

Maple School Parent/Student Handbook

MAPLE AND THE MIDDLE SCHOOL CONCEPT

The National Middle School Association (NMSA) has identified 14 school practices and cultural characteristics that support successful school models when educating early adolescents. A middle level school is a friendly, safe place that presents students with a challenging academic environment designed and implemented to specifically address the needs of 10 to 14-year-olds.

At the heart of the middle school concept is the unfettered focus upon helping students satisfy their needs for supportive and close relationships with teachers and friends while moving toward personal independence. Middle schools that embrace this concept respond to the unique characteristics and needs of middle year learners.

Maple follows many of the key practices and characteristics of the middle school concept. Maple School provides students with many opportunities to acquire fundamental knowledge, sharpen academic skills, determine their interests and special talents, and experience a sense of belonging. Our Maple program is designed to provide a transitional bridge between the self-contained classroom of elementary schools and the curriculum-based departmental focused high schools.

Maple School supports the healthy growth and development of its students. While the school holds high expectations for all students' academic achievement, educators are careful to see that programs are appropriate to adolescent learners.

Flexible block scheduling - Organization of the school day into large units of time that may be utilized in varied and productive ways by the school staff

Grade-level Interdisciplinary Teaming - Teachers representing varied disciplines that pool their resources, interests, expertise, and knowledge of students to jointly take the responsibility for meeting the educational needs of students

Advisory - A regularly scheduled period three times per week in which students interact with peers/teachers about both personal and school related concerns

Explorations - Scheduled curriculum experiences in Art, Family & Consumer Science, Music, Technology, World Languages, and STEM designed to help students discover and examine learning related to their changing needs, aptitudes, and interests

MAPLE SCHOOL DAY

School begins at 8:35 am and ends at 3:35 pm. Students may enter the building at 8:25 am at the Front Entrance or the Band/Orchestra/Choir Entrance. Students who ride bicycles or take the bus may enter at the Bus Only Entrance.

During inclement weather, they may enter at 8:05 am. First period begins at 8:35 am sharp. Students are expected to be in their seats in the classroom at that time. Students should arrive to school no earlier than 8:05 am unless they are in one of the music programs or have an appointment with a teacher.

SCHEDULES

Students will receive notification of their Advisory teacher and room number in the summer packet. Students should report to their Advisory room at the start of the first day of school where they will receive their schedules. No changes are made to students' schedules after the information has been distributed.

There are ten forty-minute class periods each school day. The following core subjects utilize a block, which is equal to two class periods (80 minutes):

- Math
- Language Arts
- Science/Social Studies

Physical Education, Creative Arts, World Language, and Lunch/Recess utilize 40 minute class periods.

Students will have three minute passing periods between classes during the school day.

The block schedule has evolved over the years at Maple School to accommodate the following needs:

- Flexibility for instructional time
- Greater flexibility for team teaching and subject integration
- Longer blocks of time for science and social studies activities
- Better integration of English and literature skills into language arts

GRADE-LEVEL INTERDISCIPLINARY TEAMS

There is one grade-level interdisciplinary team at each grade level at Maple School. At each grade level, students will have one of two teachers for Language Arts and Math. All students at each grade level will have the same Social Studies and Science teachers. By having grade-level interdisciplinary teams, the teachers can get to know students better and can dialogue about them at their team meetings. In addition to conversations about students, teachers can talk about assignments, tests, projects, units, and educational field experiences and trips.

Class assignments are made based on information from a child's previous teachers and our support staff. Advisory assignments and schedules are created via a respectful and thorough placement process completed by educators who utilize information about each child. Because of the considerable time and effort devoted to creating quality-learning environments, changes in assignments or schedules are not made.

ADVISORY CLASSES

Advisory classes are regularly scheduled periods each week in which students interact with peers/teachers about both personal and school-related concerns. For sixth graders, advisory is a period when the advisory teachers assist students as they work to become acclimated to Maple. Advisory teachers use various activities and lessons to address relevant social and emotional learning topics related to developing self-awareness, cultivating positive social relationships, and developing responsible decision-making.

