

Maple Grove School

Mighty Hawks

Handbook

2011-2012



6921 W. Cold Spring Road
Greenfield, WI 53220
541-0600

This handbook is meant to serve as a quick reference guide for parents on the procedures of Maple Grove School. We hope you find it helpful.

Absences

Please call your student in to the attendance line if they are going to be late or absent by 9:30 a.m. Leave your child's name, teacher name, and reason for absence. It is important to leave the symptoms of your child's illness. If your child will be late, please indicate whether they will be having hot lunch. The number to call is 541-0600 ext. 3. If you would like homework for your student, please leave the message when calling in the absence, call the teacher's extension or e-mail the teacher directly.

Visitors

In accordance with School Board Policy, all people entering the building for whatever reason are required to check in to the office. Visitors must use the front entrance. There is a white sign in sheet and visitor's stickers to wear while in the building. This is for the safety and security of all Maple Grove Students.

Tardy Students

All students who arrive after the 9:15 bell are considered tardy and must check in at the office for a late pass. Late students will be expected to say goodbye to their parents at the office and walk to class on their

own. This will avoid extra people in the building and disruption of the classroom.

Drop Off Procedures

Parents dropping off students before school may not use the bus lane, rather they should use the lane provided in the center of the teacher/visitor parking lot. As a staff, we ask that parents/guardians/grandparents, etc. say goodbye to their student(s) on the playground and not follow their children into the building. In addition to meeting the district's visitor policy it also helps your child(ren) establish a sense of independence while under the direct supervision of school staff. If a parent needs to speak with their child's teacher they should check in at the office.

Dismissal Procedures

Parents picking up their children at the end of the day should wait on the playground. Parents should not wait in the building. This avoids congestion at the end of the day. Your cooperation is appreciated.

Notes

A note is required from parents if there is any change from the normal routine for transportation home. For example, sports practice, going home on a bus with a friend, someone else picking up your student. If a note is not received, the student will be directed to follow their regular routine.

Update Information

Please notify the school office immediately if you have any change in address, phone numbers or emergency contacts. You may notify us by note or phone call. It is especially important to notify us prior to moving.

Lunch Money

The School District continues to use a software program for lunch. Parents are encouraged to try the online payment option. Instructions were distributed at the beginning of the year. See the School District website for more information. With this new system, negative balances are not allowed. Please monitor your child's account.

Classroom Visitors

All classroom visitors must arrange ahead of time with the teacher and/or principal a time and purpose to visit the classroom. Planning your visit will avoid distractions to other students.

Classroom Volunteers

Classroom volunteers are greatly appreciated by the Maple Grove staff, and we appreciate the donation of your valuable time to help all students learn. If you are interested in becoming a classroom volunteer please contact the school office or your child's teacher. Please be aware that all volunteers are subject to a background check and will be asked to sign a confidentiality agreement.

Parking Lot

Please be considerate in the parking lot. Do not park people in and do not use the handicapped spaces if you do not display a handicapped sticker. Each car must be parked in a parking space. Parking is allowed on the north and south side (only at dismissal time) of Cold Spring Road.

Drop Off/Pick Up Times

Students may not arrive at school prior to 9:05 a.m. or stay past 4 p.m. There is no adult supervision available outside of these times. Ebenezer is available if childcare is needed. You can contact them at 643-5699.

Toys at School

Toys, balls, skateboards, shoes with wheels and electronic toys are not allowed at school.

Dress Code

A few reminders regarding the dress code:

- 1) It is important to watch the weather forecast, especially during transitional seasons.
- 2) Students are not allowed to wear shorts or sandals unless the temperature is above 60 degrees. Students will go out for recess unless it is raining, snowing or the wind-chill is lower than -10. Sending your student with a jacket or sweatshirt during early fall and late spring is advised.
- 3) Flip flops are highly discouraged for safety reasons. Several students have gotten hurt on the playground or walking up and down the stairs due to falling out of or over their flip flops.

Additionally, any student wearing clothing that distracts from the learning environment will be asked to change their clothing.

Chaperone Code of Conduct

Throughout the year teachers will be asking for parent volunteers to serve as chaperones for classroom field trips. Field trips are important community-based learning opportunities for our students and are a direct extension of the classroom, therefore, all parents who volunteer to serve as chaperones are expected to follow all school and district policies. Chaperones will be asked to sign a sheet before they can chaperone indicating that they are aware of the school district policies regarding field trips.

There is no smoking, parents must dress appropriately, no siblings are allowed, and no meeting classrooms uninvited at the site of the field trip. Students are expected to ride the bus with their class. Chaperones are expected to remain with their group for the entire duration of the field trip. Please notify teacher in advance if chaperones are unable to attend so other arrangements can be made. All chaperone's must complete the background check.

Medication

All medication must have a medication consent form completed before medication will be dispensed.

Prescription medication requires the signature of the health care provider. Consent forms can be found online at www.greenfield.k12.wi.us Cough drops are allowed with a written note to the teacher.

