



**1101 North Airport Road
Normal, Illinois 61761
Office 452-1136 Absence 451-3137
www.unit5.org/grove**

GROVE SCHOOL MISSION STATEMENT

The mission of Grove Elementary School is to support and assist students in reaching their highest potential. This mission will be accomplished by providing students with:

- *Positive, caring staff, committed to continuous and progressive professional growth.*
- *Quality Educational experiences that promote excitement and enthusiasm for learning.*
- *A school climate that welcomes and encourages parent and community involvement.*
- *A facility that is well maintained and fosters a safe and secure learning environment.*

DAILY SCHEDULE

The best time to contact the school office is from 7:30 a.m. – 4:00 p.m.

8:25 First Bell

8:30 Tardy Bell

11:25-12:15 1st and 3rd Lunch/Recess

11:50-12:40 2nd and 4th Lunch/Recess

12:15-1:05 Kdg. and 5th Lunch/Recess

3:15 Dismissal Bell

ARRIVAL AND DISMISSAL PROCEDURES

Students should plan to arrive at school **AFTER 8:10 AM** unless other arrangements have been made with the principal or students are participating in supervised activities. School is dismissed daily at **3:15 PM**. All students should clear the building and playground area by **3:30 PM** unless other arrangements have been made with the principal or students are participating in supervised activities. Bus riders and day care students will go directly to their buses and vans or line up on the front sidewalk in their designated area. Teachers will be on duty in the front and back of the building from **8:10-8:30** and **3:10-3:25**.

LEAVING WHILE SCHOOL IS IN SESSION

When a student needs to leave school early, it is best for a parent/guardian to call the school (452-1136) or send a note indicating what time the child will be leaving. Students must be signed out in the office by a parent/guardian. If the student returns on the same day, he/she must be signed in by a parent/guardian the office before returning to class.

VOLUNTEERS AND VISITORS

Volunteers at Grove help increase the effectiveness of our educational program. They assist in a wide variety of ways including help in the IMC, office, classrooms, supervision of extra-curricular activities and a multitude of other ways.

All volunteers will need to be registered using the new screening process implemented by the Unit 5 School District. Information regarding this process can be obtained from the Grove web page or by calling the school office.

Volunteers must sign-in at the office and wear a badge indicating they have been screened and approved by the district. Volunteers should stop in the office and sign-out before leaving the school building

All parents, guardians and other visitors to Grove School are required by law to report to the principal's office upon arrival at the school. They need to sign-in in the office and receive a badge to be worn while they are visiting the school. The badge needs to be returned to the office prior to leaving the building.

We invite parents and guardians to visit classrooms during the school year. Students who have school age guests visiting in their homes from out of town must obtain permission from the principal to bring those guests to school.

INSIDE/OUTSIDE DAYS

It is always beneficial for students to have an opportunity to run and play during noon hour recess time and we try to have children outside for play as often as possible. At times, however, weather conditions don't allow this. We use a temperature of 20 F degrees and above as a guideline for deciding whether students should be inside or outside for playtime. We also take other factors into consideration (wind chill, precipitation, etc.) when making this decision.

During inclement weather, students will have noon recess activities in their classrooms or the gym, which will be monitored by noon supervisors. Rules will be reviewed and posted by the classroom teacher. Activities on inside days usually include quiet games to be played while seated. Students are not to leave their classrooms without permission from a supervisor or teacher.

When the weather is fair and the temperature is above 20 F degrees, the students will have noon recess outside. It is important that students dress appropriately for colder weather. During times outside, students are expected to follow playground safety rules. It is recommended that students play games and sports with other students of their same age or grade level.

Children who cannot go outside due to health reasons must bring a note from home to the office. These students will be assigned to areas inside the building for quiet study or reading. This type of note will suffice for a period not to exceed 3 days. For more than 3 days, a note signed by a doctor is needed.

Teachers who require students to stay inside during a recess time for some reason will stay in the classroom to supervise these students.

GENERAL LUNCH INFORMATION

Grove students have a regularly scheduled lunch period. They may bring their own lunch to school, purchase a hot lunch or go out for lunch. Please let the office know in writing if your child will be going home for lunch.

The hot lunches served at Grove are prepared in our kitchen. We must develop a lunch count by 9:00 AM each day. Parents of students eating hot lunch who may be arriving late should call the office before 9:00 AM so the child may be included in the lunch count.

