



Maple Hill Elementary School  
**KIDS FIRST — Every Student, Every Day**  
 “Kind Heart, Strong Mind, Brave Spirit, HAWK Pride”  
 1350 Maple Hill Road • Diamond Bar, CA 91765  
 (909) 861-6224

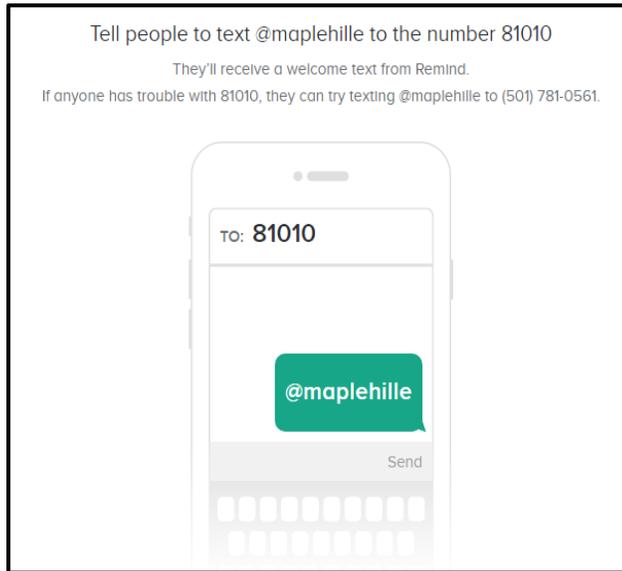


Dear Maple Hill Families,

I hope this letter finds all of you doing wonderfully well and soaking up all the fun and relaxation that summer has to offer. The students of Maple Hill, along with their supportive families, work hard throughout the school year to achieve their personal best. Therefore, it is important to find time during the summer to reconnect as a family, refuel the mind, and rejuvenate the body!

Included with this letter are important documents that need to be completed by parents and **returned to your child’s teacher during the first week of school.** To help you manage all of the paperwork, I have included a check off list of the items that you can keep and the items that need to be **turned in to your child’s teacher the first week of school.** (stapled to this letter).

This year, I will continue to use the REMIND App, which is a free communication app that allows you to receive text messages from Maple Hill about school events or reminders. Your phone number will stay private and only the school will be able to send you messages. You will only be able to receive messages from Maple Hill and not respond to them. To access REMIND app, follow the text messaging directions in the box below. Once you send the text, you will be asked to download the free app to your phone. **If you signed up last year, you do not need to sign up again.**



Also, we will continue the practice of opening the back gate of our campus (corner of Eaglefen Dr. & Eddridge Dr.) at 7:35 a.m. for morning student drop off. Students will walk down the stairwell and go directly to their designated playgrounds for our before school recess. The gate will close at 8:00 a.m. ***This gate will not be used after school.*** I hope that by opening this gate we will be able to alleviate some of the morning traffic on Maple Hill Road. Please see map below.



In partnership,

Ms. Morris  
 Principal of Maple Hill Elementary

## Check Off List

\*Paperwork that needs to be sent back to school during the first week or saved for your records\*

Action	Document Name
Keep for your Records	Maple Hill School Information Packet
Keep for your Records	School Calendar
Keep for your Records	Safety for Our Kids
Complete & Return	Discipline Plan (white)
Complete & Return	Emergency Card Information (1/2 sheet, white)
Complete & Return	Disaster Card (gray)
Complete & Return	Signature Acknowledgement & Accountability (blue)
Complete & Return	Permission Click (golden rod)
Complete & Return	Voluntary Student Accident Insurance (white)
Complete & Return (optional)	Disaster Kit (green)
Complete & Return (optional)	School t-shirt order form (School t-shirts are worn every Friday)
Keep for your Records	WVUSD Child Care Program
Keep for your Records	Transportation Department
Keep for your Records	Back to School Night Date and Times
Keep for your Records	Bell Schedule



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**MAPLE HILL-SCHOOL INFORMATION**

**CLASS ASSIGNMENTS** Your child’s class assignment will be posted on the office windows August 10th after 4:00 p.m. Classroom assignments were made after careful consideration from the teachers and principal. Classroom assignments will be posted the entire weekend and the first day of school, so avoid the crowds and come later.

**FIRST DAY OF SCHOOL** School starts on Monday, August 13<sup>th</sup>, and we will be on a minimum day schedule (8:00-11:30 a.m.). However, Kindergarten and Transitional Kindergarten (TK) will be observing a different schedule. TK/K Parents and students will enter the primary gate and wait on the TK/K Blacktop. At 8:00 a.m., the TK/K teachers will welcome you. Parents and Kindergarten/TK students will go home together at 10:00 a.m.

**BACK TO SCHOOL NIGHT** August 15 (Wednesday)  
 Grades 3<sup>rd</sup>-5<sup>th</sup>, SAI (TK-2nd) 6:00-6:30 p.m.  
 Grades TK-2nd, SAI (3<sup>rd</sup>-5<sup>th</sup>) 6:40-7:10 p.m.

**CLASS SCHEDULES**

TK/Kindergarten (M, T, W, F)	8:00 a.m. – 1:15 p.m.
TK/Kinder (Thursday)	8:00 a.m. – 1:00 p.m.
Grades 1-5 (M, T, W, F)	8:00 a.m. – 2:30 p.m.
Grades 1-5 (Thursday)	8:00 a.m. – 1:10 p.m.
Grades TK-5 (Minimum Day)	8:00 a.m. – 11:30 a.m.

