



Parent Information Handbook 2018-2019

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Mapleton, UT 84660
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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.* It contains schedules, faculty lists, maps, pick-up procedures, rules, rewards, etc. 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 Mountaineers are safe, respectful and responsible!
Theme: Climb Higher

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

2018-2019

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

Mapleton Faculty and Staff

Grade	Name	Assignment	Room
	Julie Peery	Principal	Office
	Dyan Gordon	Secretary	Office
	Robyn Young	Asst. Secretary	Office
	Kristin Northcutt	Facilitator	Office
	Deana Coates	Instructional Coach	Office
	Diane Cooper	School Nurse	Office
K	Katie Barth	Kindergarten (AM)	#25
K	Kelly Bennett	Kindergarten (PM)	#23
K	Amanda Hall	Kindergarten (AM)	#24
K	Janae Carpenter	Kindergarten (AM)	#10
1 st	Shannon Abbott	First grade	#4
1 st	Whitney Anderson	First grade	#2
1 st	Kacy Carr	First grade	#3
1 st	Carolyn Aagard	First grade	#5
2 nd	Sheri Jensen	Second grade	#6
2 nd	Courtney Curtis	Second grade	#8
2 nd	Melissa Naylor	Second grade	#7
3 rd	Melissa Secor	Third grade	#16
3 rd	Larisa Hayden	Third grade	#22
3 rd	Melody Pulu	Third grade	#17
3 rd	Abbey Judd	Third grade	#19
4 th	Lisa Christensen	Fourth grade	#18
4 th	Emily Blaisdell	Fourth grade	#27
4 th	Mady Belknap	Fourth grade	#37
5 th	Jenny Bradford	Fifth grade	#34
5 th	Gavin Groneman	Fifth grade	#36
5 th	Jeri Thompson	Fifth grade	#35
5 th	Kelsey Bonnett	Fifth grade	#33
6 th	Kelsey Foster	Sixth grade	#30
6 th	Rachel Hansen	Sixth grade	#29
6 th	Kristen Emery	Sixth grade	#28
6 th	Stephanie Ferweda	Sixth grade	#31
SPED	Julie Major	Resource	#14
SPED	Duane Rice	Psychologist	
SPED	Reilee Brinkerhoff	Counselor	
SPED	Karin Caswell	Speech	#26
SPED	Katie Russell	Upper grade cluster	#9
SPED	Boni Palfreyman	Cluster technician	#9
SPED	Mandy Rees	Cluster technician	#9
SPED	Kari Pederson	Cluster technician	#9
SPED	Rachel Fisk	Resource technician	#14
SPED	Mary Earl	Resource technician	#14
SPED	Connie Langston	Speech technician	#26

Library	Cheryl Thurgood	Librarian	Library
Planning time		Art	#13
Planning time	Amber Shoemaker	P.E.	Gym
Planning time	Jenny Martineau	Computers	#20
Planning time		Music	Basement
Intervention	Kris Cox	Technician	#12
Intervention	Kristie Roberts	Technician	#12
Intervention	Natalie Rawlings	Technician	
Intervention	Bailee Tanner	Technician	#27
Intervention	Melinda Tietjen	Technician	#27
Intervention	Amy Eastmond		#27
Intervention	Hope Crandall	Technician	#11
Intervention	Tash Johns	Technician	#11
Custodial	Keith Bellows	Head custodian	
Custodial	Norma Jean McConnell	Head sweeper	
Custodial	Larry Holdaway	Adult sweeper	
Custodial	Trent Holdaway	Adult sweeper	
Custodial	James Evans	Adult sweeper	
Custodial	Dean Searle	Adult sweeper	
Custodial	Tyler Caswell	Student sweeper	
Lunch	Mary Beth Perry	Lunch Clerk	
Lunch	Jessica Shields	Lunch Manager	
Lunch	Shelby Martindale	Lunch	
Lunch	Machelle Suyak	Lunch	

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. Students 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 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!

Discipline Rubrics 2018-2019

Mapleton School will continue implementing a ticket/citation system this year in order to improve and maintain school-wide behavior and safety. A copy of the ticket will be sent home that day and will need to be signed by a parent and returned to the office the following morning before school. Students begin each term with a “clean slate.”

MINOR OFFENSES

SAFETY CONCERNS

- Horse-playing, kicking, pushing, tackling, running inside
- Throwing snow/ice
- Climbing fences
- Riding scooter or bike inside or on school sidewalks

RESPECT CONCERNS

- Name calling, teasing, mocking*, swearing
- Disrespectful attitudes/behaviors
- Spreading rumors, inappropriate notes*
- Using cell phone, chewing gum or wearing hats during school day
- Any others determined by faculty or administration

MINOR OFFENSES	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Consequences	Ticket & Apology Letter (if necessary)	Ticket, miss 3 recesses 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

SAFETY CONCERNS

- Fighting, intention to harm/hurt*
- Aggressive behavior inappropriate for school
- Running/hiding from adult
- Harassment or threats*
- Safe School Violation (Illegal Activities, Possession of fake or real weapon)

