 500 students (preschool–fifth grade). We have an outstanding staff and a very dedicated Home & School Association. Student learning at Maplebrook is a partnership between students, parents and staff to provide an outstanding educational environment. By working together, our students learn and grow academically, behaviorally and socially. Our entire Maplebrook community is committed to ensuring the best possible elementary school experience for all of our children.

The intent of this insert is to provide you with information about our school and to establish some common procedures. Although we have tried to include as much information as possible, if you have additional questions, please contact the Maplebrook school office at (630) 420-6381, and the appropriate staff member will respond to your inquiry.

We hope you will read this handbook thoroughly and keep it available for reference throughout the school year. The staff at Maplebrook is committed to focus on our mission to educate our students to be self-directed learners, collaborative workers, complex thinkers, quality producers, and community contributors. We hope you visit us and get to know why we are proud to be Wildcats.

Sincerely,

Araceli Ordaz  
Principal  
#wearemaplebrook

# Maplebrook School

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

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## ***IMPORTANT NUMBERS, WEBSITE AND SOCIAL MEDIA***

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Building/Office Hours:	8:00 A.M. – 3:00 P.M.
Telephone/Main Office:	420-6381
Health Office:	420-6383
Fax:	420-6638
District Transportation:	420-6464
Website:	<a href="http://www.naperville203.org/maplebrook">www.naperville203.org/maplebrook</a>
Follow us on Twitter @Maplebrook_203	

## ***ABSENCES***

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Prior to the start of school, parents are required to call the Health Office (420-6383) for all absences and late arrivals. 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.

## ***EARLY DISMISSAL***

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Please limit early dismissal to a minimum so that the education process is not interrupted. If you need to request an early dismissal for your student, please follow the procedures below:

1. Call the Health Office (420-6383) and leave a message indicating the reason for the early dismissal.
2. If pre-planned, notify the teacher in writing that the student will be leaving early.
3. Parent/Guardian or designee will present a valid photo ID and is required to sign out your student.

## ***LATE ARRIVAL***

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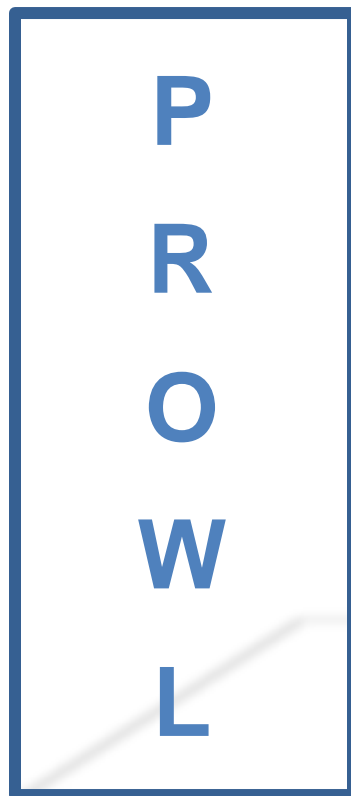
On time arrival to school is important for the academic success of your child. Please ensure your student arrives at school on time each day. Students arriving late to school miss out on important transition time and start of the day procedures. Frequent late arrivals to school may result in written communication home and possibly a meeting with administration. If your child is late to school, he/she must check in at the main office before going to class. Students who arrive after the lunch order has been turned in will have a limited selection for hot lunch.

## ***PROWL***

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Maplebrook follows a character building program called PROWL.

PROWL is an acronym for Persistence, Respect, Ownership, Welcoming, and Leadership. You will see signage and messaging throughout our school related to PROWL, and we celebrate positive PROWL behaviors. Please encourage your student to always do his/her best, and please help communicate the importance of PROWL-like characteristics.



## *BUILDING SECURITY*

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- Student arrival begins at 8:00 a.m. Students should not be on the school grounds before this time without parental/guardian supervision. Staff will open side/front doors for student entry at 8:00 a.m. Specific line-up/entry procedures may vary based on grade level and will be communicated by classroom teachers.
- After school supervision ends at 2:45 p.m. Students are expected to be picked up by 2:45 p.m. and may not remain on school grounds unless supervised by a parent or adult-designee.
- Parents and visitors may only enter and exit the main entrance (door #1).
- Visitors are to utilize the intercom located outside our front door to communicate with our office staff to gain entry into the building. Visitors must identify themselves and state the purpose of their visit.
- To pass through the second set of doors in the vestibule, visitors must provide valid photo identification. This ID will be scanned in order to generate a visitor sticker. Visitor stickers or district identification badges must be worn at all times.
- Visitors must inform the office when their visit has concluded. Office staff will sign the visitor out electronically.
- 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.
- Students participate in safety drills throughout the year, including: fire, severe weather, and lock-down/take a position of safety.
- An Emergency Management Plan has been established and shared with the staff, which includes Emergency/Crisis Procedures.
- In the event that Maplebrook School must be evacuated to another site due to an emergency situation, students will go 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.

