



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 540 students (early childhood–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 Elementary School

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

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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
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.

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 8:30**, 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 hot lunch.

BUILDING SECURITY

- 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).
- **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. 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 lunch periods, recesses, outdoor P.E. classes, and during fire/severe weather drills.
- Students participate in safety drills throughout the year, including: fire, severe weather, bus evacuation 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.
- During school hours, school playground equipment may only be used by students in session.

SCHOOL SAFETY

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. Bicycle locks and helmets are strongly encouraged. Maplebrook is not responsible for any damages to 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.

Safety Patrol

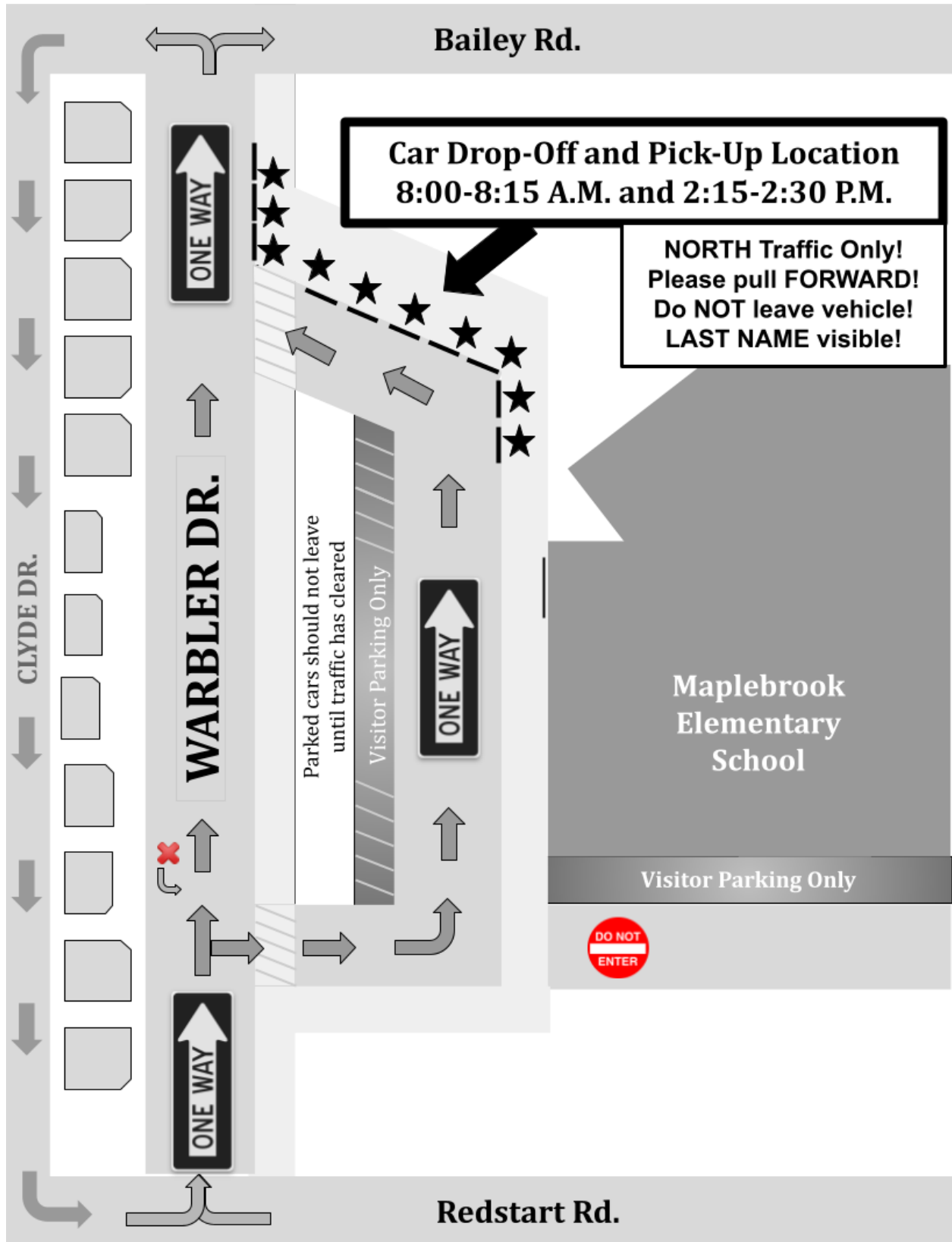
The Safety Patrol students and the Safety Director are on duty at 8:00 a.m. and after school until 2:40 p.m. to assist the children in crossing intersections near the school. Parents can promote safety by reminding their children to follow the directions of the Safety Patrol.

