



# Parent Information Handbook 2016-2017

120 W. Maple St.  
Mapleton, UT 84660  
Phone: 801-489-2850  
Fax: 801-489-2887  
Lunch phone: 801-489-2853  
Website: <http://mapleton.nebo.edu>  
Principal: Julie Peery

# **Welcome to Mapleton Elementary**

Mapleton Elementary has a great tradition for excellence in education. We have a wonderful faculty and staff who are dedicated to creating a positive learning environment for children. We feel fortunate to have great students with supportive parents that make what we do each day rewarding.

This handbook has been prepared to assist families in knowing the policies and procedures at Mapleton Elementary. It will be updated yearly and therefore should be studied to acquaint you with changes made. Please make yourself familiar with the information in this handbook. This handbook certainly does not contain everything pertaining to our school. Please feel free to talk with us anytime you have a question. I hope this handbook will be helpful to you and your family as we work to make this a great year at Mapleton Elementary.

Julie Peery  
Principal

## **Mapleton Elementary School Caring Community \* Education Excellence**

### **Mission Statement To provide quality educational experiences for all students which promote a love of learning and responsible citizenship.**

#### **Nebo School District Non-Discrimination Policy**

“It is the policy of the Nebo-School District not to discriminate on the basis of sex, race, color, national origin, religious creed, or handicap in its educational programs, activities, admissions, access, treatment, or employment practices” and any person who feels a need to challenge the district’s adherence to that policy may do so by directing their concern to the principal or departmental director, then if not satisfied, to the district compliance officer, Mr. Ken VanAusdal, at 350 S. Main, Spanish Fork, Utah. Call 801-354-7400.

In compliance with the American Disabilities Act, qualified individuals needing reasonable accommodations (including auxiliary aid and services) should contact the Principal or the Nebo School District ADA coordinator, Mr. David Gneiting, Telephone 801-354-7400 or Utah Relay System 1-800-346-4128. Please inform us at least 3 days prior to the activity.

# Mapleton Elementary Schedule

2016-2017

## First - Sixth grades

8:30 a.m.	Teacher Prep Time
8:40 a.m.	Bus & Student Arrival, Breakfast Begins
8:57 a.m.	Bell Signaling classes about to begin
9:00 a.m.	Class Begins
11:30 a.m.	6th grade lunch
11:35 a.m.	1st grade lunch
11:40 a.m.	2nd grade lunch
11:45 a.m.	3rd grade lunch
11:50 a.m.	4th grade lunch
11:55 a.m.	5th grade lunch
3:15 p.m.	School dismissed (Tuesday through Friday)
2:30 p.m.	School dismissed (Mondays)
3:15-3:45	Teachers Available by Appointment

## Kindergarten

AM sessions: 9:00 - 11:35 (Tuesday - Friday)  
9:00 - 11:15 (Monday)

PM sessions: 12:40 - 3:15 (Tuesday - Friday)  
12:15 - 2:30 (Monday)

