

John Greer Grade School



Policy & Procedure

2017 – 2018



609 West Main
Hoopston, IL 60942
(217) 283-6667
Updated 07/2017

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TIME SCHEDULE

7:30	AM	M, W, Fr. – Band begins T, Th – Chorus begins
7:50	AM	Other students may come onto school grounds
8:00	AM	Playground/Gym, Breakfast, Library Open
8:15	AM	Students should move into homeroom lines to stand. <ul style="list-style-type: none">• Breakfast concludes• Band/Chorus students dismissed to enter building
8:25	AM	Tardy Bell – Learning Begins
11:15 – 11:55		5 th Grade Recess & Lunch
11:40 – 12:20		4 th Grade Recess & Lunch
12:05 – 12:45		3 rd Grade Recess & Lunch
2:55	PM	End of the Student Learning Day <ul style="list-style-type: none">• All students dismissed to their lockers and then return to class
3:00	PM	Maple Shuttle Bus Dismissal
3:03	PM	Country Bus Dismissal
3:05	PM	Walker / Bike Rider Dismissal <ul style="list-style-type: none">• All students who walk should exit via the Penn Street door• Students riding bikes should exit through the west door

Dear Parent and Student,

The faculty and staff at John Greer Grade School welcome you to our school. In fulfilling the mission and vision of Hoopeston Area CUSD #11, everyone at John Greer Grade School is working to provide the best possible education for all of our students. We offer an excellent academic program and are looking forward to working with you during the school year. We hope that every student will take full advantage of the quality education that is available.

While a K-8 Student Handbook is useful for standardizing expectations within Hoopeston Area CUSD #11, it cannot cover policies/procedures specific to any building. The John Greer Policy and Procedure Manual is provided to acquaint you with practices specific to John Greer. If any questions arise, feel free to contact our office at 283-6667. Everyone at John Greer Grade School wishes you a very good year.

Mr. Walder, Principal

Mrs. Mann, Student Services Coordinator

FACULTY AND STAFF DIRECTORY

Name	Position	Room Number
	Personal Aide	34
Ailey, Tina	Grade 4 Teacher	20
Anderson, Sara	Grade 5 Teacher	9
Ankenbrand, Carl	Art	23
Balk, Kori	Grade 5 Teacher	10
Bergstedt, Kim	Social Worker	37
Boyer, Suzanne	Physical Education	43
Brackmann, Mary Lou	Grade 4 Teacher	19
Carter, Emily	Grade 3 – Paraprofessional	11 & 13
Eighner, Robin	Psychologist	37
Ferguson, Dawn	Vocal Music	22
Franke, Shelle	Cafeteria	2
Fuhler, Emily	Grade 3 Special Education	11 & 13
Garrison, Kristy	Grade 5 Paraprofessional	11 & 13
Gillins, Rachel	Grade 3 Teacher	17
Glotzbach, Andrea	Technology Paraprofessional	34
Gooding, Jill	Grade 4 Teacher	18
Hart, Elizabeth	Grade 4 Teacher	15
Kaufmann, Veronica	Librarian	14
Knoll, Dana	Administrative Assistant	
Mandel, Jennifer	Instrumental Music	24
Mann, Lisa	Student Services Coordinator	28
Mastin, Stephen	Custodian	
Mathewson, Amanda	Grade 3 Teacher	7
McDermaid, Michael	Physical Education	43
Neal, Kathy	Cafeteria	2
Overlander, Cheryl	Grade 5 Special Education	11 & 13
Piggush, Bryan	Grade 4 Special Education	11 & 13
Powell, Kristin	Grade 5 Teacher	5
Sanders, David	Grade 3 Teacher	8
Schaumburg, Jena	Grade 3 Teacher	16
Smith, Mary	RtI Paraprofessional	4
Walder, Dan	Principal	
Watson, Jessica	Grade 4 – Paraprofessional	11 & 13
Young, Hillary	Speech Pathologist	1
Zabel, Emily	RtI Teacher	4
Zick, Rachel	Grade 5 Teacher	6

3rd Grade Supply List

- 1 Gym shoes
- 2 Pencil box or bag
- 3 Folders with pockets (5)
- 4 2 boxes of Kleenex (180 count or higher)
- 5 School scissors
- 6 Glue sticks (6)
- 7 Pink block eraser (1)
- 8 #2 Pencils - Ticonderoga or Gold Standard preferred (48 count)
- 9 2 boxes of crayons (24 count)
- 10 2 boxes of markers (washable, must include 8 basic colors)
- 11 2 packages of colored pencils
- 12 1 package of erasable pens
- 13 2 composition notebooks
- 14 2 highlighters
- 15 1 set of earbuds or headphones

Girls - one container of disinfecting wipes

Boys - one box of gallon sized baggies

We would gladly accept donations of the following:

Post it notes

Highlighters

Dry erase markers

Erasers for dry erase boards

Scotch tape

Community supplies will be used in the classrooms of Mrs. Gillins', Mrs. Mathewson's, and Mr. Sanders'.

Notes:

- An assignment notebooks (daily planner) is required. John Greer PTO will furnish one that should last the entire year.
- No Trapper Keepers will be allowed. They do not fit in the desks and will be sent home.
- Book bags with wheels do not fit in lockers and cannot be kept in classrooms. Please do not purchase.
- Please check with your child throughout the year and replace supplies as needed.

