



# Johnson Elementary

School Handbook  
2018 – 2019 School Year

*"Preparing Today's Child for Tomorrow's World"*

Dear Johnson Families:

It is with great pleasure that we welcome you to the Johnson Elementary School community and family. The Thunderbird staff has a strong belief in our students and the programs we offer. We also believe parents and guardians are our partners in the educational process. We are glad that you are joining us as we team together to work with your children and our students.

The purpose of this handbook is to provide information regarding Johnson Elementary School, as well as our school's rules and procedures in an "easy to access" format. We encourage you to read it, keep it on hand to refer to it, and let us know if you need any clarification.

Poudre School District policies and regulations (including but not limited to those in the District's Student Rights & Code of Conduct booklet) also apply to Johnson Elementary School and are controlling over our rules and procedures if there is any inconsistency or conflict. Although this handbook may reference certain District policies and regulations, the actual language of the referenced policies and regulations is controlling over the language in this handbook. District rules and regulations change over time. We will update you as new information becomes available. If you have any questions, feel free to call 488-5000 or visit the main office of Johnson Elementary School.

The staff and I will do our best to make this year exciting, challenging, and educationally valuable for your child. If we can ever assist you throughout the school year, please do not hesitate to call on us.

Georgie Dawson, Principal

### OFFICE INFORMATION

Office Hours	8:00 a.m. to 4:00 p.m.
Main Phone Line	970-488-5000
Principal	Mrs. Georgianna Dawson 488-5002 – <a href="mailto:gdawson@psdschools.org">gdawson@psdschools.org</a>
Assistant Principal	Mr. Stephen Boese 488-5015 – <a href="mailto:sboese@psdschools.org">sboese@psdschools.org</a>
Office Manager	Mrs. Tina Crewdson 488-5001 – <a href="mailto:tcrewds@psdschools.org">tcrewds@psdschools.org</a>
Secretary/Health Tech	Mrs. Wrenn Thornton 488-5003 – <a href="mailto:wthronto@psdschools.org">wthronto@psdschools.org</a>
Address	4101 Seneca Street, Fort Collins, CO 80526
Attendance Line	970-488-5095
Fax Line	970-488-5007

Please use the **Attendance Line** to report student absences or if your child will be tardy. This number is a voice mailbox and is in operation 24 hours a day. This line will be checked for messages each morning by 9:30 a.m.

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# GENERAL INFORMATION

## Daily Schedule

Students should not arrive at school before 8:45 a.m. unless attending BASE Camp or a special program. Safety is a priority, and we want to be sure that staff members are present for supervision. Please make sure children are not on campus prior to 8:45 a.m. and leave promptly by 3:45 p.m.

8:45 a.m.	Playground supervision begins	AM Kindergarten 9:00 to 12:00 p.m.
8:55 a.m.	Entrance bell rings	
9:00 a.m.	Classes begin	<i>(Recess times vary by grade level)</i>
3:38 a.m.	School dismisses	
3:45 a.m.	Students should be off campus	

## Lunch Schedule

	<u>Lunch</u>	<u>Recess</u>
Kindergarten	11:45 – 12:15	12:15 – 12:35
1 <sup>st</sup>	11:55 – 12:20	12:20 – 12:40
2 <sup>nd</sup>	12:15 – 12:35	12:35 – 12:55
3 <sup>rd</sup>	12:25 – 12:45	12:45 – 1:05
4 <sup>th</sup>	12:40 – 1:00	12:20 – 12:40
5 <sup>th</sup>	12:50 – 1:10	12:30 – 12:50

## Student Absences

When a student is absent from school for illness or other reasons, the parent or guardian must call the **school attendance line at 488-5095**. This voice mail is available 24 hours a day. To insure the safety of your child, the office will contact your home or place of business if we have not received notice of your child's absence by 9:30 a.m. It is a district expectation that parents receive prior approval for extended absences from the building principal. In addition, penalties shall be imposed for excessive tardiness and parents/guardians will have to meet with the building principal to develop a plan of action to reduce tardiness. Please refer to district policy "Student Absences and Excuses" (JH) in the PSD Code of Conduct booklet for detailed information regarding excused absences, unexcused absences and truancy.

## Student – Early Checkout/Late Arrival

If it is necessary for a student to leave school during the day, written permission needs to be sent from the parent to the teacher and/or to the office. **Before a student leaves school, an adult must sign the student out in the office.** We will then call the student to come to the office from the classroom.

