

MT. GREENWOOD ELEMENTARY SCHOOL

10841 S. Homan
Chicago, Illinois 60655
773-535-2786

Mrs. Catherine Reidy
Principal

Mrs. Joan Rogers
Assistant Principal

MT. GREENWOOD SCHOOL VISION

To create an environment that empowers all students of every ability level to become responsible learners and decision-makers so they can develop to their fullest potential and contribute socially, politically and economically to society.

MISSION

Every student will aspire to:

- *Achieve academic excellence in the core subject areas.
- *Foster mutual respect and brotherhood among all members of the school community.
- *Develop an interest and appreciation of the fine arts.
- *Participate in a variety of extracurricular activities.
- *Become lifelong learners.
- *Share basic ethical and patriotic values including self-discipline in conduct and work habits.

MT. GREENWOOD STUDENT PLEDGE

I will accept responsibility for my own actions. I will respect the rights of others. I will be honest with myself and with others. I will work to the best of my ability at school and at home. I will be a credit to my school and my community. Above all, I will try to make the world a happier and better place in which to live.

MT. GREENWOOD SCHOOL CODE OF CONDUCT

1. Be prompt and have regular attendance.
2. Dress in the appropriate school uniform.
3. Come prepared to participate and learn.
4. Respect and obey school staff.
5. Obey all classroom rules and regulations.
6. Accept responsibility for the care of textbooks and materials.
7. Refrain from chewing gum in the school building and/or on trips while representing the school.
8. Obtain an authorized pass to leave the classroom.
9. Respect the rights of others.
10. Be a credit to yourself, your family, and your school.

INTRODUCTION

This planner (agenda) is being provided to all 1st-8th grade students as a guide to the school year, rules and regulations, and as a timeline for projects to be completed throughout 2014-2015. It will also help to develop organizational skills, which are imperative for academic and personal success. The cost of the planner is included in the book fee. If lost, you can get a replacement, while supplies last, by sending \$7.00 to your child's teacher.

PARENT / STUDENT AGENDA USE

To maximize the effectiveness of the agenda, please review and sign the agenda nightly after checking your child's homework. In addition, please utilize the agenda as a communication tool between the home and the school.

SCHOOL FEES

Mt. Greenwood School collects the following school fees that help to cover the expense of consumable materials and school materials. Payment plans are available if needed. Any books lost or destroyed will need to be replaced or purchased by the parent/guardian. If fees are not paid in full, any money sent in for PTO, sports, or field trips will first be applied to outstanding book fees.

NSF CHECKS

Personal checks returned for non-sufficient funds will be assessed a \$34.00 fee.

REGISTRATION

New families to our school need to produce 3 proofs of residency along with a picture ID, the child's birth certificate and any school records from their previous school. Any current family may need to produce current proofs of residency upon request of the school at any time.

COPIES OF RECORDS

Any request for copies of records, IEP's report cards, progress reports or any school related document may be charged at .25 per sheet. All requests must be in writing with a five day notice.

SCHOOL CALENDAR

Visit www.cps.edu for the city wide calendar or visit www.mtgreenwood.cps.k12.il.us for an up to date calendar of events.

BUILDING HOURS/SCHOOL HOURS

Supervision on the playground is provided at 7:45 a.m. Opening activities begin at 7:55. Tardy bell rings at 8:00. Dismissal is at 2:45. Students are to leave the school grounds immediately at dismissal. The building is open daily from 7:00-3:00. Students on the playground prior to 7:45 will call home. We do not have morning or after school care.

EMERGENCY SCHOOL CLOSING

In the event of severe weather, school closings will be announced on the radio (WBEZ 91.5 FM) and the television.

VACATIONS

We discourage family vacations during the academic year. Valuable instructional time is lost due to vacations. Teachers are not required to provide or grade missed work due to vacations. Vacations will result in an unexcused absence and it is at the discretion of the teacher if missing work will be accepted.

VISITORS

ALL visitors entering Mt. Greenwood School, including CPS personnel, parents, and community members **MUST** go directly to the office to state the nature of your business and receive a visitor's pass.

STUDENT ABSENCE/TARDINESS

Parents or guardians must call school before 8:15 a.m. whenever a child will be absent (535-2786). Upon return to school, please send a note or your child will be marked truant. Children with ten or more unexcused absences are considered chronic truants by the State of Illinois. Children who are late must sign in outside of the office and receive a tardy slip in order to gain admittance into class. Excessive tardiness will result in making up the tardy time at the end of the day.