# Mapleton Faculty and Staff

Grade	Name	Assignment	Room
	Julie Peery	Principal	Office
	Dyan Gordon	Secretary	Office
	Stacey Holmes	Asst. Secretary	Office
	Kristin Northcutt	Facilitator	Office
	Lynne Lowe	Instructional Coach	Office
	Diane Cooper	School Nurse	Office
K	Katie Barth	Kindergarten (AM)	#25
K	Kelly Bennett	Kindergarten (PM)	#23
K	Molly Murdock	Kindergarten (AM)	#24
1 <sup>st</sup>	Shannon Abbott	First grade	#4
1 <sup>st</sup>	Whitney Anderson	First grade	#2
1 <sup>st</sup>	Kacy Carr	First grade	#3
1 <sup>st</sup>	Jeri Thompson	First grade	#5
2 <sup>nd</sup>	Sheri Jensen	Second grade	#6
2 <sup>nd</sup>	Chris Jones	Second grade	#8
2 <sup>nd</sup>	Melissa Naylor	Second grade	#7
3 <sup>rd</sup>	Emily Blaisdell	Third grade	#16
3 <sup>rd</sup>	Courtney Curtis	Third grade	#22
3 <sup>rd</sup>	Melody Green	Third grade	#17
4 <sup>th</sup>	Lisa Christensen	Fourth grade	#18
4 <sup>th</sup>	Lynelle Nugent	Fourth grade	#19
4 <sup>th</sup>	Marie Wilson	Fourth grade	#37
5 <sup>th</sup>	Jenny Bradford	Fifth grade	#34
5 <sup>th</sup>	Gavin Groneman	Fifth grade	#38
5 <sup>th</sup>	Alyssa Hutchins	Fifth grade	#35
6 <sup>th</sup>	Kelsey Foster	Sixth grade	#30
6 <sup>th</sup>	Rachel Hansen	Sixth grade	#29
6 <sup>th</sup>	Thresa Holthaus	Sixth grade	#28
6 <sup>th</sup>	Stephanie Sheets	Sixth grade	#31
SPED	Julie Major	Resource	#14
SPED	Jesika Forbush	Psychologist	
SPED	Shannon Bennett	Counselor	
SPED	Karin Caswell	Speech	#26
SPED	Doreen Snyder	Upper grade cluster	#9
SPED	Chelsea Richards	Lower grade cluster	#1
SPED	Melinda Stickney	Cluster technician	#1
SPED	Diana Eastman	Cluster technician	#1
SPED	Boni Palfreyman	Cluster technician	#9
SPED	Mandy Rees	Cluster technician	#9
SPED	Michelle McCarthy	Cluster technician	#9
SPED	Connie Langston	Speech technician	#26

Library	Cheryl Thurgood	Librarian	Library
Planning time	Lynette Woerner	Art	#13
Planning time		P.E.	Gym
Planning time	Cindy Szalkowski	Computers	#20
Planning time		Music	Basement
Intervention	Kris Cox	Technician	#12
Intervention	Kristie Roberts	Technician	#12
Intervention	Natalie Rawlings	Technician	
Intervention	Tanya Pead	Technician	#27
Intervention	Becky Isom	Technician	#27
Intervention	Hope Crandall	Technician	#11
Intervention	Emily Burraston	Technician	#11
Custodial	Tom Richards	Head custodian	
Custodial	Alyssa Wright	Head sweeper	
Custodial	Larry Holdaway	Adult sweeper	
Custodial	Norma Jean McConnell	Adult sweeper	
Custodial	Tyler Caswell	Student sweeper	
Lunch	Mary Beth Perry	Lunch Clerk	
Lunch	Marci Orton	Lunch Manager	
Lunch	Regina Dillman		
Lunch	Machelle Suyak		

# General Information

## **Absences and Tardies**

It is in the best interest of students to develop good habits of attendance and punctuality. We understand that all children will have reasonable tardies and absences. Nebo School District's attendance policy is mandated by state law. In order to avoid problems, please review the following important points from the law.

- Students that are more than one hour late are marked as an unexcused absence.
- It is the parents' responsibility to call the school to excuse absences.
- Parents have only 5 days to excuse the absence.
- Parents must state the reason for the absence or tardy.
- Please call the office, and not the teacher.
- After 5 unexcused absences parents are sent a warning letter. After 5 more unexcused absences parents must attend a compulsory education violation meeting with the principal. Unresolved attendance issues after that point are referred to the county attorney's office.
- Excessive excused absences are also in violation of the law.

## **Accidents and Illnesses**

Whenever an accident or illness occurs and if of a serious nature, we do everything within our power to contact a parent. If this is unsuccessful, we will notify your emergency contact person. Under extreme emergencies, when we are unable to contact these people, we will take the necessary steps for hospitalizing your child. Under no circumstances will we send a child home unless the parent or person listed as the emergency contact gives us permission.

## **Arrival and Departure**

Students should arrive at school between 8:30-8:55. They should return home promptly following each school day. When a teacher needs your child to stay after school, you will be notified. Please help us by not having your student arrive too late or too early each day.