NAVIGATE PROGRAM

The goals of the Navigate program are directly related to the characteristics and needs of gifted and talented students. Areas that are emphasized include critical and creative thinking, problem solving, decision-making, research, written expression and oral presentation of ideas. These skills are linked to the content areas as well as to the processes involved in thinking and learning in all curricular areas.

The District 30 identification process follows the research and best practice of the field. Identification is not based on a single test score cut-off or a single subjective criterion, ensuring the proper use of assessment information.

Objective criteria include several standardized achievement test scores, specific academic subject area tests, and general cognitive assessments. Local percentiles, i.e. student performance as compared to the District peer group, are used when available; otherwise, national percentile scores are used. Multiple scores assure accurate representation of a child's performance and potential. Subjective criteria include teacher evaluation forms to identify general intellectual and specific academic behaviors.

Placement is determined in spring of third grade for inclusion in the program in Grades 4 and 5. Students are evaluated again in the spring of Grade 5 for placement at Maple. Students new to the District or those who demonstrate ability commensurate to those in the program may be included at a later time.

The Gifted Program Coordinator/Differentiation Instruction Specialist works with both students and teachers.

MATHEMATICS

Mathematics is taught at three academic levels in sixth, seventh and eighth grades.

Navigate students take the following sequence:

- Sixth grade – Navigate 6 Math
- Seventh grade – Algebra I (Navigate)
- Eighth grade – Geometry (Navigate)

Advanced students take the following sequence:

- Sixth grade – Advanced 6 Math
- Seventh grade – Advanced 7 Math
- Eighth grade – Algebra I (Advanced)

On-Grade Level students take the following sequence:

- Sixth grade – Core 6 Math
- Seventh grade – Core 7 Math
- Eighth grade – Core 8 Math

ENGLISH LANGUAGE ARTS

English Language Arts is taught in two academic levels in sixth, seventh, and eighth grades, which include *Navigate* classes for high ability learners.

SCIENCE AND SOCIAL STUDIES

Science and Social Studies classes include students of all levels. Teachers differentiate curriculum for all learners in these areas.

CREATIVE ARTS CLASSES

The Creative Arts courses are scheduled quarterly and can include the following subject areas:

- Music
- Art
- Family and Consumer Science (FACS)
- Applied Technology
- Project Lead the Way (PLTW) STEM Class

Each sixth grader takes the nine-week introductory courses in Music, Art, FACS, and PLTW. All seventh and eighth graders may select electives from each of the five Creative Arts subject areas. Students select their preferred course choices in the spring of sixth and seventh grades.

BAND, ORCHESTRA, AND CHOIR

Band, Orchestra, and Choir meet before school. Band and Orchestra sectionals are scheduled each month within the school day. Sectional rehearsal schedules can be found on the websites for Band and Orchestra.

Band students will meet at 7:45 am in the Band Room. The Symphonic Band will practice weekly on Mondays through Thursdays. The Jazz Band will practice on Fridays. Jazz Band members will be selected during the fall.

Chamber Strings will meet on Tuesdays and Thursdays, and String Orchestra will meet on Mondays and Wednesdays at 7:45 am.

Choir rehearses at 7:45 in the Music Room. The sixth grade Choir meets on Tuesdays and Thursdays, and the seventh/eighth grade Choir meets on Mondays, Wednesdays and Fridays. Students may join the Choir at any time during the month of September.

PHYSICAL EDUCATION AND HEALTH

All sixth, seventh and eighth grade students take Physical Education all three years. Daily physical education classes are co-ed. Students will take three quarters of Physical Education and one quarter of Health each year.

A parent note is required if a student is to be excused from participation in the gym classes for up to three days. A doctor's note is required if an illness or injury is serious enough to cause a student to be unable to participate for more than three consecutive school days.

P.E. uniforms, socks, and gym shoes, and valuables are kept in the gym lockers.

WORLD LANGUAGES

Maple offers Spanish, French, and Mandarin Chinese to sixth, seventh, and eighth grade students. Students are introduced to Spanish in third grade at the elementary schools. In the spring of their fifth grade year, students select either Spanish, French, or Mandarin Chinese as a World Language class choice at Maple. Once enrolled in a language study at Maple, students may not switch World Languages. Students who successfully complete the District 30 World Language program are typically placed into second year World Language in high school.