PARENT CONNECTION

Parents in grades 1-8 may access parent connect to review their child's grade. For access please contact the school office. Parents of kindergarten students may access to review attendance.

HOMEWORK REQUEST

To request homework for a student that has an excused absence, the request **MUST** be made to the school prior to 8:15. Requests made after 8:15 may

not be honored. Parents are to pick up the work from the main office between 2:45-3:00 the day of absence. For excused absences students have one day for each day absent to turn in all missing work and make up any assessments. Failure to do so results in a zero for the assignment. Assessments will be administered on the day the student returns.

HOMEWORK

Homework is an essential part of academic growth. Students will have homework every night. At the discretion of the teacher, students may not receive homework on Friday. Please review your child's homework nightly to ensure that it was done to the best of their ability and sign the planner verifying that you saw the homework.

UNIFORM DISCIPLINE CODE

A copy of the CPS Uniform Discipline Code will be sent home at the beginning of the year. Any violation may result in the following consequences:

1. 2:45pm or 7:15detention (served the day of the violation, subject to teacher discretion)
2. Parent/teacher/administrator conference
3. In-school suspension
4. Out of school suspension
5. Expulsion

Please refer to the Uniform Discipline Code for more detailed descriptions.

DELIVERIES

Instruction will not be interrupted during the day. As a result, deliveries of student materials and or lunches will not be made during the school day

REPORT CARD PICK UP / DISTRIBUTION

Report card pick-up is specified by CPS. *Parents are required to come to the school to receive the report cards.* Report card distribution takes at the 2nd and 4th quarter. If necessary, please call the school to make an appointment for a teacher conference.

GRADING SCALE

A=90% - 100%

B= 80% - 89%

C=70% - 79%

D=60% - 69%

F=0% - 59%

Missing, incomplete, and late assignments will reduce a child's grade point average.

PLAGIARISM

Students' work should reflect their ability. Students who turn in another person's work will receive a "0" on the assignment.

HONOR ROLL (Grades 4-8)

Principal's Honor Roll – A's in all subjects

A Honor Roll: Student must have A's in all major subjects (reading, math, science, social studies, LA, writing), and B's in all other subject areas

B Honor Roll: Student must have A's or B's in all major subjects, C's or better in all other subject areas.

CITIZENSHIP/ ATTENDANCE AWARD

Students that have no check marks in the conduct area of the report card or students that have no absences or tardies will be acknowledged for perfect attendance and/or citizenship.

CPS PROMOTION POLICY

For a detailed description of the promotion policy please refer to www.cps.k12.il.us/promotion.html. Students will be retained if they are unable to meet the CPS or MTG criteria for promotion. Retention can take place in all grade levels excluding kindergarten.

GRADUATION REQUIREMENTS

All eighth grade students will receive a contract specifying the minimum requirements to participate in the graduation ceremony in June. (CPS promotion policy). In addition, students that have more than 9 days unexcused or 12 days excused or unexcused, excluding consecutive (2 or more) hospital (overnight) stays, or do not earn a passing grade in all subjects will not be invited to participate in the graduation ceremony. They may, however, still receive their diploma by picking it up in the main office.

LUNCHES

Students may bring their lunch or purchase one for \$2.35. Milk can be purchased for \$.35. Exact change is requested. Glass bottles are NOT allowed. Students do not have access to refrigerators or microwaves. Applications for free and reduced lunch will be available in August. Reduced lunch is \$.40. Our school's funding is based on the number of applications returned. Please return your application even if you are not interested in a school lunch. If a student forgets their lunch, they will be given a school lunch. The school phone will not be used to bring up food. Please refrain from bringing fast food to the children.

BREAKFAST

Breakfast is available for students that need it provided. Students enter the North Annex door between 7:40-7:45. All students that enter for

breakfast are required to eat breakfast and will not be released to go outside to play after they eat.

ATHLETICS

To participate in extra curricular activities, students must have all grades with a C or better. Students with a D will be suspended until the grade is pulled up, and students with an F will be removed from the team. Prior to the start of the season, all fees must be paid. Fees will not be refunded due to academic ineligibility.

ILLNESS

Pupils who become ill in the middle of the day will be sent to the office. Parents will be notified and asked to pick up their child. No student will be allowed to leave the building without being signed out by a person on his or her emergency form. Please be prepared to provide us with an ID if you are not recognized by the office personnel.

SCHOOL SECURITY

All rear doors are locked at 8:00 each morning after students have arrived. Please do not be offended if we ask you to identify yourself and state your business prior to opening the doors. This system is in place to provide for your child's safety.

