

Opening Day

September 2011

Maplewood Elementary



****Please keep this publication for reference during the year****

Office Staff

Jan Joyner, Office Manager
Verlene Wyant, Secretary
Darlene Short, Nurse
Lorraine Sanford, Counselor

School Hours

Grades 1-6	8:55a.m –3:16 p.m.
Kindergarten AM	8:55a.m. –11:33 a.m.
Kindergarten PM	12:38p.m. –3:16 p.m.
Quest	8:35am – 2:56pm
Wednesdays	8:45a.m. –12:21 p.m.
Quest (Wed)	8:25am – 12:01 pm

If you have a Kindergarten student, the attached calendar states the days AM/PM classes will attend on alternating Wednesday mornings. Lunches will be served to K-6 students on the early dismissal Wednesdays.

For safety and supervision purposes, students are not allowed on school grounds until 8:40 a.m., and need to be picked up promptly at dismissal time. Due to their earlier start, the Quest program may arrive at 8:25 a.m.

Enrollment Card Updates

Beginning this school year, only students enrolling for the first time in the Puyallup School District will complete enrollment cards. Parents of returning students, please review the registration info we have on your student, make any changes and return to his/her classroom teacher by Tuesday, Sept. 6th. We advise you to have at least **two** emergency contacts. Please remember to inform the office whenever changes to this information occurs.

Emergency Dismissal Procedures

Maplewood Elementary takes “Emergency Procedures” very seriously. Please complete the attached form and return to school as soon as possible.

In case of early release due to snow, power outage, earthquake, etc., school telephones may not be available. Please make sure you have an emergency plan available for your child.

Fair Day

Wednesday, September 14, 2011, students will be dismissed at 12:00 p.m. so they may attend the Western Washington Fair. School lunches will **NOT** be provided. (Each student will receive a free admission fair pass.)

Lunch Program

Hot lunches and milk are available to Maplewood students. Prices are as follows:
Child’s lunch-\$3.10 (includes milk)
Adult lunch- \$3.95
Milk/juice- \$.65

Students purchase lunch “credits” from the food service staff when their class goes to lunch. For your convenience, we encourage you to purchase blocks of 10 credits or more. A parent may come to the office and purchase lunch credits, provided they have the correct amount in cash or check. A computerized record is kept of each student’s lunch credits, and a reminder will be sent home with your child when credits become low. Granola bars and milk will be available to children who forget their lunch.

Parents may purchase lunch credits on line at MySchool Bucks.com or on the Puyallup School District’s web site. A student ID number is required to use this service. ID numbers are available through the school office. ID numbers will not be given out over the phone.

Free and reduced lunches are available to qualifying families. For your convenience, a form is attached with this packet. Since the school receives funding for remediation services based on the number of families on free and reduced lunches, please fill out this form even if you don’t plan to use this

service. **These forms need to be completed each school year.**

Bicycle Riders

According to School District Policy: students in grades **four through six ONLY**, may ride bikes to school. Students shall provide their own locks and park their bicycles in the racks provided. Students are required to wear helmets. Once they have reached the playground, students must walk their bikes to the bike area. A permission slip must be signed by parents and students each year to use this privilege. (Please see attachment.)

Early Dismissals

Whenever you need to pick up your child before dismissal, please check him/her out through the school office. Access to the building is **ONLY** through the front entrance. You may be asked for picture identification until you are familiar to school personnel. Students will not be released to anyone who has not been authorized to pick up your child. We use enrollment cards to verify any note you may have written to allow others to pick up your child.

A written note, phone call or email to the office is helpful when students are to be released prior to dismissal.

Student Rules and Regulations

Please review this guide with your student, then sign and return the attached form to your child's teacher. We want to create a safe and positive environment for all students. Students are required to know these rules. If you have any questions regarding this guide, please call the office at 841-8737.

Late Arrival

If your child arrives late to school, they must check in with the front office staff before going to their classroom. This enables the student to be recorded as tardy rather than absent. If your child will be arriving after 9:10 a.m., please either send a sack lunch or call ahead to put your child on the lunch count. Please remember that tardiness is disruptive to classroom learning. Waking up late, train or traffic delays, an unset alarm clock, etc. are considered unexcused tardies. Students who have more than **three** unexcused tardies will be assigned a recess detention as a consequence.

Absences

Washington State law reads that illness and injury are the only excusable absences. Please call the school office every day your child is absent by 8:45 a.m. If you send a note, it should include the date of absence(s), nature of illness and the parent/ guardian signature. (***A call to the office will substitute for a written note.***) Chronic absence or tardiness will be documented by school personnel and will become a part of your child's attendance records. In some cases, a doctor's note may be required. Teachers request at least 24 hours notice to prepare homework for your child during their absence. The attendance secretary will contact you at home or work to verify your child's absence if we have not heard from you. Please help us limit the number of phone calls by contacting the office at 841-8737 before 8:40 a.m. to report your child's absence. If your child will be out of school during the school year due to medical reasons, please complete a Planned Absence form. These forms are available in the school office. These should be completed at least a week in advance. Please try to avoid absences due to vacations as they interfere with your child's learning. Vacations should be planned to coincide with school vacations. Vacations taken during the school year need to be documented with a Planned Absence form. Please avoid taking vacations on school days.

Accidents and Illness

When a child becomes ill or is injured at school, emergency first aid will be administered. If necessary, parents will be called. If parents are not available, we will ask for assistance from the emergency contacts on your child's enrollment card. It is extremely critical to always keep your child's enrollment card updated. In extreme emergency situations, the school will call 911.