Classroom Birthday Celebrations

Birthdays are an exciting day for our students. Treats are welcome, however, we have several students with severe food allergies, so please look for notices from your child's teacher regarding foods that must be avoided. Please avoid sending things that the teacher must cut and take extra time distributing; the simpler the treat the better. Also, please avoid bringing the party to the classroom. Unfortunately, due to time constraints and distractions to the learning environment, we can not accommodate balloon bouquets, singing telegrams, party games, etc.

Playground Safety

- Slides: down only, sit feet first, no jumping off, no sitting on top of enclosed slides
- Monkey bars: small equipment two way traffic; big equipment one direction only. No sitting or hanging from top area, no chicken fights.
- No throwing wood chips.
- No standing on picnic tables or benches.
- No playing by shed.
- No fence climbing.
- No playing in trees or bushes.
- Put all balls and jump ropes away when first bell rings.
- Line up at the first bell. At the second bell all students should be in a straight, quiet line, hands to themselves.
- Do not bring toys from home.
- No ball playing against the building.
- No tag playing on the equipment.
- Adult permission is needed to enter the building.
- Swing on your bottom only, back and forth motion.
- Students should obey yellow line boundary. No peeking inside classrooms.

Staff Telephone Extensions & E-mail

Ext.	Name	e-mail address	Position
1764	Attendance Line	skrukowski@admin.greenfield.k12.wi.us	
1723	Barczak, Todd	tbarczak@greenfield.k12.wi.us	Grade 5
1713	Bielke, Cindi	cbielke@greenfield.k12.wi.us	Sr. K
	Brzycki, Kristine	kbrzycki@admin.greenfield.k12.wi.us	Asst Principal
1710	Falk, Patty	pfalk@greenfield.k12.wi.us	E.C.
1720	Finley, Sue	sfinley@greenfield.k12.wi.us	Special Ed
1737	Fleischer, Jim	jfleischer@greenfield.k12.wi.us	Phy Ed
1711	Helf, Suzan	shelf@greenfield.k12.wi.us	Grade 4
1757	Heuer, Marci	mheuer@greenfield.k12.wi.us	OT
1718	Kanters, Eric	ekanters@greenfield.k12.wi.us	Grade 3
1729	Kanters, Katy	kkanters@greenfield.k12.wi.us	Grade 2
1724	Kowalski, Jean	jkowalski@greenfield.k12.wi.us	Grade 3
1700	Krukowski, Sandy	skrukowski@admin.greenfield.k12.wi.us	Secretary
1731	Kruse, Vicki	vkruise@greenfield.k12.wi.us	Grade 2
1715	Kuchta, Jessica	jkuchta@greenfield.k12.wi.us	Sr. K
1733	Lange, Nicole	nlange@greenfield.k12.wi.us	Grade 5
1717	Lemke, Michelle	mlemke@greenfield.k12.wi.us	Grade 1
1728	Lockett, Krystal	klockett@greenfield.k12.wi.us	Grade 2
1726	Lusis, Michelle	mlusis@greenfield.k12.wi.us	Grade 3
1736	Michlig, Jackie	jmichlig@admin.greenfield.k12.wi.us	Guidance
1708	Mike, Mike	mmike@greenfield.k12.wi.us	PT
1705	Mlinar, Chris	cmlinar@greenfield.k12.wi.us	Special Ed
1707	O'Brien, Caitlin	cobrien@greenfield.k12.wi.us	Speech
1706	Palmer, Kim	kpalmer@greenfield.k12.wi.us	Special Ed
1735	Patten, Kerri Jo	kpatten@greenfield.k12.wi.us	Grade 1
1727	Paulus, Jennifer	jpaulus@greenfield.k12.wi.us	Special Ed
1719	Perkins, Rebecca	rperkins@greenfield.k12.wi.us	Grade 1
1734	Perry, Doug	dperry@greenfield.k12.wi.us	Grade 5
1732	Peterson, Lisa	lpeterson@greenfield.k12.wi.us	Grade 4
1709	Quast, Marie	mquast@greenfield.k12.wi.us	Speech
1741	Ringsby, Eddy	eringsby@greenfield.k12.wi.us	Grade 4
1712	Schilz, Katybeth	kschilz@greenfield.k12.wi.us	Jr. K
1736	Starnes, Mary	mstarnes@admin.greenfield.k12.wi.us	Guidance
1725	Staskunas, Elizabeth	estaskunas@greenfield.k12.wi.us	Music
1712	Steiner, Erin	esteiner@greenfield.k12.wi.us	Jr. K
1704	Szablewski, Diane	dszablewski@greenfield.k12.wi.us	Media
1714	Voskuil, Noemi	nvoskuil@greenfield.k12.wi.us	ESL/Title 1
1728	Waise, Gina	gwaise@greenfield.k12.wi.us	Grade 2
1702	Weisrock, Michelle	mweisrock@admin.greenfield.k12.wi.us	Principal
1716	Witkov, Laura	lwitkov@greenfield.k12.wi.us	Reading
1721	Yotti-Lynch, Peggy	pyotti-lynch@greenfield.k12.wi.us	Art
1730	Young, Meghann	myoung@greenfield.k12.wi.us	Kindergarten