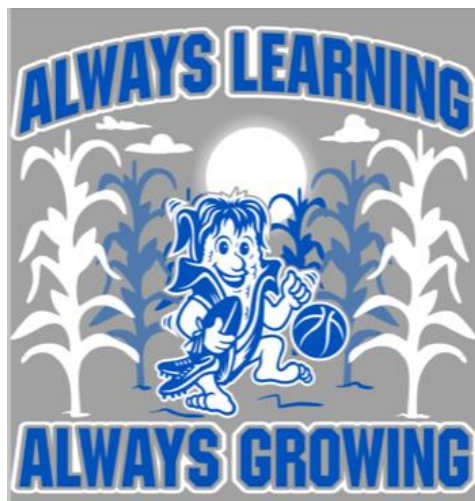


John Greer Grade School



Policy & Procedure

2023 – 2024



609 West Main
Hoopeston, IL 60942
(217) 283-6667
Updated 08/2023

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TIME SCHEDULE

7:20	AM	M, W, Fr. – Band begins T, Th – Chorus begins
7:50	AM	Other students may come onto school grounds
7:50	AM	Breakfast Opens
8:05	AM	Band/Chorus students dismissed to enter building
8:12	AM	Breakfast concludes
8:20	AM	Tardy Bell – Learning Begins
11:15 – 11:55		5 th Grade Lunch & Recess
11:40 – 12:20		4 th Grade Lunch & Recess
12:05 – 12:45		3 rd Grade Lunch & Recess
2:53	PM	End of the Student Learning Day
		<ul style="list-style-type: none"> All students dismissed to their lockers and then return to class
2:58	PM	First Bus Bell
3:03	PM	Second Bus Bell
3:05	PM	Walker / Bike Rider Dismissal
		3 rd Grade – Exit through Penn Street door – parents pick up on Penn Street
		4 th Grade – Exit through Main Street door – parents pick up on Main Street
		5 th Grade – Exit through recess door (east) – parents pick up on either Main or Penn Street
		<ul style="list-style-type: none"> 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 look 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-5 Student Handbook is useful for standardizing expectations within Hoopeston Area CUSD #11, it cannot cover policies/procedures specific to our 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 and Mrs. Mann, Student Services Coordinator

FACULTY AND STAFF DIRECTORY

Name	Position	Room Number
Ailey, Tina	Grade 4 Teacher	20
Alcorta, Brijida	Self-Contained Paraprofessional	11
Anderson, Sara	Grade 5 Teacher	9
Ankenbrand, Carl	Art	23
Avery, Matt	Physical Education	43
Baker, Rhonda	Cafeteria	2
Bergstedt, Kim	Social Worker	37
Brackmann, Mary Lou	Grade 4 Teacher	19
Brant, Keighlee	Grade 5 Special Education	9 & 13
Carter, Emily	Administrative Assistant	29
Eighner, Robin	Psychologist	37
Elliott, Janet	Grade 4 – Paraprofessional	15
Gaddis, Jennifer	Grade 5 Teacher	6
Gillins, Rachel	Grade 3 Teacher	17
Glotsbach, Andrea	Technology Paraprofessional	34
Gooding, Jill	Grade 4 Teacher	18
Hambleton, Tami	Grade 3 – Paraprofessional	7
Hart, Elizabeth	Grade 4 Teacher	15
Huffman, Connie	Self-Contained Special Education	11
Hutzel, Sean	Custodian	27
Kaufmann, Veronica	Librarian	14
Knapp, Alyson	Grade 3 Special Education	8 & 13
Lottinville, Kendra	Speech Pathologist	1
Lugo, Briana	RtI Paraprofessional	34
Lugo, Linda	RtI Paraprofessional	4
Mann, Lisa	Student Services Coordinator	28
Mathewson, Amanda	Grade 3 Teacher	16
McCool, Mary	RtI Teacher	4
Morgeson, Rochelle	Vocal Music	22
Neal, Kathy	Cafeteria	2
Pickett, Debbie	Personal Aide	11
Pruitt, Jamie	Grade 3 Teacher	7
Ravens, Jayde	Grade 5 Teacher	5
Ravens, Makenzie	Grade 5 Paraprofessional	10
Robinson, Jennifer	Grade 4 Special Education	20 & 13
Rush, Tyler	Grade 3 Teacher	8
Smith, Katie	Instrumental Music	24
Walder, Dan	Principal	30
Walder, Joanna	Grade 5 Teacher	10
Wiggs, Christy	Self-Contained Paraprofessional	11
Ziegler, Chelsea	Physical Education	43