**When arriving late to school (after 9:00 a.m.), the student must check in at the office and get a Tardy Pass.** All students are marked absent/tardy if they are not in the classroom at 9:00. Teachers record attendance by computer immediately following the 9:00 a.m. bell. Checking in with the office is the only way to be sure your student's attendance record is maintained accurately.

## **BASE Camp**

B.A.S.E. Camp is a before and/or after school childcare and enrichment program.

B.A.S.E. Camp is a non-profit organization that provides a safe, nurturing, and structured environment. Students may be registered on a full-time, part-time, or drop-in basis. Fees are assessed on a sliding scale based on the number of family members and gross monthly income. Call the program directly at **266-1734** for more information or visit their main office at 1241 Riverside Ave. Care is provided before school beginning at 6:30 a.m. and after school until 6:00 p.m.

## **Student Birthday Celebrations**

In accordance with our wellness policies, student birthdays are celebrated through activities rather than food treats. We do not allow baked goods or food items for birthday celebrations. Each grade level/teacher has choices for how your child's birthday may be celebrated here at school. Many classrooms celebrate a student's birthday by singing "Happy Birthday" and providing an extra birthday recess in honor of your child. Please connect with your child's teacher on how they celebrate birthdays. **Unless an entire class is receiving an invitation to a party, we ask that you do not distribute party invitations at school. This helps prevent hurt feelings.**

## **Classroom Party Guidelines**

As a traditional, comprehensive school, we have three classroom parties per year: Fall Festival (around Halloween), Holiday Celebrations (usually the day before winter break), and Valentine's Day Celebrations. The classroom parties are planned from 3:00-3:30, so they are a full ½ hour. In order to support inclusionary celebrations, we expect the following:

1. Each party centers on activity and play promoting interaction among the children.
2. Room parents/party planners adhere to the Healthy School Celebrations guidelines as well as all district policies when planning the menu. We ask that food is kept to a minimum or not provided at all. These are thirty-minute parties, and we have found children prefer the activities over spending this time eating.
3. If food is to be served:
  - a. The menu must consider dietary restrictions.
  - b. In accordance with state regulations, **homemade food items and snacks are not permitted in schools with the intent of sharing these with others.**
  - c. Baked goods of any kind (including store bought) are not permissible. If these items are brought to school, they will either be discarded, or they will need to be given back to the person who brought them to take home.
4. Classroom teacher prior approval is necessary for additional family members (including older and younger siblings). This allows the teacher to insure there is space for all who plan to attend.
5. If younger or older siblings are attending a classroom party, the parent needs to bring entertainment/snack for these siblings as the party activities/menu typically do not include these children (unless arrangements have been made with the party planners).

## **School Transportation**

The Poudre School District Transportation Office establishes bus routes, pickup stations, and time schedules; however, questions may be directed to the school office.

Parents rightfully expect safe, efficient school bus service. However, it remains the parent's/guardian's responsibility to extend full cooperation in seeing that the student obeys the bus regulations as established and practices all recommended safety procedures. Please refer to the district policy "Student Conduct on School Buses" (EEAEC & EEAEC-R) for further clarification or contact the Transportation Office at **490-3232**.

### **Bus Passes and Alternative Release**

A note signed by the parent/guardian must be sent to the office if your child is to ride a different bus or to get off at a different stop. A special bus pass will be written for your student to give to the bus driver. A note should be sent to your student's teacher if your student would be riding or walking home with another student or adult.

**Please request passes before 1 p.m.** so that we have time to process the request. Please refer to district policy "Student Conduct on School Buses" (EEAEC & EEAEC-R) for further clarification.

### **Cafeteria Procedures, Lunch Payments and Lunch Recess**

Students may purchase breakfast and/or lunch on a daily, weekly, or monthly basis. Breakfast is available from 8:45 a.m. – 9:00 a.m. in the cafeteria.

When purchasing a hot meal, students will enter their student ID number into the system. Each time a student enters his/her ID number, the cost of the meal is automatically deducted from his/her lunch account. When the account balance gets low, the computerized system will generate a letter to be mailed home to the parents.

Students are able to pay their homeroom teacher for a single hot lunch but we encourage parents to put \$10 or \$20 on their student's account to be used over the course of the year if they only eat hot lunch occasionally. The district has implemented an online system that allows parents to transfer funds to their student's lunch account and to monitor the balance of the account. Visit the PSD web site ([www.psdschools.org](http://www.psdschools.org)) under the Schools/Programs tab click on Child Nutrition for more information.