4th Grade Supply List

- 1 2 – Wide Ruled Composition Notebook (9 ¾ x 7 ½ in, non-spiraled)
- 2 1 or 2 packages – Wide ruled, white, single sheet notebook paper
- 3 1 – One subject, wide ruled, spiral notebook
- 4 6 – Two pocket folders, **NO PRONGS**, 1 of each color (**red, green, blue, yellow, purple, orange**)
- 5 1 – 1.5” binder (3 ring, not zippered)
- 6 1 package – Five tab dividers
- 7 3 packages – #2 pencils
- 8 1 package – Mechanical pencils
- 9 1 – Covered hand held pencil sharpener
- 10 4 – Pink block erasers
- 11 3 – Glue sticks
- 12 1 pair – School scissors (pointed)
- 13 1 box – Crayons (no larger than 24)
- 14 1 box – Water-color markers
- 15 1 box – Colored pencils
- 16 2 – Red pens
- 17 4 – Black dry erase markers
- 18 2 – Highlighters (any color)
- 19 2 packages – Post-it notes (3x3)
- 20 1 – Plastic school supply box
- 21 1 – Large zippered pencil bag
- 22 1 pair – Ear buds or head phones
- 23 3 – Large boxes of Kleenex
- 24 1 pair – Gym shoes (for inside use only)
- 25 1 container – Disinfecting wipes
- 26 1 box – Quart freezer Ziploc bags (**BOYS**)
1 – Pump bottle of hand sanitizer (**GIRLS**)

Art:

- 1 1 box – Crayola Broadline markers 10 classic color
- 2 1 box – Crayola crayons 24 (non-washable)
- 3 1 box – Colored pencils
- 4 1 – Hand held sharpener
- 5 1 – 4 oz. bottle Elmer’s white glue
- 6 1 – One gallon Ziploc bag

Notes:

- Mechanical pencils are allowed and encouraged but if students treat them as toys, they will be confiscated. Students should supply their own lead.
- An assignment notebook (daily planner) is required. John Greer PTO will furnish one that should last the entire year.
- No Trapper Keepers will be allowed. They do not fit in the desks and will be sent home.
- Book bags with wheels do not fit in lockers and cannot be kept in classrooms. Please do not purchase.
- Please check with your child throughout the year and replace supplies as needed.

5th Grade Supply List

- 1 1 – 200 Sheet package white wide-lined loose leaf paper (may be collected by teacher)
- 2 1 – 4-pack of Hi-Lighters (assorted colors)
- 3 1 – Spiral bound 8-pocket folder (Walmart or Office Max)
- 4 1 pack – Small glue sticks
- 5 2 dozen - #2 pencils (to be collected by teacher)
- 6 1 – 1.5 inch 3 ringed binder
- 7 1 pair – Scissors (Please make sure that left-handed students are equipped with left-handed scissors.)
- 8 2 – Composition Notebooks (or an additional spiral notebook)
- 9 4 pack – Chisel tip dry erase markers (to be collected by teacher)
- 10 1 box – Colored pencils (24)
- 11 1 box – Crayons (24 or more – if possible, do not buy boxes that say “washable”.)
- 12 1 container – Sanitizing Wipes
- 13 2 Large Boxes – Kleenex (to be collected by teacher)
- 14 1 pair – White-soled gym shoes
- 15 1 pair – Ear buds/head phones (These will be needed for the entire year. **If buying an inexpensive pair, please purchase several sets.**)

Art:

- 1 1 box – Colored pencils (24)
- 2 1 pair – Scissors (Please make sure that left-handed students are equipped with left-handed scissors.)
- 3 1 box – Crayons (24 or more – if possible, do not buy boxes that say “washable”.)
- 4 1 set – Crayola Classic Markers (10)
- 5 1 – Hand-held pencil sharpener
- 6 1 bottle – White school glue
- 7 1 – Handheld pink eraser
- 8 4 – Pencils (to be turned in to Art Teacher on first day of class)

Notes:

- Mechanical pencils are allowed and encouraged but if students treat them as toys, they will be confiscated. Students should supply their own lead.
- An assignment notebooks (daily planner) is required. John Greer PTO will furnish one that should last the entire year.
- No Trapper Keepers will be allowed. They do not fit in the desks and will be sent home.
- Book bags with wheels do not fit in lockers and cannot be kept in classrooms. Please do not purchase.
- Please check with your child throughout the year and replace supplies as needed.

Arrival and Dismissal Procedures

Arrival:

Band (M, W, Fr) and Chorus (T, Th) students should be ready to begin rehearsal in the Rehearsal Room by 7:30 AM. Other students should arrive at John Greer between the times of 7:50 and 8:15 AM. Students will arrive at John Greer by one of the following methods: Bus, bike, walking, and drop-off.

- Buses from Maple and Country Routes generally arrive at the John Greer bus drive between 8:00 and 8:05.
- A bike rack is available on the north side of the Fine Arts Building and students should approach the bike rack from 5th Street, walking bikes while on school property.
- Walkers may approach John Greer from any direction.
- Students being driven to school should be dropped off along Penn Street. If parents are parking on the south side of Penn Street, we request that the parent walk their child across the street and onto school property.