John Greer, Hoopeston, IL

3rd Grade Supply List

2023 - 2024

1. Gym shoes
2. 1 - 2 pocket folder for General Music
3. 1 pencil pouch
4. 2 boxes of Kleenex (180 count or higher)
5. School scissors
6. 6 glue sticks
7. 2 Pink block erasers
8. #2 Pencils - Ticonderoga or Gold Standard preferred (48 count)
9. 2 boxes of crayons (24 count)
10. 1 boxes of markers (washable, must include 8 basic colors)
11. 1 packages of colored pencils
12. 2- 2 pocket folders for classroom use
13. 1 spiral notebook
14. 1 Bottle of Hand Sanitizer
15. 1 Hand Pencil Sharpener

Girls - one container of disinfecting wipes

Boys - one box of gallon sized baggies

We would gladly accept donations of the following:

Highlighters

Dry erase markers

Erasers for dry erase boards

Scotch tape

Crayons

Colored pencils

Markers

Folders

Index Cards

Art Supplies

Please put these items in a gallon sized bag labeled with the student's name.

- 1 box of 24 crayons
- 1 box of 10 markers (classic colors)
- 1 box of 24 colored pencils
- 1 hand held pencil sharpener

John Greer, Hoopeston, IL

4th Grade Supply List

2023 - 2024

1. 1 - 1 Subject wide ruled spiral notebook
2. 2 - 1 Subject Composition notebooks
3. 4 - packages of #2 pencils (**community use**)
4. 1 - covered hand held pencil sharpener
5. 4 - pink block erasers (**community use**)
6. 12 - glue sticks (**community use**)
7. 4 - dry erase markers (**community use**)
8. 1 - large zippered pencil bag
9. 3 - large boxes of Kleenexes
10. 1 - pair of gym shoes (inside use only)
11. 2 - containers of disinfecting wipes
12. 1 - roll of paper towels

Art Supplies

Please put these items in a gallon sized bag labeled with the student's name.

- 1 box of 24 crayons
- 1 box of 10 markers (classic colors)
- 1 box of 24 colored pencils
- 1 hand held pencil sharpener

John Greer, Hoopeston, IL

5th Grade Supply List

2023 - 2024

1. 3 - 3 hole punch plastic folders
2. 1 - 3 holed pencil pouch
3. 24 Pencils (please replace as needed)
4. 4 Black dry erase markers (please replace as needed)
5. Gym shoes
6. 2 boxes of Kleenex
7. Clorox wipes
8. Hand sanitizer

Art Supplies

Please put these items in a gallon sized bag labeled with the student's name.

- 1 box of 24 crayons
- 1 box of 10 markers (classic colors)
- 1 box of 24 colored pencils
- 1 hand held pencil sharpener

John Greer, Hoopeston, IL

Mrs. Huffman's Class (Self-Contained) Supply List

2023 - 2024

1. 1 - 2 pocket folder - yellow
2. Pencil box
3. 2 boxes of Kleenex
4. 2 pair Fiskars scissors
5. 3 glue sticks
6. 2 pink block erasers
7. 1 box of #2 pencils - Ticonderoga or Gold Standard (12 count)
8. 1 boxes of markers (basic colors)
9. 1 boxes of 24 crayons (not washable)
10. 1 boxes of colored pencils (24 count)
11. 1 Sketch book (dollar store brand is good)
12. Disinfecting wipes
13. Gallon sized baggies
14. 1 roll of paper towels
15. Gym shoes
16. 1 container face/hand wipes
17. 2 black dry erase markers
18. Dry erase eraser
19. 3 composition notebooks
20. Paper plates (for snack time, not styrofoam)
21. Reusable water bottle (label with name)

Art Supplies

Please put these items in a gallon sized bag labeled with the student's name.

- 1 box of 24 crayons
- 1 box of 10 markers
- 1 box of 24 colored pencils
- 1 hand held pencil sharpener

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 7:20 AM. Other students should arrive at John Greer between the times of 7:50 and 8:12 AM. Students will arrive at John Greer by one of the following methods: Bus, bike, walking, or drop-off.