If you pay by check, please include your student's ID number on the check. If you are paying for more than one child, please put each student's name, ID number and classroom teacher on your check. All money collection occurs in the morning in the homeroom. All lunch monies are delivered to the main office and entered into each student's private account.

Menus are on the PSD web site, in our newsletters, and announced daily. Lunch prices are also included on the menu. Students who bring their lunch from home do not need to go through the line and do not need to enter their student ID number into the system, however, they may purchase milk or juice daily.

Parents are welcome to eat lunch with their child at school anytime during the year. Please call the office by 9:15 a.m. on the morning you plan to join your child to order a lunch. Please come to the main office and sign in and put on your visitor's badge before joining your child in the cafeteria. After enjoying lunch with your child, we ask that you **do not** join them on the playground. We limit extra adults on the playground, so we can ensure that we do not have unfamiliar adults on the playground. Please support us in providing a safe environment.

In order to make sure that our students remain safe and accounted for, please come to the office and sign your student out if you wish to take them to lunch away from Johnson. Students need to sign back in when they return from lunch in time for class to resume. If parents wish to take another student as well, we need written permission from that student's parent. Students are not dismissed early without direct communication from the parents.

### **Recess – Cold/Wet Weather Policy**

In snowy, cold or wet weather, students should have appropriate clothes and shoes to wear outside. Proper attire for snowy and/or cold weather may include coats, mittens or gloves, boots, snow pants and covering for the head. Proper attire for wet and/or rainy weather may include a raincoat, rain hat, and rain boots or shoes. Students at Johnson will be outside for recess unless the weather is extremely cold or wet. If the outside temperature (including wind chill) is **below 10 degrees F**, then students will remain inside for recess. The final decision as to whether students remain inside or go outside for recess during extreme weather conditions will be made by the building principal or administrative assistant.

### **Discipline/Code of Conduct and Student Expectations**

Discipline should be an educational opportunity. Students learn from their mistakes and we want to reinforce positive choices. We use a minor/major system for behavior referrals. All minors are dealt with at the instructor level while majors are handled through our administration. We will monitor discipline through an online system (SWIS) that helps to identify times and locations of repeated discipline offenses. This monitoring system helps us to implement changes to address these repeated offenses. If you would like more information about our discipline system here at Johnson, visit our PBIS information on our website.

Poudre School District has developed a Student Code of Conduct that outlines behaviors that are acceptable at school and behaviors that are not acceptable at school. The Student Code of Conduct also outlines appropriate disciplinary measures to address inappropriate behaviors. You will receive more information about the PSD Student Code of Conduct early in the year via e-mail.

### **Positive Behavior Intervention Support**

Positive Behavior Intervention Support (PBIS) is our system for teaching and supporting students to make good choices here at school. Our motto is Thunderbird PRIDE: Participate Positively, Respect Everyone, Insist on Safety, Do your Best, Enjoy Learning. Our students understand what PRIDE means in our school, and we reward students' positive choices. We hold monthly PRIDE assemblies on the last Friday of each month in the gym. Parents are welcome to attend. The school goal of PBIS is to recognize the positive choices that students make throughout the day and to affirm these choices. We want our students to understand appropriate behaviors and to encourage these behaviors through positive reinforcement.

### **Dress Code (policy JICA)**

Students should wear appropriate clothing to be comfortable, safe, and non-distracting for all school activities. Inappropriate clothing and appearance can be disruptive to our primary goal of teaching and learning. District policy states that apparel that is deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school is prohibited. We expect that parents will take responsibility for their children's appearance.

Examples of inappropriate clothing/shoes not allowed are halter tops, swim wear, short shorts, midriff shirts, spaghetti straps, flip flop sandals, open sided shirts, sagging pants, any gang-related items, or T-shirts with obscene, racial, sexually suggestive, or drug/alcohol slogans. Hats and hoods are not to be worn in the school building, but can be worn outside. Wheel type shoes are not to be worn unless the wheel has been removed.

Should there ever be a question regarding a child's appearance, the classroom teacher, counselor, or principal will notify a parent/guardian and the student will be expected to change his/her clothing. Usually wearing a shirt inside out or wearing an item from "lost and found" will suffice for the day.

## **Emergency Dismissal Procedures**

Any decision to close school due to bad weather will be communicated to most local TV and radio stations before 6:30 a.m. by the PSD Superintendent's and Transportation Office. Specific information will be given. If school is cancelled, we will leave closure information on our main number, 488-5000. Please refer to district policy "School Closings & Cancellations" (EBCE) for further clarification.

