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Maple School Parent/Student Handbook

MAPLE AND THE MIDDLE SCHOOL CONCEPT

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

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

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

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

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

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

Advisory - A regularly scheduled period each day in which students interact with peers/teachers about both personal and school-related topics

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

MAPLE SCHOOL DAY

School begins at 8:35 am and ends at 3:35 pm. Students may enter the building at 8:05 am at the Front Entrance or the Activity Entrance. Students who ride bicycles or take the bus may enter at the Bus Entrance.

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

SCHEDULES

Students will receive notification of their Advisory teacher and room number, along with their entire schedule, during summer Locker Days. Students should report to their Advisory room at the start of the first day of school, where they will review their schedules. No changes are made to students' schedules after the information has been distributed.

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

- Math
- Language Arts
- Science/Social Studies

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

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

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

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

GRADE-LEVEL INTERDISCIPLINARY TEAMS

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

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

ADVISORY CLASSES

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

NAVIGATE PROGRAM

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

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

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

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

COURSES

MATHEMATICS

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

Navigate students take the following sequence:

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

Advanced students take the following sequence:

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

On-Grade Level students take the following sequence:

- Sixth grade – Core 6 Math

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

ENGLISH LANGUAGE ARTS

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

SCIENCE AND SOCIAL STUDIES

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

CREATIVE ARTS CLASSES

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

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

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

BAND, ORCHESTRA, AND CHOIR

Beginning the week of September 5. Band, Orchestra, and Choir meet before school. Band and Orchestra sectionals are scheduled each month within the school day. Sectional rehearsal schedules can be found on the websites for Band and Orchestra.

Band will follow this schedule at 7:45 am in Room 163:

- Monday and Wednesday - Symphonic Band
- Tuesday and Thursday - Concert Band
- Friday morning - Jazz Band (by audition)

Orchestra will follow this schedule at 7:45 am in Room 164:

- Monday and Wednesday - String Orchestra (*All*)
- Tuesday and Thursday - Chamber Orchestra (*Select advanced students in addition to String Orchestra*)

Choir will follow this schedule at 7:45 am in Room 165:

- Tuesday - sopranos
- Thursday - altos and tenors
- Friday - all choir students

PHYSICAL EDUCATION AND HEALTH

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

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

WORLD LANGUAGES

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

Enhanced Spanish is offered to eighth grade students based on language proficiency, standardized test scores, and a

consistent demonstration of high classroom performance.

GUIDED STUDIES

Guided Studies is a general education class that provides support with work completion, organization, and time management. Participation is determined based on classroom performance and staff recommendation. Guided Studies occurs on a quarterly basis in lieu of a Creative Arts class. Student progress is monitored, and transition back into Creative Arts class occurs when the student's targeted goals are reached.

MULTI-TIERED SYSTEM OF SUPPORT

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

MAPLE COMMUNICATION

NEW METHOD FOR REPORTING ABSENCES AND APPOINTMENTS

If a student is or will be absent from school, arriving late, or dismissing early, the parent/guardian must report the information in the Parent Portal. Please do not contact the Health Office, School Office, or Classroom Teacher via phone or email. If no information is in the Parent Portal by 10 a.m. and a student is absent, the school will attempt to contact a parent/guardian. If the absence is medically involved, please do not hesitate to contact the school Health Office to communicate with the Nurse about the condition after the absence has been created in the Parent Portal. Further Directions will be coming.

COMMUNICATION WITH TEACHERS

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

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

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

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

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

STUDENT SUPPORT SERVICES

SCHOOL PSYCHOLOGISTS

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

SCHOOL NURSE

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

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

MAPLE LUNCH PROGRAM

Quest Lunch Service

Maple School Utilizes MealTime Point of Sale System.

- Go to: www.mymealtime.com and create an account
- Parents, along with their students, can deposit money on their Maple student IDs to pay for food and beverages in the Cafetorium serving line
- Cash will also be accepted
- PTO Special Lunch, Ice Cream Days, and Blizzards are NOT part of the Quest lunch program

You may contact Ashley Jenkins, the Service Director for Quest, with questions at ajenkins@questfms.com.

PTO SPECIAL LUNCH DAYS

The PTO sells ice cream treats at lunch once a month. Students will need to pay cash as they will not be able to use their Quest account to purchase ice cream or Special Lunches. We also offer special, pre-ordered food days sponsored by the PTO. These special (pre-paid) lunches are scheduled for once a month. See the school calendar for these assigned days.

MAPLE TRANSPORTATION

BUS SERVICES INFORMATION

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

STUDENT EXPECTATIONS

District 30 exists to create a community that craves learning, fosters resilience, and cares deeply about every student. We embrace all aspects of diversity and its contributions to learning. Equitable access, representation, and participation in educational opportunities generate the most effective learning environment for ALL students and prepare students to become global citizens. We do not tolerate racism, hate, or other discriminatory actions.