- Buses from Maple and Country Routes generally arrive at the John Greer bus drive between 7:50 and 8:05. Bus riders will enter through the west door.
- 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. These students should enter the Penn Street door.
- Walkers may approach John Greer from any direction and enter the Penn Street door.
- 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. These students should then enter the Penn Street door.

Breakfast opens at 7:50 in the cafeteria. The JG Library opens at 8:00 AM. Students are allowed into classrooms at 8:00 AM. Any student who arrives at school after the 8:20 bell should be signed in at the John Greer Office.

Dismissal:

The 2:53 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, or pick-up.

- At 2:58, Bus Group 1 students will be dismissed from class.
- At 3:03, Bus Group 2 students will be dismissed from class.
- At 3:05, bike riders will be dismissed from class to exit through the west door closest to the bike rack.
- At 3:05, students who are walking or being picked up will be dismissed from class.
 - 3rd Grade – Will exit through the Penn Street door. Parents may pick up along Penn Street.
 - 4th Grade – Will exit through the Main Street door. Parents may pick up along Main Street.
 - 5th Grade – Will exit through the playground (east) doors. Parents should arrange with their child to pick him/her up either along Penn Street or Main Street.

Parents who are picking up students are encouraged to park along the west side of College Avenue, the north side of Penn Street, the east side of 5th Avenue, or the south side of Main Street. Students will walk along the Penn Street/Main Street sidewalk to these locations. Please do not park along the south side of Penn Street or the North side of Main Street. At dismissal time, these roads are 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
 - Last 10 minutes of the day
- Birthday treats must be pre-packaged (purchased from a store.) This also applies to treats brought in by parents for classroom parties.
- Birthday treats should include enough for the entire class. Students will not be allowed to go to other classes to distribute treats.

John Greer 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. **Further, any student who misses 17 ½ days during a school year is considered chronically absent by the State of Illinois.** In order to promote 95% attendance and reduce the number of chronic truants, the *John Greer Attendance Program* has been established.

Sharing Data/Public Communication:

Information data sharing is critical to improving student attendance. The John Greer Attendance Program seeks to share attendance data with parents and students on a regular basis.

- Daily Announcements
 - Monday announcements will contain attendance data from the previous week.
 - Homeroom Attendance Rates
 - School Attendance Rate
 - At the end of each month, a daily announcement will share data from the previous month.
 - Homeroom Attendance Rates
 - School Attendance Rate
- Weekly Homeroom Display – A display board is provided outside each homeroom. Teachers will display their previous week's attendance rate on the board.
- A public attendance board titled *Count Me Here* will be maintained in the gym hallway. This board will contain information about the John Greer Attendance Program as well as attendance data and current incentives.
- Weekly communication of data with parents will occur via a Dojo Message.
- Monthly communication of data with parents will occur via a Dojo Message.

Attendance Incentives:

A multi-tiered approach will be implemented to reward classes and students who exhibit consistent attendance and improved attendance.

- Homeroom Incentives
 - The STAR Attendance Incentive – Each week, a homeroom may earn an Attendance Star:
 - 97% or greater attendance = GOLD STAR
 - 96% = SILVER STAR
 - 95% = BRONZE STAR

As a homeroom accumulates Attendance Stars of any color, that homeroom may choose from a tiered list of homeroom rewards. Any homeroom that accumulates 23 Attendance STARS, will be invited to an end-of-year water balloon event. Additionally, the 2 homerooms with the best attendance for the year will be invited to a party at the Bowling Alley.

 - The homeroom class with the best attendance for the month will house the Golden Attendance Trophy for the following month.
 - At each grade level, the homeroom with the best attendance for the month will be awarded an Attendance Placard for display outside their homeroom for the following month.
 - At each grade level, the order in which homerooms are released to recess will be determined by each homeroom's attendance during the previous month. (However, to maintain this privilege during the month, homerooms and individual students will need to follow the cafeteria expectations.)
- Individual Incentives
 - 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 receive a 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:
 - Have their names posted publically every month
 - Participate in a water balloon activity with the John Greer staff at the end of the year.
- Guardian Incentive – Each month, a parent from each grade level will be selected to receive a gift card. To be selected, the guardian’s child must have an cumulative attendance of 95% or higher.

Attendance Remediation:

A multi-tiered system of intervention will be implemented for students who reach predetermined numbers of unexcused absences. The goal of these intervention strategies is to improve attendance and decrease the number of referrals to the Vermilion County Truancy Officer.