Students who arrive at school between 7:50 – 8:00 will stand or sit in their recess lines. Breakfast, the playground, the Library, and the gym, open at 8:00 AM. At the 8:15 bells, students are moved toward their classrooms to prepare for the school day. Any student who arrives at school after the 8:25 bell should be signed in at the John Greer Office.

Dismissal:

The 2:55 bell signals the end of the student learning day and students are dismissed to their lockers. Students will leave school premises by one of the following methods: Bus, bike, walking, and pick-up.

- At 3:00, Maple Shuttle Bus students will be dismissed from class. At 3:03, Country Bus students will be dismissed from class.
- At 3:03, bike riders will be dismissed from class to exit through the west door closest to the bike racks.
- At 3:05, students who are walking or being picked up will be dismissed from class. All of these students will exit through the Penn Street door.

Parents who are picking up students are encouraged to park along the west side of College Avenue, the north side of Penn Street, or the east side of 5th Avenue. Students will walk along the Penn Street sidewalk to these locations. Please do not park along the south side of Penn Street. At dismissal time, Penn Street is very busy and students will not be allowed to cross the street to get into vehicles.

Birthdays

At John Greer Grade School, we enjoy honoring students on their birthday. We understand that a birthday is an important event to celebrate. As such, all the following items are given by the John Greer Office to birthday students and distributed by homeroom teachers. Students with summer birthdays will be recognized at their ½ birthday.

- Birthday Students will be given a card.
- Birthday Students will be given a free lunch treat coupon.
- Birthday Students will be given a pencil.
- Birthday Students will be given a bookmark.
- Birthday Students will have their names in the announcements

If guardians desire to bring birthday treats to school, please note the following expectations:

- Birthday treats may be distributed at the following times:
 - Lunch
 - Milk Break (Grades 3 & 4)
 - Last 10 minutes of the day
- Birthday treats must be pre-packaged (purchased from a store)
- Birthday treats should include enough for the entire class. Students will not be allowed to go to other classes to distribute treats.

Attendance Program

Rationale:

In the 21st Century, a quality education is the essential foundation to success in life. Student attendance is generally related to success in school. Therefore, it is critically important that students attend school every day. Educators understand that students get flu and fever and have medical appointments from time to time. However, state law requires that a student attend school 95% of the school days each year. In order to promote 95% attendance, the *John Greer Attendance Program* has been established.

Procedure:

During the last week of every month (beginning in September), attendance data is analyzed in the John Greer Office. This data is used to create the following *John Greer Attendance Program*.

Classroom Attendance:

At the end of each month, an InfoNow Report will be generated to determine which homeroom class at each grade level has the greatest attendance percentage for the month. The following month, that homeroom class at each grade level will be the first class to go through the lunch line. However, to continue earning that privilege during the month, the homeroom class will need to follow the recess expectation of a straight and silent line. In addition, the homeroom at each grade level with the best monthly attendance will be awarded a ribbon.

Individual Attendance (95% Attendance Club):

At the end of each month, students who have a school year cumulative attendance record of 95% or better, will be considered members of the 95% Attendance Club. For the purpose of this Club, only total absences will be considered and no differentiation will be made between excused or unexcused absences. Every month, 95% Attendance Club members will:

- Have their name posted publically
- Receive a Certificate of Attendance
- Receive a free lunch treat coupon.

Perfect Attendance:

At the end of each month, students who have had perfect attendance for the month will be rewarded with a special treat. Effort will be made to provide a different treat each month. In addition, students with perfect attendance for the year will be recognized at the end of the year and have the opportunity to participate in a special event on Fun Day.

John Greer Student Handbook Attendance Policies:

After reviewing monthly attendance data, the *John Greer Student Handbook* Attendance Policy is enforced. The *John Greer Student Handbook* Attendance Policy has been reviewed by the Vermilion County Truancy Officer and has been found to be legally sound. In typical situations where absences become excessive or unusual, the following steps are followed:

- Parents receive notification letters
- Parents are required to produce a doctor's note to excuse every absence.
- Students are referred to the Vermilion County Truancy Officer.
 - Parents receive notification from the Vermilion County Truancy Officer.
 - Parents may be required to attend a mandatory meeting with the Vermilion County Truancy Officer and the John Greer Principal.
 - The Vermilion County Truancy Officer may conduct a visit to the home.

The case is forwarded to the Vermilion County State's Attorney.

Homework Policy

Homework Defined:

Homework is any time spent on school-related work at home.

Rationale for Assigning Homework:

Research evidence does not connect homework completion with academic achievement in elementary schools.

However, homework at John Greer Elementary is assigned to accomplish the following purposes:

- To provide practice of skills and concepts taught in class.
- To improve study habits by reviewing skills and concepts taught in class.
- To encourage in-depth exploration of concepts taught in class through integration of varied skills on a single task, such as a book report or science project.
- To promote learning independence with an emphasis on self-direction, self-discipline, and time management.
- To convey that learning never ends and can occur during leisure time.
- To create opportunities for parents to participate in their child's education.

