



Home of the Grizzlies

2800 S. Maple Grove Rd. Boise, Idaho 83709 854-5540

2008
2009

This Handbook contains information on the following:

- Maple Grove Staff
- Daily Schedule
- Arrival and Departure
- Boise School District Expectations (Core Values)
- Maple Grove Safety Rules & Code of Conduct
- Toys, Electronic Devices, Cell Phones
- Bicycles, Scooters, "Heelies," Etc.
- Dress Code
- Weapons
- Emergency Plan and Contact Information
- Attendance
- Testing
- Health and Illness
- Birthdays
- Bus Information
- Inclement Weather
- Insurance for Students
- Lunch
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Welcome to Maple Grove Elementary 2008-09

Students, Parents, and Patrons,

Welcome to Maple Grove Elementary. This handbook has been put together to provide important information about the school year and serve as a guideline regarding policies and procedures at Maple Grove Elementary. It is certainly not all-inclusive, but hopefully it will be a handy reference source. I realize this is a lot of information to process, but I believe it will be well worth your time to examine the contents.

Be sure to read and discuss this handbook with your child. Please keep in mind that this handbook is just part of the Boise School District's Policies and Procedures. If you would like more information regarding District Policy, please refer to the first pages in the student planners that are issued to students in grades 5-6. Special "Policy" packets are sent home on the first day of school with all K-4 students.

One of our goals at Maple Grove is to provide a warm and positive learning environment where students and staff uphold the Boise District's values of Respect, Dignity, Honesty, Responsibility, and Teamwork. All of us at Maple Grove welcome your active participation in developing the physical, educational and emotional well being of our students.

To find out more information regarding upcoming events, newsletters, and other pertinent information, you can visit our website at www.boiseschools.org/schools/maplegrove. You may also visit the District website at www.boiseschools.org. This is an outstanding source of information.

Sincerely,

Mark B. Jones
Maple Grove Principal

Maple Grove Staff 2008 – 2009

<u>Teaching Teams</u>	<u>Support Services Team</u>
Kindergarten Connie Higgs Tahnee Hartman	Music – Beverly Schumacher P.E. – Sue Penner Sp. Reading – Jan Troutner Sp. Ed. – Lacey Patrick Sp. Ed. – Allison Bigham G.A.T.E. – Cheryl Richardson SLP – Brenee Williams Psychologist – Jacque Parenti Counselor – Susan Gorczyca Counselor – Laura Adams Nurse – Dawn Holden Health Tech. – Corlis Kent Paraprofessionals: Debbie Kennedy Carrie Madden
1st Grade Team Danielle Smith Emily Gallup Alissa Beth Laugheed Nancy Armstrong	Band – Brandy Fiorenza Orchestra – Maggie Lawrence Library/Media Asst. – Debra DeLong Library/Office Asst. – Karen Beck Day Custodian – Andrew Williams Night Custodian – Tully Murray Kitchen Manager – Becky Vance Secretary – Roberta Sellman Principal – Mark Jones
2nd Grade Team Dawn Marie McCrea Sandi Gottesman Stacee Ash	
3rd Grade Team Janet Tomita Cathy Dutoit Pammella Heisler	
4th Grade Team Erin Luthy Mary Ellefson Scott Roe	
5th Grade Team Jeff Metcalf Warren Ceglecki Dick Knight	
6th Grade Team Lisa Groff Gina Bush Shirley Wolfe	

MAPLE GROVE DAILY SCHEDULE

8:40 First Bell Rings 8:45 School Begins 3:15 Students Dismissal

Morning Recess	Lunch	Afternoon Recess
10:00-10:15 3 rd	11:25-12:10 5 th	1:30-1:45 5 th
10:15-10:30 2 nd	11:35-12:20 1 st	1:45-2:00 2 nd
10:20-10:30 K	11:45-12:30 2 nd	2:00-2:15 1 st
10:30-10:45 1 st & 6 th	11:55-12:40 6 th	2:05-2:15 K
	12:05-12:50 3 rd	2:15-2:30 3 rd & 4 th
	12:15-1:00 4 th	

Kindergarten Schedule

8:40 – 11:30 a.m. Morning Session
12:30 – 3:15 p.m. Afternoon Session

*Early Release Day Schedule

Kindergarten AM Session 8:40 - 10:30
Kindergarten PM Session 11:30 - 1:15
Grades 1 - 6 - 8:40 - 1:15

ARRIVAL AND DEPARTURE

Please visit with your child about safety precautions while walking or riding bikes to school. Students should not arrive at school prior to 8:25 a.m. Students are expected to go directly home at 3:15 p.m. Playground supervision is not provided after school. When picking up and dropping off your child, please do not leave your car unattended unless it is parked in a designated parking spot. If your child must cross Maple Grove Street, **they must use the designated crosswalks at Victory or Malad Streets.** When leaving during the school day, **a student is to be signed out in the office by a parent or parent designee.**

Do not go directly to the classroom to get your child. When visiting, please enter the main hall and obtain your pass in the office. All visitors must wear an identification badge.