## **How Parents Should Address a Concern**

*Below is the protocol for communication. If you have a concern, follow the protocol outlined below. The first person is most likely the person who can support a resolution to your concern. You might go up the line if the concern is not addressed to your satisfaction.*

### ***Concerns about the bus, behaviors on the bus or at the bus stop:***

- 1. Contact the Bus Driver**
2. Contact transportation
3. Contact the principal

### ***Concerns involving other students:***

- 1. Contact your child's teacher**
2. Contact the counselor
3. Contact the principal

### ***Concerns involving a staff member:***

- 1. Contact that staff member**
2. Contact the principal

### ***Concerns about building policies and procedures:***

- 1. Contact the child's teacher**
2. Contact the principal

### ***Concerns involving the principal:***

- 1. Contact the principal**
2. Contact the Asst. Superintendent
3. Contact a SIT representative

### ***Concerns about district policies and procedures:***

- 1. Contact the principal**
2. Contact the Asst. Superintendent

## **Lost and Found Items**

Any article found on the school grounds can be turned in to a teacher, the office, or the Lost-and-Found Box located outside our cafeteria. To ensure that lost articles are returned to their rightful owners, the student's name or phone number should be sewn or marked on sweaters, coats, lunch boxes, etc. Parents are encouraged to assist their students to be responsible for their own possessions. Quite often, individuals placing items in lost and found do not know the owner and may not be a staff member or student.

Over the course of the school year, several announcements will be made asking students to please check the lost and found for their personal items. Remaining unclaimed items will be donated to local charities in late December (prior to holiday break) and early June (prior to summer break).

## **Parking**

Please use the east facing slots in the parking lot. This allows you to back out without interfering with vehicles in the drop off lane. Also, the inner driveway is for buses and daycare vans **only** between 8:45-9:15 a.m. and 3:15-3:45 p.m. Please do not drive in the inner lane during those times. The parking slots on the inner lanes are reserved for staff members only, so please do not park in these spots. Please do not park vehicles on the blacktop on the north or south side of the building. All vehicles should be parked in our parking lot only.

## **Student Drop Off and Pick-Up**

An ideal drop off place for students is on Seneca St., north of the school by the backstop at the park, or south of the school past the Johnson soccer field. Dropping off at these points eliminates the need to enter the parking lot.



## **Parking Lot Etiquette**

We are very fortunate at Johnson Elementary to have over 400 students who attend our school. Unfortunately, our parking lot was not designed to accommodate such a large number of vehicles when parents are dropping off or picking up their student(s). So, to ensure student safety and to speed up the process, we ask that you help us out by doing the following:

- DO not leave your car unattended
- In the drop off lane, please pull all the way forward to the very end of the parking lot (south side) before stopping to let your student(s) out of the vehicle. A staff member will be on duty and will motion you forward as space allows. We have two crosswalks to our building and it is essential that we use the full length of the drop off lane to keep traffic flowing. In the afternoon, when picking up, the staff member on duty will help your student(s) find your vehicle even if you pull all the way to the end of the lane.
- In the drop off lane, if you are waiting for the vehicle in front of you, please be patient and do not let your student(s) exit the vehicle until you have been motioned forward and are at least even with the first crosswalk. We will move vehicles through the drop off lane much faster and students will be better supervised.
- Please do not park and exit your vehicle in the drop off lane. It is important that you be able to pull forward when motioned by the staff member on duty. If you need to park and exit your vehicle, please find an open parking space on the east side of our parking lot (the west side is for staff) or park along Seneca to the north of our building. When picking up in the afternoon, the staff member on duty will help your student(s) find your vehicle so you do not need to get out to find your student(s).
- Please wait until a space is available in the drive through lane before pulling into our parking lot. We must keep the intersection and the bus/van lane clear at all times. Also, please do not let your student(s) exit the vehicle while parked at the stop sign. We must be able to keep traffic moving along.
- After you drop off or pick up your student(s), please exit the drop off lane and pull through the parking lot to exit. This will open up more space for parents waiting in line. Please watch for parents leaving parking spaces on the east side of our parking lot.

## **Personal Property**

**Bicycles:** Bicycles are to be walked on school grounds (from the stop signs to the front of the building and on the west side) and parked in the provided bike racks. It is strongly recommended that primary-age children not ride their bicycles to school alone or for long distances. It is recommended that all bicycles be licensed with the police and locked in the racks. Upon arrival at school, bicycles are to be placed in the bike racks and are off limits until school is dismissed. The school does not accept responsibility for the loss or damage to bicycles brought to school. All riders are requested to wear helmets!