An automated lunch system is used in which parents may deposit money into a student/family account to cover the cost of a hot lunch and/or milk. Student ID lunch cards are used to scan and log this account information on a daily basis. An automated message will be sent to parents who have overdrawn accounts. More information regarding this process can be obtained from the Grove web page or by calling the school office. The daily lunch cost is \$1.60 for the 2009-2010 school year. Applications are available in the office for families unable to afford lunch costs.

HOT LUNCH

Students eating hot lunch will enter the lunchroom and proceed to the serving area. Students must have their ID lunch card ready to give to a lunchroom supervisor. After picking up their lunch, the students will return to the assigned grade level table. After lunch, students will be dismissed by table. They are responsible to clear the table and adjacent floor area of all litter while disposing of uneaten food and garbage in the trash barrels. Spoons and forks should be dropped in the bucket of soapy water that is near the trash barrels and trays should be stacked on the dishwashing counter.

COLD LUNCH

Students eating cold lunch will get their lunch out of the box assigned to their classroom. They may purchase milk or go directly to the tables assigned for their grade. After lunch they will be dismissed by table. They should clear their table and adjacent floor area of all litter and dispose of it in the trash barrels.

LUNCH ROOM RULES

1. Walk - no running in the lunchrooms.
2. Stand quietly in the lunch line keeping your hands to yourself.
3. Once seated, remain seated. Raise your hand if you need assistance from a supervisor. "Seat and Feet"
4. TALK IN A QUIET VOICE to those at your table.
5. Keep your hands and feet to yourself.
6. Do not share or trade food or drink.
7. Pick up after yourself. You are responsible for ALL your own garbage.
8. All food is to be eaten in the lunchroom.

9. The good table manners used at home are to be used in the school lunchroom

GENERAL BEHAVIOR RULES

1. Toys and electronic equipment are to be left at home unless requested by a teacher for a special project. This includes, but not limited to: “heelys”, skateboards, roller blades, hardballs, frisbees, radios, tape players, laser pointers, cameras, toy cars and dolls.
2. Cell phones for student use must be kept in the office.
3. There is to be no buying, selling or trading of anything at school by children unless approved by the office and parents.
4. Chewing gum and candy are not permitted unless there is teacher permission.
5. There will be no snow balling, or throwing of rocks, sand, or other items that may create hazards to others.
6. Fireworks or any type of explosive device are not permitted.
7. Fighting and/or “play fighting” are not permitted (no biting, tripping, punching, slapping, kicking, wrestling, etc.). Fighting presents a substantial threat to both personal safety and reasonable order within the school and will not be tolerated. A fight shall be defined as “two or more individuals involved in a mutual, aggressive physical conduct with one another.” Students involved in an incident of fighting may be subject to detention, suspension and/or appropriate alternative consequences as the administrators recommend.
8. The distribution of any printed material on school property must be approved by the principal

PLAYGROUND BEHAVIOR

Students will use the playground and its equipment in the manner for which it was intended and refrain from any activity that has the potential for hurting themselves or others. Weather and ground conditions will determine whether or not grassy areas can be used for play.

1. Swings may be used safely by only one student at a time.
2. Students using the slides will climb up the steps and slide down while seated. Students must wait for the slide to clear before beginning their turn. Students are not to climb up the slide.

3. **Students using any of the climbing equipment will play cooperatively with others on the same equipment. No tag or combative games are allowed on any equipment.**
4. **Students may play games that have the potential for physical contact such as tag, soccer, basketball, kickball and touch football. Rough play is prohibited. If games such as those mentioned become too rough, those games will be prohibited.**
5. **Playground supplies such as jump ropes and various balls are available for use during daily recess. Students are responsible for returning these supplies to their proper location. PE equipment and supplies may not be used during recess unless approved by a PE teacher. A cart containing playground supplies will be available for use during the noon hour.**
6. **Noon hour supervisors are to be given the same respect as is given to teachers. Students are to follow directions given by the supervisors. When a whistle is blown on the playground, students should STOP, LOOK AND LISTEN.**
7. **THE FOLLOWING ACTIVITIES ARE NOT ALLOWED AT ANY TIME!!**
 - a. **Name calling, teasing, swearing or using any type of demeaning or personally insulting language.**
 - b. **Rough play, fighting including “play fighting”.**
 - c. **Tackle football, or similar type games.**
 - d. **Throwing or kicking sand, stone, gravel, sticks etc.**
 - e. **Snowballing of any kind on school property.**

