**2020/2021 MAPLE SCHOOL HANDBOOK SUPPLEMENT**

The following items are specific to Maple School:

**TIME SCHEDULE**

7:55 A.M.                 Students may come on school grounds. Kindergarten students will enter through the

                                           North doors and 1st and 2nd graders will enter through the East doors. The south doors

                                           will not be utilized this year.

7:55 – 8:15 A.M.       Breakfast served in the cafeteria daily.

8:05 A.M.                 Shuttle bus leaves to John Greer Schools.

John Greer load on the West side of our building next to our handicap ramp

  from the beginning of school through November 1st and from March 23rd through

  the end of the year. From November 4 – March 20: John Greer shuttle bus loads at the

Southwest door adjacent to Third Street.

8:15 A.M.                  All students should be in the building.

8:20 A.M.                 Bell rings for the beginning of school. All doors will be locked.

10:40 A.M.                Early Childhood A.M./Pre-K A.M. dismissal

11:00 – 11:45 A.M.     First Grade recess/lunch

11:30 – 12:15 P.M.     Second grade recess/lunch

12:00 – 12:45 P.M.    Kindergarten recess/lunch

2:40 P.M.                  Early Childhood P.M./Pre-K P.M. dismissal

3:00 P.M.                  John Greer shuttle bus and Country buses are loaded on the

  West side of the building.

3:05 P.M.                  First and second grade students who are walking home will exit through the

  Fourth Street doors on the East side. Kindergartners exit out the front

  doors on Lincoln Street.

**MILK BREAK - *Kindergarten only***

* Kindergarten will have a milk break time during the school day
* It is OPTIONAL for your child to purchase milk. They may have a drink of water in place of milk.
* If you want your child to have milk during the milk break time, cost is as follows: $6 per month or $54 for the school year. EVERYONE who participates in this program will need to pay the above fee in order to have milk during this time.
* This milk break is separate from our school lunch program milk.

**GENERAL INFORMATION**

* Christmas/Birthday treats – will be limited to store bought treats. Please pre-arrange birthday treats with your child’s teacher.
* Extra treats – students will only be allowed to pass out treats within their classroom. Extras will be sent home.
* Birthday/other party invitations– may be sent to school for the teacher to distribute at the end of the school day if all students in the class and/or all boys or all girls are invited.
* If a student is sick with a fever of 100 degrees or over, BEFORE RETURNING TO SCHOOL, the student must be fever free for 24 hours.
* Be sure and check your child’s folder every day.  Inside contains a side for “keep at home” and “return to school”.  The “return to school” side will contain homework.

**ARRIVAL AND DISMISSAL**

Entering and Leaving the Building:

* Students are welcome on school property after 7:55 A.M.
* When students arrive they should enter through their designated entry doors, unless they arrive via a bus. If they arrive by bus, they will be dropped in the appropriate area.
  + PreK/K/Troxel will enter through the North door.
  + 1st and 2nd grade will enter through the East door. (If you are dropping off students from multiple grade levels, they may all enter the K (north) doors)
* If eating breakfast, students should go directly to the cafeteria – breakfast is served beginning at 7:55 daily.
* During inclement weather, students should go to their assigned area in the gym or hall.
* Upon dismissal, students can only enter a car or motorized vehicle once the vehicle is stopped and parked in a parking area. Students are NOT allowed to load in the street.
* Maple Students will NOT be allowed to cross the street by themselves. They either need to be picked up at their dismissal door or they will be crossed at a crosswalk by a Maple employee.

Arriving Late:  Students arriving to school late (after 8:20 A.M.) will need to check into the office **with their parent** before going to class.  Parents should call to notify the office of the late arrival and **will need to come in** with their child to admit them to school.

Checking Out/In:  Parents are required to come to the office and sign out their child before a student will be allowed to leave early.  Students arriving late or leaving early for a medical appointment (counseling, doctor, dentist, orthodontist, etc.) are required to have written excuse from the medical office with the time of appointment documented. Students leaving early for reasons other than medical appointments may be considered unexcused for that absence. A student leaving early must remain in the classroom until the office calls for the child.  When a student returns to school, a parent/guardian must sign him/her in.

