

**MSD OF WAYNE TOWNSHIP
2018-2019 School Calendar**

Tuesday, July 24.....Teacher Workday (District Staff Development, No students)
Wednesday, July 25.....Teacher Workday (District Staff Development, No students)
Thursday, July 26.....Pre-K, Preschool, Grades K-12 Students Full Day
Monday, September 3.....Labor Day (No School)
Friday, October 5.....END OF FIRST GRADING PERIOD (46 Days)
Monday, October 8.....BEGINNING OF SECOND GRADING PERIOD
Week of Oct. 8 – Oct. 12.....Parent/Teacher Conferences
Mon, Oct. 15 – Fri, Oct 26... Pre-K, Preschool, Grades K-12 Fall Recess (No School)
Tuesday, November 6..... Staff Development Day (No Students)
Wed-Fri, Nov 21-23..... Thanksgiving Recess (No School)
Friday, December 21..... END OF FIRST SEMESTER (92 Days)
Mon, Dec 24-Fri, Jan 4..... Winter Recess (No School)
Monday, January 7..... Staff Returns from Winter Recess (Building Staff Development,
(No Students)
Tuesday, January 8..... Pre-K, Preschool, Grades K-12 Return from Winter Recess
SECOND SEMESTER BEGINS
Monday, January 21..... Dr. Martin Luther King, Jr. Day (No School)
Monday, February 18..... President’s Day (No School)
Friday, March 8..... END OF THIRD GRADING PERIOD (42 Days)
Mon, Mar 25-Fri, Apr 5.... Spring Recess (No School)
Monday, May 27..... Memorial Day (No School)
Thursday, May 30..... END OF SECOND SEMESTER (Pre-K – Grade 11 Last Day)
(90 Days)
Friday, May 31..... LAST DAY OF SCHOOL (Teacher Workday, No Students)

**Maplewood Elementary
1643 Dunlap Ave
Indianapolis, IN 46241
317-988-6600**



Maplewood Elementary
Maplewood Hornets have POWER
because we STOP and Think!

**Student Handbook
2018-2019**

**Mrs. Moira Clark, Principal
Ms. Julie Moore, Assistant Principal**

Note - Possible make-up days will occur in the following order if cancellation of school occurs 5 or more days prior to the possible make-up day:

January 21 - Martin Luther King Jr. Holiday
February 18 - President’s Day
May 27 - Memorial Day
May 31 - Last Day of School

Board Approved 2/6/2017

Maplewood Elementary School
1643 S. Dunlap Ave.
Indianapolis, Indiana 46241
(317) 988-6600

Mrs. Moira D. Clark
Principal

Ms. Julie Moore
Assistant Principal

Dear Maplewood Families,

It is the time of year again when we all get excited about the beginning of the school year. The Maplewood staff would like to welcome all of you to what we are sure will be an outstanding school year. Our main goal is to provide quality education for your child. It is vital that home and school have a collaborative relationship and open lines of communication. Learning occurs when the school, the family, and the student work together. The teachers and staff members at Maplewood are committed to doing their part to achieve success for each child.

There are many ways to be involved in the education of your child. One way is to support school activities and functions. Joining the PTO, serving as a HOSTS Mentor, or volunteering at school are all ways to support Maplewood Elementary. The PTO sponsors a variety of activities that need volunteers. HOSTS stands for "Helping One Student to Succeed". It is a mentoring/tutoring program designed to help struggling readers. We encourage you to have lunch with your child, assist the teacher and children as a volunteer, and attend special activities.

Like an athlete or musician, extra practice is needed to be the best you can be. While the teachers focus on reading comprehension, writing, basic math facts, and problem solving in the classroom each day, you can help by reading with your child each night, going to the library, and checking homework. Ask questions about what your child is doing in class and discuss what they are experiencing at school. You can practice math facts with flash cards, timed tests, and orally. Practice makes perfect!

Your child attends a great school. The staff is dedicated, the parents are supportive, and the students are active learners. Communication is the key to a successful working relationship between home and school. Please do not hesitate to call or arrange a visit. We look forward to working with you and your child this year.