Quantity of Homework Assigned:

It is recognized that John Greer Elementary School has little control over factors that affect homework completion such as home atmosphere, student involvement in community activities, and differences among students. Research suggests that students should receive a *maximum* of 15 minutes of homework per night, multiplied by the student's school grade.

- Grade 3 = 45 minutes
- Grade 4 = 60 minutes
- Grade 5 = 75 minutes per night

These minutes include the time needed at home by the typical student, who is using class-time wisely, to:

- Complete all assigned work, including projects.
- Study for tests.
- Engage in silent sustained reading.

Administrator Responsibilities:

The John Greer Elementary School administrator will:

- Communicate the John Greer Elementary Homework Policy to teachers, parents, and students.
- Be a resource for teachers, parents, and students requesting homework assistance.
- Monitor implementation of the John Greer Elementary Homework Policy.
- Serve as mediator should disputes arise between teachers, parents, and/or students regarding homework.

Teacher Responsibilities:

John Greer Elementary School teachers will:

- Honor the *Quantity of Homework Assigned* policy.
- Assign high-quality homework that:
 - Is related to the topic under study.
 - Includes a clear purpose.
 - Includes direction on how the assignment might be best carried out.
 - Communicates what a student needs to do to demonstrate that the assignment has been completed.
- Occasionally assign homework that gives students some choice that allows them to use their own learning style.
- Occasionally assign homework that encourages students to use previously taught skills and content as opposed to homework that only encourages students to practice newly acquired skills and content.
- Receive questions and concerns communicated from students and parents in regard to homework.
- Require that students use their assignment book. Class time will be given every school day for students to fill in their assignment book.
- Provide resources for students to use to review content and skills prior to tests. These may include review in class and/or study aid handouts to take home. If no study aids are provided, students can always benefit from reviewing Chapter Review Questions, Section Review Questions, and bolded chapter words.

Student Responsibilities:

John Greer Elementary School students will:

- Use class time wisely so not to take home more work than the typical student.
- Ask questions if instructions are not understood.
- Take necessary materials home to complete all assigned work.
- Keep an updated assignment book that is returned to school daily and taken home daily.
- Manage time at home to complete assignments, review for tests, and engage in silent sustained reading.
- Complete all assigned homework, in proper form, by its due date.
- Confer with teacher if homework overload occurs.

Parent Responsibilities:

John Greer Elementary School parents are encouraged to:

- Schedule a daily time when your child can complete homework assignments. Be consistent, using the same time period every day.
- Help you child create an appropriate location to complete homework assignments that contains:
 - Good lighting.
 - Minimal visual and audio distractions.
 - A flat working surface.
 - A few extra supplies (pens, pencils, paper, dictionary, etc...)
- Allow your child to work on his/her own but be available as a resource and consultant. It is acceptable to check your child's work but not to complete the work for him/her.
- Be available to study with your child, using the study aids discussed in *Teacher Responsibilities*.
- Compare your child's work with the assignment book to determine if work is complete.
- Put assignments away for a while if your child becomes frustrated.
- Be encouraging. Remember that sometimes the best help is a hug, a smile, or a word of approval.
- Contact your child's teacher if you encounter problems with homework.

Scoring of Homework:

Research evidence indicates that the intermittent scoring of homework is no less effective than scoring every assignment. At John Greer, most homework is practice and is not used for assessment purposes. As a result, it is essential that students receive feedback on their homework. However, that feedback doesn't need to be a score in order for the homework to have a positive effect on the students. Though teachers may score most homework, other options for feedback may be utilized. Most commonly, students will receive a check plus, check, or check minus.

Academic Assistance Available to Students:

John Greer Elementary School and the Hoopeston community provide the following forms of homework assistance:

- John Greer Homework Labs: Morning, Noon, and After-School. (283-6667)
- John Greer Social Academic Instructional Groups that teach academic and organization skills.
- John Greer teachers available in their rooms before/after school.
- John Greer Teacher-created websites to communicate assignments.
- John Greer Teachers available by e-mail through the John Greer Website *Meet the Staff* page.
- John Greer *Homework Checklist for Parents* Pamphlet.
- Confidence Builders through DACC (283-4170)
- Rising Leaders at the Hoopeston Multi-Agency – Monday – Thursday – 3:00 – 6:30 pm (283-5544)
- Rankin Methodist Church – Wednesday 4:00 – 5:00 pm (397-2461)
- Hoopeston Public Library that provides a quiet location to complete homework or projects.
- Homework Check-in, Check-out

Homework for Absent Students:

The following principles apply to homework for absent students:

- When students are absent from school, parents are encouraged to call in the morning and request student work. When this occurs, teachers will prepare the work and have it available in the office by the end of the school day.
- When student absences occur, students will have the same number of school days they were absent to complete and turn in their work without incurring a consequence.
- Teachers may choose to send students who were absent to Noon Homework Lab, not as a penalty, but as an opportunity to catch up on the work that was missed.
- Teachers will administer missed tests per their classroom policies. However, no consequence will be applied to any makeup test.

Late/Incomplete Homework Policy:

The Goal of the *Late Homework Policy* is to create an opportunity for students to complete late work on the day it is due to avoid an accumulation of late work. Late work is defined as homework that is incomplete or not present when requested by the teacher. For most teachers, all homework is due at the beginning of the day.