PROHIBITED ITEMS

Cell phones, radios, pagers, toys, CD players, MP3 players, skateboards, rollerblades and electronic devices, such as Gameboys or IPODS, are not permitted in school or on field trips. Teachers and school staff will confiscate these items from students. Parents will be able to retrieve them in the office or they can be returned to the students on the last day of school. Reports of lost or stolen radios, CDs, or other related toys will be recorded with no action taken by school personnel in locating or recovering them. They should not be in the building.

CELL PHONE USE

CELL PHONES are not permitted in school at any time. If seen, the cell phone will be confiscated and the parent will be required to pick it up from the office. **NO EXCEPTIONS!** Children are NOT allowed to use phones except in extreme emergencies.

OFFICE PHONE USE

Failure to return a trip slip, money, or forgetting a lunch, or homework/projects are not considered emergencies, so phone use will be denied. The school is not allowed to accept verbal permission over the phone for field trips due to liability issues. The office will not relay messages to students during

the instructional day. Children are NOT allowed to use phones except in extreme emergencies.

CLASSROOM DELIVERIES

We understand that at times students may forget something at home. In order to eliminate the interruption to instruction, deliveries of materials or messages will not be made to the classrooms. Please assist your child in being prepared with all information and material prior to the start of the school day.

SUPPLIES & EQUIPMENT

Students must be prepared with paper, pencils, pens, notebooks and other equipment as directed by each classroom teacher. Supply lists are distributed on the last day of school. They are also available from the teacher and on our web site, (www.mtgreenwood.cps.k12.il.us) Please replenish supplies at mid-year.

PLAYGROUND RULES

Students are to proceed directly from home to the school playground each morning. They should arrive between 7:45 and 7:55 a.m., during which time school personnel are supervising. Students are not allowed to leave the playground once they arrive. Students enter and begin class at 7:55. Dismissal is at 2:45. No contact games are permitted on school grounds before or after school. Students are not permitted to remain on the playground at dismissal. Once students check in with parents at home, they are free to return to the playground. The playground is closed before school hours and at dusk.

CLASSROOM TREATS/PARTIES

Students may not bring treats homemade or store bought that will be eaten during the school day. Any treats sent must be individually wrapped and will be sent home with the students at the end of the day. Students will not be permitted to pass out any homemade treats. Please ensure that enough snacks are provided so the entire classroom can celebrate. Please check with classroom teacher for allergies.

PARTY INVITATIONS

Please do not distribute party invitations at school unless all children in a classroom are being invited to the party. This has caused too many hurt feelings in the past. It is understandable that you will want to

limit the number of children at a party, but this can be done by distributing invitations outside of school.

SPIRIT DAYS

On the last Friday of each month Spirit Days are held. The Student Council determines the theme of the month. Students are encouraged to participate with the selected theme. All participating students are required to bring in \$1.00. This money is given to a charity selected by the Student Council. Please refer to the tentative schedule for dates. Any student not participating with the theme for that month is expected to be in full uniform.

FUNDRAISING

Mt. Greenwood School sponsors one large fundraising event each year. The money raised is used for paper, copier supplies and maintenance equipment, as well as student trophies and other reward incentives for the student body. We will begin our Innisbrook Gift Wrap/Candy sale during the first quarter. Children are asked not to solicit from strangers or door-to door. All orders are prepaid and due back on the designated dates. You can also order online at www.innisbrook.com throughout the year.

MARKET DAY

Market Day deliveries are made once a month from September through May. Your child will bring the Market Day order form home each month, and only those who wish to participate do so. We are always looking for parent volunteers to assist on the day of delivery. Contact the office if you are interested in helping.

PTO AND VOLUNTEERS

Our PTO is very active and provides services during the year which are grade-specific, and a wide variety of school-wide activities. Everyone is encouraged to become a member. Recruitment will begin in August at pre-registration. If you have time to contribute in any way, please contact your child's classroom teacher. All volunteers are required to complete an annual application, background check, and submit TB test results.

LOCAL SCHOOL COUNCIL

LSC consists of an elected body consisting of six parents, two teachers, two community members, and the principal.

****Changes may be made as necessary to meet the instructional needs of the Mount Greenwood School**

I have read and reviewed the student handbook with my child.

Hall Pass

[illegible]

UNIFORM DRESS CODE

Grades K-6:

Navy blue jumper, skirt, skort or loose fitting cotton dress pants that **fit at the waistline and must be worn with a belt**. Plain **white** or **light blue** 3 button polo shirt (short or long sleeves) with a collar, tucked into pants. (Shirts are not to be form fitting. If wearing an undershirt, it is white.)

