



Dear Maplebrook Families,

At Maplebrook, we are committed to academic excellence while nurturing the unique needs of every child in a safe and supportive environment. Our school serves Kindergarten through fifth-grade students from the Maplebrook and Winding Creek communities and is proud to be home to a dedicated staff, involved families, and a strong community partnership.

This handbook is designed to provide important information about our school and establish common procedures to support a smooth and successful school year. The **white pages** reflect guidelines and procedures common to all elementary schools in our district, while the **colored pages** highlight information that is specific to Maplebrook. Please read through the handbook carefully and keep it available for reference.

If you have any additional questions, feel free to contact the Maplebrook school office at (630) 420-6381. A staff member will be happy to assist you.

We're excited to partner with you this year and encourage you to stay involved, stay connected, and celebrate all the ways our students grow and succeed. Thank you for being part of the Maplebrook community, we are proud to be Wildcats!

Sincerely,

Araceli Ordaz
Principal
#wearemaplebrook

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Maplebrook Elementary School Staff List

For our most current staff directory, please visit our website (<https://www.naperville203.org/Page/2807>)

<u>ADMINISTRATORS</u> Mrs. Araceli Ordaz (Principal) Ms. Melissa Green (Assistant Principal)	<u>SUPPORT STAFF</u> Mrs. Diana Gomez (Executive Secretary) Mrs. Kathy Raymundo (Senior Secretary) Mrs. Mary Dermos (Nurse) Mrs. Denise Bayer (Nurse) Mrs. Bridget Cahill (Health Technician) Mrs. Karen Buell (Computer Support) Mrs. Emily McBroom (LC Assistant)	<u>CUSTODIAL</u> Mr. Xhulio Mano (Head Custodian) Mr. Don Jones (Afternoon Custodian) Mrs. Graciela Cardoza (Night Custodian)
<u>KINDERGARTEN</u> Mrs. Molly Harris Mrs. Angie Magnuson Mrs. Cynthia Ontiveros	<u>FIRST GRADE</u> Mrs. Jennifer Hoffmann Mrs. Kaitlyn O'Neill Mrs. Melisa Serchuk	<u>SECOND GRADE</u> Mrs. Andrea Murphy Mrs. Jamie Pleasant Mrs. Vicki Ranallo Ms. Bev Sanchez
<u>THIRD GRADE</u> Ms. Peyton Carducci Mrs. Deb Cummings Ms. Courtney Feightner Mrs. Kelsey Poremba	<u>FOURTH GRADE</u> Ms. Jen Doyle Ms. Megan Forrest Mrs. Katherine Heiderick Mrs. Olivia Nenoff	<u>FIFTH GRADE</u> Ms. Maggie Daly Mrs. Courtney Flores Mrs. Ashley Kozlik Mrs. Rebecca Mardula
<u>FINE ARTS/SPECIALS</u> Art: Mrs. Kathryn Nichols PE: Diego Barocio Music: Mr. John Frantzen Band: Dr. David Carroll Orchestra: Mrs. Angela Englishharden Learning Commons: Mrs. Laura Bass	<u>SPECIAL EDUCATION</u> Learning Behavior Specialists: Mrs. Emily Liszka Ms. Kristen Reichel Mrs. Chelsea Rusk Mrs. Olga West	<u>ELL</u> Ms. Jessica Chiu Ms. Emily Padilla <u>HM /PI</u> HM / 5th Grade PI: Mrs. Kerri Gborigi 4th Grade PI: Mrs. Rebecca Mardula
<u>SPECIALISTS</u> Reading: Dr. Mary Spragg Math: Mrs. Sara Wszolek Student Services: Ms. Brandy Brennan Social Worker: Mrs. Laura Loehmann LSC: Mrs. Megan Clow OT: Mrs. Stephanie Schreiner Psychologist: Mrs. Carolina Weiss Speech/Language: Mrs. Hannah Conger PT: Dr. Justine Halama Adapted PE: Mr. Todd Rzeszutko	<u>INSTRUCTIONAL CLASSROOM ASSISTANTS</u> Ms. Megan Dickerson Mrs. Jan Greco Mr. Matthew Poskonka Ms. Christi Rand Mrs. Varsha Trivedi	<u>SPECIAL EDUCATION ASSISTANTS</u> Ms. Emma Aloran Mrs. Rita Guill Mrs. Katharine Kocsis Mr. Sean Ory Mrs. Betsy Rodgers