Enhanced Spanish is offered to eighth grade students based on language proficiency, standardized test scores, and a consistent demonstration of high classroom performance.

GUIDED STUDIES

Guided Studies is a general education class that provides support with work completion, organization, and time

management. Participation is determined based on classroom performance and staff recommendation. Guided Studies occurs on a quarterly basis in lieu of a Creative Arts class. Student progress is monitored and transition back into Creative Arts class occurs when the student's targeted goals are reached.

MULTI-TIERED SYSTEM OF SUPPORT

Northbrook/Glenview School District 30's comprehensive Multi-Tiered System of Support is specifically designed to support student performance. Interventions are provided to students as part of the district's general education program and are intended to support student academic growth in a timely and effective manner. The effectiveness of the interventions are monitored regularly and recommendations are made accordingly.

MAPLE COMMUNICATION

REPORTING ABSENCES AND APPOINTMENTS

When a student is absent, the health office must be called by 9:00 am. The health office number is 847-400-8908.

Voicemail is available outside of school hours to receive notices of absent students. A child is not permitted to leave school during school hours without being picked up in the office by their parent or a designated adult. It is also helpful for parents to arrange medical and dental appointments before or after school hours. When this is not possible, a note should be sent with the student to be delivered to the health office by 8:35 am. Parents may prefer to call the health office at least one day in advance to inform the school nurse of an appointment.

Messages to students from the office are transmitted only in emergency situations. Communication to students, including texts or calls to their personal cell phones, during the school day is a disruption to the learning environment.

COMMUNICATION WITH TEACHERS

Parents may communicate with teachers through phone or email. Phone numbers and email addresses can be found on the Maple website. Teachers may be available to talk with parents during pre-arranged times and before/after school.

Parents will have access to their student's PowerSchool Portal. PowerSchool is the student information system which is used to record and track student records, grades and attendance. Information will be sent to parents when the Parent Portal becomes available.

We encourage parents not to wait for report cards or parent-teacher conferences to dialogue with teachers about their child's progress.

Maple School personnel use a variety of other sources to communicate with parents, including the following:

- Report cards with grades and comments approximately every nine weeks
- Interim Progress Report Reminder published in the Maple Marquee
- Curriculum Night
- Parent-teacher conferences twice a year
- The weekly Maple Marquee
- The District's automated phone message delivery system

STUDENT SUPPORT SERVICES

SCHOOL PSYCHOLOGISTS

School Psychologists are available as a resource to students and their families. If academic, social, or emotional needs arise, students are encouraged to contact one of these individuals. If a student desires to visit one of the psychologists, appointments can be made by visiting the main office or emailing the psychologist(s) directly.

SCHOOL NURSE

A school nurse is available to assist students throughout the school day. The nurse will report any significant student illness to the parent as soon as possible. Students wishing to see the school nurse should first report to their assigned class unless there is an emergency. Students are not allowed to carry medication of any kind while in school. The only exception is for students who may self-administer an inhaler with a signed parent authorization on file in the health office. Medication must be brought to school in a labeled container that indicates dosage and time of administration and kept in the health office. Before any medication is dispensed, a doctor's prescription, accompanied by any special school forms, should be submitted to the school.

Non-prescriptive medication will be administered only by the school nurse or administrator with written parent permission. In each case that medication is required, parents will be contacted by the school nurse. Cough drops will not be given without parent permission.

MAPLE LUNCH PROGRAM

LUNCH EXPECTATIONS

All students eat lunch in school. Students may bring their own lunches, or they may purchase lunch from Quest Food Service. Students are not allowed to order food to be delivered to school during their lunch hour. Students should NOT ask parents to deliver food for entire lunch table(s). Parents are NOT to bring in food for birthday celebrations. Students are expected to remain in their seats while eating and follow rules established by the lunchroom supervisors. Each student is responsible for maintaining a clean eating area by ensuring that all garbage is removed and recycled from the tables and floor.