Sincerely,
Mrs. Moira D. Clark
Principal

Consequence Options for ...4th Incident Report

- Denied privilege of bus use until parent initiates a conference with the Transportation Department. The parent and the student must be willing to demonstrate, by improved behavior, that the student is ready to obey the rules.
- The Transportation Department, in conjunction with the building level administrator, will decide when the student may resume bus use or if other measures should be taken.
- A written acknowledgement and an apology to the driver will be made by the student when appropriate.

Consequences Options for ...5th Incident Report

- Denied privilege of bus use for the remainder of the year.
- Out-of-School Suspension

Note: All students are subject to the rules and regulations of the MSD Wayne Township. Administrators have the option of using one of the options listed above or using other appropriate disciplinary action.

CAR RIDERS

Car Rider drop-off and pick-up is in the south parking lot from 7:15–7:30 AM. Enter the south parking lot from Minnesota St. Keep your position in the line while loading or unloading children. During arrival, students are asked to exit their cars when the car is parallel to the sidewalk. Parents may also park and walk their child to the door. After 7:30, students are to be brought to the front door to enter the building.

Every car is assigned a numbered card for dismissal. Parents are to give the number to school staff before your children will be released. Children will not be allowed to walk through parked cars or cross a busy street for their dismissal.

WALKERS

If your student is a walker, they are to enter the school in the morning at the main entrance. At dismissal they will be escorted across Dunlap Ave and to the boundary of the school property at Phillips Drive.

TRANSPORTATION

Riding the school bus is a privilege and not a right. This privilege must continually be earned by the students. Those students choosing to misbehave have decided to forfeit this privilege of riding the school bus. The building administrator or designee has the authority to revoke this privilege from those who continually disobey the rules. The bus is an extension of the classroom and your full cooperation is needed in order to ensure student safety and well being.

Parents are encouraged to download the **Here's the Bus** app to track their child's buses daily route.

BUILDING LEVEL PLAN FOR HANDLING BUS INCIDENT REPORTS

If your student receives an Incident Report for misconduct on the bus, they may receive an Incident Report explaining the misbehavior that was witnessed by the bus driver. Upon receipt of the Incident Report by an administrator, some consequences may be put into effect.

Consequence Options for ...1st Incident Report

- Student written acknowledgement and apology to driver and others as appropriate
- Detention
- Loss of at school privileges (Administrative decision)
- Assigned to another bus stop (Transportation Department approved)

Consequence Options for ...2nd Incident Report

- Denied privilege of bus use until a parent conference, or
- Denied privilege of bus use for two (2) to five (5) days

Consequence Options for ...3rd Incident Report

- Denied privilege of bus use until parent/student conference with transportation personnel present. Building administration will initiate the meeting. Further action will be cooperatively determined by the building-level administration and transportation.
- A written acknowledgement and an apology to the driver and/ others will be made by the student when appropriate.

Maplewood Elementary School
1643 Dunlap Ave
Indianapolis, IN 46241

School Office
988-6600

FAX
988-6699

24 HR Absence Voicemail
988-6650

Nurse
988-6686

Cafeteria Manager
988-6687

Bus Transportation
988-6375

Website
www.wayne.k12.in.us

STUDENT HANDBOOK
2018-2019
MSD of Wayne Township District Mission

Vision

We are Wayne!

Schools and Communities Focused on Every Learner - Child through Adulthood, Achieving Excellence Every Day in Every Way

Mission

To provide multiple pathways for learning that meet or exceed the present and future goals and aspirations of our community in partnership as students, school staff, parents, civic groups, business owners, government, faith-based organizations, community members at large and others

Beliefs

- Everyone can learn and will learn more than he or she does now when engaged in compelling, high quality work (school, vocation or avocation).
- All learners (children through life-long adulthood) need options for success in a rapidly changing society.

- Our schools and community support what is necessary for future learner successes.
- The members of our schools and community who thrive the most are those who continually improve their knowledge, skills and concern for effective learning and relationships, and model that to others.
- We learn best in safe, orderly, caring and democratic environments with adequate, essential resources.

Strategies

- Create greater access to learning for all, primarily for preschool children and students but extended throughout adulthood
- Build community by engaging individuals, learners and organizations at all levels
- Market Wayne to residents and learners using both engagement and media

The three strategies are interconnected by a vision of schools and community focused on learners in every part of life. At the core of the three strategies is student success—child through lifelong adulthood!