Maple's Student Behavior Expectations have been created to foster and maintain a positive learning environment. Parents are also expected to be aware of our school's expectations regarding student behavior. All students should participate in making our school a safe, positive place for everyone. Any behavior or indication that a student is disrespected will result in appropriate consequences in alignment with Maple's disciplinary practices.

The foundation of Maple School's culture is built upon the six pillars of Character Counts!: Trustworthiness, Respect, Responsibility, Fairness, Caring & Citizenship. Students are expected to uphold these values by:

- Respecting themselves, others, and the learning environment
- Acting with kindness
- Being on time and prepared for class
- Exhibiting conduct that allows the teacher and other students to engage in learning
- Responsibly caring for all books, iPads, and materials
- Keeping all areas clean and neat

Examples of student conduct NOT acceptable at Maple School:

- Failure to follow directions and/or comply with requests from staff or other designated supervisors
- Use of offensive language (derogatory language, hate speech, obscenities, profanities, etc.)
- Use of non-school related electronic devices during the school day without permission
- Gum chewing
- Opening any outside doors to anyone during the school day

- Theft or vandalism directed toward the school or private property
- Gambling
- Smoking, vaping, and/or possession of any smoking materials, alcohol, nonprescription drugs, or unauthorized prescription drugs
- Possession of firecrackers, smoke bombs, odor bombs, or other explosive materials
- Possession of firearms, knives or other items considered weapons, including look-alikes

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

Failure to meet these expectations may result in consequences such as collaborative conversations with staff, administration, and guardians, restorative practices, detentions, suspensions, or expulsions.

BULLYING

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

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

Cyberbullying means bullying through the use of technology or any electronic communications (including, but not limited to, digital channels such as social media postings, blog postings, instant messages, video content, and multi-forwarded email chains) delivered to one or many recipients. Cyberbullying includes impersonation of another and posting disparaging content as the assumed identity over digital channels. Cyberbullying also includes the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that one or more persons may access if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

District Complaint Manager:

Maple School Assistant Principal - Mrs. Angela Jaeger
2370 Shermer Road, Northbrook, IL 60062
847-400-8904

HOMEWORK EXPECTATIONS

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

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

ATTENDANCE

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

TARDINESS TO SCHOOL AND THROUGHOUT THE SCHOOL DAY

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

DRESS - PERSONAL APPEARANCE - VALUABLES

Dress should not disrupt the educational process or interfere with the maintenance of a positive teaching/learning environment. Clothing and accessories that have obscene/drug/alcohol/gang-related messages are not to be worn in school. Clothing and accessories that are deemed inappropriate for school or disruptive to the learning environment will be discussed with the student and/or their parent(s). Students may be asked to change clothes.

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

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

SUSPENSIONS

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

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

ASSIGNMENT NOTEBOOK

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

TECHNOLOGY

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

DISTRICT SUPPLIED TECHNOLOGY

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

CELL PHONES & SMARTWATCHES

The office telephone is available to be used by students for important reasons. Cell phones and smart watches can only be used or displayed before or after school hours. These items must be turned off during school hours and stored in lockers. Students may use cell phones during the school day if given permission from staff.

LOCKERS/BACKPACKS

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

BICYCLES, SKATEBOARDS AND ROLLERBLADES

Bicycles, skateboards, hoverboards, motorized bikes, and rollerblades are not to be ridden on school property. Bike racks are provided on school grounds and students, while in school, are expected to lock their bikes. Northbrook Village ordinance requires all children under the age of 16 to wear helmets when riding a bicycle. (See article: [Chicago](#)

Tribune/Northbrook Ordinance). Skateboards and rollerblades must be carried while on school property and stored in the student's hall locker during the school day. Skateboards are not allowed on the bus.

***Nothing in this Student Expectations Section shall supersede Northbrook/Glenview School District 30 Discipline-Student Behavior Section 715.01. [Board Policies Found Here.](#)**

EXTRA CURRICULAR ACTIVITIES

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

Any COVID-specific protocols or safety procedures will be shared with students and families during or prior to tryouts or the start of each activity.

ACTIVITIES/CLUBS

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

INTERSCHOLASTIC ACTIVITIES

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

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

- If a student is excused from physical education class on a particular day because they were unprepared or were medically excused by a physician or parent, the student may not participate in the athletic activities on that day.
- Students who have Ds or Fs on their report card or as a current class average will not be eligible to participate until they are performing at satisfactory levels in all classes. The Assistant Principal will establish whether the student will be reinstated.
- If a student is unable to attend five class periods, excluding lunch, on a particular day, they will not be permitted to participate in any school activity program unless the Assistant Principal/Principal has approved special arrangements. There is a Student-Athlete Handbook available which describes in greater detail the interscholastic sports program.