July 2025

IMPORTANT NUMBERS, WEBSITE AND SOCIAL MEDIA

Building/Office Hours:	8:00 A.M. – 3:00 P.M.
Telephone/Main Office:	(630) 420-6381
Health Office:	(630) 420-6383
Fax:	(630) 420-6638
District Transportation:	(630) 420-6464
Weekly school newsletter:	Wiley W.A.G. (<i>Week At a Glance</i>) sent via email to parents/guardians every Friday
Website:	www.naperville203.org/maplebrook
Follow us on:	Twitter @Maplebrook_203

ABSENCES

All schools in Naperville School District 203 have a uniform procedure for reporting absences and have two methods to make that request.

CALL-IN PROCEDURE:

Reporting student absences on a daily basis is a parent's responsibility.

To report a Daily Absence: Call the Health Office at (630) 420-6383 any time before 7:45 a.m.

Please be ready to record the following:

1. Date
2. Student's Name (please spell the last name)
3. Teacher's Name
4. Reason for absence

ONLINE PROCEDURE:

Log into your Infinite Campus Portal:

<https://infinitecampus.naperville203.org/campus/portal/naperville.jsp>

If you anticipate that your child will be absent for more than one day, please call 630-420-6383 again between 10:00 a.m. and 2:00 p.m. to discuss the situation with our school health technician or nurse.

If a child is absent, and we have not received a call, we will attempt to reach you by calling your home or another number which you have designated for checking on absences. We ask that this designated number be other than your home telephone number. An unreported absence could be a safety issue! We will make every effort to call these two numbers by 10:00 a.m. to check on unreported absences.

EARLY DISMISSAL

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:

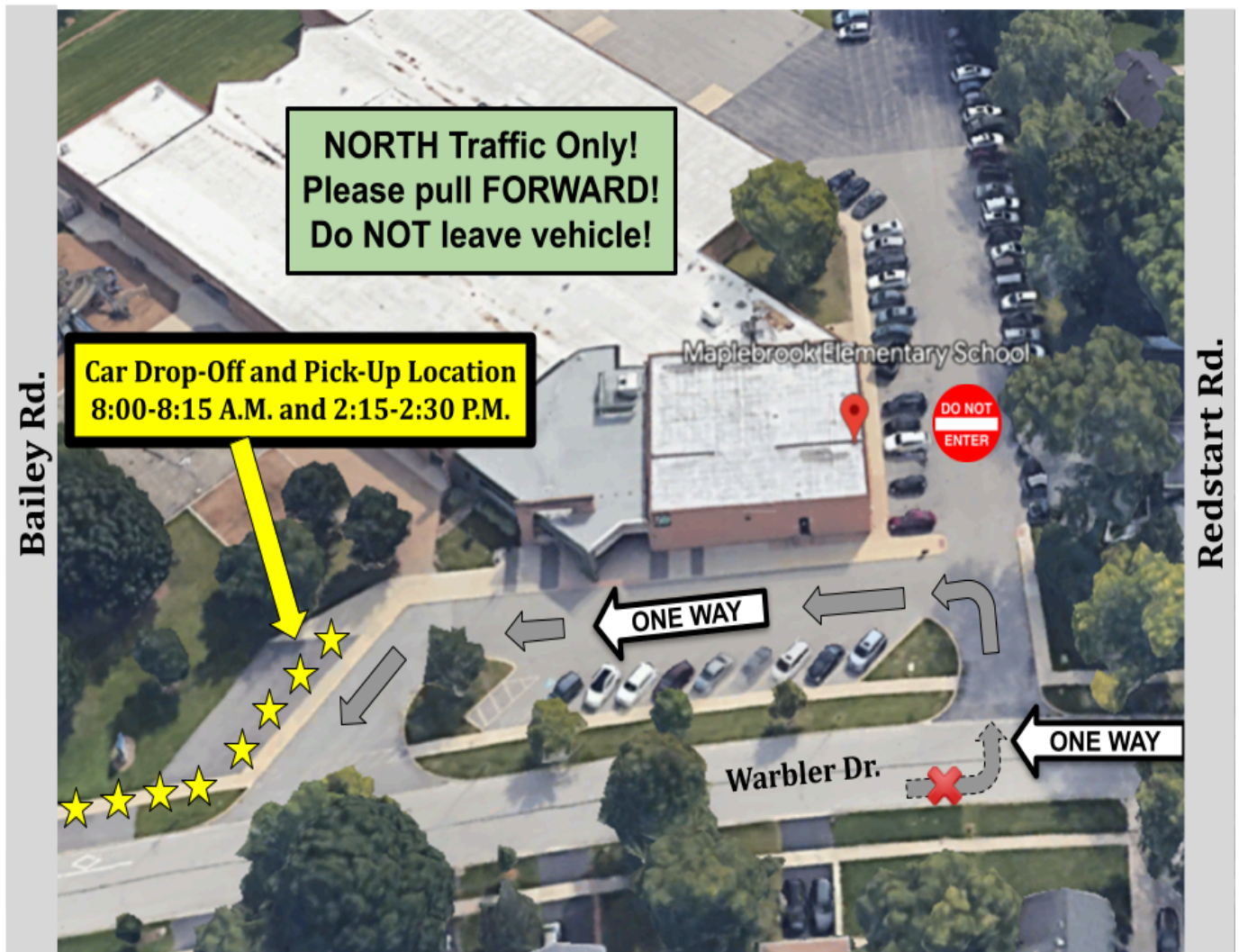
1. Call the Health Office (420-6383) and leave a message indicating the reason for the early dismissal.
2. If pre-planned, notify the teacher in writing that the student will be leaving early.
3. **Parent/Guardian or designee must present a valid photo ID and is required to sign out your student(s) in the office, and remain present to receive your child(ren).**
4. Students will be called to the office once a parent/ guardian has checked out the student in-person/in the office. Calls requesting to have students ready in advance of your arrival will not be honored.