**MINIMUM DAYS GRADES 1-5**  
 Aug. 13 Aug. 31 Oct. 8 Oct. 9  
 Oct. 12  
 Dec. 19 Feb. 15 March 15 May 30

**MINIMUM DAYS TK-K**  
 Aug. 14-17 Oct. 8 Oct. 9 Oct. 10  
 Oct. 11 Oct. 12 Oct. 29-Nov. 2  
 Nov. 15 Dec. 19  
 Feb. 11-15 March 15 May 6-10  
 May 30

**NON-PUPIL DAYS:**  
**PROFESSIONAL DEVELOPMENT**  
 Feb. 22

**BACK GATE (corner of Eaglefen Dr. and Eddridge Dr.)**

To help alleviate the traffic in the **morning**, we will be opening the back gate (corner of Eaglefen Dr. and Eddridge Dr.) of our campus at 7:35 a.m. for students to be dropped off and to enter school grounds. All children may use this gate and then walk to their designated playgrounds. The gate will close at 8:00 a.m. There is a sidewalk connecting the stairwell to the blacktop, so your child will not have to walk across the grass. **This gate will NOT be opened for after school dismissal.**

**SUMMER PACKETS** Enclosed with this letter is a packet of documents that need your review, information, and signature. **Please sign all forms and return to your child’s teacher on the first day of school.** If you need additional copies, they can be accessed on the Maple Hill website by selecting: [First Day Parent Packet for 2018-2019.](#)

**PARENT COMMUNICATION** Maple Hill is committed to parent-school partnerships. In order to facilitate communication, please visit our school website [www.maplehillschool.org](http://www.maplehillschool.org). In addition, you will receive community phone calls from Maple Hill updating your family on current information. This year, in an effort to go paperless, we will be emailing most flyers to the **one email address** that you provided on your child’s emergency card. Unfortunately, our system does not have the capability of sending flyers to more than one email address. Hard copies may still be picked up in the office.

**SAFETY** Please review the safest route to and from school with your child. Children must use crosswalks and cross streets only at the corners. Children must also obey the crossing guard. For the safety and protection of all children, do not drop your child off in the morning before 7:35 a.m. There is no supervision on campus before 7:35 a.m. Students must be dropped off and picked up at their scheduled times or child care must be arranged.

**Pick Up and Drop Off Procedures** Our traffic patterns, designed by city, district, and school officials, will remain the same. **Our parking lots are closed to through traffic before and after school.**

- There is a loading/unloading zone on Maple Hill Road, alongside the school, and parking is not permitted. ***When using the loading/unloading zone, your child needs to exit the car on their own and grab their own backpack. Parent should remain in vehicle.*** It is critical that we keep the loading/unloading areas moving to ensure normal traffic flow.
- If you prefer walking your child to the front of the school, then you **MUST** park your car in the designated parking areas on the street.
- Making U-Turns on Maple Hill Road is **ILLEGAL** and jeopardizes the safety of our children.
- Please do not drop your child off in the middle of the street. Pull up to the curb.
- Our students rely on our parent community to be safe and cautious drivers.
- **REMINDER: Friday is street sweeping day, so please pay attention to street sweeping signs.**

**PLEASE BE ON TIME** Don't forget all students need to be in their classroom lines on the playground by 8:00 am in order to be marked on time. Gates open at 7:35 a.m. Students that are not in line when the bell rings in the morning will be marked tardy.

**RAINY DAY DISMISSAL** It is our utmost priority to ensure the safety of our students. In the past, we have dismissed students from the front office, so that they weren't exposed to the rain. However, dismissing 550 plus students into a small courtyard to hundreds of awaiting parents with umbrellas, is not safe. We have too many people in one small area and this can be stressful for all parties involved.

**On rainy days, we will be dismissing the students in the following manner:**

**TK and Kindergarten:** Students will wait in their classroom and the parent will meet them in the classroom for pick up.

**1<sup>st</sup> Grade:** First graders will exit out of their normal gate.

**2<sup>nd</sup> Grade:** Second graders will exit out of their normal gate.

**3<sup>rd</sup> Grade:** Third graders will exit out of the front office.

**4<sup>th</sup> and 5<sup>th</sup>:** Fourth and Fifth graders will exit out of their normal gate.

Students will be escorted by their teachers through the hallway corridors to get to their dismissal gate. Walking in the hallway corridors, as opposed to walking the exterior of the school, will provide the students shelter from the rain until they get to their dismissal gate.

### **ABSENCES/HOMEWORK REQUEST**

Please report absences and make homework requests before 9:30 a.m. This allows the teacher enough time to prepare the homework for the student. Homework is available to pick up between 2:30-3:30 p.m. (Thursdays 1:10-2:30 p.m.). Homework will be located in the black cubbies in the front office by the entrance doors.

**CHILD CARE** Walnut Valley Unified School District's child care program is located on our campus and is open from 6:00 a.m. until 6:30 p.m. for all grades. For information, please contact the Day Care Office at (909) 444-3460.

**BUS TRANSPORTATION** Bus passes may be obtained in the transportation department at the Walnut Valley Unified School District Office. The cost is \$135.00 per semester for one child (with additional cost reductions for siblings). The District also offers a one way Bus Pass Coupon for \$2.25 that can be obtained at the transportation department. If you have any questions regarding busing, please call (909) 595-1261 extension 31384.