MAPLEWOOD MISSION STATEMENT

The Staff and Administration of Maplewood Elementary are dedicated to achieving and maintaining:

- A safe, orderly and non-threatening environment that is developmentally appropriate and organized for optimum achievement;
- Effective two-way communication that assists and encourages parents to play an active role in monitoring and supporting the academic achievement of their children;
- Focus on leadership and life skills that help students learn to work together with others in a cooperative effort, to appreciate the contributions and worth of other cultures and to accept individual differences;
- Development of creative, critical thinking and problem solving skills necessary for the twenty-first century.

SKYWARD

Student information can be found on Skyward. Parents have access to Skyward from the Wayne Township website.

FIELD TRIPS

Field trips are part of the school curriculum. Students must have a signed parent permission slip and pay any requested fee in order to attend. The signed form must be turned in before the day of the trip. Parents may be asked by the teacher to chaperone field trips. In addition, a teacher may request that a parent attend to supervise their child for his/her safety. In both cases, a background check must be completed. Official forms are available from the school office. Siblings may not accompany the parent on the trip. School board policies and school procedures will be followed by students, parents, chaperones, and teachers on all field trips. For a field trip that extends past the normal school hours, there will be an additional form to complete if your child has a health issue. This provides the needed information for chaperones so they can be aware if medication will need to be taken while on the field trip.

LIBRARY AND CLASSROOM BOOKS

Library books are the property of Wayne Township. They should be used with care and returned to the Media Center or classroom in good condition. It is not acceptable for students to loan books to others. Parents/guardians are responsible for their student's books, and will be charged for books which are lost, stolen, or damaged beyond use.

CHROME BOOKS

Students in Grades, 3, 4, 5, and 6 will be issued a Chrome Book. This is the property of the district and any damage to the Chrome Book is paid by families. Insurance is also available. Chrome Books are used daily for academic instruction. Students must follow the accepted us policy when using the Chrome Books.

EMERGENCY DRILLS

Emergency drills are necessary for the safety of the students, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he/she may be. Specific information is posted in each area. Order, safety, and speed are essential during these drills.

Fire Drills:

All students and faculty exit the school quickly and safely. Fire drills are conducted every month of the year.

Tornado Drills:

All students and faculty move to a ground floor interior room or hallway. Tornado drills are practiced twice each semester.

Lockdown Drills:

Hallways and common areas are cleared. Lockdown drills are practiced once each semester.

Earthquake Drills: All students take cover under a desk or table. Once a signal is given, students evacuate the building.

HOSTS TUTORING PROGRAM

The MSD of Wayne Township's HOSTS program (Helping One Student To Succeed) is a structured, mentoring program that provides early intervention for students who need help in reading. HOSTS is a 30-minute tutoring session that targets 2nd and 3rd grade students. HOSTS mentors work with students on comprehension, vocabulary, and reading skills. Our HOSTS facilitator prepares the lessons and monitors daily mentoring sessions. Parents can volunteer by contacting the HOSTS facilitator, attending a training session, and completing a background check. If you are interested, please call 988-6629.

SCHOOL DAY AND ARRIVAL TIME

The student's day begins at 7:30 a.m. and ends at 2:20 p.m. on Monday through Friday. Our Pre-Kindergarten classes convene at 8:30 a.m. and dismiss at 2:00 p.m.. It is important that parents be on time when picking up or dropping off their child. Students are not allowed to be in the building before the busses arrive. Due to the unavailability of assigned supervisory personnel, students walking or dropped off at the school will not be allowed in the school building before 7:15 a.m. and only in designated areas. Car rider drop off is at the south side of the building. **Drop off time begins at 7:15 AM and ends at 7:30 AM.** We ask that you let your child exit your vehicle as soon as you turn the corner and are parallel to the sidewalk. Maplewood staff will supervise them as they walk down the sidewalk and enter the building. For the safety of our students, please do not leave your child unattended at the south doors before 7:15 AM. If you arrive after 7:35 AM, you will be directed to the front of the building where a parent will need to check in at the office.