Parents may deposit money in a student's "Mealtime" account, which is outlined in the District 30 ePacket information. Cash will also be accepted.

PTO SPECIAL LUNCH DAYS

The PTO sells ice cream treats at lunch once a month. Students may pay cash each time or purchase coupons from the PTO. Students may not use their Quest account to purchase ice cream or Special Lunches. There are special, pre-ordered food days sponsored by the PTO. The PTO provides special (pre-paid) lunch once a month.

MAPLE TRANSPORTATION

BUS SERVICES INFORMATION

Beginning on the first day of school, buses WILL be in operation for arrivals and departures. Students should report to the bus stop early during the first few school days. Buses will depart from Maple no earlier than 3:45 pm after all riders have boarded the buses. Buses will arrive and depart from the bus lane near the Cafetorium/LMC. Bus passes will not be required during the first couple of weeks. First Student Transportation mails registration materials, including a fee schedule for AM and PM Activity Routes, directly to your home. If you have any questions or concerns, please contact First Student at 847-724-7200.

The 4:45 pm Activity Bus will begin on the very first day of school. All students who are involved in an after-school activity and have a bus pass are entitled to ride the Activity Bus. If a student doesn't ride the regular bus, they may purchase an "Activity Bus Only" pass from First Student Transportation. The 4:45 pm Activity Bus operates Monday through Friday.

STUDENT EXPECTATIONS

STUDENT BEHAVIOR EXPECTATIONS

Maple's Student Behavior Expectations have been created to foster and maintain a positive learning environment. Parents are also expected to be aware of our school expectations regarding student behavior. All students should participate in making our school a safe, positive place for everyone.

Students expectations:

- Follow the six pillars of Character Counts!: Trustworthiness, Respect, Responsibility, Fairness, Caring & Citizenship.
- Respect themselves, others, and the learning environment
- Act with kindness
- Be on time and prepared for class
- Exhibit conduct that allows the teacher and other students to engage in learning
- Responsibly care for all books, iPads, and materials
- Keep all areas clean and neat
- Have a pass in their possession when in the hall during a class period

Student conduct NOT acceptable at Maple School:

- Failure to follow directions and/or comply with requests from staff
- Use of obscene language
- Use of non-school related electronic devices during the school day without permission

- Wearing clothes that are distracting to the educational process
- Gum chewing
- Opening any outside doors to anyone during the school day
- Theft or vandalism directed toward the school or private property
- Gambling
- Smoking, vaping, and/or possession of any smoking materials, alcohol, or nonprescription drugs
- Possession of firecrackers, smoke bombs, odor bombs, or other explosive materials
- Possession of firearms, knives or other items considered weapons, including look-alikes

The above guidelines also apply to all school activities that are directly sponsored by the school (for example: educational trips, athletic events, parties, etc.).

BULLYING

Any form of bullying will not be tolerated at Maple School. Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property
- Causing a substantially detrimental effect on the student's or students' physical or mental health
- Substantially interfering with the student's or students' academic performance
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic/photo-electronic systems, or photo-optical systems, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Managers or any staff member. Anonymous reports are also accepted.

District Complaint Manager:

Maple Middle School Principal - Dr. Nathan Carter
2370 Shermer Road, Northbrook, IL 60062
847-400-8905

HOMEWORK EXPECTATIONS

The type, frequency, and quantity of homework will be based upon the needs and capacities of the students as determined by each teacher. If students are unable to complete a homework assignment, they should report to the teacher as soon as possible and explain the circumstances concerning the incomplete assignment. Each child will spend varying amounts of time completing homework based on their organizational skills, academic abilities, study habits, and personal responsibilities outside of the school day. As students progress through grade levels, the amount of time spent on homework is expected to increase. On average, students should expect the following amount of nightly homework at each grade level: 6th grade 1.5 hours, 7th grade 1.5 - 2 hours, and 8th grade 2 - 2.5 hours.

If students are absent, information can be found on teachers' websites. Students are expected to communicate with their teachers about any missed assignments.

ATTENDANCE

Students are expected to attend school every day. If a student is chronically absent, a parent meeting may be required.