### **Bicycles**

Students that live in the Maplebrook attendance area are allowed to ride their bikes to and from school. Students in 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades may ride bicycles to school without parental supervision. Students in Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades may ride their bikes ONLY if accompanied by an adult.

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 located at the south-east corner of Warbler Dr. and Bailey Rd. 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 and Scooters**

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

### **Dogs on School Grounds**

During arrival and dismissal times, hundreds of children and parents are entering and leaving the school. Due to allergy and safety concerns pets are not allowed at school. Please remember to keep all dogs off school grounds (playground, grassy areas and sidewalk in front of the school). Thank you for your cooperation.



## ***TRAFFIC SAFETY***

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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. Staff will open side doors for student entry at 8:00 a.m. Specific line-up/entry procedures may vary based on grade level and will be communicated by classroom teacher. Instruction begins 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.

We highly encourage walking to school, however, for those families that need to drive, please follow our traffic plan. Your cooperation in implementing the traffic plan is vital to the safety of our children.

All Maplebrook drop-off and pick-up traffic will flow from the south to the north (Redstart toward Bailey) see map. Please note the following traffic pattern and safety rules:

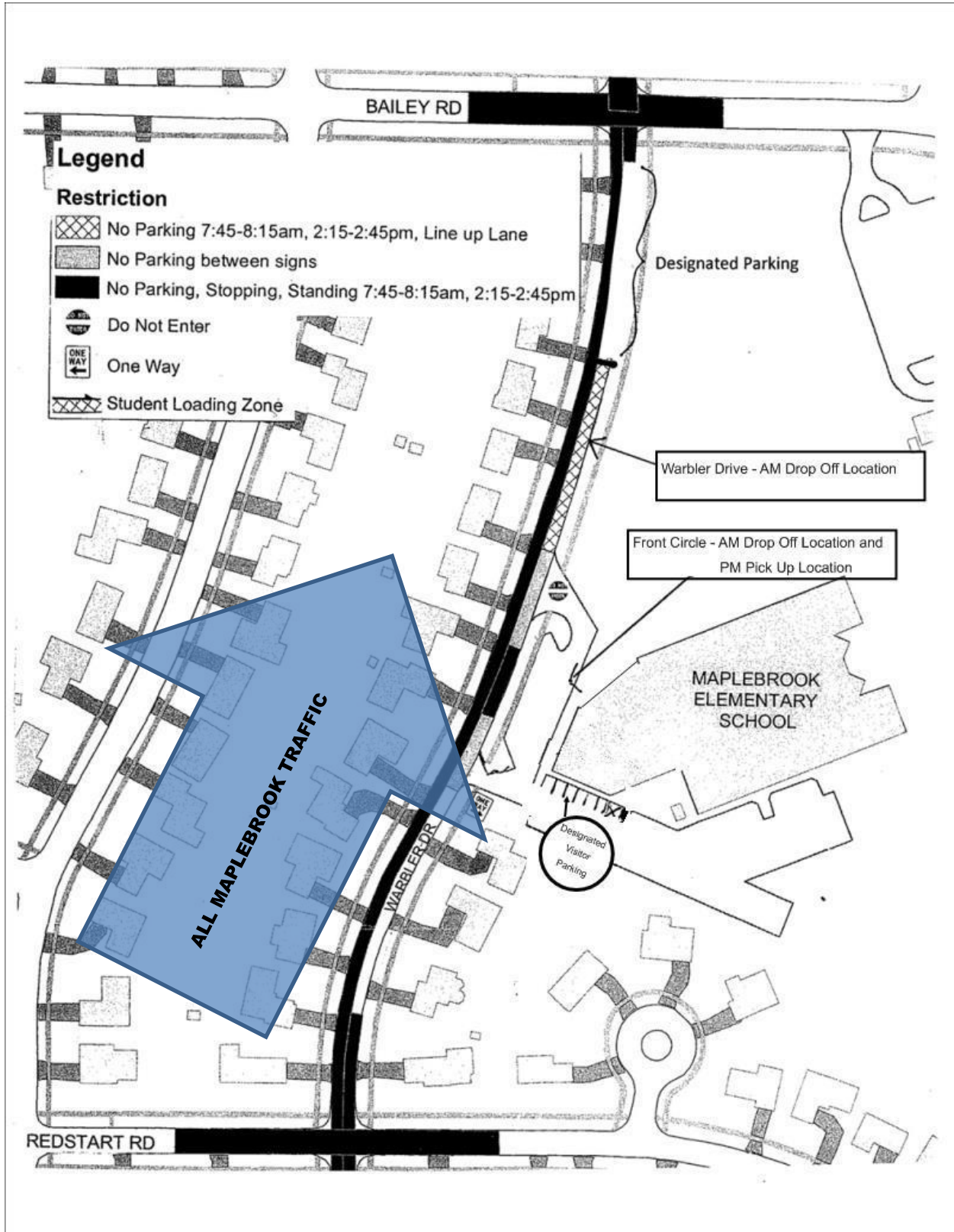
### **DROP-OFF**

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 intending to stay past 8:15, may park in the circle drive or the designated parking spots located on the south side of the building. Parents who wish to park and escort students to the building between 8:00-8:15 a.m. must utilize the street parking that is available north of the drop-off zone on Warbler Drive (see map).
4. 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 from other vehicles.
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 issued to you 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 south side of the building, we ask that you remain until after all traffic has cleared.

# TRAFFIC MAP





## ***FORGOTTEN ITEMS AND SPECIAL LUNCHES***

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### **Forgotten Items**

Our goal is to minimize classroom interruptions and maximize student learning for all students. We do understand that occasionally items may be accidentally left at home. When you drop these items off at Maplebrook, you will place them in the designated bin located in the vestibule – be sure to write your student’s name, grade and teacher on the item. Parents may not hand-deliver items to students. Items will be delivered, or students will be called, at an appropriate time to retrieve the forgotten item.