INCLEMENT WEATHER AND SCHOOL CLOSING

In the event of severe weather, snow, ice, fog, low temperatures or mechanical failure or early dismissal, the official closing of school will be announced over local radio and television stations and the Internet www.wayne.k12.in.us. **PLEASE DO NOT CALL THE SCHOOL OR ADMINISTRATIVE OFFICES.**

ENROLLMENT

The policy for enrollment, which follows state guidelines, is as follows:

1. Children entering Kindergarten must be five (5) years of age on or before August 1.
2. Parents/Guardians must be legal residents of the MSD Wayne Township or be granted an Out of District School Transfer approval.
3. Parents/Guardians shall submit the following documents:
 - Birth Certificate
 - Current immunization records
 - Two (2) proofs of residency
 - Custody papers, if appropriate
4. Parents will need to be able to show a valid picture ID for proof of legal guardianship.

**STUDENT ATTENDANCE/ABSENCE
ATTENDANCE POLICY**

Attendance is critical to the success of your child in school. All children are expected to be in attendance each day unless they are ill.

The school day is divided into two parts; AM and PM. Students should be counted in attendance for 1/2 day if they attend a portion of the morning or afternoon. If students arrive in the AM before the 1/2 day time limit (11 AM), they are counted for a full attendance day. The same applies if a student leaves school early. Students who are picked up early must be checked out through the front office. A photo identification will be required to check out students.

EXCUSED ABSENCES

- Personal illness (3 or more consecutive days requires documented medical or dental appointments)
- Hospitalizations
- Bereavement
- Service as a page during state legislature sessions
- Religious holiday

Please be advised that even though the state provides the above excused absences, student absences **do** count against the student and the school.

When a student is ill, a phone call from the parent/guardian is required by 9:00 a.m. of that day. A 24 hour absence voicemail line is also available at **988-6650**. If a child becomes ill or injured during the school day, the parent/guardian will be notified by the school nurse. Missed schoolwork will be given to the student when they return to school following the absence. When a student has accumulated 10 excused absences, he/she is considered excessively absent. Any further absence requires a doctor's statement.

ATTENDANCE AWARDS

If a student attends every day that school is in session and is present for every minute of every session (no tardies or early releases), he/she shall be awarded a PERFECT ATTENDANCE AWARD. A student will qualify for an OUTSTANDING ATTENDANCE AWARD if he/she has no more than a total of 6 tardies or early release days for the year.

Notification of Parents

School staff will notify the parents of involved students. The parents might be asked to meet with the principal or other members of the school staff, including the student's teacher and/or the school counselor.

Resolution with the Target of the Bullying

The student may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.

Referral to Professional School Support Staff

The student may meet with the school counselor to help prevent future violations.

Detention

The student may serve one or more days of detention during recess, or lose school privileges.

Suspension

In cases of severe or repeated bullying, the student may be suspended under school board policies.

**PARENTS and STUDENTS: Sign the parent/student contract.
Please cut along the dotted line and send the contract portion back to the teacher.**

Maplewood Anti- Bullying Parent/Student Contract

I, _____, promise that I will do my best to keep our school a safe and caring place. This means that I will:

- Treat *everyone* with kindness and respect.
- Resolve disagreements with other students peacefully.
- Never tease, hurt, name-call, or bully another student.
- Refuse to join in if I see someone else being bullied.
- Ask for help from an adult if I am bullied or see someone else being bullied.

Student's Signature

Parent's Signature

Date: _____

Maplewood School Anti-Bullying Contract

The Maplewood School Community is committed to making our school a safe and caring environment for all students. We will treat each other with respect and refuse to accept bullying of any kind.

Bullying is defined as: acts by anyone in the school community by themselves or with others with the intent to harass, ridicule, humiliate, intimidate, or harm someone else. Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl
- Touching or showing private body parts
- Spreading rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone

Students at Maplewood will do the following things to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult.

Teachers and staff at Maplewood will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports using the Four-A-Response process (**A**ffirm Feelings, **A**sk Questions, **A**ssess Safety, and **A**ct by coaching child on what to do in the future).
- Look into all reported bullying incidents.

Violation of the Anti-Bullying Practice

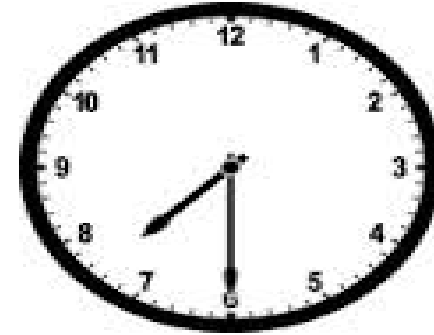
Depending on the severity and nature of the incident, Maplewood will take one or more of the following steps when bullying occurs:

Intervention, Warning, and Redirection

A teacher, principal, or staff member will demand that the immediate behavior stops and reinforce to the student that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and come up with a plan for success, in case they find themselves in a similar situation in the future.