**BICYCLES**  Bicycles may be ridden to school if the student adheres to the following:

* Bicycles are to be WALKED from the corner, never ridden on the streets or sidewalks in the block around the school building
* Bicycles should be parked against the building on the southwest end, upon arrival at school (the school is not responsible for lost or stolen bikes)
* Ride on the right-hand side of the street with one person only per bicycle (no doubles)
* Use hand signals
* Walk your bicycle from the corner – DO NOT ride to the middle of the block
* When you leave, walk your bike to the corner
* Do not enter the street until you are sure it is safe
* Those who do not follow these rules will not be allowed to ride their bikes to school

**PLAYGROUND**

* Throwing of anything (rocks, sticks, snowballs, etc.) is not allowed on school property.
* Running on the blacktop area is not permitted.  Balls should not be kicked on the blacktop.
* Playing in the parking area and street is not allowed.  If a ball goes into the parking area or in the street, tell the playground supervisors.  Do not retrieve the ball unless given permission by a playground supervisor.
* Stay clear of the swings when someone else is swinging.
* Sit correctly in the swings; no bumping, twisting, or jumping out.
* Only one person is allowed on the slide ladder at a time. Use the slide correctly.  Face forward and sit as you come down.  Do not climb up the slide.  No gymnastics are allowed on the bars of the slide.
* Fighting is not permissible..  If a student is having problems with another student, he/she should talk to the adults in charge.
* When the whistle is blown or the bell rings, students should quickly and quietly line up in their class line.

**PLAYGROUND AFTER SCHOOL**

* Students should go home first.
* Once students return to the playground, the same rules apply after school as during school hours.
* **If vandalism or abuse of equipment is reported, local authorities will be contacted and student(s) will be banned from the school grounds.**

**RECESS**

* Students are expected to treat all adults and other students with respect.  Students will follow the instructions of the recess supervisors.
* Physical horseplay that may be injurious to another student(s) is not permitted.  This includes gymnastics.
* Students will remain in class lines until released by the recess supervisors.
* When asked to line up in class lines, students are expected to do so quickly and quietly.
* Consequences may occur for those students who do not follow recess rules and procedures

**GYMNASIUM RECESS**

* When entering the gym, students should go directly to their homeroom class line to sit on the floor and wait quietly for directions from the recess supervisors
* Playing tag or running in the gym is not permitted
* Alternate indoor activities will be provided

**CLASS DOJO/PBIS**

For the 2018-19 school year, Maple Grade School will be using ClassDojo, a behavior management system which serves the purpose of being a real-time communication platform with parents. Parents and guardians registered for this program at registration.  Class Dojo is designed to promote good citizenship behavior between all students at Maple Grade School.  Class Dojo will be used in conjunction with the PBIS framework.  The PBIS framework helps schools create a positive culture by encouraging positive behaviors and providing a framework for evidence-based interventions.  Maple Staff and Teachers will use ClassDojo to implement PBIS school-wide.  With the use of the mobile app and simple collaboration features, ClassDojo allows the teachers and staff at Maple to encourage PBIS expectations throughout the school.

Students can earn positive points as well as have points deducted. These points are based on the core values of our school and classroom:  Be Safe, Be Respectful, and Be Responsible.  Positive behaviors will receive a lot of verbal praise and at times may be rewarded with positive Dojo points. Inappropriate behaviors that have already been addressed through verbal warnings or interventions will result in a loss of points.

The goal of this program is to focus on the positive behaviors as much as possible and reward those successes.  Our hope is also to address issues that may arise, especially if they are habitual.   For example, deducting a single point for occasionally being off task should warrant a very different conversation than if your child is losing points daily for the same issue or receiving multiple negatives in a single day.  This system allows us to notice any patterns, both positive and undesirable.

ClassDojo also offers the “Dojo Messenger” feature. This is similar to text messaging and is something we will utilize often to send out whole class reminders or to have instant communication with a parent if necessary.  Parents are encouraged to use the  “Dojo Message” at any time.  Once you download the ClassDojo app, you will want to turn on the notifications for ClassDojo so you can receive a message without having to open the app.

Please Sign up using your special activation code with the printed letter so that you receive a weekly report specific to your child’s behaviors (download the ClassDojo app on your phone!)  The codes will be sent home via your child’s homeroom teacher.  The report will tell you specifically which areas your child did well in and which areas he/she needs to improve. Please praise your child for a job well done and have a conversation with him/her about areas in need of improvement.  When necessary, please follow through with an appropriate consequence at home.

It is our goal that as the year progresses, our students will become the respectful, responsible, and safe citizens they are expected.  We know many of them will already be well on their way!

If you need any assistance with the program, please contact your classroom teacher and they can assist you. We look forward to working as a team to promote positive behavior!

**RETENTION IN GRADE**A student will be retained in a grade when a student has not met grade level expectations.  Parents may be notified throughout the year as a teacher observes problems developing.  Intervention procedures may be discussed with the parent and implemented as necessary.  **Final decision for retention rests with school officials.**