**LUNCH** Students may bring their own lunch or purchase a lunch in our cafeteria for **\$3.00**. Milk may also be purchased for \$0.35. Menus will be posted on the Maple Hill website during the first week of school, and can also be found on the district website. On minimum days, your child may purchase Brunch during their morning recess (10:00-10:15 a.m.) Students' accounts may be prepaid (submit your payment in the metal, black box located in the Front Office or you can pay online-see directions below), and all students are required to learn their pin numbers at the beginning of the school year. Any monies left from the previous year have been rolled over to this year.

\*If you would like to sign up for the school lunch menu to be emailed to you automatically, please follow these steps:

1. Go to [www.walnutnutrition.org](http://www.walnutnutrition.org)
2. Click on Menus at the top
3. Click on the GOING GREEN MENUS icon
4. Sign up

\*If you would like to view your child's lunch balance or add money to their account, please follow these steps:

1. Go to [www.wvusd.k12.ca.us](http://www.wvusd.k12.ca.us)
2. Go to View Student Balances & Transaction History
3. Input your child's 6 digit Student ID Number
4. Select Transaction History

To make a deposit to their account, select: MAKE PAYMENT and follow the instructions.

**BRUNCH** On modified school days (minimum days) when students are dismissed early, brunch will be provided at the morning recess time (10:00 a.m.). Student breakfasts on modified days are \$3.00 which also includes 8 oz. of milk.

**WVUSD WELLNESS POLICY** Maple Hill honors this policy which promotes nutritional education and physical activities. If a student forgets to bring a lunch to school, parents should bring the student's lunch to the office by 9:30 a.m. with student's name, teacher's name and classroom number written on it. We will not interrupt instruction to deliver lunches. If you are delivering a lunch, instruct your child to pick it up at the lunch area.

In compliance with the U.S. Department of Agriculture, our district's Nutrition Services Department has adopted a new "Meal Charge Policy". To read more about the new policy, please follow these steps:

1. Go to [www.walnutnutrition.org](http://www.walnutnutrition.org)
2. Click on "Nutrition Services Charge Policy" (Middle of the page)

**STUDENT BIRTHDAYS** Teachers will recognize student birthdays in their classrooms as they deem appropriate. Therefore, it is school policy that we will NOT be accepting parent contributions on the day of your child's birthday. Also, the distribution of personal birthday invitations on campus (front of school and school grounds) will not be permitted. All invitations must be passed out off campus.

**STUDENT CODE OF CONDUCT/MAPLE HILL VALUES** Maple Hill is proud to continue to be a PBIS (Positive Behavior Intervention and Support) School. We teach students behavior expectations in all areas of the school based on our values of Be Safe, Be Responsible, Be Respectful. In 2016, we earned the Silver Award from the California PBIS Coalition because of our exemplary PBIS program.

**ELECTRONIC READING DEVICES** With approval from your child's teacher, your child is welcome to bring electronic reading devices (Nook or Kindle, no iPad) to school. Each device should be labeled with your child's name. Please be aware that the school does not assume any responsibility for lost, damaged, or stolen items. Students will not be able to take photographs with any electronic device during school hours and on school property.

**CELL PHONE POLICY** Technology and busy families have increased the need for some children to bring cell phones to school. This is understandable, however, we do need you and your child to be aware that cell phones must remain off and in their backpacks during school hours. Maple Hill is not responsible for lost, damaged, or stolen cell phones.

**DISASTER KITS (New Students)** In the event of a natural disaster, it is crucial that your child have a three-day supply of food/water on campus. For a \$12 donation, you can purchase a disaster kit for your child. Please see enclosed flyer to purchase a disaster kit for your child.

## **SCHOOL SUPPLIES**

Parents are always asking for suggestions about school supplies that would enhance their students learning. Following are some items listed by grade level that could positively impact your students learning and achievement.

### **TK and Kindergarten:**

Pencils, crayons, scissors and glue sticks should be kept at home for homework. Please bring a regular sized backpack that a 9 X 12 inch book could fit in. Trapper Keepers/3 ring binders, notebooks, pencil boxes and other supplies are **NOT** needed at school

### **1<sup>st</sup> Grade:**

All classroom supplies will be provided by the teacher, but pencils and crayons will be needed at home for homework. Please bring a regular sized backpack (**NO** roller backpacks), a set of headphones or earbuds (marked with your child's name, for use on chrome book/iPads), 1 ream of Xerox paper, a box of Kleenex, and a package of baby wipes.

### **2<sup>nd</sup> Grade:**

#2 pencils (2 boxes sharpened), permanent Sharpie black marker, 2 red ballpoint pens, 3 black whiteboard markers (low-odor), a set of headphones or earbuds (marked with your child's name, for use on chrome book/iPads), Kleenex, small and large Ziploc bags, 2 reams of white copy paper and baby wipes

### **3<sup>rd</sup> Grade:**

Backpack, 16 pack of crayons, 12 pack of colored pencils, 8 pack of markers, wide rule lined paper, white copy paper, #2 pencils, glue sticks, highlighters and dry erase markers

### **4<sup>th</sup> grade:**

#2 Pencils (lead mechanical pencils are okay as long as they are #2 lead), pencil sharpener with a cover, erasers, colored pencils, markers, highlighters (2 colors), ball point pens, black felt tip pens for tracing, glue sticks, scissors, ruler, pencil box (no bigger than 9 X 6), package of subject dividers (at least 6 dividers), wide-ruled 3-ring notebook paper, 1 spiral notebook-single subject (standard size paper) **no** 5 subject – it won't fit in desk, one 2" 3-ring plain view binder notebook (no zip-up binders please) and JUMBO cloth book covers for 3 textbooks