**Valuables and Toys from home:** Students are not allowed to bring valuables, toys, sports equipment, trading cards, jewelry, CD players, iPods, PSP players, electronic games and other personal play items to school. The school does not accept responsibility for the loss or damage of such items. If these items are out in the classroom, they will be confiscated and delivered to Mrs. Dawson in the main office. She will call the parents to arrange a time for them to come and pick up these items. Special precautions or arrangements can be made with the classroom teacher if brought for "show and tell."

### **Students with Severe Food Allergies**

As we have many students who have severe food allergies and/or dietary restrictions, we do not allow families to provide snacks for the whole classroom. If you have a child who has dietary restrictions and/or severe food allergies, please make sure we have up-to-date information. Please feel free to contact our school nurse (Jennifer Wright at 488-5004) with any questions or concerns. Thank you for helping protect our students with allergies. Together we will keep everyone safe.

### **Student Records**

It is essential to have up-to-date family records. If any of the following items change during the year, it is the parent and student's responsibility to notify the school office of the change:

- a) Change of emergency contact person
- b) Change of doctor
- c) Change of address
- d) Change of custody or guardianship
- e) Change of telephone (home, cell, work, pager, etc.)

**This information is for your child's protection should an emergency arise.**

In addition to the information shared at registration time and with the homeroom teacher, it is advisable for parents to inform our health tech of any special condition regarding the health of your child. Please refer to district policy "Student Records/Release of Information on Students" (JRA/JRC) for further clarification.

### **Contacting Teachers – Student use of Telephones/Messages for Students**

All teachers have direct phone numbers with voice mail. When you call a teacher you may be transferred to voice mail during instructional time, however, if it is urgent please call the school office, and we will deliver a message to the teacher.

Students will be permitted to use the telephone for important or emergency calls approved by their teacher and the office. Permission will **not** be given for phone use to make social arrangements with friends.

**If you wish to give a message to your student, please call the school before 3:00 p.m.** We cannot guarantee the delivery of messages after that time. We also ask that personal messages on a daily basis be avoided. If you need to make daily arrangements with your child, please take care of these arrangements prior to arriving to school in the morning.

### **Visitors to School**

For security reasons, **ALL VISITORS MUST ENTER** the building through the **FRONT MAIN** entrance, check in at the office, sign in and wear a visitor's badge at all times while in the building. Visitations for the purpose of classroom observation are discouraged as they are disruptive to the learning environment and are subject to prior principal approval. Please refer to district policy "Visitors to Schools" (KI) for further clarification.

***Before and after school hour visits must be arranged in advanced with the classroom teacher.***

### **Volunteering at Johnson**

We strongly believe in having parents involved in the classrooms working with small groups of students and assisting teachers in preparing materials when volunteering at our school. Before someone can volunteer at any of the PSD schools, they must first register online with the Poudre School District ([www.psdschools.org](http://www.psdschools.org)). The online registration process takes only a few minutes but the background check and authorization process will take about ten days. **Once you have been approved, the district office will contact you and our school will receive a volunteer badge with your name on it.**

When you arrive to volunteer:

- You must enter through the school's front main entrance
- Sign in at the volunteer computer kiosk located in the school office and pick up your volunteer badge
- Wear your badge at all times while in the school building
- Sign out at the volunteer computer kiosk and return your volunteer badge

Students and staff know that anyone without a volunteer's badge or a visitor's sticker in our building is a possible stranger and threat to student safety, and they will alert the building principal and office staff. Please help us to maintain the high level of security in our building that supports student learning and ensures student safety by complying with our volunteer & visitor rules.

It is up to each classroom teacher to determine the level of need and the type of volunteer assistance needed or desired in their classroom. Please work directly with the classroom teacher and schedule a pre-determined volunteer time, as well as communicate directly with the classroom teacher to determine your responsibilities during your volunteer time. Understand that we have many parents who wish to volunteer in the classrooms, and teachers will do their best to evenly and fairly distribute volunteer opportunities among all interested parents.

### **Withdrawing from School**

In the event that you are moving and will leave Johnson, please notify your child's homeroom teacher and the office several days in advance. This will provide time for all records and information to be ready at the time of withdrawal.

## **HEALTH AND MEDICATION POLICIES**

### **Illness and Injuries at School**

Parents will be contacted and asked to pick up their student if the student comes to the health office during the school day and has thrown up or has a fever 100 or above. In the absence of vomiting or a fever, the child will be allowed to rest and then return to their classroom. Parents will also be contacted in the event of a head injury or any other serious injury. It is important for parents to keep the front office updated with current phone numbers in case the school needs to reach them.