- 3 Unexcused Absences
 - Guardian receives a notification letter
 - Student meets with Principal, Student Services Coordinator, or Social Worker for an **attendance interview**.
 - Interview results determine further interventions
 - An **adult mentor** may be assigned to this student. To create accountability, the mentor checks in with the student a minimum of once per week.
 - Student may be placed on the **5 Consecutive Day Incentive Attendance Program**.
- 5 Unexcused Absences
 - Guardian receives a notification letter
 - Guardian and student meet with Principal, Student Services Coordinator, and Vermilion County Truancy Officer.
 - Meeting results determine further interventions
 - A John Greer **Attendance Contract** is completed.
 - Students will receive a detention for each unexcused absence over 5.
- 9 Unexcused Absences
 - Guardian receives a notification letter
 - A referral is made to the Vermilion County Truancy Officer.

John Greer Student Handbook Attendance Policies:

During the last week of every month (beginning in September), attendance data is analyzed in the John Greer Office. 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:

NEW: Once a student reaches a total of 10 absences, for the remainder of the school year, any additional absences may require documentation explaining the reason for the absence. This documentation may be a physician’s note, court appearance paperwork, appointment card, obituary, etc... Without such documentation, each absence over 10 absences per year, may be unexcused.

- Parents receive notification letters that include attendance data for their child.
- Parents are required to produce a doctor’s note to excuse every absence over 10.
- Students are referred to the Vermilion County Truancy Officer.
 - Parents receive notification from the Vermilion County Truancy Officer.
 - The Vermilion County Truancy Officer may conduct a visit to the home.
- The truancy case may be 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 best be 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.
- Stay connected to *Class Dojo*.

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 may 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: Noon and After-School (Project Success)
- John Greer Social Academic Instructional Groups that teach academic and organization skills.
- John Greer teachers available in their rooms before/after school.
- John Greer Teachers available by e-mail through the John Greer Website *Meet the Staff* page and by *Class Dojo*.
- John Greer *Homework Checklist for Parents* Pamphlet.
- Project Success – Monday – Thursday – 3:00 – 6:00 pm
- Hoopeston Public Library that provides a quiet location to complete homework or projects.

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 have opportunity to finish their work either in a Noon Homework Lab or after school with their teacher. Negative Dojo points will be awarded for incomplete work. In addition, the 3rd incomplete assignment in a week for an individual teacher will result in an additional after-school detention with that teacher. Positive rewards may be given by the homeroom teacher to those students who have turned in all work for the week.

Lunch

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 and a 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 essential for record keeping, lost or damaged cards may be replaced for a nominal fee of \$5.00.

How do Students Order a Hot Lunch?

- 1) Sack lunches Students will store sack lunches in their lockers until their lunch period.
- 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	Lunch	4 th Grade	11:40 – 12:00	Lunch	3 rd Grade	12:05 – 12:25	Lunch
	11:35 – 11:55	Recess		12:00 – 12:20	Recess		12:25 – 12:45	Recess

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 for eating. Parents are allowed to eat lunch with their child once per month without charge. Since fast food is not allowed in school cafeterias, several tables are available outside the cafeteria if you wish to bring food in for your child.

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 other than on the sidewalk.

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 in their homework folder. 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 2 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 the replacement cost of the book.

OTHER OBJECTS: DVD players, MP3 players, iPods, radios, electronic paging devices, laser pointers, collector cards, etc. . . , are not permitted at school. When an electronic device may be 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. Pop is not permitted in the school cafeteria.

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 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, 4 Square, 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 this document. 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: Telephones are available for school business only. Students are allowed to use the classroom/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. Student telephone use will be limited to essential calls.

WATER BOTTLES: Students are allowed to have water bottles in school.

Positive Behavior Interventions and Supports (PBIS)









Class Dojo

John Greer Grade School uses *Class Dojo*, 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 *Class Dojo* to implement PBIS school-wide. With the use of the mobile app and simple collaboration features, *Class Dojo* 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 negative *Dojo* points. If a behavior is significant enough to earn a Minor Discipline Referral, three negative *Dojo* points will be earned and 5 negative *Dojo* points will be earned for an Office Discipline Referral. 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, earning a single negative point for occasionally being off task should warrant a very different conversation than if your child is earning negative points daily for the same issue. This system allows us to notice any patterns, both positive and negative.