LATE ARRIVAL

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. **Beginning at 8:15 a.m.**, a parent/guardian must check the student in at the main office. Students who arrive after the lunch order has been turned in will have a limited selection for lunch.

PARENTS, VISITORS AND VOLUNTEERS ENTERING THE BUILDING

- Parents and visitors may only enter and exit the main entrance (door #1).
- **Every visitor** must 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.
- **Doors are not to be held open for multiple visitors.**
- 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 and exit the building via the main entrance (door #1). 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.



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. 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 teachers. 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:

ARRIVAL (8:00 a.m.)

Student arrival begins at 8:00 a.m. Students should not be on the school grounds before this time. 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 teachers.

1. 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.
2. You should travel North on Warbler Drive and enter the line.
3. DO NOT drive around cars as driving around others poses a safety hazard.
4. Stay in ONE lane and staff will direct traffic to exit.
5. The parent drop off zone, located along our circle drive on Warbler Drive, will be our drop off lane where parents stay in their cars and students exit on the curb side of the school. For safety reasons, children must exit from the passenger side only.
6. When dropping off students, pull up on circle and on Warbler Drive and let all of your students out of your car at the same time. You may then exit onto Warbler Drive.
7. Please do not get out of the car. We have adults that can lend a hand to help your student exit the car.
8. Please refrain from using cell phones while using the parent drop off lane. Your compliance to this law ensures the safety of our students.
9. If you park in the designated parking spots by the main entrance of the school or in a visitor parking space on the south side of the building, we ask that you remain in place until after all traffic has cleared.
10. 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.
11. 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). **Please note that there is signage on Bailey that prohibits parking during school hours.**

DISMISSAL (2:30 p.m.)

Dismissal is at 2:30 p.m and school **supervision ends at 2:40 p.m.** Please be prompt when picking up your student(s).