### **5<sup>th</sup> Grade:**

3-ring notebook with dividers or an expanding file organizer, colored pencils, colored markers, erasers, glue sticks, highlighters, blue or black ink pens, lined paper, #2 pencils or mechanical pencils, ruler, scissors, encased pencil sharpener and a water bottle

Parents frequently ask us about classroom contributions. The following are items that are in constant use in our classrooms:

- Facial Tissue/Kleenex, baby wipes, Plastic Zip Lock Bags (gallon and sandwich size) and 8 ½ X 11 White Copier Paper

**The Constitution of the State of California requires that we provide a public education to students free of charge, unless a charge is specifically authorized by law. Please direct questions about school-specific matters needing clarification or explanation directly to the school's principal.**

**PARENT CONFERENCE WEEK** Our parent conferences will be held from October 8-12. Oct. 8, Oct. 9, Oct. 12 will be minimum days for all students. As in previous years, if you have any concerns throughout the school year about your child's progress, please contact your child's teacher.

**OPEN HOUSE**

March 13<sup>th</sup> (all grades) 6:00-6:55 p.m.

\*\*\*Tentative Schedule\*\*\* 5:00-5:50 Food Trucks and Musical Showcase in amphitheater

**HOW DO I GET INVOLVED?** There are several ways to get involved at Maple Hill and we would enjoy getting to know you. Our parents are vital to Maple Hill's success!

- **Community Club Parent Group:** The Maple Hill Community Club is a group of parents dedicated to promoting positive relationships between the home and school. They provide our students with extra activities, programs, and materials. All parents are considered members and are welcome to attend the monthly meetings. If you are interested in volunteering, please email your request to [maplehillcc@gmail.com](mailto:maplehillcc@gmail.com)., express your interest to your child's teacher, or let the principal know. The Community Club Parent Group meets in the mornings once per month (Wednesdays 8:00 a.m.-9:00 a.m.), and all community members are invited to attend.
- **School Site Council:** The SSC meets at least four times a year (Wednesdays 3:00 p.m.-4:00 p.m.) and consists of staff members and parents. This team serves as a decision making body regarding our educational program. All parents are welcome to attend the meetings.
- **Volunteers:** You may also volunteer in the classroom, library, or for the Community Club Parent Group. We need volunteers to help with many activities throughout the year. Contact your child's teacher or the Community Club.

**VOLUNTEERS** The Walnut Valley Unified School District continues its policy designed to ensure our schools are safe. This policy requires one extra step for our parent volunteers. Please be prepared to submit a completed application available online, a copy of a California Driver's License or California ID, and a current negative TB test. This information will be kept on file for all volunteers and must be revised annually to ensure the safety of all children. The application can be accessed on the website below. Please print it, fill it in, and submit it to the school office. <https://goo.gl/k0eior>

# MAPLE HILL ELEMENTARY

## SCHOOL CALENDAR 2018 – 2019



### Community Club Events

August 13	Monday	First Day of School – Minimum Day – 11:30 a.m. Dismissal
August 13	Monday	TK & Kindergarten Orientation – 8:00 a.m. – 10:00 a.m.
August 14	Tuesday	8:00 a.m. “Goodbye at the Gate-Boo Hoo, Woo Hoo” Doughnuts & Coffee with Community Club & Ms. Morris in MPR
August 14 – 17	Tuesday – Friday	TK & Kindergarten Minimum Days – 11:30 a.m. Dismissal for TK & Kindergarten ONLY
August 15	Wednesday	Back to School Night – 6:00 p.m.-6:30 p.m. 3 <sup>rd</sup> -5 <sup>th</sup> 6:40 p.m.-7:10 p.m. TK-2 <sup>nd</sup> *Adult Only Event
August 22	Wednesday	Community Club Meeting 8:00 a.m. in MPR. All are welcomed!
August 23	Thursday	Hawk Shop After School
August 31	Friday	Minimum Day - 11:30 a.m. Dismissal - School Wide (TK – 5 <sup>th</sup> Grades)
August 31-October 31		Fall Enrichment Education Drive
September 3	Monday	No School – Labor Day Holiday
September 12	Wednesday	School Picture Day
September 19	Wednesday	Community Club Meeting 8:00 a.m. in MPR
September 20	Thursday	Hawk Shop After School
September 26	Wednesday	3:00 p.m. in MPR-School Site Council Meeting with Committee and Ms. Morris. All are welcomed to attend.
September 28	Friday	School Wide Spirit Day-“Twinning” Come dressed the same as a friend/friends.
October 8-12	Monday-Friday	Fall Book Fair in MPR
October 8	Monday	Parent Conferences – 11:30 a.m. Dismissal – School Wide (TK – 5 <sup>th</sup> Grades)
October 9	Tuesday	Parent Conferences – 11:30 a.m. Dismissal – School Wide (TK – 5 <sup>th</sup> Grades)
October 10	Wednesday	Parent Conferences – 11:30 a.m. Dismissal for TK and Kindergarten ONLY 2:30 p.m. Dismissal for 1 <sup>st</sup> – 5 <sup>th</sup> Grades
October 11	Thursday	Parent Conferences – 11:30 a.m. Dismissal for TK and Kindergarten ONLY 1:10 p.m. Dismissal for 1 <sup>st</sup> – 5 <sup>th</sup> Grades
October 12	Friday	Parent Conferences – 11:30 a.m. Dismissal – School Wide (TK – 5 <sup>th</sup> Grades)
October 17	Wednesday	Community Club Meeting 8:00 a.m. in MPR
October 18	Thursday	Hawk Shop After School
October 22-26	Monday-Friday	Red Ribbon Week
October 24	Wednesday	3:00 p.m. in MPR-School Site Council Meeting with Committee and Ms. Morris. All are welcomed to attend.
October 26	Friday	<b>TENTATIVE</b> -Family Movie Night in MPR
October 29 – November 2	Monday – Friday	TK & Kindergarten Testing – 11:30 a.m. Dismissal for TK & Kindergarten ONLY
October 31	Wednesday	Halloween Parade at 8:15 a.m. *Families Welcomed to Attend
November 12	Monday	No School – Veteran’s Day Holiday
November 14	Wednesday	School Picture Make-up Day
November 15	Thursday	11:30 a.m. Dismissal for TK and Kindergarten ONLY (Bread Making Day)
November 15	Thursday	Hawk Shop After School
November 16	Friday	Trimester 1 Report Cards go home
November 19 – 23	Monday - Friday	No School – Thanksgiving Break
November 28	Wednesday	Community Club Meeting 8:00 a.m. in MPR
November 28	Wednesday	3:00 p.m. in MPR-School Site Council Meeting with Committee and Ms. Morris. All are welcomed to attend.
December 6	Thursday	Musical Winter Showcase (4 <sup>th</sup> /5 <sup>th</sup> grade Vocals/Choir) 6:00 p.m. in MPR
December 7	Friday	Musical Winter Showcase (4 <sup>th</sup> /5 <sup>th</sup> grade Vocals/Choir) 8:15 a.m. in MPR
December 11-14	Tuesday-Friday	Holiday Hawk Shop in the MPR
December 13	Thursday	Scripps National Spelling Bee-Classroom Competitions (1 <sup>st</sup> -5 <sup>th</sup> grade)