Please Note: The Maple Grove Parking Lot is a busy place. In an effort to reduce congestion, we encourage children to walk or ride bikes to school. If this is not an option, we recommend that **parents form carpools** to decrease the amount of cars in the parking lot. Fewer cars will greatly improve the flow of traffic, make it safer for kids, and save gas. A carpooling form is attached at the end of this document. You may also download a form from our website or pick one up at the school office.

*Parking Procedures for Back to School Night and School Music Programs.

*Due to limited parking spaces, the Maple Grove staff will park on the playground on *Back to School Night* and our *School Music Programs*. **This will allow parents and guests to utilize the faculty parking lot.** Woodlark Street (just to the south of Maple Grove Elementary) is probably the best place for additional parking.

BOISE SCHOOL DISTRICT EXPECTATIONS

“Live the values of Respect, Dignity, Honesty, Responsibility, and Teamwork”

Respect – “The act of giving particular attention”

- Be friendly, polite, and show common courtesies
- Listen actively to what someone has to say
- Consider the point of view of others
- Care about the feelings of others
- Use appropriate words and avoid swearing, name calling, obscene gestures, and inappropriate touching
- Dress appropriately
- Listen and follow directions
- Demonstrate self-respect through wellness, fitness and hygiene

Dignity – “The state of being worthy, honored, or esteemed”

- Find value in others and let them know
- Talk out a problem, avoiding violence and hurting others
- Have self-respect and a calm self-esteem

Honesty – “Fairness and straightforwardness of conduct – adherence to the facts”

- Give credit for a borrowed idea
- Admit and correct mistakes, even if others don’t notice
- Tell the truth
- Return what you borrow
- Say what you mean, do what you say, keep promises

Responsibility – “Moral, legal, or mental accountability – reliable – trustworthy”

- Behave within the laws and rules of the team, organization, state, and nation
- Accept consequences of your actions
- Be prepared and do your share of the work
- Be on time and complete work on time
- Make positive contributions
- Take pride in your home, school, and community; and avoid destructive acts
- View mistakes as opportunities to learn; take the risk of trying

Teamwork – “Work done by several people with each doing a part”

- Pitch in to help others
- Ask and encourage others to participate
- Change your habits to meet the group’s need, when working on a group project
- Encourage others to express their points of view

MAPLE GROVE SAFETY RULES & CODE OF CONDUCT

PLAYGROUND

- Be courteous and respectful to other children and adults. Bullying, name calling and inappropriate language is not acceptable.
- Play safely at all times and follow all directions given by the playground supervisors.
- Respect property in and around the school.
- Play fighting and “rough” play is not acceptable. Keep hands and feet to yourself. Tackling and shoving in any game is NEVER acceptable.
- Stay within school boundaries. Students must be in eyesight of playground supervisors.
- Finish all food/drinks in the lunchroom. (NO food or candy on the playground)
- Always get permission to be inside the building during recess.
- Do not jump off the playground equipment. Use feet first when going down the slide.
- Return all playground equipment to the appropriate place.
- Walk bikes on school grounds.
- Always lock your bike inside the bike area.
- Keep all electronic equipment and toys at home.

LUNCHROOM

- Talk in "quiet" voices.
- Sit as assigned by lunchroom supervisors.
- Keep all areas clean.
- Always walk in lunchroom.
- Food is not to be taken outside of the lunchroom.
- Clean up table area when finished eating and ask permission before leaving.

OUT OF CLASSROOM

- Always walk in hallways and restrooms.
- Talk in "quiet" voices. (No talking when classes are in session).
- Enter building through assigned doors only.
- Keep hallways and restrooms clean and neat.
- Before and after school - Students must have adult permission to be in the building. Please do not arrive at school before 8:25 a.m.

CLASSROOM MANAGEMENT PLANS

Maple Grove teachers have established individual classroom management plans. Students are expected to follow all classroom rules and procedures established by the teacher.