### **Immunization Records**

In compliance with the state law, all children in Colorado schools must have a complete and up-to-date immunization record on file in the health office.

This includes proper shots for measles, mumps, rubella, (MMR), diphtheria-tetanus-pertussis (DPT), polio, Varicella (Chicken Pox) and Hepatitis B immunizations. Please call your doctor's office or our school health tech if you have a question about immunizations. Please refer to district policy "Immunization of Students" (JLCB/JLCB-R) for further clarification.

### **Medication Given at School**

It is recommended that every possible means be taken to give children medication at home. If it becomes necessary for a student to take any form of medication at school, these steps must be followed:

- A separate, written order signed by the doctor and the parent giving the school district authorization to assist with medication must accompany ALL medication (including aspirin, cough drops, eye drops, etc.) stating the:
  - Student's name
  - Medication name

- Dosage
- Time to be given
- Medication must be in its original pharmacy labeled container and stored in the health office in a locked cabinet.
- Do not send any medication to school in plastic bags, bottles, or lunch boxes.

***Without meeting ALL of these legal requirements, medication cannot be administered at school. Please refer to district policy “Administering Medicines to Students” (JLCD/JLCD-R) for further clarification.***

### **Recess and Sickness**

The Johnson staff believes recess to be an important part of every child’s day. We encourage students to be out in the fresh air and participate in social activities and exercise. All students will be expected to go outside unless there are special circumstances. If your student is too ill to be outside, he/she should remain at home until fully recovered. If there are unique circumstances for your student not to be outside (extreme allergies, sunburn, etc.,) please call our health tech to report the situation. That information will be passed along to the homeroom teacher.

### **Vision and Hearing Screenings**

Each fall, Poudre School District conducts a Vision and Hearing Screening for all K-3rd and all 5th graders. Students in 4th and 6th grades are screened if there is a concern. Students new to the district are screened as they transfer in throughout the year. If we suspect a problem, the school nurse or district audiologist will notify you. If you have questions or concerns throughout the school year, please contact our school health tech. Please refer to district policy “Screening/Testing of Students” (JLDAC) for further clarification.

## **COMMUNICATION**

At Johnson we welcome and encourage open communication between parents, teachers, and students. If you need to reach a teacher, feel free to call or email. Messages should be returned within 24 hours. Please do not expect teachers to answer phones, to return phone calls or to return e-mail messages during instructional time.

### **Newsletters, Notices and Communication**

Our goal at Johnson Elementary is to be eco-friendly. We send all newsletters, notices and communications via e-mail. Paper copies of newsletters, notices and communications will be sent home only to those families that request a paper copy. Classroom teachers also send weekly e-mail versions with information related to calendar items, special events, student recognition, and classroom volunteer information. PDF versions of newsletters and other information can be found on our school web site ([www.johpsdschools.org](http://www.johpsdschools.org)).

### **Parent – Teacher Conferences**

Each fall and spring, PSD schedules specific days on the calendar for parent conferences. A block of time, usually several weeks, is dedicated to scheduling conferences. Please do not feel like you have to wait to visit with a teacher. Conferences should be scheduled whenever you feel there are concerns or when you would like to provide information related to the academic success of your student. Please call for an appointment with the teacher, school counselor, or principal.

Please do not expect to conference with a staff member on a “drop-in” basis. School staff operates on a very tight schedule, often with no breaks. We will be better able to help you if we have time to gather information and sit down for a scheduled block of time and have a meaningful conversation.

### **Problems, Questions, Concerns – Go to the Source**

Parents are asked to speak directly with teachers regarding concerns or questions before calling the principal, other teachers, or other parents. Most issues can be successfully resolved with a friendly, respectful adult conversation. Schedule conferences in advance so that quality time can be devoted to the discussion of your concerns or questions.

### **School Website and Calendar of Events**

We will update our school website on a weekly basis in order to make information more readily available to all parents. Visit the school website ([www.johpsdschools.org](http://www.johpsdschools.org)) regularly for all school information, to access our online calendar and for links to other important parent resources.

## **PARENT INVOLVEMENT**

### **Johnson Parent/Teacher Organization – JPTO**

JPTO is an outstanding support for our students, staff, and parents. JPTO coordinates and runs many fundraising activities that provide additional revenue for the school. The majority of the funds are allocated for the purchase of classroom and curricular items. JPTO supports field trips and other enrichment programs that enhance the learning environment for our students. School-wide programs, curriculum, and equipment also have been purchased with funds that are raised. JPTO also hosts many school-wide activities that help to strengthen the family atmosphere at Johnson.