TARDINESS TO SCHOOL AND THROUGHOUT THE SCHOOL DAY

If a student arrives after the 8:35 am bell a parent should call the office and inform them of the reason for the tardiness in order for it to be considered excused. Three unexcused tardies within a quarter will result in a detention. Appointments are counted as excused tardies. When students are reporting late to school, they must first report to the main office and obtain a hall pass before going to class.

DRESS - PERSONAL APPEARANCE - VALUABLES

Dress should not disrupt the educational process or interfere with the maintenance of a positive teaching/learning environment. School officials may regulate dress when such presents a health or safety hazard or substantially disrupts the educational process. Hats should be removed prior to entering the building. Undergarments should not be revealed. Students must refrain from baring midribs. Clothing that may have obscene/drug/alcohol/gang related messages are not to be worn in school. Clothing that is deemed inappropriate for school will be discussed with the student and/or his or her parent(s). Students may be asked to change clothes.

Students participating in school educational trips should dress appropriately for the activity. Teachers will inform students of expectations that need to be followed for these out-of-school activities. Students not dressed appropriately may be asked to change or not allowed on the school educational trip.

Students are discouraged from wearing expensive jewelry. In the interest of school safety, all jewelry must be removed prior to students' participation in athletic programs and physical education classes. Items that are removed must be locked in their locker.

DETENTIONS

Detentions may be given for violating school or teacher expectations. Detentions should be served on the day they are scheduled. In the case of student absence, detentions are served upon the student's next day of attendance. Detentions take precedence over all extra curricular activities. Parents may direct any request to change the detention date to the Assistant Principal. The student will have the parent sign the original copy and return it to the teacher supervising the detention. Failure to report for a detention will result in serving the original detention and an additional detention.

Detentions for inappropriate behavior are served on Tuesdays and Thursdays from 3:40 pm through 4:10 pm. Students are expected to sit silently and complete a reflection sheet. Students may complete assignments only if indicated by the teacher issuing the detention. All school rules apply in the detention room. Students who do not follow the detention rules will be assigned an additional detention. Detentions may, at times, be assigned during lunch/recess periods.

SUSPENSIONS

Students violating school rules may be detained during non-school hours, suspended in school, suspended from school, suspended from riding the bus, placed on probation, or otherwise disciplined.

Students have the right to due process in all discipline situations in which they are involved, including suspensions. Teachers have the right to exclude a child from the classroom for gross disobedience or misconduct. At the time of suspension, students will be given oral or written notice and an opportunity to respond. A phone call will be made immediately to notify parents. A suspension letter explaining the reason for the action will be mailed and a copy will be given to the superintendent.

ASSIGNMENT NOTEBOOK

At the start of each school year, students are issued an assignment notebook. Students are encouraged to bring their Maple assignment notebook to each class every day. The replacement cost for an assignment notebook is \$6.00.

TECHNOLOGY

Students are not allowed to bring personal computers, electronic games, radios, iPods, MP3 players, or recording devices unless these items are directly related to a class activity. Prior teacher approval should be sought before these items are brought to class. Students are encouraged to mark all personal belongings. Smart watches should not be used inappropriately during class. Students assume full responsibility for the safety and security of personal items that they bring to school.

DISTRICT SUPPLIED TECHNOLOGY

Students should follow all expectations listed in the Authorized Use Policy (AUP) and IPAD handbooks which are found on our District 30 website. Violations may result in a loss of privileges including discontinued use and legal ramifications.

TELEPHONE/CELL PHONES

The office telephone is available to be used by students for important reasons. Cell phones can only be used or displayed before or after school hours. Cell phones should be turned off during school hours and stored in lockers. Students are not to carry cell phones on their person. Students may use cell phones during the school day if given permission from staff.

LOCKERS/BACKPACKS

Each student is assigned two lockers. One locker is located near the grade level wing while the other locker is located in the gym locker room. Students are required to purchase locks from the school office. Students should not share their combinations with anyone. Though the student lock combinations are confidential, the lockers are the property of the school. Lockers, backpacks and other materials maintained or stored on school property may be subject to reasonable searches. Parents will be informed if and when a search is warranted. Backpacks should be stored in lockers during the school day.