SCHOOL-WIDE MANAGEMENT PLAN

Discipline for misbehavior will follow a basic two-step approach to help change the unacceptable behavior:

- **Step One:** Parents will be contacted when rules are broken. Consequences will be given by the classroom teacher.
- **Step Two:** For a major violation or repeated infractions, a referral will be given to the principal. Consequences may include recess detention, after-school detention, parent conferences, and/or suspension.

Repeated minor infractions and major disciplinary violations such as possession of weapons (including lighters, matches, firecrackers, sharp objects, etc.), fighting, inappropriate language, defiance, disrespect, threats against persons (real or play), destruction of property, stealing, and vandalism, will result in a referral to the principal. School suspension will be considered as a possible consequence.

TOYS, ELECTRONIC DEVICES, CELL PHONES

All toys, balls, trinkets, radios, MP3 Players, Game Boys, etc. are to be left at home. These items become distractions to the learning process and the school is not responsible for these items that are lost, broken, or stolen. These items may be confiscated by school personnel. Although we discourage the use of cell phones, they may be brought to school under the following conditions: They must not be visible and must remain turned off during the instructional school day. The school is not responsible if the cell phone is lost, broken or stolen.

BICYCLES, SCOOTERS, “HEELIES,” ETC.

Bicycles are to be placed in the appropriate area provided at the school. We discourage the use of rollerblades, scooters, etc. because they are difficult to keep secure. Bikes, scooters, “Heelies”, etc. **are not to be ridden** on school property. This is for the children's protection. We encourage all students to use the proper safety equipment such as helmets when riding bikes and skateboards. Bicycle riders are **not** to ride bicycles through street crosswalks. They are to follow the same procedure as walkers, pushing their bicycles. The school cannot be held responsible for lost or stolen bicycles, scooters, rollerblades, etc. They are the responsibility of the student.

DRESS CODE

Maple Grove students are expected to present a neat, clean appearance and to wear clothing that does not detract from the educational process. Please dress appropriately for the weather. **Short shorts, tops with thin straps, bare midriff shirts (shirts that show the belly button) are not permissible. “Boxer shorts” and/or underwear will remain covered at all times.** Shirts that advertise or promote alcohol or drugs or contain offensive words or pictures are also prohibited. Please have your child wear appropriate footwear for playing outside. Tennis Shoes are to be worn on P.E. days. Any clothing advocating gangs is not to be worn to school. Hats may not be worn in the building.

WEAPONS

Any item that threatens the safety of another child is strictly prohibited. Toy guns, knives, and weapons of any kind are prohibited at all times. Bringing these items to school may result in suspension or expulsion.

EMERGENCY PLAN

The staff at Maple Grove Elementary has taken steps to make our school as safe as possible. We have a detailed safety plan should there ever be a crisis. Our safety plan is available at the office if you would like to examine it. In addition, safety procedures and guidelines are posted in each classroom. We practice evacuating the building, hall checks, lockdowns, and other safety procedures throughout the year. **We appreciate your cooperation and the effort you make to check in at the office when visiting the school.**

EMERGENCY CONTACT INFORMATION

It is of the utmost importance that any changes of address, telephone number, parent's place of employment, emergency number, doctor or sitter/daycare be reported to the school office immediately. **This is extremely important.** Too often emergencies arise and we are unable to contact the parent or someone at the emergency number. Your cooperation is greatly appreciated. It's for the safety of your child/children.

ATTENDANCE POLICY

The elementary schools in the Boise District are currently participating in a new attendance policy modeled after the secondary schools. The policy was set by the Board of Trustees in June 1997 and states that "all students are required to be in attendance at least ninety (90) percent of the time school is in session during each semester. The Board may deny a promotion to the next grade to any student who is not in school at least ninety (90) percent of the days that school is in session." This means that students who miss more than nine (9) days in a semester or eighteen (18) days during the school year may be denied a promotion to the next grade level. As part of this policy, you and your child will be notified when absences become excessive. As a part of this policy, if a child exceeds 10 days in a semester, he/she may be withdrawn from school pending a parent conference and the case may be referred to Attendance Court, which is a function of Ada County Juvenile Court System. (Extraordinary absences may be taken into consideration by the building principal in administering the policy.) Students are tardy when they are not in their classroom when the bell rings at 8:45. **Please have your child report to the office first to obtain a pass if he or she is tardy. The school will notify you if tardies become excessive.** If a student arrives after 10:30 a.m., the student will be marked absent for ½ day.