Medication

Please administer medications outside school hours if possible. If prescription or over the counter medications are necessary at school, a standardized form completed by the physician and parent/guardian is required. Forms are available in the office. Medications must be in the original container with the child's name on it. Please refer to medication information in the school district "Rules and Regulations." Please

bring any allergic conditions or special health concerns to the nurse's attention immediately.

Personal Property

Maplewood is not responsible for lost or stolen personal items. Please mark all personal belongings, especially clothing, with your child's name. Students are not to bring electronic equipment, toys or athletic equipment to school. Cell phones should be turned off and stored in backpacks during the school day. A cell phone permission form is now required for students to have cell phones during school hours. Please see Cell Phone permission form in the Student Rights and Responsibility Handbook (attached). This form must be submitted annually. If your child should lose an item, please check the lost and found located in the entrance hallway near the gym.

Appropriate Dress

We urge parents to closely supervise the clothing their children wear to school. According to district policy, halter tops, T-shirts with inappropriate words or pictures and shirts exposing the upper torso are not to be worn to school. Shorts should be fingertip length when arms are extended. Shorts should be worn underneath short skirts. Appropriate shoes should be worn for recess and P.E. High heels, sharp boots, open toe shoes, flip flops and sandals should not be worn. Clothing that is gang related, displays tobacco, alcohol, drugs or profanity are not allowed. "Sagging" is not allowed in the Puyallup School District. This includes wearing loose-fitting pants not appropriately fastened at the waist. Hats are not worn in the building at Maplewood. Any attire or make up that creates distraction may be prohibited by the teacher or principal.

Student Insurance

You can obtain student insurance through a private insuring company. This is a voluntary program offered for your convenience. Information regarding this service is attached.

Recess

All students will be required to go outside during recess periods unless there is a weather emergency. It is important that parents provide proper clothing for these outdoor periods. If the student cannot go outside, it is questionable that he/she should be in school. A written note

from the doctor is required if a child is to stay inside during recess.

School Visitation Expectations

Parents are welcome and encouraged to visit school. Classroom visits should be planned in advance with your child's teacher. School Board Policy (1240) requires that prior arrangements be made to visit a classroom. When visiting, please enter through the front doors only. Visitors may not enter through the side or back doors, even at the start of the school day. For the protection of children, all parents and visitors are required to sign in and obtain a visitor's pass in the front office immediately upon entering Maplewood.

Students enter Maplewood in the morning with their teacher from the back of the building. Please allow your student(s) to enter school and walk to class independently. This helps build a sense of self-reliance, responsibility and self-esteem. If you are volunteering and want to enter with your student from the back of the building, please enter through the front door, sign in the front office first, obtain a visitor's pass and then go back out to join the classroom line.

Volunteering:

If you wish to volunteer at Maplewood, it is required that you complete a volunteer application and watch a short video. The application is required each year. The video is only necessary the first year you volunteer. This security measure is intended to provide safety for children and staff. Signing in and obtaining a visitor's pass is required before leaving the office area to enter other parts of the school.

Maplewood PTA

Our PTA has some excellent services available to parents and students. We hope you will take advantage of the opportunity to be an active member in this organization. You will receive periodic information about PTA activities in our school and PTA newsletters.

Building Opportunities

Music: All students receive classroom instruction by Ms. Smith, our music instructor.

Library: All students participate in a curriculum based library program with our

librarian. Maplewood has an extensive Accelerated Reader program.

P.E.: Students (4th through 6th) receive instructional time each week from our P.E. specialist.

Counselor: Our school counselor, Mrs. Sanford, is here to assist students, teachers and parents in meeting the individual social, emotional and academic needs of our students. If you have questions or need information from our counselor, please call.

IMPORTANT DATES:

Sept. 1 First Day of School
8:55 a.m.-3:16 p.m.
Sept. 5 Labor Day-No School
Sept. 14 Fair Day-Early Release (12:00)
No lunches served

New Faces/Changes at Maplewood

Please join us in welcoming:
Mrs. Whatley- Title I
Mrs. Foust- Resource Teacher
Ms. Smith-Music
Mrs. Olmstead- Resource para

Maplewood Bell Schedule 2011-12

8:50 Entrance Bell
8:55 School Begins
11:20-12:00 Primary Lunch (Gr. 1 & 2)
12:00-12:30 Primary Lunch Recess
12:00-12:30 Intermediate Lunch (Gr. 3-6)
12:30-1:00 Intermediate Lunch Recess
2:00 -2:30 Primary Afternoon Recess
3:16 Dismissal
Kindergarten AM- 8:55- 11:33 am
Kindergarten PM- 12:38- 3:16 pm

Early Release Bell Schedule

8:40 Entrance Bell
8:45 School Begins
11:20 Primary Lunch
11:50 Intermediate Lunch
12:21 Dismissal

Parent Ambassadors:

Parent Ambassadors are a group of parents who have agreed to serve as a resource to the Maplewood parent community. They are here to welcome new families to Maplewood and to help locate resources for parents who might want information or may be having difficulty

with some aspect of parenting. They are here to offer a listening ear and support to families from a parent's perspective. Please feel free to contact one of the following Maplewood parents if you have questions or concerns.

Jim and Teresa Clifton-841-3824
Dan and Emily Cardwell-840-9911
Courtney and Grant Salisbury-304-2323
Susan Dovre -845-5599

2011-12 Maplewood PTA Officers:

Jenn Dewey Co-President
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Heidi Zetterberg Co-President
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