

# Letter From The Principal

Welcome to Johnston Elementary School:

This handbook has been put together to provide you with some basic information regarding Johnston Elementary School. We hope you will find the information useful and informative to help guide you through the 2011-12 school year. Should you have any questions regarding the information contained in this handbook, or need additional information, please do not hesitate to contact the school office at any time.

Johnston Elementary School was established in 1963 and has a strong reputation for addressing the needs of the total child – academically, physically, socially and emotionally. Our students traditionally have done very well on state and local testing scoring above the state average, and our Healthy Kids Program has become the model for our district. We offer many extra-curricular activities for our students such as Drama Club, Boy's and Girl's Choir, Safety Patrol, Peer Mediators, Service Providers Club, and before and after school intramurals. The emotional needs of our students are equally of high importance and are addressed through our guidance program and our unique partnership with Fox Valley Children's Mental Health Clinic.

Johnston Elementary School joined with Appleton Public Montessori – a charter school located in Johnston – in 2005. Since then, we have developed a strong working relationship to the benefit of our students and families. Providing your child with a successful and enjoyable educational experience is of primary importance and a goal both schools share.

I am proud to be principal of Johnston Elementary and invite you to be an active participant in your child's education - and our school as a whole. If I can be of service at any time throughout your child's elementary school career, please do not hesitate to contact me. Have a great school year!

Sincerely,  
Dom Ferrito  
Johnston Elementary Principal

# Contact Information

## Contact Us

School Telephone	832-6265
Absence Telephone	832-6265
Fax	832-6199
E-mail link	<a href="mailto:caasd.k12.wi.us">caasd.k12.wi.us</a>

## School Hours

Kindergarten – 6th Grade	8:27 - 3:16
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## Office Hours

School Office Hours	7:30 - 3:45
Summer Office Hours	6:00 - 1:00

# Mission Statement

Johnston School in partnership with parents and community promotes and challenges the intellectual, emotional, social, and physical growth of all children in an inclusive, diverse environment.

# Johnston/Montessori PTA

**“It’s All About the Children”**

Johnston and Montessori Schools are very fortunate to have an active PTA representing both schools and composed of dedicated, enthusiastic parents/guardians. A variety of educational and social activities are offered to students, families, and staff through their efforts which otherwise may not be possible. Annual activities/projects include such things as the Mustang Mile, Book Fair, Art Fair, Yearbook, and Teacher Appreciation to name a few. The PTA is also active in many other ways by organizing volunteers to work at school functions and raising funds for activities and materials to benefit all of our Johnston / Montessori students. More information on these topics will be forthcoming by the PTA both in writing and at their general meetings. The dates of the PTA meetings are: **September 12 (6:30pm), October 10 (6:30pm), November 9 (4:00pm), January 16 (6:30pm), February 15 (4:00pm), April 16 (6:30pm), and May 21 (6:30pm).**

All parents/guardians are encouraged and welcome to attend. A form is provided in your registration packet to become a member of the Johnston/Montessori PTA. We hope you will join us! The 2011-2012 PTA officers are:

President	Jennifer Schmidt
Vice President	Terri Kempen
Vice President(Montessori)	Jennifer Olson
Secretary	vacant
Treasurer	Amy LaChapell

# Nondiscrimination Statement

The Appleton Area School District does not discriminate against pupils on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

El Distrito Escolar de Appleton no discrimina a los alumnos con motivo de sexo, raza, color, religión, lugar de origen, ascendencia, credo, gravidez, estado civil o de paternidad, orientación sexual, o incapacidad física, mental, emocional, o de aprendizaje o minusvalía en los programas educacionales o actividades. La ley federal prohíbe la discriminación en el empleo por motivo de edad, raza, color, origen nacional, sexo, religión, o minusvalía.

Cov tsev kawm ntawm hauv Appleton no txwv tsis pub thuam, cem, cais, thiabua tsis ncav ncees rau ib tug fibneeg twg vim nws yog pojniam lossistxivneej, nws cev nqaij daim tawv, los yog xim qaij daim tawv ntawm nws haivneeg, nws txoj kev ntseeg lossis kev dab qhuas, nws haiv neeg, nws caj cesmus rau poj koob yawm txwv, kev lis kev coj, muaj/tsis muaj menyum, muaj/tsis muaj pojniam lossis txiv, muaj/tsis muaj tub ki, kev plees kev yi, lossis puas tes puas taw ntawm cev nqaij daim tawv, kev nyuaj siab ntxovplawv, kev kawm tsis tau lossis ib yam dabtsi qeeb/poob qab ntawm kev kawm. Txoj cai hauv Federal txwv tsis pub thuam, cem, cais thiab ua haujlwm vim nws lub hnuv nyoog, nws haiv neeg, nws cev nqaij daim tawv, nws caj ces, los yog xim qaij daim tawv ntawm nws haiv neeg, yog pojniam lossis txivneej, nws kev ntseeg los yog kev dab qhuas thiab puas/xaim ib qho dabtsi ntawm cev nqaij daim tawv lossis hauv hlwb (handicap).