## **Bicycles**

All bicycles are to be locked in the bike rack on arrival at school. Bikes are not to be used during school hours. Students should **walk** bikes while on school grounds and at the crosswalks. The school will cooperate in investigation of theft or damage during school hours, but cannot be responsible for bikes left overnight.

## **Birthday Treats**

Utah State Health regulations prohibit the serving of homemade treats to children at school. Treats should be commercially prepared items preferably in individual wrappings. It is certainly not required or expected that you send treats to school, however, if you choose to do so we would appreciate you following these guidelines so that we will be in compliance with the Health Department regulations. Non-edible treats are appropriate as well (pencils, erasers, stickers, etc.).

## **Bus Students**

Students who ride the bus will be supervised by faculty members once the bus drops them off in the morning and until the bus arrives to pick them up in the afternoon. Student are responsible to demonstrate appropriate behavior on the bus. Consequence may be issued by the bus driver or school if students are found to be negligent.

### **Cell Phones and Other Electronic Devices**

Students are not permitted to use cell phones or other electronic devices during school hours unless invited by a teacher for academic purposes. We strongly discourage students from bringing these items to school for their protection. We do not want any student to lose or have electronics stolen while at school. Please be aware that your child may be bringing items to school. We do understand cell phones for emergency purposes but use will be limited to just that or after school hours.

### **Checking Students In and Out**

When students leave the school grounds during the school day they need to be signed out by a guardian. We will release students only to legal guardians or emergency contacts listed on the student information card. When your child needs to leave school early or is late, please stop in the office and check the student in or out. As much as possible and except for emergencies, please allow your child to stay until the end of the school day.

### **Cousins/Visitors at School**

Occasionally out-of-town cousins or friends visit during the school year. According to Nebo School District Policy, only students enrolled in our school are permitted to attend.

### **Emergency Evacuation**

In the event of a major disaster affecting the community, students will be held at school and be released only to family members or those listed as emergency contacts on the student information card. In the event of a disaster, school staff will remain at the school and care for the students. Students will participate in drills to help prepare for emergencies. If a disaster would require that the school be evacuated, we would gather at the north fence behind the school according to grade levels. If that isn't possible, we would move to the White LDS Church south of the school. A secondary site would be Mapleton City Park.

### **Exterior Doors Will Be Locked**

For safety reasons only the main front entrance doors will be unlocked during the school day. Anyone who enters the school during school hours must check in at the front office. The other exterior doors will remain locked during the school day. Parents who walk or drive their children to school are encouraged to have a meeting place pre-arranged with their students. We discourage parents walking their children to the classroom doors and picking them up at the classroom door.

### **Financial Contributions**

Your generous contributions to Mapleton Elementary are appreciated. Planning for the year is based on the donations we receive at the beginning of each school year. The money we receive from you is used to buy supplies and to fund field trips and special classroom projects. Your contribution is confidential and tax deductible. All students will participate in every activity regardless of donation.

### **Hats at School**

In accordance with the Nebo School District Dress and Grooming Standards policy, hats, caps, or beanies shall not be worn during regular school hours. A few times during the year we may have exceptions such as field trips, field day, or spirit days. Other than designated days, they are not allowed.

### **Immunizations**

Utah State Law requires all children enrolled in a public school to complete immunizations and have dates on file before admission to school. This is particularly relevant to kindergarten and first grade students. The school nurse will ask you to keep your child home until immunizations are complete.

### **Lost But Not Found**

To help return lost articles of clothing, etc., PLEASE put your child's name on everything he/she brings to school. Valuable and/or tiny items are turned into the office. Larger items are placed in a box that is located in the school entryway by the stage. Lost articles that are not claimed by the last day of school before Christmas and the last day of school in May will be donated to a charitable organization.

### **Medication**

School personnel cannot give children medication unless a Medication Administration Release Form has been completed by the physician. These forms are available in the office. Students may be given a non-aspirin pain reliever when given permission by the parents.