It is our goal as the year progresses, that our students will become 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	1 Follow directions of ALL staff 2 Keep hands/feet/objects to yourself 3 Maintain personal space 4 No KFHOOITY Crimes	1 Use equipment & materials in a safe manner 2 Walk & sit appropriately 3 No KFHOOITY Crimes	1 Stay to the right in a straight line 2 Take one step at a time on the steps 3 No KFHOOITY Crimes	1 Use restroom equipment/facility appropriately 2 No KFHOOITY Crimes	1 Use equipment properly 2 Sit correctly on bleachers 3 Take one step at a time on bleacher steps 4 Follow all activity rules 5 No KFHOOITY Crimes	1 Use equipment properly 2 Follow all activity rules 3 Form straight & silent lines when asked to line up 4 Walk in a straight line to the building 5 No KFHOOITY Crimes	1 Wait your turn 2 Clean up your eating area 3 Walk & move carefully 4 No KFHOOITY Crimes	1 Remain seated 2 Use inside voices and appropriate tones 3 Walk onto and off bus 4 No KFHOOITY Crimes
Be Respectful	1 Follow directions of ALL staff 2 Use peaceful language 3 Display self-control 4 Respect school property 5 Respect others and their possessions 6 Be polite & courteous	1 Wait your turn 2 Listen attentively 3 Use inside voices and appropriate tones 4 Follow classroom rules and directions 5 Do your best 6 Be prepared	1 Close lockers quietly 2 Use inside voices and appropriate tones 3 Be silent in hallways when classes are in session	1 Pick up after yourself 2 Wash your hands 3 Use inside voices and appropriate tones 4 Respect others' privacy 5 Keep the restroom clean	1 Demonstrate good sportsmanship 2 Use equipment properly 3 Share equipment and space 4 Return equipment to proper place 5 Include others in play 6 Ask permission before leaving	1 Demonstrate good sportsmanship 2 Use equipment properly 3 Share equipment and space 4 Return equipment to proper place 5 Include others in play 6 Ask permission before leaving	1 Wait your turn 2 Use inside voices and appropriate tones 3 Ask permission before leaving table	1 Use inside voices and appropriate tones 2 Keep hands/feet/objects to yourself
Be Responsible	1 Follow directions of ALL staff 2 Keep hands/feet/objects to yourself 3 Solve problems peacefully 4 Maintain your own schedule 5 Be here, be ready with appropriate materials 6 Be a participant	1 Complete all assignments 2 Take home all school notes, and return all forms 3 Be here, be ready with appropriate materials	1 Report to destination promptly 2 Take all necessary materials for the day	1 Have a restroom pass 2 Use designated restroom 3 Flush stools 4 Exit promptly after use	1 Form straight & silent lines when asked to line up 2 Use equipment properly	1 Form straight & silent lines when asked to line up 2 Use equipment properly 3 Dress appropriately for the weather	1 Clean up after yourself 2 Pay all charges the following day 3 Wait to be dismissed by your teacher	1 Remain seated

Parent/Volunteer Involvement: John Greer

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 messaging 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 8:30 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, they may not work with students.

Eating Lunch with your 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. Since fast food is not allowed in school cafeterias, several tables are available outside the cafeteria if you wish to bring food in for your child.

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.
- Assisting students with reading
- 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 Form at the HACUSD #11 District Office 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 must read John Greer's *Volunteer Guidelines & Policy* (see Attachment 2 – available upon request) sign a *Letter of Understanding* (see Attachment 1 – available upon request). Both of these documents are obtained from the building Principal. The *Letter of Understanding* is returned to the building principal.
- 3 The Superintendent of School's Secretary will then be notified of the volunteer applicant.
- 4 The volunteer applicant will complete a one page form for a background check at the District Office (nominal fee). Once the results of the background check have been received and reviewed, the Superintendent of Schools will notify the Building Principal of the results.
- 5 The volunteer's name will then be submitted to the Hoopeston Area Board of Education for approval.
- 6 Once this process is completed, the individual is an approved volunteer in the Hoopeston 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.

John Greer 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. Three 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: 15, 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 by teacher discretion to read in Noon Homework Lab or after school in the classroom. Students who meet their quarter point goal may 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. At midterm of each quarter, 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 Quarter 1 Parent Teacher Conferences. Please contact the John Greer Office at 217-283-6667 if you would like this access earlier.

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.