December 14	Friday	Family Movie Night-MPR (more details to come)
December 19	Wednesday	Minimum Day - 11:30 a.m. Dismissal - School Wide (TK - 5 <sup>th</sup> Grades) Start of Winter Break
December 20 - January 4	Thursday - Friday	No School - Winter Break
January 7	Monday	Return from Winter Break
January 17	Thursday	Hawk Shop After School
January 21	Monday	No School - Dr. Martin Luther King Jr. Holiday
January 24	Thursday	Scripps National Spelling Bee-School Wide Competition (1 <sup>st</sup> -5 <sup>th</sup> )
January 30	Wednesday	3:00 p.m. in MPR-School Site Council Meeting with Committee and Ms. Morris. All are welcomed to attend.
February 8	Friday	School Tour for incoming New Students (TK-5 <sup>th</sup> ) @ 8:30 a.m.
February 8	Friday	School Wide Spirit Day-"Disney Days" Wear clothing related to Disney
February 11 - 15	Monday - Friday	TK & Kindergarten Testing - 11:30 a.m. Dismissal for TK & Kindergarten ONLY
February 14	Thursday	Hawk Shop After School
February 15	Friday	Minimum Day - 11:30 a.m. Dismissal - School Wide (TK - 5 <sup>th</sup> Grades)
February 18	Monday	No School - President's Day Holiday
February 20	Wednesday	Community Club Meeting 8:00 a.m. in MPR
February 21	Thursday	<b>V.I.P Ball-School Dance</b>
February 22	Friday	No School - Staff Development Day
February 25-March 1	Monday-Friday	Dr. Seuss Week
February 27	Wednesday	5 <sup>th</sup> Grade Panoramic Picture @ 9:00 a.m.
March 1	Friday	Trimester 2 Report Cards go home
March 5	Tuesday	CAASPP State Testing Meeting for Parents (3 <sup>rd</sup> -5 <sup>th</sup> ) 8:15 a.m. in MPR
March 7	Thursday	<b>Hawk Walk Pep Rally 1:15 p.m.-2:30 p.m. (amphitheater)</b>
March 13	Wednesday	<b>OPEN HOUSE</b> (all grades) 6:00 p.m. - 6:55 p.m./5:00 p.m.-5:50 p.m. Food Trucks & Musical Performers in amphitheater
March 15	Friday	Minimum Day - 11:30 Dismissal - School Wide (TK - 5 <sup>th</sup> Grades)
March 20	Wednesday	Community Club Meeting 8:00 a.m. in MPR
March 28	Thursday	<b>Hawk Walk 8:15-10:00 a.m.</b>
April 8-11	Monday-Thursday	CAASPP Testing (3 <sup>rd</sup> -5 <sup>th</sup> )
April 12	Friday	No School
April 15-19	Monday-Friday	No School - Spring Break
April 22 - May 3	Monday - Friday	CAASPP Testing (3 <sup>rd</sup> -5 <sup>th</sup> )
April 24	Wednesday	Community Club Meeting 8:00 a.m. in MPR
April 25	Thursday	Hawk Shop After School
May 2	Thursday	Musical Spring Showcase (4 <sup>th</sup> /5 <sup>th</sup> Choir/Vocals/Band) 6:00 p.m. in MPR
May 3	Friday	Musical Spring Showcase (4 <sup>th</sup> /5 <sup>th</sup> Choir/Vocals/Band) 8:15 a.m. in MPR
May 6-10	Monday-Friday	TK & Kindergarten Testing - 11:30 a.m. Dismissal for TK & Kindergarten ONLY
May 6-10	Monday-Friday	Teacher Appreciation Week
May 6-10	Monday-Friday	Spring Book Fair in Library
May 15	Wednesday	School Tour for incoming New Students (TK-5 <sup>th</sup> ) @ 8:30 a.m.
May 16	Thursday	Hawk Shop After School
May 22	Wednesday	Community Club Meeting 8:00 a.m. in MPR
May 27	Monday	No School - Memorial Day Holiday
May 29	Wednesday	4 <sup>th</sup> and 5 <sup>th</sup> Grade Awards - 8:15 a.m. 5 <sup>th</sup> Grade Promotion Ceremony - 9:15 a.m.
May 30	Thursday	Trimester 3 Report Cards go home
May 30	Thursday	5 <sup>th</sup> Grade Goodbye Parade at 11:10 a.m. (Parents invited to attend)
May 30	Thursday	Minimum Day 11:30 Dismissal - School Wide (TK-5 <sup>th</sup> Grades) <b>LAST DAY OF SCHOOL</b>