1. Bus riders will dismiss on the side of the building.
2. Car riders will be escorted to the front circle for pick up.
3. For parents who use the pickup lane, please remember to have your household placard clearly visible to help expedite the loading of students.
4. If you park in the circle or in the visitor's space on the south side of the building, we ask that you remain in place until after all traffic has cleared.
5. **Please note that there is signage on Bailey that prohibits parking during school hours. This area is reserved for our after school care vehicles.**

Indoor Dismissals (during inclement weather)

If you decide to change the way your student normally goes home, please call the office to notify us immediately. For example normally a walker but now a car rider.

Adhering to these procedures helps to keep dismissal safe and efficient.

Student Dismissal (2:30 p.m.)

Walkers

- Please meet your walker at their designated grade-level door (same as arrival).
- Teachers will wait until all parents at the door have picked up their students; please arrive promptly at 2:30. Any remaining students will be brought inside to ensure their safety.
- If you cannot find your child, locate a staff member and provide your student's name and teacher's name—we will assist you.

Car Riders

- Pull all the way forward in the car line.
- Stay in your vehicle and display your family placard (if you have one).
- Your student(s) will be escorted outside to meet you at your car.

Bicycles

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. It is recommended that students be in 3rd grade and older in order to ride bikes to school.

Safety Patrol

The Safety Patrol students and the Safety Director are on duty 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.

FORGOTTEN ITEMS

It is very important to make sure your student has everything needed for their day at school. Forgotten lunches, instruments, Chromebooks, iPads, winter gear, homework, etc. lead to classroom interruptions. Please help your student be prepared ahead of time to help minimize these interruptions. If necessary, please drop off items prior to 9:45 A.M. When items are dropped off, please write your student's name, grade and teacher on the item and place it into the designated bin located in the vestibule. 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.

LUNCH AND DEVELOPMENTAL PHYSICAL ACTIVITY (DPA) / RECESS

Students will be provided twenty minutes of lunch and twenty minutes of recess time to equal a forty minute period. Student lunch schedules are as follows:

GRADE LEVEL	RECESS	LUNCH
Kindergarten / 1st Grade	11:10 - 11:30 A.M.	11:30 - 11:50 A.M.
4th Grade / 5th Grade	11:35 - 11:55 A.M.	11:55 - 12:15 P.M.
2nd Grade / 3rd Grade	12:00 - 12:20 P.M.	12:20 - 12:40 P.M.

Forgotten and “Take-out” Lunches

Please send your student(s) with lunch daily, or communicate with him/her that they will be ordering lunch from our current food service provider, OrganicLife. Students who forget to bring lunch to school will be able to charge a lunch from OrganicLife.

While you may certainly pack a special lunch or treat for your student on birthdays, celebrations, etc., we strongly discourage you from delivering “take-out” lunches to school. These lunches are not conducive for the school setting. Lunches dropped off after the day begins lead to interruptions to the school day. Please consider saving your take out meal for dinner or perhaps a lunch together on the weekend.

Lunchroom Expectations

Lunchroom supervisors will assist students to ensure safety both in the lunchroom and on the playground. Every student must do their part to help keep a safe and clean environment.

- 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" to those persons near them.
- Students are asked to keep all food to themselves – sharing of food is not permitted.
- While at lunch, students must raise their hand to request assistance from an adult, to report a spill or use the washroom.
- Students are expected to clean and dispose of all their garbage.
- When finished eating, students will wait for a supervisor to call their table for dismissal.

Failure to follow expectations and/or repeated issues, may result in lunch in an alternate location and/or a parent meeting with administration.

PLAYGROUND RULES

During school hours, school playground equipment may only be used by students in session. Students may not play on the playground before school. Students may stay after school to play ONLY if accompanied by a parent/adult designee.

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

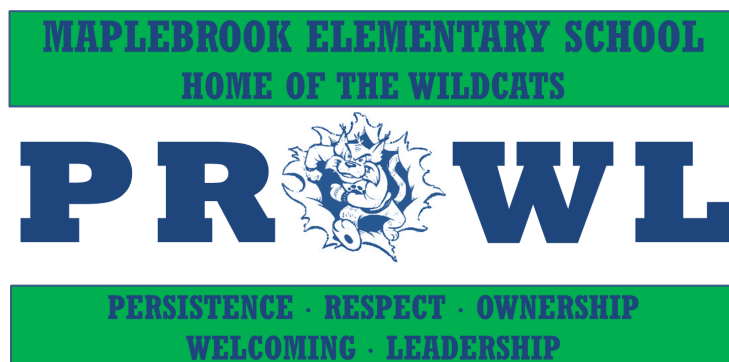
- Be KIND and include everyone.
- Listen to adult directions.
- Play on equipment as designed.
- No wrestling or rough play.
- Play in designated areas.
- Use appropriate language.
- Line up quietly when the whistle blows.