RESPECT CONCERNS

- Vulgar/profane language
- Stealing, destroying or damaging property (vandalism)
- Bullying others*
- Attempting to use technology for inappropriate reasons
- Sexual offences
- Any others determined by faculty & administration

MAJOR OFFENSES	1 st Offense	2 nd Offense	3 rd Offense
Consequences	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 Positive Incentives 2018-2019

- **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. These students will be recognized in their classrooms on Fridays and will be able to come to the office for a reward.
- **Student of the Month:** Teachers will select a student each month who has exemplified the motto of "Mapleton Mountaineers are safe, respectful and responsible." The parents of these students will receive a letter informing them of their child's award and the students will be recognized in an assembly with the whole school. They will also get to have a reward activity 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) will be entered into a drawing twice a month for either prizes, coupons or new books.
- **Marvelous Mountaineers:** Any adult employee or student council member at Mapleton will watch for students who do something that is extra kind, courageous, helpful, etc. and give the student an MM ticket. Several tickets will be drawn each week and those students will be able to come get a reward 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.

Mapleton School Rules and Procedures

I am:	Safe	Respectful	Responsible
Learning areas	<ul style="list-style-type: none"> • Keep your body and objects to yourself • Walk between locations • Be aware of your actions and your words 	<ul style="list-style-type: none"> • Take care of classroom materials • Listen when someone else is speaking/ presenting • Talk in turn • Value everyone's input 	<ul style="list-style-type: none"> • Only leave the area with permission • Give your best effort on assignments and tasks • Keep a growth mindset
Cafeteria	<ul style="list-style-type: none"> • Walk • Clean up spills • Hold your tray with two hands 	<ul style="list-style-type: none"> • Clean up after yourself • Use please and thank you • Keep voice level appropriate 	<ul style="list-style-type: none"> • Eat your lunch in the lunchroom • Take the lunch you ordered • Eat lunch to feed your brain
Hallways	<ul style="list-style-type: none"> • Walk • Hands to self 	<ul style="list-style-type: none"> • Respect others work on walls • Respect building 	<ul style="list-style-type: none"> • Go directly to and from locations • Quiet mouth and feet
Bathrooms	<ul style="list-style-type: none"> • Use quiet voices • Use water appropriately • Use time wisely 	<ul style="list-style-type: none"> • Use toilets, sinks, soap & paper towels appropriately • Respect the privacy of others 	<ul style="list-style-type: none"> • Go • Flush • Wash • Keep the restroom clean
Assemblies	<ul style="list-style-type: none"> • Carry chairs appropriately when applicable • Walk in lines 	<ul style="list-style-type: none"> • Show appreciation appropriately • Quiet down quickly • Sit flat so others can see 	<ul style="list-style-type: none"> • Bring nothing with you • Pay attention to presenters or performers

Playground	<ul style="list-style-type: none"> • Use equipment appropriately • Play games and sports appropriately for school 	<ul style="list-style-type: none"> • Listen and follow adult supervision • Be inclusive • Keep playground clean • Use good sportsmanship 	<ul style="list-style-type: none"> • Bring in all equipment • Line up at grade level bell • No food on playground
Bus, bike and walking areas	<ul style="list-style-type: none"> • Use crosswalks • Walk bikes and scooters • Watch for cars/buses • Walk on sidewalks 	<ul style="list-style-type: none"> • Listen and follow adult supervision • Watch out for others on sidewalks • Follow bus rules 	<ul style="list-style-type: none"> • Place bikes in bike racks • Take bikes and scooters home daily • Stay in line and walk to bus
Entire school	<ul style="list-style-type: none"> • Words and actions make others feel comfortable and safe • Weapons or other prohibited materials not allowed 	<ul style="list-style-type: none"> • Gum, hats, and distracting clothing not allowed • Cell phones or other devices stay in backpacks during school hours 	<ul style="list-style-type: none"> • Give best effort at all times
Procedures	<p><u>Before school</u></p> <ul style="list-style-type: none"> • Students shouldn't arrive before 8:30 • If students arrive earlier than 8:40, go to upper grade library & wait to be excused • After 8:40, go directly to classroom • No playing outside before school 	<p><u>Inside days</u></p> <ul style="list-style-type: none"> • Use restroom near lunchroom before going to classroom • Students must return to own classroom • Get permission from hall monitors to use the restroom if emergency • Talk, read, or play appropriately 	<p><u>Choice days</u></p> <ul style="list-style-type: none"> • Before going to lunch, make decision to stay inside • After eating lunch, go to upper grade library and read • Only use restroom near the lunchroom