The length for the jumper, skirt or skort is to be no shorter than 1 inch from the knee.

Hair: Must be of natural looking color in order to decrease disruption to the learning day. Hair should be kept out of the eyes to remove any obstacles and ensure vision.

Grades 7-8:

Khaki colored jumper, skirt, skort or loose fitting cotton dress pants that **fit at the waistline and must be worn with a belt**. Plain **white** or **light blue** 3 button polo shirt (short or long sleeves) with a collar tucked into pants. (Shirts are not to be form fitting. If wearing an undershirt, it is white.)

The length for the jumper, skirt or skort is to be no shorter than 1 inch from the knee.

Hair: Must be of natural looking color in order to decrease disruption to the learning day. Hair should be kept out of the eyes to remove any obstacles and ensure vision.

OPTIONS FOR ALL GRADE LEVELS

Mt. Greenwood sweatpants can be worn under jumpers or skirts during **cold weather**.
Uniform shorts may be worn in **warm weather**.

GIRLS & BOYS:

Plain **white** or **light blue** turtlenecks are acceptable.

Sweaters: Styles include V-neck, cardigan or crew neck and should be **solid navy blue** or **white**.

Sweatshirts: **Non-hooded solid blue** or Mt. Greenwood worn over uniform shirt.

GYM WEAR:

Girls & Boys: The **gym uniform** consist of a Mt. Greenwood **T-shirt** and MTG **navy blue shorts** or **Mt. Greenwood sweats** proper fitting gym shoes and socks. **Gym uniform is only to be worn assigned gym day! Sport/team uniforms are not considered part of the MTG gym uniform.**

Flannel pajama bottoms are not permitted during the school day on regular days or gym days.

SHOES & SOCKS

Any **leather shoe** or **gym shoe** is acceptable (**toes and heels must be covered**). Socks must be worn at all times.

Flip-flops, sandal, crocs, moccasins/slippers and roller skate gym shoes are unacceptable. **Boots** may be worn to school but students must change into school shoes to be worn throughout the day.

NO DENIM PANTS, PANTS WITH STRIPES DOWN THE SIDE OF THE LEG, BREAKER OR NYLON WARM UP PANTS ARE PERMITTED.

Clothing that is torn / ripped is not permitted during the school day.

JEWELRY:

Boys: Pierced earrings are not acceptable.

Girls: Pierced earrings are acceptable. Hoop earrings can not be larger than a quarter in diameter. **No other body piercing is acceptable.**

DOLCH BASIC WORDS LIST

The Dolch words are the 220 most frequent found words in books that children read. These words are usually learned in K-2 grade; student who learn these words have a good base for beginning reading. Many of these words cannot be sounded out because they do not follow decoding rules, so they must be learned as sight words. One way of estimating a primary student's reading level is by having the student identify the 220 Dolch Basic Sight Words. The number of words recognized is the basis for assigning his/her equivalent reading level.

The scale is as follows:

# of Dolch words Recognized	Estimated reading level
0 – 75	Pre-primer
76 – 120	Primer
121 – 170	1 st year
171 – 210	2 nd year
Above 210	3 rd year

a	as	again	about	any	all	away
ate	after	better	am	be	over	always
both	an	black	but	around	bring	and
brown	cold	ask	carry	are	by	cut
because	clean	at	came	fast	been	could
big	did	first	before	cone	blue	eat
five	best	don't	call	fall	fly	buy
draw	can	find	four	does	drink	come
for	give	far	eight	do	get	goes
found	every	down	going	from	full	hurt
funny	have	got	gave	know	go	her
green	grow	light	good	him	had	hold
myself	he	his	has	how	never	help
if	hot	just	own	here	into	its
keep	pick	I	laugh	long	kind	right
in	let	made	much	seven	is	live
many	must	shall	it	may	new	now
show	jump	my	not	off	their	like
no	of	once	them	little	old	open
only	then	look	on	please	round	there
make	one	or	sleep	these	me	put
our	small	think	out	saw	pull	take
those	play	said	read	tell	together	pretty
she	start	thank	use	ran	sit	say
that	very	red	some	sing	they	want
ride	stop	six	this	warm	run	three
soon	too	wash	see	today	ten	try
went	so	two	upon	under	what	the
was	us	walk	when	to	will	who
well	where	up	work	why	were	which
we	yes	wish	white	would	you	yellow
	with	write	should			