Students who have incomplete work will be assigned by their teacher to Noon Homework Lab for either 20 or 40 minutes. Negative Dojo points will be awarded for incomplete work. In addition, once a student accumulates 2 pieces of late work in a week, the next piece of late work will result in an after-school detention with the teacher. Additional late work that week will result in the student being sent to Noon Homework Lab for the rest of the week. Positive rewards may be given by the homeroom teacher to those students who have turned in all work for the week.

Lunch/Milk Money

Who Gets Milk Break and When?

Milk Break is offered for students in Grades 3 and 4 to students who have turned in their monthly fee. Milk applications are not used. Students cannot receive free milk. Each teacher will plan Milk Break at a time convenient for their classroom's schedule.

Cost of Milk Break?

Milk break costs \$6.00 per month regardless of what day of the month it is paid. No milk balances move forward. Multiple months may be paid at a time. If a parent wants to furnish milk for the entire the year, the cost is \$54.

Who Collects Milk Money?

Milk money is collected by classroom teachers. A *Google Sheet* is shared between the classroom teacher and office personnel. This *Google Sheet* will verify the date the money was turned in and will be used throughout the year for milk money record keeping.

What is the Cost of a Lunch?

All students attending Hoopeston Area CUSD #11 schools eat lunch for free. Each meal is served with a carton of milk. Additional milk cartons may be purchased for \$.30.

Do Students Use Lunch Cards?

While meals are free, every student at John Greer has an electronic food service account in Mealttime and a plastic lunch card. When a student eats lunch, the bar code on his/her lunch card records that a meal has been served. Since the students' cards are central to record keeping, lost or damaged cards may be replaced for a nominal fee of \$5.00.

How do Students Order a Hot Lunch?

- 1) Drop off sack lunches When entering the classroom, students with sack lunches should deposit their lunches in the sack-lunch container.
- 2) Order a hot lunch Upon entering the classroom, students are to follow classroom procedures for ordering a hot lunch. Students can order a hot lunch with the main entrée or can order a meat sandwich in place of the main entrée.

Where Will Students Sit in the Cafeteria?

Each Homeroom Class is assigned to sit in a specific area of the cafeteria. Within that area, students may be given an assigned seat. It is expected that every student will cooperate fully with the lunch supervisors. Students who do not follow the cafeteria behavior expectations will have an assigned seat elsewhere.

What's the Lunch Schedule?

5 th Grade	11:15 – 11:35	Recess	4 th Grade	11:40 – 12:00	Recess	3 rd Grade	12:05 – 12:25	Recess
	11:35 – 11:55	Lunch		12:00 – 12:20	Lunch		12:25 – 12:45	Lunch

Can Parents Eat Lunch with Their Child?

If a parent wants to eat lunch with their child, please call the John Greer Office by 8:30 so a lunch can be ordered and a spot can be arranged in the cafeteria. Parents are allowed to eat lunch with their child once per month without charge.

Miscellaneous Alphabetized Policies/Procedures

ASSIGNMENT BOOKS (Daily Planner): Students will be issued one assignment book at the beginning of the year. Teachers will require that assignment books be used. Additional assignment books will be available for students to purchase if they lose the one they were issued.

BICYCLES: Bicycles may be ridden to school if the student follows the bicycle expectations.

- 1 Bicycles are to be placed in the bike racks and locked immediately upon arrival at school.
- 2 Student bicycle riders should only enter the street from the 6th Avenue bike parking lot. Students will wait at this lot until they are absolutely sure it is safe to enter the street.
- 3 Bicycles are to be ridden in the streets, not on the sidewalks around the school buildings.
- 4 Students are to ride on the right-hand side of the street, stop at all stop signs, and follow the Illinois Bicycle Rules of the Road.
- 5 John Greer Grade School is not responsible for lost or stolen bikes.
- 6 Student bicycle riders will signal with the correct hand signals when turning or stopping and are not allowed to ride double.
- 7 Students riding bikes must exit through the West doors before bus students leave.
- 8 Students who do not follow these procedures will not be allowed to ride their bikes to school.

BUS DRIVE: For safety reasons, students are not to cross the bus drive but are to use the sidewalks when leaving the bus loading/unloading area. Students are expected to follow the directions of supervisors. Parents are also discouraged from crossing the bus drive.

CALENDAR: District school calendars, lunch menus, permission slips, and a variety of other school documents are sent home with every student on a regular basis. It is the responsibility of students to give these documents to their guardians. Many of these documents are also posted on the district website.

LIBRARY USE: All classes will have a library time scheduled each week. However, students may check out library books before and after school, or any time the librarian is available. No more than 3 library books should be checked out at one time. If library books are damaged or lost, it will be the student's responsibility to pay for the damage or replacement cost of the book.

OTHER OBJECTS: Tape players, CD players, DVD players, MP3 players, iPods, radios, electronic paging devices, laser pointers, collector cards, etc. . . are not permitted at school. When an electronic device is allowed on the bus, the device will be turned off and kept inside the student's locker during the school day. Other objects (toys, rubber bands, balls, permanent markers. . .), which are not related to the educational process, should not be brought to school. They will be confiscated if a problem arises and may need to be picked up by a parent. The administration reserves the right to add to these lists as deemed necessary.