BICYCLES, SKATEBOARDS AND ROLLERBLADES

Bicycles, skateboards, hoverboards, motorized bikes, and rollerblades are not to be ridden on school property. Bike racks are provided on school grounds and students, while in school, are expected to lock their bikes. Northbrook Village ordinance requires all children under the age of 16 to wear helmets when riding a bicycle. (See article: [Chicago Tribune/Northbrook Ordinance](#)). Skateboards and rollerblades must be carried while on school property and stored in the student's hall locker during the school day. Skateboards are not allowed on the bus.

***Nothing in this Student Expectation Section shall supercede Northbrook/Glenview School District 30 Discipline-Student Behavior Section 715.01.**

EXTRA CURRICULAR ACTIVITIES

Students are encouraged to become involved in Maple's numerous after school activities. Some of the available activities are listed below. This non-inclusive list may be subject to change.

ACTIVITIES/CLUBS

Yearbook	Student Council	Intramurals	Sci-Fi Club	Orchestra
Choir	LMC Club	Musical	Art Club	International Club
Math Team	Debate	Band	Scholastic Bowl	Science Team
Digital-Photography/ Cinematography	Service Learning	Intramurals	Fitness	Peer Partners

INTERSCHOLASTIC ACTIVITIES

FALL	WINTER	SPRING
Cross Country	Poms	Softball
Soccer - 7 th / 8 th grades only	Basketball	Track
Girls Volleyball	Wrestling	
	Boys Volleyball	

Students participating in the interscholastic program are required to have a physical examination and a signed parent permission form prior to their participation. Physical examinations must be on file throughout the course of the sport season, reflecting that the physical has been administered within one year of the full season. For students to participate in athletic activities, they must meet minimum behavioral and academic standards:

- If a student is excused from physical education class on a particular day because they were unprepared or were medically excused by a physician or parent, the student may not participate in the athletic activities on that day.
- Students who have Ds or Fs on their report card or as a current class average, will not be eligible to participate until they are performing at satisfactory levels in all classes. The Assistant Principal will establish whether the student will be reinstated.

- If a student is unable to attend five class periods, excluding lunch, on a particular day, they will not be permitted to participate in any school activity program unless special arrangements have been approved by the Assistant Principal/Principal. There is a Student Athlete Handbook available which describes in greater detail the interscholastic sports program.

CONCUSSIONS

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious.

You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Please contact the Maple School nurse at 847-400-8908 if your child has been diagnosed with a concussion. You should also inform your child's coach if you think that your child may have a concussion.

STUDENT AWARDS

The Maple Staff strives to recognize student achievement for both individual and group efforts. Students are recognized for a variety of reasons and in all areas of the school program. At Maple School, we recognize student achievement in various ways throughout the school year.

TRIMESTER AWARDS

- Academic Recognition: Honor Recognition is designated for students who achieve a grade point average between 3.4 and 3.59. Students who achieve a grade point average between 3.6 and 4.0 receive Outstanding Achiever recognition. These recognitions are denoted on the student's report card.
- Team Mustang Award: Team teachers present this award to students who have demonstrated the six pillars of Character Counts! throughout the quarter.
- Maple Leaf Recognition Award: This is an ongoing award given throughout the year to students who demonstrate strong character and commitment to the culture and climate at Maple School.

EXTRA-CURRICULAR AWARDS

- Athletic Awards: Coaches and team sponsors present individual and team awards at the conclusion of each athletic season.
- Musical Participation Certificate: Musical directors and sponsors present individual awards at the conclusion of the musical.