Mapleton Elementary 2018-2019

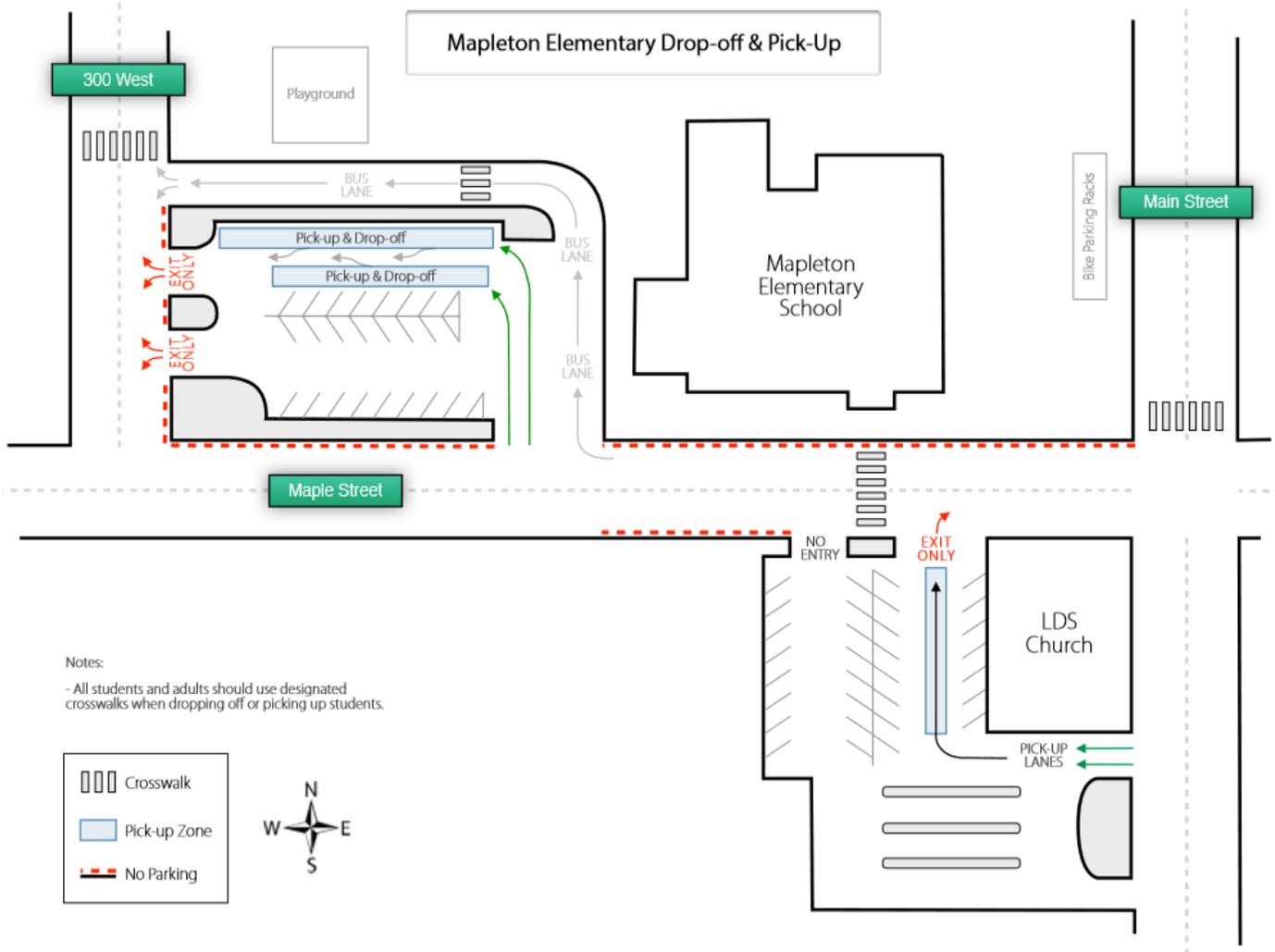
#30 Foster 6th	#31 Ferweda 6th	#32 Reading Lib	#33 Bonnett 5th	#34 Bradford 5th
#29 Hansen 6th	Boiler		Restrooms	#35 Thompson 5th
#28 Emery 6th	#27 Blaisdell 4th	#26 Speech	#37 Belknap 4th	#36 Groneman 5th

#21 Computer	#20 Computer	#19 Judd 3rd					#5 Aagard 1st	#4 Abbott 1st
#22 Hayden 3rd	Workroom	#18 Christensen 4th					Counselor Brinkerhoff	#3 Carr 1st
#23 Bennett Kinder	Upper grade library	#17 Pulu 3rd					Closet	#2 Anderson 1st
#24 Hall Kinder		#16 Secor 3rd					Rest Rooms	
#25 Barth Kinder	Little Theater	Faculty		#9 Russell UEI Upper	#8 Curtis 2nd	#7 Naylor 2nd	#6 Jensen 2nd	
		Rest Rooms	Cust					Nurse First Aid Restroom

Kitchen				Rest Room	Psyc. Rice	T.H. Libr	Work Room	Basement Work Rm Mail Principal Office
Lunch Room		Gym	Stage	#10 Carpenter Kinder		Lower grade library		Main Office
				#11 Skills/ Intervention Lab	#12 Reteach and enrich room	#13 ART		

#4 Abbott 1st
#3 Carr 1st
#2 Anderson 1st
Nurse First Aid Restroom
#1 Coates Inst. Coach
Restrooms
Northcutt Facilitator

Mapleton Elementary Drop-off & Pick-Up



Notes:

- All students and adults should use designated crosswalks when dropping off or picking up students.

	Crosswalk
	Pick-up Zone
	No Parking