### **Pets**

Please do not permit pets to accompany or follow your child to school. Your child's teacher will contact you if they would like a pet sent as part of a unit of study or for show-and-tell.

### **Phone Use**

Telephone use is limited to important calls as judged by the teacher or school staff. If students call home, it should be for reasons of illness or other emergencies. Calling home to get permission to go home with a friend is not considered an emergency. Students will not be called out of class to come to the phone other than for emergencies.

### **Playground and hallway supervision**

Staff members are assigned supervision duty. Supervision before and after school will focus on the traffic areas, primarily parent drop-off /pick-up lanes and bus lanes. Staff members will supervise students on the playground during lunch break. Teachers will supervise students during morning recess.

### **School Rules and procedures**

Students will be expected to follow all school rules and procedures. Students who do not follow school rules and procedures will be disciplined. Discipline may include: a staff member reminding the student of the school rules, a time out period, a student may be sent to skill building, a behavior report may be given to students, or a parent may be contacted by the principal to suspend a student. Please understand that minor incidents are taken care of by teachers or staff members and parents may not be notified. However, I will notify parents of more serious incidents through the use of a school ticket or a phone call home. All of our students have excellent behavior the vast majority of the time. I understand that all children will need reminders and direction in understanding and following school rules and procedures.

### **Weather conditions**

Children should arrive at school dressed for the weather of the day so they can safely and comfortably enjoy recesses. In winter months, children should remember to bring shoes to change in to from their snow boots. All healthy children will be expected to go out for recess except in extreme weather conditions (low wind chill factor, severe rain or snow, etc.). If your child cannot participate in recess for health reasons, please send a note to this effect. If it is to be a prolonged indoor stay (longer than 3 days) please send a note from the doctor.

### **Withdrawal – Transfer**

Should it be necessary to withdraw your child during the school year, please notify the office and his/her teacher as soon as possible. Checking out properly will do much to help with a smooth transition from one school to the next. Checking out includes the return of books, and other school materials, and making sure your school lunch account is current. Permanent records will be released only to the appropriate school upon their request.

# Mapleton School Procedures for Students

<p><b>Inside Days</b></p> <ul style="list-style-type: none"> <li>• Students must return to own classroom</li> <li>• Get permission from hall monitors to use the restroom</li> <li>• Talk, read or play appropriately</li> </ul>	<p><b>Choice Days</b></p> <ul style="list-style-type: none"> <li>• Before going to lunch, make decision to stay inside.</li> <li>• After eating lunch, go to upper grade library and read.</li> </ul>	<p><b>Faculty and Work Room</b></p> <ul style="list-style-type: none"> <li>• Teachers and staff only</li> <li>• Faculty Room door closed (unlocked)</li> </ul>
<p><b>Lunch Room</b></p> <ul style="list-style-type: none"> <li>• Take all recess equipment, coats, and playthings with you to lunch (do not return to classroom after eating)</li> <li>• Follow procedures in lunch line</li> <li>• Remain in seat until finished eating (no running around, playing, etc.)</li> <li>• Use appropriate voices and manners</li> <li>• Clean area when leaving</li> <li>• Leave lunchroom through doors by garbage area</li> <li>• Leave food and drinks in the lunchroom</li> </ul>	<p><b>Before School</b></p> <ul style="list-style-type: none"> <li>• Students should not arrive at school before 8:30</li> <li>• If arrive earlier than 8:40, go to lower grade library and wait until excused by teacher to go to classroom</li> <li>• If arrive after 8:40, go directly to classroom</li> <li>• No playing outside before school</li> </ul>	<p><b>Assembly Rules</b></p> <ul style="list-style-type: none"> <li>• Follow hall procedures (if taking chairs, carry them appropriately)</li> <li>• Enter and sit quietly</li> <li>• Keep hands and feet to yourself</li> <li>• Show appropriate appreciation (no booing)</li> <li>• Follow attention signal</li> <li>• Follow instructions given by any adult</li> </ul>
<p><b>After School</b></p> <ul style="list-style-type: none"> <li>• When dismissal bell rings, <u>walk</u> quietly to busses, cars, bikes, etc.</li> <li>• Do not walk through lower grade library to leave</li> </ul>	<p><b>Hallway/Planning Time Exchange</b></p> <ul style="list-style-type: none"> <li>• Respect others and their property</li> <li>• Keep hands and feet to self</li> <li>• Walk and talk quietly – straight lines and spaced appropriately</li> </ul>	<p><b>Restrooms</b></p> <ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Respect others' privacy</li> <li>• Go/flush/wash</li> <li>• Use supplies respectfully</li> <li>• Do not write on walls or stalls</li> <li>• Put paper towels in trash</li> </ul>
<p><b>Bus/Car</b></p> <ul style="list-style-type: none"> <li>• Learn safe procedures</li> <li>• Listen to teachers on duty</li> <li>• Practice good manners on the bus</li> <li>• Walk on sidewalks and use crosswalks</li> <li>• Enter and exit vehicles safely</li> </ul>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Respect others and their property</li> <li>• Respect school property</li> <li>• Follow directions of all adults in building</li> <li>• No gum</li> <li>• No hats (except before or after school)</li> </ul>	<p><b>Playground</b></p> <ul style="list-style-type: none"> <li>• Follow directions of all playground supervisors</li> <li>• Stay in assigned supervised areas</li> <li>• Let anyone play</li> </ul>