END-OF-YEAR AWARDS

- Academic: Language Arts, Reading-Rebecca Caudill, Social Studies, Math and Science Awards
- Student Council: Sponsors recognize the Student Council Board Members
- Athletic: P.E. Student of the Year, Juno Choi Volleyball Award, Lew Blond Wrestling Award and Intramural Awards
- Fine Arts: Laura Brinkworth Musical Award, Band/Orchestra/Choir Awards, Harley Fields Band Award and Piano Concerto Recognition
- Special Awards: Ms. Lillian Tso Chen ESL Award, Grade Level Team Awards and Greatest Growth Award (6th and 7th Grades)
- 8th Grade Graduation Awards

8th GRADE GRADUATION AWARDS

- American Legion Award: This award recognizes two students who demonstrate courage, honor, leadership, scholarship, service, and patriotism while maintaining at least a “B” average.
- Christa McAuliffe Award: This award is presented to eighth grade students who have demonstrated the greatest growth throughout their years at Maple School including academic, athletic and/or personal growth.
- Dr. Theodore Kamatos Scholastic Achievement Award (for Class of 2020 and 2021 only): Students who have achieved a 4.0 grade point average throughout middle school are presented with this award.

- President's Award for Educational Achievement: This award, sponsored by the U.S. Department of Education, and given at the discretion of the principal, recognizes students who show educational growth, improvement, commitment or intellectual commitment to academic subjects.
- President's Award for Educational Excellence: This award, sponsored by the U.S. Department of Education, is given to eighth grade students who have attained a cumulative grade point average of 3.75 for grades six, seven, and the first and second trimesters of eighth grade and also score in the (85%) national percentile in both math and reading on their most recent nationally-normed standardized assessment.
- Dr. Edward Tivador Kindness Award: Nominated and voted upon by Maple School staff members. A student(s) is recognized for their kindness using the following criteria: a student(s) who possess generosity, gentleness, genuine friendship, compassion towards others and warmth of human interaction. A student(s) could be recognized by their efforts during eighth grade OR throughout their entire enrollment at Maple School.

HIGH SCHOOL PLACEMENT

During November, teachers complete a Student Course Recommendation Sheet for high school placement. The information given to the high school provides four types of information:

- First trimester grades
- Present grouping levels
- An evaluation of a student's study habits for the subject areas of English, Mathematics, Science, Social Studies and World Language
- The levels of instructional support provided to a student under an Individualized Education Plan (IEP), as well as projected assistance that might be required in high school
- A description of MTSS (Multi-Tiered System of Supports) services
- Social/emotional functioning and the outcomes of educational interventions

Maple staff will make recommendations for appropriate placement for your child. **Final assignment for placement into the classes is the responsibility of the high school staff.** Placement is based upon the student's test scores, eighth grade teacher recommendations, past performance, and study skills. High School orientation sessions are offered, at which time, parents will be provided the opportunity to have individual questions answered. Placement decisions will be emailed to parents.

By June 30, your child's records will be sent to the high school. Parents have the right to inspect, copy, or challenge the records of their child. To exercise this right, please contact the Maple School office by the end of the school year. For students who have received Special Education services, parents may request a special services record review by contacting the Director of Student Services. Parents should feel free to also contact the high school after July 1st to obtain copies of records.

FREQUENTLY ASKED QUESTIONS

What if my child is upset about another student's behavior toward them?

The acts of bullying, cyberbullying, intimidation, and sexual harassment will not be tolerated at Maple School. Any indication of this behavior will result in consequences. Children who feel they are being treated in an inappropriate fashion MUST report this to the teacher, psychologist, assistant principal, or principal. It may even be necessary to involve the police. We are all here to help children learn in a safe environment.

Can a student bring a cell phone to school?

The office telephone is available to be used by students. Telephone calls should be made only for important communication. Cell phones can ONLY be used or displayed before school or after school hours. Students' cell phones must be turned off during school hours and stored in their lockers.

What if I need to drop off my child before the school day begins?

Students may be dropped off between 7:45 am and 8:35 am through the Front Entrance or Band/Orchestra/Choir Entrance. Students with a teacher issued pass may go directly to their appointment, the library or the cafeteria.

What if I need to drop off something for my student during the school day?

Any items, including iPads, dropped off in the office for a student should have the student's name and grade on them. Students should check in with their teacher and then come to the office to see if forgotten items were dropped off. Students are also welcome to make a phone call from the office phone to request items to be dropped off that day.

Before lunch—items will be brought down to the lunchroom during the student's lunch period to be given to the student. After lunch—items will remain in the office until students check into their classroom and then come to the office to collect those belongings.