We encourage your participation at our monthly meetings and school activities. Participation in JPTO provides input into the decisions that affect the school and your student's education. The Johnson website calendar contains all dates and times of meetings and activities. Please call the school for more information on how to become involved as a parent or volunteer. More information is available at the volunteer computer center just inside the front door of the school.

### **Partnership and Volunteer Programs in Poudre Schools**

Volunteers are always welcome and appreciated at Johnson. Prior to volunteering in the school, all volunteers must register on-line at [www.psdsschools.org](http://www.psdsschools.org) and must be approved. If you do not have access to the Internet, request a paper copy of the Volunteer Application and Confidentiality Agreement by calling 490-3207.

The degree to which you become involved is entirely up to you. Field trip sponsors, library helpers, office volunteers, playground helpers, clerical volunteers, classroom tutors, before and after school enrichment teachers, and resource speakers are a few of the areas listed. Any talents or interests you would care to share with us are appreciated. Some situations and areas occur on a one-time basis, while others occur regularly for longer periods or for the entire school year.

Hopefully, you will consider becoming a partner with Johnson Elementary. It is an excellent opportunity to become closely involved in the education of your child and allows the staff to offer many activities and experiences to students that otherwise might not be possible.

# DISTRICT POLICIES

## **Attendance and Homework**

Regular school attendance helps build good work and study habits and also benefits the student's learning process. A student can never make up a day that is missed even though assignments are completed.

The discussions and experiences that take place at school are as valuable as the written material. Our school goal is 95% attendance. Please refer to district policy "Compulsory Attendance Ages" (JEA), "Student Absences & Excuses" (JH) and "Truancy" (JHB) for further clarification.

We ask that visits to the dentist, doctor, orthodontist, etc. be scheduled outside of school hours when possible. We also realize the difficulty in scheduling these types of appointments, however the less a student's school day is interrupted, the better learning that takes place.

Students with fever, colds and stomach viruses should be kept at home. We request that you keep your student at home if the illness necessitates remaining inside during recess and the noon hour for an extended time.

Students are expected to make up assigned work that was missed due to absences. If requesting homework for a sick student, please call or e-mail the teacher one day in advance. Assignments will be prepared and ready for pick up the NEXT DAY in the main office.

## **Bikes, Rollerblades, Scooters, Skateboards and Heelies – Do NOT use on School Grounds**

Students (and parents) are not to use roller blades, skateboards, ride bikes or use heelies on school property.

Once reaching the campus, bikes, scooters, skates, skateboards, etc., should be dismounted or taken off so that walkers will not be in harms way. Scooters should be locked up at the bike rack. Violation of this policy will result in the immediate confiscation of the bicycle, scooter or skateboard. The confiscated item will be returned only after a meeting between the building principal, the student and the student's parent/guardian.

## **Computer and Internet Usage at School**

Students will have access to computers and can apply for an Internet account. PSD has many filters and screening programs on the Internet to protect children from inappropriate sites. Unfortunately, 100% of inappropriate material cannot be screened at all times so students need to assume responsibility for their internet searches. Please refer to the district Student Rights & Code of Conduct Booklet and policy "Student Access to Networked Information Resources (IJNDA/IJNDA-R) for further clarification regarding appropriate computer usage.

## **Discipline and Code of Conduct**

The State of Colorado has prescribed specific guidelines for suspension and expulsion. Poudre School District has developed a Code of Conduct based on the state law and input from parents in our community. Each student is given the PSD Code of Conduct. Please refer to the Student Rights & Code of Conduct Booklet for further clarification regarding discipline.

## **Equal Opportunity**

It is the policy and practice of Poudre School District and Johnson Elementary School to insure equal opportunity for all people engaged in or affected by any program sponsored by this organization. Poudre School District and Johnson Elementary do not discriminate on the basis of race, creed, sex, national origin, or handicap in any educational program or activity sponsored by this organization. Please refer to the district policy "Nondiscrimination/Equal Educational Opportunities" (JB) for further clarification.

### **Harassment and Discrimination**

Harassment is defined as any behavior that: “Demeans the ethnicity, race, culture, religion, national origin, gender, or handicapping disability of individuals or groups. Behavior that creates an intimidating, hostile, or demeaning environment for education will be considered harassment and/or discrimination.”