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

CONCUSSIONS

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

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

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

STUDENT AWARDS

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

TRIMESTER AWARDS

- Academic Recognition: Honor Recognition is designated for students who achieve a grade point average between 3.4 and 3.59. Students who achieve a grade point average between 3.6 and 4.0 receive Outstanding Achiever recognition. These recognitions are denoted on the student's report card.
- Mustang Award: Team teachers present this award to students who have demonstrated the six pillars of Character Counts! throughout the trimester.

EXTRA-CURRICULAR AWARDS

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

END-OF-YEAR AWARDS

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

8th GRADE GRADUATION AWARDS

- American Legion Award: This award recognizes two students who demonstrate courage, honor, leadership, scholarship, service, and patriotism while maintaining at least a "B" average.
- Christa McAuliffe Award: This award is presented to eighth-grade students who have demonstrated the greatest growth throughout their years at Maple School, including academic, athletic, and/or personal growth.
- President's Award for Educational Excellence: This award, sponsored by the U.S. Department of Education, is given to eighth-grade students who have attained a cumulative grade point average of 3.75 for grades six, seven, and the first and second trimesters of eighth grade and an average score of 750 on the Math and Reading Illinois Assessment of Readiness (IAR) assessments through 7th grade.
- Dr. Edward Tivador Kindness Award: Nominated and voted upon by Maple School staff members. A student(s) is recognized for their kindness using the following criteria: a student(s) who possesses generosity, gentleness, genuine friendship, compassion towards others, and warmth of human interaction. A student(s) could be recognized by their efforts during eighth grade OR throughout their entire enrollment at Maple School.

HIGH SCHOOL PLACEMENT

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

- First trimester grades
- Present grouping levels
- An evaluation of a student's study habits for the subject areas of English, Mathematics, Science, Social Studies, and World Language

- The levels of instructional support provided to a student under an Individualized Education Plan (IEP), as well as projected assistance that might be required in high school
- A description of MTSS (Multi-Tiered System of Supports) services
- Social/emotional functioning and the outcomes of educational interventions

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

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

FREQUENTLY ASKED QUESTIONS

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

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

Can a student bring a cell phone to school?

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

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

During the school year, students will not be permitted to enter the building until 8:05 am unless they are attending a Band, Orchestra, or Choir rehearsal or they have a scheduled meeting with a teacher. Students arriving before 8:25 am and without a teacher appointment must report directly to the cafeteria or LMC.

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

Any items, including iPads, dropped off in the office for a student should have the student's name and grade on it and be placed on the cart labeled by grade for the student to pick up. When a student forgets their iPad or any other items for the day, they should first check in with their teacher, then check their email. If they do not have their iPad, they can come to the office to see if it was dropped off. Students are also welcome to make a phone call from the office phone to request items to be dropped off that day. In order to keep classroom interruptions to a minimum, students will NOT be called to the office to pick up items. The procedures for distribution of these items are listed below.

Place your items on the cart in the vestibule, labeled by grade:

- Before lunch - they will be brought down to the lunchroom during the student's lunch period to be given to the student.
- After lunch - students will be called to pick up items at the end of the day.
- Items not picked up by a student by the end of the school day will remain in the office until the next day's lunch period for delivery to the student.
- Unclaimed lunch boxes left at school will be discarded at the end of each week.

When is the Library Media Center available to students?

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

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

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

Can visitors come to school?

Visitors will not be allowed to enter the school building beyond the front entrance vestibule without an appointment or unless they are approved volunteers assisting with lunch distribution. Any approved visitor must bring a driver's license to complete the check-in process and be allowed to enter the school building.

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

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

- Have your student bring a note from a parent to the health office before school starts at 8:35 am. It would be helpful to include the reason the student will be out of school, what time the student is to be picked up in the main office to sign out for the appointment, and if the student is expected to return to school that day.
- Call the nurse directly before 9:00 am with all of the above information, 847-400-8908.
- Leave a message on the health office answering machine. Leave the detailed message at any time after 3:35 pm and before 8:35 am. An authorized adult must come into the school or attendance office to sign out a student. No children are allowed to leave the building unescorted.

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

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

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

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

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

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

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

ADDITIONAL RESOURCES FOR PARENTS

[Homework Grid](#)

[Athletics Website](#)

[Clubs and Activities Website](#)

[Maple Marquee](#)

[Maple School Website](#)

[Northbrook/Glenview District 30 Handbook](#)

[Northbrook/Glenview District 30 Website](#)

[Teacher Websites](#)

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