# Mapleton Elementary School Song

## “Mighty Mountaineers”

(Written by Mandy Snyder 2015)

There's a place with lots of mountains  
Where the golden eagles soar  
And the mustang gallop through the green fields,

But there's a place I know that's better  
And I think is really cool  
Mapleton Elementary School.

### Chorus:

We're the Mighty Mountaineers  
And we climb higher than the rest,  
And if you don't believe us  
You can put us to the test.  
And we're trying every day to get closer to our dreams  
And we can DO HARD THINGS!

### Repeat chorus four lines – chant:

Now 1 – 2 – 3 shout it out with me:  
M-A-P L-E-T O-N Elementary!

# Mapleton Elementary

## 2016-2017

### Initiatives and Incentives

- **No Tardy Smarty:** Each day an announcement will be made of a random student number in every class. If that child is on time to school (present at 9:00), he/she will receive a small treat or prize.
- **Student of the Week:** Teachers will select a student each week to be recognized in an academic or character education area of focus. Students will get their picture taken as a group on Friday mornings and their picture and name will be posted on our school website. These students will be entered into a drawing at the end of each month and twelve will be drawn to have a reward party with the principal.
- **Quarterly Rewards:** Students that show appropriate behavior and follow our school-wide discipline program will be allowed to participate in a quarterly reward activity.
- **Road to Success Reading Incentives:** Students who have completed the reading requirements for their class each week and logged their reading minutes online ([www.rts.utah.com](http://www.rts.utah.com)) will be entered into a drawing twice a month for either prizes, coupons or new books.
- **Ticket to board:** Any adult working at Mapleton will watch for students who do something that is extra kind, courageous, helpful, etc. and write the student's name and act on a ticket. Several tickets will be drawn each week and those students will be able to come get a "treasure" from the principal's office.
- **Grade level awards:** Each grade level will identify 5-10 awards to be presented to students at the end of the school year. Students may choose to work on any or all of the awards in a school year. Awards will be based on grade level curriculum and appropriate social behaviors. One of these awards should be the Honor Roll (achieving "Excellent" marks in every academic area).
- In addition to the above mentioned incentive programs, teachers will have positive rewards and incentives based on their classroom discipline policy.

# Discipline Rubrics 2016-2017

Mapleton School will continue implementing a ticket/citation system this year in order to improve and maintain school-wide behavior and safety. Each ticket issued will include, among other things, the student's name, the behavior and who reported the behavior. A copy of the ticket will be sent home that day and will need to be signed by a parent and returned to the teacher the following morning before school. Students begin each term with a "clean slate."