LATE ARRIVAL/TARDINESS TO SCHOOL

Students are tardy after 7:30 AM and are to report to the office to sign-in and receive a tardy pass before going to their classroom. All tardies after 11:00 will be charged with a half day absence.



EXCESSIVE TARDIES

When a child has been tardy 10 times, the parent will receive a letter of notice from the school. If tardies continue to accumulate, the family may be referred to the MSD of Wayne Township Tardy Court. Please avoid Tardy Court by getting your children to school on time every day.

UNEXCUSED ABSENCES

All absences without parent notification or documentation will be counted as unexcused. Maplewood will issue letters to parents when a student has 3, 5, and 8 days of unexcused absences. When 10 days of unexcused absences have accumulated, the student's attendance will be referred by letter to the Marion County Prosecutor's office.

FAMILY VACATIONS

Absences due to family vacations taken during the school year will be counted as unexcused absences. MSD Wayne Township does not encourage students to miss the classroom instruction or assignments, but will work with families to limit hardships on the students. It is requested that parents/guardians notify the school prior to the vacation. All missed assignments must be completed within five (5) school days of the return from the absence.

TEMPORARY WITHDRAWAL FROM SCHOOL

Any student absent from school for non-medical reasons for a period of 10 consecutive school attendance days will be temporarily withdrawn from school from the first day of the absence. Upon their return, the student must be re-enrolled by the parent/guardian

WITHDRAWAL FROM SCHOOL

Parent/Guardians withdrawing students from school should report to the office before withdrawing their child. A refund will be given on book rental and lunch accounts.

EARLY RELEASE

Students are not permitted to leave the school or grounds from the time they arrive in the morning until they are dismissed in the afternoon without specific permission from the school office. Permission will be granted upon the receipt of a note or phone call requesting such action from the parent/guardian. Safety and well being is our first concern for our students. Parents/Guardians are required to sign out in the office all children who are leaving the building during the school day. **This includes students leaving due to illness.**

CHANGE IN DISMISSAL PROCEDURES

If the parent/guardian wishes that their child goes home a different way than to their home or sitter, a note must be written in advance to the teacher and bus driver. The building administrator or designee must receive or approve these changes. **If this procedure is not followed, the student will be sent home in the regular manner.** Changes to a student's transportation home should be made by 2:00 p.m. at **988-6600**.

BIRTHDAY PARTIES AND OTHER CELEBRATIONS

Birthday party celebrations are to be planned in advance with the classroom teacher by parents wishing to bring healthy treats to be passed out at the end of the school day. The school does not allow homemade treats or permit flowers, balloons, etc., to be delivered to students during the school day. Three holiday celebrations are planned during the school year; Fall, Winter, and Valentine's Day.

Level 2: Student will spend a time-out period in another classroom. The teacher and/or student will contact the parent/guardian to explain the reason for the Level 2 referral. Level 2 misbehaviors include:

- Repeated Level 1 offenses
- Not keeping hands, feet, or objects to themselves
- Being untruthful
- Being defiant or refusing to comply
- Inappropriate language
- Aggressive refusal to participate

Level 3: Student will be referred to a Level 3 Case Manager. The Case Manager is responsible for helping the student with amending his/her behavior so he/she can return to the classroom and be successful. The teacher will make contact with the parent/guardian to explain the Level 3 referral and consequences of the misbehavior. Level 3 misbehaviors include:

- Repeated Level 2 offenses
- Defacing or damaging personal or the property of others
- Threats/Harassment

Level 4: Student will be referred to a school administrator. Parents will be notified by the administrator and informed of the student behavior and the consequence. Communication and support between the parent/guardian and the school is essential. Level 4 misbehaviors include:

- Repeated Level 3 offenses
- Fighting/Physical aggression
- Severe threats/harassment
- Leaving the classroom or school building without permission
- Theft
- Weapons or drugs
- Abusive/inappropriate language



SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT

Maplewood's SWPBS plan is a framework for providing proactive and preventative interventions

regarding student behavior at school. It establishes a common language, a set of strategies to reduce classroom interruptions, and social competence. Maplewood staff will explicitly teach desired behavior and focus on procedures that promote positive student behavior.