Students who feel they have been subjected to such behaviors should report the incident immediately to the principal, classroom teacher or counselor. Any student who engages in conduct defined above will be required to attend a meeting with his/her parent(s) or guardian(s) and the principal or his/her designee. The student will be subject to disciplinary action as outlined in Poudre School District policy. Please refer to district policy “Harassment of Students” (JBB) and the Student Rights & Code of Conduct Booklet for further clarification.

### **Homemade Foods in the Classroom**

Under Colorado’s State Health Department regulations for school food service, students **may not** bring homemade foods into the classroom for sharing among classmates.

Food prepared or served in classrooms is a significant concern of the Larimer County Health Department due to the potential for transmitting food-borne illness. With food prepared in students’ homes and in classrooms, it is difficult to assure proper sanitation and safe hygienic practices. There is also no way to thoroughly clean and sanitize food preparation surfaces, utensils, and other equipment used in a classroom.

**Homemade food items and snacks are not permitted in schools with the intent of sharing these with others**—including classroom parties, etc. If it is necessary to have food in classrooms, only commercially prepared foods from retail stores should be served. For classroom parties, we ask that parents attempt to bring healthy items for all students. Our goal at Johnson is to help students to develop healthy habits and to choose healthy foods. If items are not individually wrapped, an adult using a serving utensil should provide a serving to each child. Students should not be permitted to put their hands into a common container to serve themselves—e.g., popcorn from a common bowl, cookies from a common package, etc. Please refer to district policy “Homemade Food in the Classroom” for further clarification.

### **Pets on Campus**

If you walk your dogs to school, they should remain on a leash at all times to protect students and other animals. Animals are **not allowed** inside the school building except by special permission from the principal. Also, please remember to clean up after your dog. Please refer to district policy “Animals in District Facilities & Vehicles” (ADG) for further clarification.

### **Possession and use of Personal Communication Devices at School**

For purposes of these rules, “personal communication device” or “PCD” is defined to include all cell phones, pagers, personal digital assistants, cameras, audio/video recorders, and other hand-held electronic communication and data storage devices.

***Students may possess and use PCDs at school, except under the following circumstances:***

Students shall not use PCDs at any time they are in class or participating in or attending education-related activities, unless expressly authorized by the principal or his/her designee.

Students shall keep PCDs out of sight at all times they are in class and at all times they are participating in or attending education-related activities, unless expressly authorized by the principal or his/her designee.

Students shall keep PCDs turned off or dormant at all times they are in class and at all times they are participating in or attending education-related activities, unless expressly authorized by the principal or his/her designee. In this regard, “dormant” means elimination of all vibration alerts, alarms, ringtones, flashes, and other methods of notification of incoming calls or messages.

Students shall not use PCDs when they are in class or when they are not otherwise participating in or attending education-related activities if such use results in disruption of the educational process or of school operations, as determined by the principal or his/her designee.

***Students who violate any of these rules are subject to one or more of the following consequences for each violation:***

- Discipline, including suspension or expulsion from school.
- Receiving a failing grade with respect to any test or assignment during which the student has possessed or used a PCD in violation of the rules.
- Confiscation of the PCD possessed or used in violation of the rules for a period of time to be determined by the principal or his/her designee, up to and including the remainder of the school year. Confiscated PCDs shall not be returned until after a meeting to discuss the violation is held between the student’s parent/guardian and the principal or his/her designee.

*School officials shall not view the content of or any information on a student’s PCD without the consent of the student or the student’s parent/guardian, unless expressly authorized by the appropriate assistant superintendent of school services.*

### **School Property – Fees and Fines**

Students will be expected to pay for lost or severely damaged books and equipment that is a result of neglect or abuse. Please refer to district policy “Student Fees, Fines and Charges” (JQ) for further clarification. No one should be on school property after dark when the security lights are on unless attending a school function or event.

### **Community Use of District Property**

District-owned property is available for use for community groups. It is governed by the district policy “Community Use of District-Owned Property” (KF/KF-R). Please contact Customer Service at 490-3333 for information or visit the district website ([www.psdschools.org](http://www.psdschools.org)) and search for “Information about Use of District Property” to obtain the customer service website. All public use times of Johnson Elementary will be added to our school calendar.

### **Use of District Facilities**

- District-owned property is available for use for community groups
- It is governed by district policy (Use of District Facilities – KF)
- Please contact Customer Service at 490-3333 for information or visit the district website ([www.psdschools.org](http://www.psdschools.org)) and search for “Information about Use of District Property” to obtain the customer service website.