POP AND GUM: Pop is not permitted except under special circumstances deemed appropriate by school staff. Gum is not permitted anywhere at John Greer Grade School without permission from the principal.

RECESS PROCEDURES AND RULES:

- 1 All PBIS Recess Expectations are taught to students and must be followed.
- 2 Students will treat all adults and other students with respect. Students will follow the instructions of the recess supervisors.
- 3 Students must bring all materials to lunch (coat, money, lunch box, homework, etc.) and may not go back to classrooms.
- 4 Physical horseplay that may be injurious to another student(s) is not permitted. This includes gymnastics.
- 5 Students will begin and end recess in their homeroom line. They are expected to stand/sit silently in a straight line.
- 6 If students do not follow recess procedures and rules, they may be required to sit out of recess.

PLAYGROUND:

- a. Throwing of anything besides playground balls (rocks, sticks, snowballs, etc...) is prohibited on school property. Rocks should be left on the playground and not be brought into school.
- b. Running on the blacktop area is not permitted. Balls should not be kicked on the blacktop.
- c. Stay away from the parking area and street. If a ball goes into the parking area or in the street, tell the playground supervisors. Do not retrieve the ball unless given permission by them.
- d. Stay clear of the swings when someone else is swinging.
- e. Sit correctly in the swings. Do not "bump" each other on the swings. Do not jump out of swings.
- f. Only one person is allowed on the slide ladder at a time.
- g. Use the slide correctly. Face forward and sit to slide down. Do not climb up the slide. No gymnastics (flips, etc...) are allowed on the bars of the slide.
- h. Students are allowed to play basketball but the number should not exceed three on three at any one court.
- i. There is to be no fighting or arguing. If a student is having problems with another student, he/she should talk to the adults in charge or choose another activity.
- j. When the whistle is blown or the bell rings, students should quickly and quietly line up in homeroom class lines.

GYMNASIUM RECESS RULES:

- a. When entering the gym, students should go directly to their homeroom class line to sit on the floor and wait quietly for directions from the recess supervisors.
- b. During Gymnasium Recess, students may play Knockout, 2 Square, 4 Square, play board games in the bleachers, sit in the bleachers to visit, or walk around the gym perimeter. Once students choose to go to the bleachers, they must remain there until the end of recess.
- c. Students may not play basketball games. Basketballs should not be thrown or shot with one hand.
- d. Playing tag or running in the gym are not permitted.

SCHOOL SUPPLIES: Supplies not furnished by the school district must be purchased by parents/guardians. Grade level teachers have compiled lists, which are included in the registration packet. Lists are also published in the local newspaper or can be obtained in the Superintendent's office or John Greer Grade School office. Students will be responsible for the replacement cost of any district supplies that are damaged or lost.

SCOOTERS AND SKATEBOARDS: These may not be ridden on school property. Do not bring skateboards to school.

SNOWBALLS: These or any other objects, except playground balls, may not be thrown at any time.

TELEPHONE: A phone is available for school business only. Students are allowed to use the office phone only in emergency situations, such as illness or accident, and must have permission from their teacher. They must also have permission from office personnel. Students are encouraged to make prior arrangements in regard to attending and/or being picked up from extra-curricular events.

WATER BOTTLES: Students may be allowed to have water bottles in school during the months of August, September, and May, with the consent of the homeroom teacher. These bottles must either be unopened and sealed or brought to school empty and must be clear. Water bottles should be filled at the water fountains, under the supervision of the homeroom teacher.

Positive Behavior Interventions and Supports (PBIS)

Class Dojo









For the 2017-18 school year, John Greer Grade School will be using ClassDojo, a behavior management system which serves the purpose of being a real-time communication platform with parents. Class Dojo is designed to promote good citizenship behavior between all students at John Greer Grade School. Class Dojo will be used in conjunction with the PBIS framework. The PBIS framework helps schools create a positive culture by encouraging positive behaviors and providing a framework for evidence-based interventions. John Greer Staff and Teachers will use ClassDojo to implement PBIS school-wide. With the use of the mobile app and simple collaboration features, ClassDojo allows the teachers and staff at John Greer to encourage PBIS expectations throughout the school.

Students can earn positive points as well as have points deducted. These points are based on the core values of our school and classroom: Be Safe, Be Respectful, and Be Responsible. Positive behaviors will receive a lot of verbal praise and at times may be rewarded with positive Dojo points. Inappropriate behaviors that have already been addressed through verbal warnings or interventions will result in a loss of points.

The goal of this program is to focus on the positive behaviors as much as possible and reward those successes. Our hope is also to address issues that may arise, especially if they are habitual. For example, deducting a single point for occasionally being off task should warrant a very different conversation than if your child is losing points daily for the same issue or receiving multiple negatives in a single day. This system allows us to notice any patterns, both positive and undesirable.

It is our goal that as the year progresses, our students will become the respectful, responsible, and safe citizens they are expected to be without having to utilize point and reward systems. We know many of them will already be well on their way!