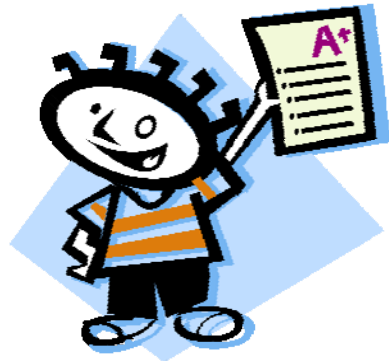
As teachers and staff actively monitor behavior, they will use colored Clip Charts and clothespins to allow students to earn daily behavior POWER points. POWER points will accumulate, and students will be acknowledged for their positive behavior by the school and by classroom teachers. Parents can help by discussing positive behavior and keeping track of daily colors and POWER points earned by their child.

Four Level Student Management Plan

Level 1: Student behavior is handled by the classroom teacher. In the classroom a student will be given a verbal warning before they reach a Level 1. A Level 1 referral could result in a loss of recess time or other classroom privileges. Level 1 misbehaviors include such things as:

- Not following directions the first time given
- Disrespect to staff or other students
- Negative attitude
- Inappropriate language
- Bullying

Awesome! 5 Points	P U R P L E
Great! 4 Points	B L U E
 3 Points	G R E E N
Fi- 2 Points	H I T E
Keep Trying! 1 Point	Y E L L O W
Stop & Think! 0	R E D



REPORTING STUDENT PROGRESS

The grading periods are nine weeks in length, two each semester. The dates for the closing of each grading period are published on the school calendar. Report cards will be distributed within five (5) school days after the end of the grading period.

Grade Level Standards	Scoring Guide	Percent Based	Letter Grade	Description of Achievement Level On the Applicable Standards
		100	A+	The student demonstrates mastery at or above
Exemplary	4	93-99	A	the 90% level on the appropriate
		90-92	A-	state standards
		87-89	B+	The student demonstrates mastery at or above
Proficient	3	83-86	B	the 80% level on the appropriate
		80-82	B-	state standards
		77-79	C+	The student demonstrates mastery at or above
Progressing	2	73-76	C	the 70% level on the appropriate
		70-72	C-	state standards
				The grade of F indicates that the student did
Not Yet Meeting	1	Below	F*	not demonstrate achievement at or above the
		70		70% level on the appropriate state standards

LANGUAGE ASSISTANCE PROGRAM

Students who are learning English as a new language may qualify for our Language Assistance Program (LAP). The school will provide a screening to determine the student's comprehension of the English language. Recommendations for your child's participation in this program is based on the outcome of the assessment and then placement is made accordingly.



PARENT/TEACHER CONFERENCES

Parent conferences for all students are scheduled in the fall; however, individual conferences may be scheduled upon request. Teachers will be available from 2:30 to 3:10 p.m. daily. Contact should be made directly with the teacher involved by letter, note, or phone call with a confirmation of time and place.

HONOR ROLL

The following guidelines will be used to determine Honor Roll.

- First through sixth grade students participate in Honor Roll
- All grades, except handwriting, will be counted toward the Honor Roll. Special class grades will be included when they are assessed at the end of each semester.
- Students receiving all "A's" will be eligible for the "A" Honor Roll.
- Students receiving all "A's & B's" will be eligible for the "A-B" Honor Roll.

Student Health and Clinic Guidelines

Our nurse is responsible for the overall good health of our students. If a student is sent to the clinic and needs to come home, the nurse makes every effort to contact the parent or guardian to have the student picked up. It is imperative that the school has current contact information and health issues on file at all times not only for illness, but for emergency situations.

LUNCH WITH YOUR CHILD

Parents and family members are invited to eat lunch with their student. The bringing in of fast food is **not permitted** for student or visitor. Please be aware that seating in our cafeteria is limited and seating can only be provided for the student and one visitor.