Skates, Skateboards and Scooters

For safety reasons, roller-skates, rollerblades, 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

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. **Only staff members and buses are permitted to make a left turn coming southbound into the staff parking lot.** Please note the following traffic pattern and safety rules:

ARRIVAL (8:00 a.m.)

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.

1. Stay in your lane and staff will direct traffic exiting the circle.
2. Please do not get out of the car. We have adults that can lend a hand to help your student exit the car.
3. 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.**
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. 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.
6. 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 (2:30 p.m.)

Dismissal is at 2:30 p.m and school supervision ends at 2:45 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. All cars entering the front circle must be traveling north on Warbler (no left turns). Staff will direct vehicles into the circle.

4. For parents who use the pickup lane, please remember to have your placard clearly visible to help expedite the loading of students.
5. 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.
6. **Please note that there is signage on Bailey that prohibits parking during school hours.**

FORGOTTEN ITEMS AND SPECIAL LUNCHES

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. 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.

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 Aramark. Students who forget to bring lunch to school will be able to charge a lunch from Aramark.

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.

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	Lunch	Recess
Kindergarten / 1st 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.
4th Grade / 5th Grade	12:25 - 12:45 P.M.	12:45 - 1:05 P.M.

Indoor Recess

During severe or inclement weather, a number of factors are considered including temperature, wind chill and precipitation to determine whether students will play indoors. During winter months, students will play outside if the temperature and windchill are 0 degrees and above.

Lunch Expectations

Lunchroom supervisors will assist students to ensure safety both in the lunchroom and on the playground. Every student must do his/her 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.
- While at lunch, students must raise their hand to request assistance from an adult, to report a spill or 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 expectations, 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 adult direction.
- Play on equipment as designed.
- No wrestling or rough play.
- Play in designated areas.
- Use appropriate language.

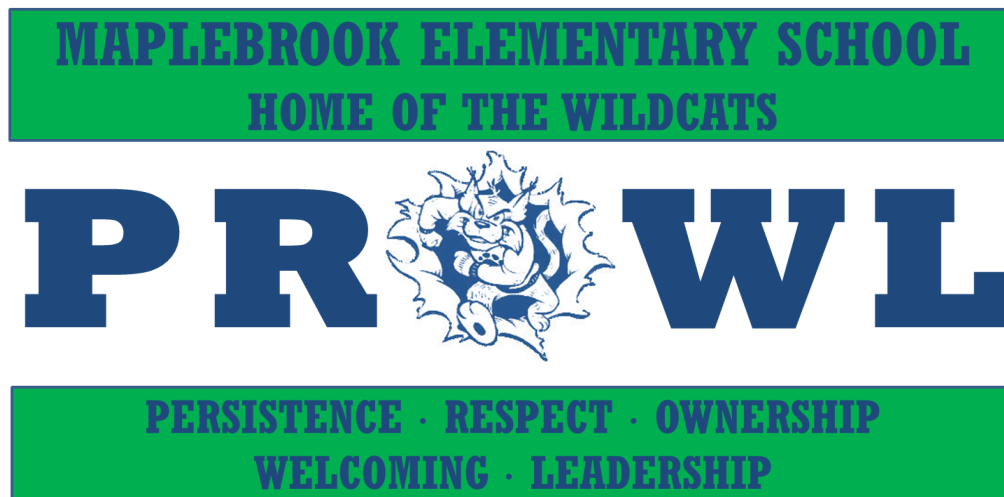
To ensure your child stays warm and dry they must wear snow pants and snow boots to play in the snow. If a child does not wear the appropriate gear, he or she will be required to play on blacktop only.

Students may not play on the playground before school. Students may stay after school to play ONLY if accompanied by a parent/adult designee.

P.R.O.W.L

Maplebrook follows a character building program called 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.



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 our 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.

Parent Teacher Conferences

During the Fall and Spring semesters, parents are invited to attend Parent-Teacher Conferences in order to discuss student's progress towards academic and social emotional standards. Parents will be informed of sign up procedures and dates via Talk 203 messages.

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)



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.

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.

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

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.

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.

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."