Items not picked up by a student by the end of the school day will remain in the office until the next day's lunch period for delivery to the student.

When is the Library Media Center available to students?

It is open each day at 8:05 am daily and closes at 4:45 pm (Monday through Thursday).

What do I do if my student lost something at school?

The lost and found is maintained in the main office along with valuable items such as watches, eyeglasses, and jewelry. Any materials left at the end of each quarter will be donated.

Can guests and visitors come to school?

In general, friends and relatives of Maple School students who reside in the Chicagoland area are not provided visitor passes. Exceptions may be granted for one day for out of town guests. In these cases, the Maple student must do the following:

- Request permission from the principal at least three days before the visit. A visitor's request form, available in the office, should be completed and returned to the assistant principal.
- The visitor should have a note from his/her parent giving permission to visit Maple School.
- The student must bring the visitor to the office prior to 8:35 am and obtain a visitor's badge. The visitor's badge must be displayed at all times.
- The student will introduce the visitor to his/her teachers at the start of each period.

What if we don't have a computer at home?

The Library Media Center opens each day at 8:05 am. It is also open after school until 4:45 pm Monday through Thursday. Your student will adhere to the *District 30 Authorized Use Policy* and the *iPad Handbook*. If a student visits an inappropriate website or violates the AUP, then they will have their computer privileges suspended at school.

What if I need to take my student out of school for an appointment?

Notify the health office at 847-400-8908 no later than the morning of the planned appointment about this appointment in one of three ways:

- Have your student bring a note from a parent to the health office before school starts at 8:35 am. It would be helpful to include the reason the student will be out of school, what time the student is to be picked up in the main office for sign out for the appointment, and if the student is expected to return to school that day.
- Call the nurse directly before 9:00 am with all of the above information.
- Leave a message on the health office answering machine. Leave the detailed message at any time after 3:35 pm and before 8:35 am. An authorized adult must come into the school or attendance office to sign out a student. No children are allowed to leave the building unescorted.

Is there a selection process for being involved in some of the activities?

Yes, for many of the activities such as interscholastic teams, the jazz band, roles in the school musical, Peer Partners, Snowflake facilitators, and *Navigate* classification. In each instance, there are guidelines or a specific standard to follow for the final selection.

Over the past years, we have had many conversations about the announcement of teams. In each case, we recognized that it is very disappointing to students who tryout for various teams, roles or responsibilities and are not selected. By addressing this situation, we have established a way to announce the tryout/selection results in the most caring and considerate fashion. We ask parents to support their children in taking risks and to help teach children learn how to cope with success and disappointment and the life lessons that are learned.

How can I, as a parent, be more involved at Maple school?

Sixth grade parents are invited to apply to serve on our Maple Parent/Teacher Advisory Council. The Parent/Teacher Advisory Council (PTAC) has been created and designed to engage our learning community in discussion and dialogue about the education of our students. The PTAC focuses on topics regarding the school's curriculum, programming, procedures and any other areas that may impact our students and their learning environment. Additionally, the Parent/Teacher Advisory Council will review and explore educational research and best practices relative to Maple School and the middle-level child. The members of the Maple Parent/Teacher Advisory Council will be a well-informed group in

order to provide support and guidance for our learning community during the school year.

Each year, Maple sponsors a Career Education Day. We invite members of the Maple and District 30 community to Maple on our Career Day and we encourage students to discover the world of work through the eyes of these professionals who share aspects of their career with our students.

The seventh grade students attend Operation Snowflake, which is designed for students to participate in a program focused on drug and alcohol decision-making. Parents can be involved with the parent committee by serving breakfast, lunch, or attending the parent sessions.

Our PTO invites your support and participation in this organization. Volunteer opportunities are available. You may contact this year's Co-Presidents if you wish to explore the volunteer opportunities available. The PTO Co-Presidents receive mail at MaplePTO@district30.org. Parents are also invited to attend the PTO meetings at Maple.

ADDITIONAL RESOURCES FOR PARENTS

- Assignment Notebook
- Student Athletic Handbook
- Maple Marquee*
- Northbrook-Glenview District #30 Website
- Maple School Website
- Teacher Websites

Updated: July 2019