STUDENT CONDUCT AND DISCIPLINE

MSD of Wayne Township abides by all local, state, and national laws regarding discipline and due process. An acceptance of the responsibility for personal acts shall be expected of each student. In most disciplinary actions, the teacher will handle the problem. In the most severe cases, the school administrator or designee may have to consider a school suspension. Please read and discuss the Four Level Student Management Plan and the importance of appropriate behavior with your student. It is our belief that students imitate those who are the most important in their lives and that modeling positive behavior is a powerful tool. Our students are presented daily with these life skills and lifelong guidelines throughout the year:

INTEGRITY: *to act according to what is right and wrong*

INITIATIVE: *to do something because it needs done*

FLEXIBILITY: *to change plans when necessary*

PERSISTENCE: *to continue in spite of difficulties*

ORGANIZATION: *to plan in an orderly way*

SENSE OF HUMOR: *to have fun without hurting others*

EFFORT: *to try your hardest*

COMMON SENSE: *to think it through*

PROBLEM SOLVING: *to seek solutions to difficult situations*

RESPONSIBILITY: *to be accountable for your actions*

PATIENCE: *to wait calmly for someone or something*

FRIENDSHIP: *to make and keep a friend with trust and caring*

CURIOSITY: *a desire to learn about many new things*

COOPERATION: *to work together toward a common goal*

CARING: *to feel concern for others*

Exhibiting and modeling these skills in your home will help to reinforce our efforts at school. It is our intention to continue to

VISITORS AND SCHOOL VISITATIONS

• **SafeVisitor™** software is used in each building to provide a safe environment. **Please make sure you have your I.D. ready to scan upon arrival.** All visitors are asked to enter through the front door and report to the office. Visitors must sign in and receive a guest pass to go beyond the reception area.

• **Classroom Visitation**

Parents are always welcome and may visit at any time. However, an appointment should always be made with the teacher in order to have a conference. By scheduling an appointment to discuss student progress and concerns, we are not disrupting classroom instruction.

SCHOOL BREAKFAST AND LUNCH PROGRAM

The school cafeteria is maintained for the student's nutritional benefit. Breakfast and lunch are served daily to all students at no cost. An individual account is established for students in grade 4 to grade 6 that is maintained by our cafeteria manager for the purchase of extra items at lunch. Deposits to a student's account may be made daily, weekly, or monthly. Parents/Guardians are notified by an automated calling system when accounts become low or in the negative. Questions regarding our breakfast or lunch program may be directed to our cafeteria manager, Jessica Dolzall, at **988-6687**.

Student Breakfast	FREE
Adult Breakfast	\$1.75
Student Lunch	FREE
Adult Lunch	\$3.25
Extra Milk	\$.50

FREE AND REDUCED LUNCH APPLICATION

Applications for assistance with book rental and lunches must be completed each year. In order for Maplewood to receive adequate funding, we ask ALL families to fill out the application every year.



Student Health and Clinic Guidelines (continue)

If your child is sent home with a fever (100 degrees or higher), it is required that your child be fever free for 24 hours without the administration of any fever reducing medications such as Tylenol, ibuprofen, etc. If your child is sent home for vomiting, it is required your child stay home until vomiting has stopped for 24 hours. If you have any questions regarding the return of your child to school following an illness please call **988-6686**. It is still your responsibility to notify the school of any absences. Due to the volume of students that visit the clinic, calls for each visit are usually not made unless deemed necessary by the nurse or arrangements are made. The nurse is available during school hours and welcomes calls pertaining to your child/children's health. You may reach the nurse with health concerns at 988-6686.



• **Head Lice** can be a problem among school children. Students suspected of having head lice are sent to the nurse's office for screening. Students may remain in class as long as the family has spoken with the nurse and is actively working on treatment. It is our goal to keep the student in school and not lose any learning time due to this problem.