TESTING

Testing and Accountability continue to be a major emphasis under the NCLB guidelines. Assessments will be given throughout the year to monitor progress and help provide accountability. All Kindergarten through Third students will take the *Idaho Reading Indicator* (IRI). Fourth and sixth grade students will take the *Direct Math Assessment* (DMA) and fifth and sixth graders will take the *Direct Writing Assessment* (DWA). *Curriculum Based Reading Fluency Tests* (CBM) will be given to students in grades four through six. All students in grades three through six (throughout Idaho) will take the Idaho Standards Achievement Test (ISAT). The ISAT is designed to measure a student's growth in reading, language usage, and math. (5th graders take a science component.) The ISAT is based on Idaho's Achievement Standards.

HEALTH & ILLNESS

The nurse's office is for sick children and emergencies only. Students who are ill will be sent home. The nurse's office is not a place to "hang out."

Students needing medication while at school must have a statement of permission signed by the parent/guardian.

A prescription bottle with the student's name and dosage is required and a signed permission slip must be on file in the nurse's office. If your child is ill, please keep her/him home and contact the school. **Your child will likely be sent home if there is:**

- A fever greater than 99.4 degrees
- Vomiting
- Severe Diarrhea
- A significant body rash undiagnosed by a doctor.
- Head Lice
- Other problems deemed a health concern by the school nurse or principal
- **If your child is too ill to be outside, please keep him/her home.** Children at school are expected to be able to go outside (weather permitting). In order to provide adequate supervision, we cannot have some students stay in while others go outside during recesses.

BIRTHDAYS

In an effort to keep kids on task, birthday treats are strongly **discouraged**. Much instruction time is lost when a class can have over 30 birthday parties. Please check with the teacher **before** sending birthday treats to school. If you would like to honor your child's birthday, please consider donating a book in his/her name to the school library.

BUS INFORMATION

Buses are provided for Maple Grove students who live 1.5 miles from the school. Safety bussing is also provided in areas that do not have safe walking routes to school. *First Student Bus Company* transports these students to school. When riding the bus, students are expected to display good manners and follow the rules and directions of the driver so every trip will be a safe one. While on the bus and being picked up, the students are under the direction of the bus driver. If a student misbehaves on the bus, a Bus Conduct Report may be issued. Reports will be sent home to be signed and should be returned the next day. If you have any questions concerning routes or service, please call *First Student Bus Company* at 854-5230.

INCLEMENT WEATHER

Students are allowed to arrive on the playground **starting at 8:25**. Children will be directed inside the building during extremely adverse weather or air quality alerts. The determination of when weather is cold or wet enough to keep children inside will be the building administrator's decision. Please have your children dress appropriately for the weather.

INSURANCE FOR STUDENTS

The District **DOES NOT** provide insurance coverage for accidents on the playground by students. It is suggested if your child is not covered by your Homeowner's Policy, or other medical insurance, that you purchase the insurance offered by the District's approved company. **Applications are available in the office.**

LUNCH

Food Services use a computer in the cafeteria instead of tickets. Each student will be issued a lunch card to use. The money students bring to school for meals will go into their personal debit account in the Food Service computer. Prepayments may be made any morning before school in the cafeteria. Lunches are \$1.60. (Milk only is \$.40) Adult lunches are \$2.10. Lunch menus are posted on the district website.

Free & Reduced Price Meals

Applications for free and reduced price meals are available during registration and throughout the school year from the Food Service Manager, or school office. An application must be on file at each school. Only one application is needed for the entire family. Students qualifying for free or reduced price meals will have their cards activated when completed applications or direct certification letters are received. Students eligible for free or reduced price meals have equal access to all meal selections.

PARENT INVOLVEMENT and PTA

Parental support and input is an integral part of the educational process. We welcome and encourage your participation. Parents/guardians are welcome and encouraged to visit classrooms. **When visiting, please enter the main hall and obtain your pass in the office. All visitors must wear an identification badge.**

Maple Grove has an outstanding **Parent Teacher Association**. Meetings are usually held on the 3rd Thursday of each month at 7:00 P.M. We strongly encourage your participation. It is a terrific way to get involved in your child's education. Everyone is encouraged to attend.

PUBLIC RELEASE OF STUDENT DIRECTORY INFORMATION

The Boise School District complies with federal law (Family Educational Rights and Privacy Act) as it relates to the release of student directory information to the public. To learn more, log on to www.boiseschools.org click on *Forms* and follow the links to FERPA – Release of Student Directory Information. Or, you may call the Clerk of the Board at 854-4123 to obtain a copy of the FERPA form.

THE ADDENDUM THAT FOLLOWS INCLUDES:

Parking lot diagram and procedures for parking
Carpooling Form