# Maple Hill Elementary School

**KIDS FIRST...Every Student, Every Day**

1350 Maple Hill Road • Diamond Bar, CA 91765

(909) 861-6224



## Safety for Our Kids

Dear Parents,

Our students are our greatest treasures. The safety of all our children is our number one priority and responsibility. It is crucial and critical that all parents follow the posted traffic signs and traffic laws to ensure the safety of our children. Some areas of concern have developed over the past few weeks and I want to take the opportunity to address these concerns, so that all students and family members arrive to school safely.

- First, are the crosswalks. When approaching any of our three crosswalks, you **MUST** slow down as you approach the crosswalk regardless if you see children or not. Children might not look both ways when entering the cross walk and it is our duty to be cautious when we drive through all crosswalks. We all need to slow down our vehicles when approaching all crosswalks.
- Second, all U-Turns are **illegal** on Maple Hill Road. When you make a U-Turn, you are putting yourself, your passengers, children crossing the crosswalk, and other cars at-risk for an accident.
- Third, no parents are allowed to park in the school parking lot. Unless you have a "Disabled Person Parking Pass" and you will be exiting your vehicle to pick up a student. We have many students crossing the parking lot and we cannot have parents driving through the lot, or backing up their cars when children are present.
- Our fourth area of concern are the Unloading and Loading Zones along Maple Hill Road. These loading zones are available for student drop-off and pick-up. We have **THREE** zones. The 1st zone is the sidewalk before the main entrance driveway to the school, the 2<sup>nd</sup> zone is the sidewalk between the main entrance driveway to the school and the exit driveway from the school, the 3<sup>rd</sup> zone is the sidewalk between the exit driveway from the school and the street, Bird's Eye. Here are the laws for these zones:
  - Parents pull up to the curb side. Parent **should not** get out of the vehicle. Your child should have their backpack next to them in the car.
  - Student exits on the right side of the vehicle, the passenger side, and grabs their backpack on their own.
  - Once student has safely exited the vehicle, parent drives off.
  - **There is NO parking in any of these zones.**
  - You cannot leave one adult in the car, and have another adult walk the child to the gate. This is considered parking.
  - If you would like to park your vehicle and walk your child to the gate, then you must park on the sidewalk alongside Maple Hill Park.

For the safety of our children, please drive with caution when you are in the vicinity of the school. I know we all live busy lives and we have stressful schedules, but let's take the time to slow down when it comes to the safety of our children.

Sincerely,

Kelly Morris  
Principal of Maple Hill Elementary School

# BACK TO SCHOOL NIGHT



WEDNESDAY, AUGUST 15, 2018

6:00 p.m. – 7:15 p.m.

Welcome back to school. Teachers will be presenting an overview of your child's classroom on a rotating schedule to allow you to visit each teacher if you have more than one child. Because this is an evening for teachers to share the year's programs and events with parents, **we ask that children do not attend due to limited classroom space. There will be no supervision or childcare. The Playground will be closed.**

**SESSION 1: 6:00 – 6:30**

**SESSION 2: 6:40 – 7:10**

<p>SESSION 1: 6:00 – 6:30</p> <p><b><u>Third</u></b> Kim, League &amp; Peterson</p>	<p>6:30 – 6:40</p> <p><b>Transition</b></p>	<p>SESSION 2: 6:40 – 7:10</p> <p><b><u>TK &amp; Kindergarten</u></b> Hansen, Adishian, Hernandez &amp; Valdespino</p>
<p>SESSION 1: 6:00 – 6:30</p> <p><b><u>Fourth Grade</u></b> Criddle, Davis &amp; Valadez</p>	<p>6:30 – 6:40</p> <p><b>Transition</b></p>	<p>SESSION 2: 6:40 -7:10</p> <p><b><u>First Grade</u></b> Gallegos, Imperial &amp; Thomas</p>
<p>SESSION 1: 6:00 – 6:30</p> <p><b><u>Fifth Grade</u></b> Cahalan, Mabini &amp; Swartz</p>	<p>6:30 – 6:40</p> <p><b>Transition</b></p>	<p>SESSION 2: 6:40 – 7:10</p> <p><b><u>Second Grade</u></b> Cunningham, Keelan &amp; Rovira</p>
<p>SESSION 1: 6:00 – 6:30</p> <p><b><u>SAI</u></b> Dao: Grades TK – 2<sup>nd</sup></p>	<p>6:30 – 6:40</p> <p><b>Transition</b></p>	<p>SESSION 2: 6:40 – 7:10</p> <p><b><u>SAI</u></b> Dao: Grades 3<sup>rd</sup> – 5<sup>th</sup></p>