John Greer Behavior Matrix

	All Settings 	Classrooms 	Halls/Walkways 	Restrooms 	Gym Recess 	Playground 	Cafeteria 	Bus 
Be Safe	<ol style="list-style-type: none"> Follow directions of ALL staff Keep hands/feet/objects to yourself Maintain personal space No KFHOOOTY Crimes 	<ol style="list-style-type: none"> Use equipment & materials in a safe manner Walk & sit appropriately No KFHOOOTY Crimes 	<ol style="list-style-type: none"> Stay to the right in a straight line Take one step at a time on the steps No KFHOOOTY Crimes 	<ol style="list-style-type: none"> Use restroom equipment/facility appropriately No KFHOOOTY Crimes 	<ol style="list-style-type: none"> Use equipment properly Sit correctly on bleachers Take one step at a time on bleacher steps Follow all activity rules No KFHOOOTY Crimes 	<ol style="list-style-type: none"> Use equipment properly Follow all activity rules Form straight & silent lines when asked to line up Walk in a straight line to the building No KFHOOOTY Crimes 	<ol style="list-style-type: none"> Wait your turn Clean up your eating area Walk & move carefully No KFHOOOTY Crimes 	<ol style="list-style-type: none"> Remain seated Use inside voices and appropriate tones Walk onto and off bus No KFHOOOTY Crimes
Be Respectful	<ol style="list-style-type: none"> Follow directions of ALL staff Use peaceful language Display self-control Respect school property Respect others and their possessions Be polite & courteous 	<ol style="list-style-type: none"> Wait your turn Listen attentively Use inside voices and appropriate tones Follow classroom rules and directions Do your best Be prepared 	<ol style="list-style-type: none"> Close lockers quietly Use inside voices and appropriate tones Be silent in hallways when classes are in session 	<ol style="list-style-type: none"> Pick up after yourself Wash your hands Use inside voices and appropriate tones Respect others' privacy Keep the restroom clean 	<ol style="list-style-type: none"> Demonstrate good sportsmanship Use equipment properly Share equipment and space Return equipment to proper place Include others in play Ask permission before leaving 	<ol style="list-style-type: none"> Demonstrate good sportsmanship Use equipment properly Share equipment and space Return equipment to proper place Include others in play Ask permission before leaving 	<ol style="list-style-type: none"> Wait your turn Use inside voices and appropriate tones Ask permission before leaving table 	<ol style="list-style-type: none"> Use inside voices and appropriate tones Keep hands/feet/objects to yourself
Be Responsible	<ol style="list-style-type: none"> Follow directions of ALL staff Keep hands/feet/objects to yourself Solve problems peacefully Maintain your own schedule Be here, be ready with appropriate materials Be a participant 	<ol style="list-style-type: none"> Complete all assignments Take home all school notes, and return all forms Be here, be ready with appropriate materials 	<ol style="list-style-type: none"> Report to destination promptly Take all necessary materials for the day 	<ol style="list-style-type: none"> Have a restroom pass Use designated restroom Flush stools Exit promptly after use 	<ol style="list-style-type: none"> Form straight & silent lines when asked to line up Use equipment properly 	<ol style="list-style-type: none"> Form straight & silent lines when asked to line up Use equipment properly Dress appropriately for the weather 	<ol style="list-style-type: none"> Clean up after yourself Pay all charges the following day Wait to be dismissed by your teacher 	<ol style="list-style-type: none"> Remain seated

Parent/Volunteer Involvement

Preface:

“The Mission of Hoopeston Area CUSD #11, *in cooperation with our families and communities*, is to engage all our students in a rigorous curriculum that expects academic and behavioral excellence.” At John Greer, we value our relationships with students and families and know the importance of joining together to help students achieve high academic and behavioral standards. This document is designed to assist parents in understanding how to become involved at John Greer.

Access to John Greer:

Hoopeston Area schools encourage open communication between parents/guardians and school personnel. The challenge is to promote school safety and school access at the same time. Illinois schools are considered semi-public buildings with controlled access. At Hoopeston Area, our schools use standardized procedures to allow parents/guardians to access our buildings in a safe manner.

- 1 An electronic door system at the Penn Street entrance allows office personnel to identify parents/guardians prior to admittance.
- 2 Parents/guardians are directed by signs to the office.
- 3 Parents/guardians who are attending meetings or visiting with a teacher are asked to sign in at the office and wait for direction from office personnel.
- 4 Parents/guardians who are attending meetings or visiting with a teacher are given a label or badge that allows staff members throughout a building to identify them.
- 5 Parents/guardians who are attending meetings or visiting a teacher are asked to sign out at the office.

These procedures help us ensure a safe learning environment for our students and in the case of an emergency, would help us account for everyone in the building at a given time.

Meetings with Teachers:

John Greer personnel appreciate open communication and parents/guardians who are involved in their child’s education. As a matter of courtesy, we ask that appointments with school personnel be made in advance. It is difficult for teachers to make time for walk-in meetings at the same time as they are preparing for the day, teaching, or planning their lessons. These appointments can be made by calling the John Greer Office at 217-283-6667 or emailing the teacher directly.