### **Forgotten and “Special” Lunches**

Please send your student(s) with lunch daily, or communicate with him/her that he/she will be purchasing a lunch from Aramark. Students who forget to bring a lunch to school will be able to charge a lunch from Aramark, if you are unable to deliver the forgotten lunch. A note will be sent home with students letting them know when a negative balance has been accumulated. While you may certainly pack a special lunch or treat for your student on birthdays, celebrations, etc., we ask that you refrain from delivering “special” lunches to school. Lunches dropped off after the day begins lead to interruptions to the school day. Often these lunches are dropped off late, leading to missed time to eat and/or missed instructional time. Please consider saving your special meal for dinner or perhaps a lunch together on the weekend.

## ***LUNCH AND DEVELOPMENTAL PHYSICAL ACTIVITY (DPA) / RECESS***

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Students will be eating in the gym with their grade level peers and provided twenty minutes of recess 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.

### **Lunch Safety**

Lunchroom 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***

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**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*

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Maplebrook values parent and community volunteers. There are many opportunities through our Home & School to sign-up to be a Maplebrook volunteer. Please refer to our website for more information.

We ask that you do not bring younger children, toddlers or infants to Maplebrook when volunteering during school hours. If visiting for other reasons during the school day, parents are responsible for the supervision of their children. During special programs or other after school activities, parents are responsible for the supervision of their children. Thank you for your cooperation and understanding.

## *IMPORTANT EVENTS*

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### **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 web 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!

## *SEASONAL DISPLAYS, PARTIES AND PROGRAMS*

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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.

Maplebrook Home & School, through room volunteers, provides 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 alternate activity for your child/children to the principal. There are typically two parties during the school year: fall and winter. For security/occupancy reasons these parties are not open to anyone other than staff and designated room volunteers. 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*

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A child's birthday is a very special day. To celebrate, students are given a book of their choice courtesy of 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 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.



## *HOME & SCHOOL*

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The purpose of Maplebrook Home & 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 & 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](http://www.naperville203.org/maplebrook))

## *SCHOOL DIRECTORY*

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Maplebrook uses an *online* school directory for family contact information. This app, called DirectorySpot, replaced our previously printed Wildcat Directory. If you opted out of directory listings within your school registration, your student's name and your contact information will not be included within the directory. DirectorySpot is managed through Home & School. For questions and/or more information, please visit the Maplebrook website and select *Student Directory* within the "Quick Links."

**Home  
& SCHOOL**  
Maplebrook Elementary School