• **Bed Bugs** *Cimex lectularius*, commonly known as bed bugs, is an invasion of a type of bug. Bed bugs do not have wings and can't fly or jump. Bed bugs lurk in cracks and crevices and they've been living on human blood for centuries. Though they aren't known to transmit disease or pose any serious medical risk, the stubborn parasites can leave itchy and unsightly bites. Since bed bugs are not known to transmit disease, students should not be excluded from school due to bed bugs. Students may be screened periodically by the school nurse as needed. Jackets, clothing, backpacks and shoes may be inspected or laundered depending upon each individual case. Parents will be notified and educated regarding prevention and treatment

• **Medication guidelines** are consistent with Indiana Law. All medications sent to school must be in the original containers from the pharmacy. Ask the pharmacist for a "school bottle". The bottle must be labeled with prescription information just like your original bottle. A permission note from a parent or guardian must accompany all prescription and non-prescription medications. All non-prescription medications must be in their original container. The permission form can be found in the enrollment folder or call the nurse for one. Medication can only be released to the student's parent, or an individual at least 18 years of age (with written parent permission), or the elementary student (with a completed Wayne medication permission form that indicates the child may transport the medication home). Student medications will be disposed of at the end of the school year, if not picked-up by a parent/guardian.

WAYNE TOWNSHIP STUDENT DRESS CODE

The Metropolitan School District of Wayne Township is committed to providing an environment that is the most beneficial for a student's safety and learning. A broad-based committee of parents, teachers, students, and administrators developed the following guidelines which were approved by the Wayne Township School Board. They were designed to reflect the Wayne Township Community Values. These guidelines are consistent with the Student Code of Conduct Rules for the MSD of Wayne Township.

No article of clothing, tattoo, or accessory may contain language or graphic representations depicting or promoting the use of drugs, alcohol, tobacco, showing gang affiliation, or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist students and their families in recognizing what is acceptable in Wayne Township schools. Please contact your student's principal for further clarification and requests for special circumstance exemptions.

MAPLEWOOD DRESS GUIDELINES

- Safe shoes for recess
- No sunglasses
- No hats or hoods
- No visible undergarments or pajamas
- All shirts and tops must cover the stomach and back

PROHIBITED ITEMS

Due to the disruptive nature and the possibility of damage or theft, certain items are not permitted to be brought to school. Examples include, but are not limited to: gum, candy, tobacco products, alcohol, headphones, radios, disc players, hand held games, weapons, toys that are disruptive to instruction and those which resemble weapons, lasers, and handcuffs. If a student would choose to bring these items for unauthorized use, they will be confiscated. The parent may come to school to claim the item. Any unclaimed items at the end of the school year will be destroyed.

TELEPHONE USE

School phones are for official school business. Students may request the use of the phone to call home for emergencies. Forgetting homework is not considered an emergency. UNLESS ESSENTIAL, PARENTS ARE NOT TO CALL STUDENTS OR HAVE STUDENTS RETURN CALLS DURING SCHOOL HOURS. A message may be taken for the student and delivered before the dismissal of the school day.

CELL PHONE USAGE

Maplewood Elementary School discourages students from bringing their cell phones to school. On a day-to-day basis they are very disruptive to the educational environment. These disruptions come in several forms. Ringing cell phones distract all students in the class from the lesson. Text messages have been used for cheating and to plan inappropriate activities on school grounds. Cell phones with cameras have been used to take inappropriate pictures.

The Wayne Township policy on cell phones states that students must have prior approval to carry a cell phone at school. If approval is granted, the cell phone must be turned off during the school day. Please consider carefully whether or not your child needs to bring a cell phone to school.

Review the cell phone contract below. If you wish your child to bring a cell phone to school, you must complete a contract and return it to school. Cell phone contracts may be obtained from the school office and will remain on file for the school year or until it is revoked due to non-compliance of the contract.

PARENT CONTRACT FOR STUDENTS CARRYING CELL PHONES AT SCHOOL

I am requesting that my child, _____,
be allowed to have a cell phone with him/her during the school day for the following reason(s):

I agree to the following stipulations regarding the cell phone:

I understand that my child is **NOT** to take the phone out of his/her backpack or purse at any time during the school day (including recess and lunch). If this would happen, the phone will be given to the Principal/Assistant Principal and a parent would need to come to school to retrieve the phone.

I understand that the phone is to be **OFF** during the school day.

I understand that if the phone would ring during the school day, it will be given to the Principal/Assistant Principal, and a parent will need to pick the phone up from school. My child would then **NOT BE ALLOWED** to bring the phone back to school.

I understand that the teacher, Maplewood Elementary, or MSD Wayne Township, **IS NOT RESPONSIBLE** if the phone is lost, stolen, or damaged.

Classroom teacher _____

Parent/Student Signature _____

Date Signed _____