Visiting John Greer as an Observer:

Parents/guardians are welcome to visit John Greer for the purposes of observing the education of their students. These visits may occur in the classroom, in the cafeteria, or at recess. The following procedures should be followed:

- 1 Make sure your name is listed on the Elementary School Registration Form of your student.
- 2 Obtain permission to visit John Greer from Mr. Walder by calling the John Greer Office at 217-283-6667.
 - If you are visiting a classroom, please obtain permission the day before you want to observe. As a courtesy, this provides time for the teacher to make sure you have a comfortable place in the classroom.
 - If you are visiting the cafeteria or observing recess, please call by 9:00 on the day of the visit so a lunch can be ordered.
- 3 As an observer, access John Greer according to the procedures listed in the section entitled *Access to John Greer*.

Parents/guardians who are observing the education of their students are expected to observe quietly and follow any directions given by the John Greer staff. Since observers have not been approved by the Hoopeston Area Board of Education as volunteers, you may not work with students.

Volunteering at John Greer:

Parents/guardians are welcome to volunteer at John Greer. Some activities or events where volunteer helpers are encouraged may include:

- Working with small groups of students in a classroom.
- Accompanying students on field trips.
- Assisting with student supervision in capacities where there is limited oversight by school staff.
- Other activities or events identified by the principal or teacher.

Volunteers in public schools are required to complete a Background Check and be approved by the Board of Education. This process ensures the safety of our students. The following steps will be used:

- 1 The building principal will coordinate the identification and assignment of potential volunteers .
- 2 Each potential volunteer should read the Hoopston Area Board of Education Policy on School Volunteers (see Attachment 1).
- 3 Each potential volunteer must sign a Letter of Understanding (see Attachment 2) obtained from the building Principal and return this form to the building principal.
- 4 The Superintendent of School Secretary will then be notified of the volunteer applicant.
- 5 The volunteer applicant will complete a one page form for a background check at the District Office (\$12). Once the results of the background check have been received and reviewed, the Superintendent of Schools will notify the Building Principal of the results.
- 6 The volunteer's name will then be submitted to the Hoopston Area Board of Education for approval.
- 7 Once this process is completed, the individual is an approved volunteer in the Hoopston Area District.

As a volunteer, access John Greer according to the procedures listed in the section entitled *Access to John Greer*. For additional information or to view the referenced attachments, please contact the John Greer Office.

Reading Policy

Statement of Purpose:

Reading is a skill that is essential to the acquisition of knowledge. As with any skill, improvement depends on the amount of effort put into the practice of the skill. The John Greer Accelerated Reader Program (AR) provides students practice with the skill of reading. To ensure that students have equal access to this practice, these policies are implemented in every classroom at John Greer Elementary School.

Accelerated Reader Program Description:

The John Greer Elementary School Library has hundreds of Accelerated Reader books for students to choose from. Each book is associated with a grade level. Four times a year, students will take the STAR Reading Assessment. The results of this assessment may be used to determine the grade level range that would be appropriate for each student. Students are then given a grade level range out of which to choose Accelerated Reader books. Using the standardized Accelerated Reader Goal-Setting Chart, each student will be given a point goal for each quarter grading period. Teachers may choose to collaborate with students when setting point goals. After a student has read an AR book, he or she will take an on-line Reading Practice Quiz and be awarded points based on performance. In addition, several incentive programs encourage students to accumulate points through reading.

Determining Student Quarterly Accelerated Reader Point Goals:

The standardized Accelerated Reader Goal Setting Chart will be used to determine quarter point goals for all students. The STAR Reading Assessment will produce a Grade Equivalent Score and a Reading Range for each student. Using that row and the 30 Minute Daily Practice Points per 9 weeks column, a quarter point goal will be set for each student. Teachers may choose to collaborate with students when setting point goals. At the end of the quarter, a teacher may reevaluate a student's point goal and make slight adjustments for the next quarter, based upon student needs. Again, teachers may choose to include students in this adjustment process. Students may be allowed to take Accelerated Reader Practice Quizzes on classroom read-aloud books and other novels read during reading class. These points may count toward their quarter goal.

Accelerated Reader Incentives:

To promote student attainment of quarterly point goals, several incentive systems are used at John Greer. For every 5 Accelerated Reader Points that a student accumulates, he/she receives an Accelerated Reader Buck from the librarian that can be used to purchase products at the John Greer Library Accelerated Reader Store. Awards are also given to students as they reach the following Accelerated Reading Point Levels: 25, 50, 75, 100, 125, 150, 200, 250, and 300. To assist students in attaining their quarter point goals, students who have not accumulated 50% of their total AR points by midterm each quarter, may be given an opportunity to read in a Noon Reading Room. Students who meet their quarter point goal will be rewarded by their homeroom teacher.

Accelerated Reader Communication:

At the beginning of the school year, this policy, as well as a handout promoting Accelerated Reader Incentives, is sent home to parents. Along with each student's Midterm Progress Report, a memo will be sent home that lists a student's point goal, number of points accumulated, and percentage of points accumulated. The form will need to be signed by student and parent and returned to school. Parents are also encouraged to check their student's progress through Accelerated Reader's website which is hosted as a link on the Hoopeston Area website (www.hoopeston.k12.il.us). Usernames and passwords are distributed at the beginning of the school year.

Silent Sustained Reading in School:

During the school day, all classroom teachers use the following times for silent sustained reading: Library time and Daily 5 Choice Time. Other times of silent sustained reading may occur per teacher discretion. At home, students are encouraged to read a minimum of 20 minutes each night.