## MINOR OFFENSES

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Name calling*</li> <li>• Teasing*</li> <li>• Disrespectful attitudes/ behaviors</li> <li>• Making fun, mocking*</li> <li>• Swearing</li> <li>• Spreading rumors*</li> </ul> | <ul style="list-style-type: none"> <li>• Inappropriate Notes</li> <li>• Horse-playing, kicking, pushing</li> <li>• Throwing snow/ice</li> <li>• Any others determined by faculty &amp; administration</li> </ul> |
|--|--|

<b>MINOR OFFENSES</b>	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Consequences</b>	Ticket & Apology Letter (if necessary)	Ticket, miss 3 recesses (not lunch) and miss quarterly activity	Ticket, ISS* in Skill Building (3 hours) and miss quarterly activity	Ticket, ISS* in Skill Building (6 hours) and miss quarterly activity

\*In School Suspension

## MAJOR OFFENSES

- Vulgar/profane language
- Fighting\*
- Aggressive behavior inappropriate for school
- Intention to harm/hurt\*
- Stealing
- Sexual offenses
- Safe School Violation (Illegal Activities, Possession of fake or real weapon)
- Harassment or threats (major)\*
- Destroying or damaging property (vandalism)
- Any others determined by faculty & administration

<b>MAJOR OFFENSES</b>	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Consequences</b>	Ticket, miss quarterly activity, & ISS Suspension **1 day**	Ticket, miss quarterly activity & Home Suspension **1-3 days**	Ticket, miss quarterly activity & Home Suspension **5 days**

### \* Bullying School Code of Conduct:

These behaviors may be tied to bullying which is defined as a pattern of words or actions that hurts or affects others emotionally or physically in a negative way. In order for bullying offenses to be recorded, students must report incidents to classroom teacher, or other school personnel. Reported incidents of these behaviors will be documented so that patterns of bullying behavior can be identified. If students are involved in patterns of any of the indicated behaviors, then along with the consequences listed, there may be these additional consequences: intervention

documentation filled out as needed, student referred to school counselor to participate in behavior modification lessons or participate in group counseling, and a meeting with parents, principal, teacher, students, and counselor.

## Mapleton Elementary 2016-2017

#30 Foster 6th	#31 Sheets 6 <sup>th</sup>	#32 Reading Lib	#33 Reteach and enrich room	#34 Bradford 5th						
#29 Hansen 6th	Boiler		Restrooms	#35 Hutchins 5th						
#28 Holthaus 6 <sup>th</sup>	#27 Reteach and enrich room	#26 Speech	#37 Wilson 4 <sup>th</sup>	#36 Groneman 5th						
#21 Computer	#20 Computer	#19 Nugent 4th		#5 Thompson 1st			#4 Abbott 1st			
#22 Curtis 3rd	Workroom	#18 Christensen 4th		Counselor Bennett			#3 Carr 1st			
#23 Bennett Kinder	Upper grade library		#17 Green 3 <sup>rd</sup>	Closet			#2 Anderson 1 <sup>st</sup>			
#24 Murdock Kinder	Little Theater		#16 Blaisdell 3rd	Rest Rooms						
#25 Barth Kinder	#15	Faculty		#9 Snyder UEI Upper	#8 Jones 2nd	#7 Naylor 2nd	#6 Jensen 2nd			
		#14 Major-Res	Read Sp.	Rest Rooms	Basement				Nurse First Aid Restroom	
		Restrooms Custodial Supply	Cust							#1 Akin - Richards UEI Lower
Kitchen	Lunch Room		Gym		Rest Room	Psyc. Forbush	T.H. Libr	Work Room	Basement Work Rm Mail Principal Office	Restrooms
					Stage	#10	Lower grade library		Main Office	
				#11 Skills/ Success Lab	#12 Reteach and enrich HW Lab	#13 ART			Northcutt Facilitator	