CONSEQUENCES FOR PLAYGROUND INFRACTIONS

When a child creates a problem on the playground, it will be addressed in a progressive form of discipline depending on the severity of the problem. Consequences may include: a warning, TIME OUT for 5 minutes, TIME OUT for the remainder of the period or the incident may be reported to the principal for further action including detention, withdrawal of playground privileges or suspension. Parents will be contacted when severe and/or continuous infractions occur.

SAFETY PATROL

Fifth grade students who maintain a C average or better and have no reoccurring behavior issues at Grove School may serve as members of the Safety Patrol. These students are trained and supervised by a certified staff member. They are on duty from 8:10-8:25 AM and 3:10-3:15 PM each day. The supervising teacher will determine the patrol stations.

The Safety Patrol members have been instructed to:

1. Restrain children (with outstretched arms only) from walking in the parking lot.
2. Not step into the street/parking lot (except to see around parked cars).
3. Not to attempt to direct auto traffic.
4. To report student violations to the supervisor.
5. Conduct themselves as student leaders while on and off duty. We encourage students and parents to cooperate with the patrols.

ADULT CROSSING GUARDS

The Normal Police Department has not assigned adult crossing guards to Grove School at this time.

BICYCLE RIDERS

Students in grades 1-5 living in the Eagles Landing/Enclave area will be allowed to ride bicycles to school using the following rules:

- *Bicycles must be walked on school property
- *Locks are required (racks will be located on the west side of the school building -playground/blacktop area)
- *Helmets are recommended

PARKING LOT REGULATIONS

The Bus Lane is restricted for use only by school buses and day care vans before school, after school and during the lunch period. Parking is prohibited on the playground blacktop and in the lane that leads to the visitors parking area. More specific drop-off and pick-up information can be found on the Grove Web Site and in the monthly newsletter.

EXTRA-CURRICULAR ACTIVITIES

Grove is proud to provide a number of extra-curricular activities for students. These activities are held before school, after school and during the noon hour. They are sponsored by teachers and/or parents. There may be a small registration fee for some of the activities. The principal may deny student participation based on academic and/or behavior concerns. Activities planned for this school year include:

1. Student Council for grades 4-5
2. Safety Patrol for grade 5
3. Chess Club for grades K-5
4. Band/Orchestra grades 5
5. Young Authors Contest grades K-5
6. Science Club
7. Story Telling Club Grades 4-5

LOST AND FOUND

Lost and found boxes are located in the north hallway near the gym. Students should look in the lost and found boxes for lost clothing, books, lunchboxes, etc. and should check in the office for smaller lost items. The school CANNOT be responsible for lost items. Marking everything brought or worn to school will make it easier to locate the owner of lost items. Items not claimed by the end of the school year will be donated to a local charitable organization.

PARTIES

Several parties are planned each year in combination with the teacher and the Room Parents. Those parties include Halloween, Winter Holiday and Valentine's Day. Parents are asked to volunteer help and donate party goods/food for each party.

Students are encouraged to bring healthy snacks to share as birthday treats. Ideas for such snacks can be found on the Grove School Web Site or may be requested from the classroom teacher. Invitations for parties at home are not distributed at school unless the entire class is included. There should not be any surprise parties at school without the approval of the teacher involved or the principal.

SCHOOL PICTURES AND YEARBOOKS

Parents will be notified in the fall and spring as to the day when student pictures will be taken. A packet of pictures may be purchased by the parents from one of the choices accompanying the announcement of picture day.

Yearbooks are sold annually. Watch the school newsletter for the date and price. Yearbooks need to be prepaid at the time of ordering.

TELEPHONE

School telephones are for business use only. In emergency situations, the office staff will determine if a child may use the phone. A member of the office staff must give prior permission before a child may use the telephone. Students are not to use the phone to make arrangements to go home with others students.

Parents should notify the classroom teacher if it is necessary for their child to have a cell phone at school and the cell phone will be kept in the office throughout the school day.