Games and activities that include tackling, wrestling, rough play, aggressive behavior or foul language are not permitted. Failure to follow expectations and/or repeated issues, may result in disciplinary action.

To ensure your child stays warm and dry they must wear snow pants and snow boots to play in the snow. If a child does not wear the appropriate gear, he or she will be required to play on blacktop only.

Maplebrook follows a character building program we call P.R.O.W.L.

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



Positive Recognition and Rewards

Most of our students always obey the rules and do their best at school. Students are recognized through classroom rewards, PAW print tickets, award certificates, special assemblies and more.

CLASS PLACEMENT

Creating balanced class lists which meet the needs of all students is a tremendously difficult undertaking that takes many hours of thoughtful dialogue between classroom teachers, administrators, and other staff members.

A number of aspects are considered as each child is placed in a classroom grouping. Taken into account are factors such as learning styles, academic strengths and challenges, independent learning skills, social relationships and behavioral patterns. Every effort is made to ensure that your child is placed in an environment where we believe they will achieve academic, social and personal success.

We ask that you trust our staff in the class placement process. That being said, parents that are interested in providing any insight and pertinent information about their child as a learner, will have that opportunity in early March via an optional online survey form. Information regarding as well as the link to the survey will be sent in the weekly Wiley W.A.G. newsletter. Specific teacher requests will not be honored.

HOME & SCHOOL

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 website (www.naperville203.org/maplebrook). Our Home & School President can be reached electronically at: maplebrookhands@gmail.com.

HOME & SCHOOL

Maplebrook Elementary School

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 refer to the “Get Involved” tab on the Maplebrook website for more information. Children that are not regularly enrolled in school, including preschool children, are not permitted to visit or join classes during school hours. They may accompany their parents on a visitation before or after school.

SEASONAL PARTIES

Maplebrook Home & School, through room volunteers, provides classroom parties during the Fall and Winter season. 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 an alternate activity will be offered. For security/occupancy reasons these parties are not open to anyone other than staff and designated room volunteers. **Food is not served at parties.**

STUDENTS' BIRTHDAYS / CELEBRATIONS

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. Balloons are not allowed during school hours. Instructional time will not be used for birthday parties.

Birthday party invitations are the responsibility of the parent to disseminate outside of school hours. Parents are encouraged to utilize **DirectorySpot** to identify the families in your child's classroom. Staff members are not allowed to provide contact information.

CELL PHONES AND SMART WATCHES

Student use of cell phones is not permitted during school hours, on school grounds, or while riding the school bus. Similarly, students may not use smartwatches to communicate with parents or others during the school day, as it can disrupt learning. **Per our district guidelines, both cell phones and smartwatches must be turned off and stored in the student's backpack throughout the school day.** For more details, please refer to the 'Student Cell Phone/Electronic Devices' section of this NCUSD203 handbook.

AFTER-SCHOOL EVENTS

Elementary-age students must be accompanied by a parent/guardian/caretaker or adult to attend Maplebrook's after-school events. Some examples of those events include our Book Fair and FunFest.

LOST AND FOUND

Check-in at the main office to gain access to our Lost and Found. Students are discouraged from bringing expensive or treasured possessions to school. You are also encouraged to label your child's possessions for ease of identification. The school cannot assume responsibility for lost or damaged items.

SCHOOL DIRECTORY

Maplebrook uses **DirectorySpot**, an online school directory for family contact information. If you opted out of directory listings within your annual update, 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."

MEDIA DENIALS/PERMISSIONS

If you have chosen media denial, please know that this means that your child's name and/or photo/video will NOT be shared in any classroom, school or district publication (printed or electronic).