# MAPLE HILL ELEMENTARY

## BELL SCHEDULE

### REGULAR

8:00 a.m.	INSTRUCTION BEGINS
10:00 – 10:15	RECESS
11:25 – 12:10	LUNCH: 1 <sup>st</sup> & 2 <sup>nd</sup> Grade
11:35 – 12:20	LUNCH: 3 <sup>rd</sup> Grade
12:15 – 1:00	UPPER GRADE LUNCH
1:15 – 1:25	PRIMARY RECESS
2:30 p.m.	DISMISSAL

### THURSDAY

8:00 a.m.	INSTRUCTION BEGINS
10:00 – 10:15	RECESS
11:25 – 12:10	LUNCH: 1 <sup>st</sup> & 2 <sup>nd</sup> Grade
11:35 – 12:20	LUNCH: 3 <sup>rd</sup> Grade
12:15 – 1:00	UPPER GRADE LUNCH
1:10 p.m.	DISMISSAL

### TK & KINDERGARTEN

8:00 a.m.	INSTRUCTION BEGINS
10:00 – 10:15	RECESS
11:10 – 11:55	LUNCH
1:15 p.m.	DISMISSAL (M,T,W,F)
1:00 p.m.	DISMISSAL EVERY THURSDAY



# Maple Hill Elementary School -Discipline Plan-



Your child’s teacher will introduce the classroom and playground rules with your child. However, we would like parents to review the Discipline Plan with their child at home.

**Please sign below confirming that you have read the Discipline Plan with your child.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

### Maple Hill’s Mission Statement:

At Maple Hill, it is our mission to establish a school environment where every student has the opportunity to receive a stellar education — one that meets their individual needs in a safe and loving environment where their hearts are ignited, their spirits are encouraged, and their minds are challenged. We strive to ensure that all students who walk through the Maple Hill doors are given the tools, skills, and support to discover their true self-worth, make the impossible possible, and are inspired to make the world a better place.

### Objectives:

- Promote respect, responsibility, and safety with our students.
- Nurture and grow empathetic, ethically responsible and respectful students at school, at home, and in their communities.
- Guide and assist children to make decisions based on moral judgement, creating awareness of positive and negative consequences and accepting responsibility for actions.
- Utilize a school wide character education program aligned with English Language Arts textbook themes:
  - August-Citizenship
  - September-Perseverance
  - October-Respect
  - November-Empathy
  - December-Safety
  - January-Kindness
  - February-Gratitude
  - March-Fairness
  - April-Responsibility
  - May-Trustworthiness

## **PLEASE KEEP PAGES 14-17 FOR YOUR RECORDS**

At Maple Hill, a school-wide Discipline Plan has been developed to further ensure student safety and compliance with school rules. This plan, which is detailed on the following pages, is supported by Board of Education Policy and the Education Code. Please refer to the "Signature Acknowledgement & Accountability" page (enclosed in summer packet) which includes the "California Education Code Annual Parental Notification Requirements" link that details districtwide discipline practices.

### **CLASSROOM DISCIPLINE**

Classroom teachers develop individual classroom discipline plans that are age appropriate and effective in assisting students to develop individual responsibility. Rewards for good behavior and consequences for inappropriate behavior are included as part of each plan. We firmly believe that education is a partnership; therefore, teachers take a proactive approach in contacting and communicating with parents regarding discipline issues. Teacher/student conferences, time-outs, phone calls, requiring the parent to stay at school with the child, parent/teacher/principal conferences, in-house suspension, or suspension to home are interventions used to help the student learn responsibility.

### **DESIRED BEHAVIORS**

#### General School Rules (Be Respectful, Be Responsible, Be Safe)

1. Be respectful of yourself, one another, and property.
2. Students will not use profanity or inappropriate language.
3. Listen carefully and follow directions.
4. Settle differences peacefully, talking out any problems. Think before acting.
5. Play safely – no rough play, tag, contact sports, or play fighting.
6. Walk in all areas except the playground grass area.
8. Follow school playground and game rules.
9. Keep hands, feet, and objects to yourself.

#### Playground Rules (Be Respectful, Be Responsible, Be Safe)

1. Include everyone.
2. Take turns, share.
3. Follow all playground equipment rules.
4. Freeze at the Freeze bell. Walk to your classroom line when whistle is blown.
5. Stay in designated play areas.
6. Walk on the blacktop.

#### Lunch Area Rules (Be Respectful, Be Responsible, Be Safe)

1. Be polite to others.
2. Eat your own food properly. Do not share food.
3. Use a soft voice.
4. Listen to adults.
5. Clean up your area, leave no trace.
6. Raise your hand and wait to be excused to leave.
7. Use walking feet to and from the lunch area.

### **DETAILED PLAYGROUND RULES AND OTHER RELATED SCHOOL-WIDE RULES**

1. Students are not to arrive at school before 7:35 a.m. Supervision begins at 7:35 a.m. Students must either walk home promptly or be picked up promptly at their dismissal times. There is no after-school supervision.

2. All playing stops when the bell rings at the end of recess. Students are to stop playing and line up promptly. Drinks and visits to the restroom are to be done before the bell rings.
3. Balls should be hit, not kicked against the ball walls.
4. No students are to be in the hallways during recess or lunch unless they have a hall pass.
5. No loitering in restrooms or other areas of the school grounds at any time. During recesses, all students are expected to be safely and productively involved in an activity or game.
6. All games remain open until they exceed the maximum number for safe play as determined by the yard supervisors.
7. No games which involve tackling, wiping out, shoving, keep-away, riding on another's back or chasing are allowed.
8. No climbing on backstops, fences, or in trees. Students must remain where they can be seen by supervisors at all times.
9. Throwing of rocks, sticks, or other objects other than playground balls is not allowed.
10. No name calling or profanity.

## **BULLYING**

The staff of Maple Hill Elementary School believes that all students have the right to a safe and healthy school environment. The school will promote mutual respect, tolerance, and acceptance.

The staff at Maple Hill Elementary will not tolerate behavior that infringes on the safety of any student. Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils. Bullying is an aggressive behavior that is negative and intentional, carried out repeatedly over an extended period of time, and where the behavior occurs in a relationship where there is an imbalance of power between the parties involved.

Acts of bullying include, but are not limited to:

- Name calling
- Rumor spreading
- Verbal abuse
- Non-verbal acts (e.g., social isolation)
- Physical acts
- Inappropriate online communication (e.g., cyber bullying)

Maple Hill Elementary School expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated. Maple Hill feels strongly about its responsibility to nurture students and will immediately intervene when a bullying incident occurs.

Maple Hill will promptly follow up with incidents of name-calling in order to prevent ongoing bullying at the school. This policy applies to students on school grounds, while traveling to and from school on a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. Parents will be notified by the teacher and/or administrator regarding the incident(s). Maple Hill Elementary School will participate in ongoing staff development training in bullying prevention and maintaining a positive school culture. The school will cultivate acceptance and understanding in all students and staff to build its capacity to maintain a safe and healthy learning environment. If needed, students will receive additional support from the school counselor.

## **NO NAME CALLING & PROFANITY POLICY**

Name calling and profanity are hurtful and disrespectful. Students must think about the following consequences and catch themselves before they name call and/or use profanity toward others.

First Offense: Parents of students using name calling or bad language will be contacted. Student will lose a recess.

Second Offense: Students will lose recess from 1-5 days. Parents will be contacted.

Third Offense: Students will be given an extended time out in the office or in another classroom. Parents will be contacted.

Fourth Offense: Students will be officially suspended from school for 1 to 5 days. Reason for suspension will go on the student's record. Parents will be contacted.

## **POSITIVE CONSEQUENCES FOR STUDENTS WHO FOLLOW SCHOOL RULES**

- Verbal Praise
- PBIS tokens for school wide celebration
- REACH awards
- Monthly Principal's Awards Assemblies
- Classroom rewards

## **CONSEQUENCES FOR STUDENTS WHO CHOOSE NOT TO FOLLOW SCHOOL RULES**

As indicated above, each student is responsible for his/her own actions. Parents and teachers both have an important part in helping a student develop responsibility. Discipline is necessary in any group if the goals of the group are to be realized. Orderly conduct is both a necessary condition and an important goal of learning. Since all individuals are unique, no one procedure or method for a given situation is appropriate in every case. In light of this, listed below are steps that are typically taken as interventions to assist students in behaving more responsibly at school.

## **INTERVENTION**

When a student chooses to break a school rule, and a staff member has observed or has concrete proof of a student breaking a rule, a conference will be held between the student(s) and the staff member who observed the infraction. This may or may not be the child's classroom teacher and it may be a noon aide, custodian, office staff member, instructional aide, principal, or any other staff member. Parents who are visiting or volunteering on campus are not to intervene in disciplinary matters. The staff member will then decide to: 1) consider the matter as handled, 2) refer the matter to the student's teacher, or 3) refer the matter to the Principal or Elementary Learning Specialist (ELS).

## **POSITIVE DISCIPLINE**

Following an intervention as described above, one or more of the following positive discipline steps may be taken:

- The teacher may decide to conduct a class meeting for the purposes of airing problems and brainstorming problem solutions.
- The teacher may decide to assign an appropriate consequence or school service to be performed.
- The teacher may decide to make a referral to the Principal or ELS for further action.

## **OTHER POSSIBLE INTERVENTIONS**

Recognizing that the aforementioned strategies may not be an effective deterrent to misbehavior for all students, the following options may be used as needed:

- Provide a service to the teacher or to the school
- Behavior Contract
- Time-out in the office or an alternate classroom
- In-house suspension
- Suspension to Home
- Expulsion

## **REFERRAL TO THE PRINCIPAL'S OR ELS' OFFICE**

Students may be sent to the Principal's Office for disciplinary reasons when sent as a consequence of the classroom teacher's established discipline plan or in the event of a severe infraction (e.g., intentionally harming another student, foul language, stealing, destroying property, defiance, etc.). The Principal or ELS will contact the parent by phone or in writing when a student has been counseled by the Principal more than once or in the case of a severe infraction.

The first time a student is referred to the Principal or ELS, except in the event of a severe infraction, he/she will be counseled by the Principal or ELS and will receive a warning. If a student must visit the Principal again within a short period of time, parents will be contacted and the student will face the appropriate consequence(s) of his/her actions. If a student must visit the Principal or ELS a third time within a short period of time, other more effective interventions will be considered.

In the case of suspension, the parent will be notified in writing, indicating the offense and length of suspension. A telephone conference with the parent will be conducted and a personal conference may also be requested.

## **EXPECTATIONS**

People tend to work best when they understand what is expected of them. This is especially true in a school setting. The development of self-discipline is essential to the building of a good self-image and successful school experiences. At the elementary school level, students are expected to understand the importance of following school and classroom rules and procedures in order to help themselves and others to become responsible citizens. Good sportsmanship, manners, and proper respect for fellow students and those in authority will be insisted upon at all times. All students are expected to follow the school rules. At the beginning of each school year, teachers review and discuss the rules with all students. The rules will also be reviewed periodically as needed. New students to the school will immediately be informed of the rules through use of this Parent & Student Handbook and through interaction with the teacher and classmates.