## **Johnston Elementary Staff 2011-12**

### **Administration/Office**

Mr. Dominic Ferrito	Principal	100C
Mrs. Pamela Franzke	Associate Principal	102
Mrs. Jean Talamanco	Secretary	100
Mrs. Terri Maufort	Secretary	100
Mrs. Terri Kempen	Secretary	100
Mr. Karl Zornow	Building Engineer	

### **Johnston Classes**

Mrs. Deanna Dercks	Kindergarten	121
Mrs. Kathryn Winn	Kindergarten	119
Mrs. Stacy Wiedenhaupt	Kindergarten	118
Miss Julie Kromm	Grade 1	108
Mrs. Sue Kuehl	Grade 1	107
Mrs. Sarah Palmer	Grade 1	106
Mrs. Cheri Geniesse	Grade 2	104
Ms. Barb Wing	Grade 2	204
Mr. Steve Maufort	Grade 2	206
Mrs. Krista Parnin	Grade 3	208
Mrs. Michelle Behnke	Grade 3	209
Ms. Sheila Sawyer	Grade 3	205
Mrs. Gina Kluge	Grade 4	211
Mrs. Abby Schmidt	Grade 4	212
Mrs. Julie Westphal	Grade 5	224
Mrs. Gretchen Hammen	Grade 5	200
Mrs. Megan Novak	Grade 5/6	222
Mr. Pete Appleton	Grade 6	223
Mrs. Pat Pomplun	Grade 6	221

### **EEN Classes**

To be Determined	Early Childhood AM & PM	101
Mrs. Shawna Rosetti	Special Education	115
To be Determined	Special Education	202
Mrs. Stephanie Vos	Special Education	219
Mrs. Sarah Remmel	Special Education	219
Ms. Tamie Jaeger	Special Education	219
Mrs. Kathy Jacobson	Speech/Language	210
Ms. Jen VanDenEng	Speech/Language	210
Mrs. Mary Sargent	Speech/Language	210
Mrs. Sandy Kletti	Occupational Therapist	
Mrs. Kristin Wallace	Occupational Therapist	
To be Determined	Physical Therapist	

### **Resource Services**

Mrs. Jaime VanderHeiden	Art	218
Ms. Jennifer Buss	Physical Education	Gym
Mrs. Wendy Verkuilen	Vocal Music	113
Ms. Stephanie Kapsa	Vocal Music	113
Ms. Cynthia Giebler	Strings	Stage
Mrs. Julie Brown	Band	Stage
Mrs. Becki Hendrick	TAG	202
Ms. Judy Owen	Media Specialist	LMC
Mrs. Janet Berger	Reading Specialist	105
Mrs. Erin Cutler	Reading Specialist	105
Mrs. Chia Vang	ELL Teacher	207
Mrs. Ramona Martin	ELL Teacher	207
Mrs. Nzer Xiong	Hmong Interpreter	207
Mrs. Jeni Flores	Spanish Interpreter	207

### **Student Services**

Mrs. Kris Peterson	Counselor	
Mrs. Deborah Olson	Nurse	
To be Determined	Social Worker	
Mrs. Molly Welhouse	Psychologist	
Officer Matt Kuether	Police Liaison Officer	

## **Educational Assistants**

Mrs. Connie Verbeten

Mrs. Kristin Thompson

Mrs. Shannon Horak

Mrs. Jackie Spors

Mrs. Shirley Rehfeldt

Ms. Patricia Vallone

Mr. James Krock

Ms. Kristie Ritter

Mrs. Colleen Haas

Mrs. Susan Taylor

Mrs. Mary Everson

Mrs. Michelle Bohnert

Instructional Assistant

Instructional Assistant

Instructional Assistant LMC

Instructional Assistant

Instructional Assistant

EC Special Ed Assistant

EC Special Ed Assistant

Special Ed Assistant

Special Ed Assistant

Special Ed Assistant

Special Ed Assistant

Special Ed Assistant

# **General Information, Policies, and Procedures**

## **Alcohol, Tobacco, and Other Drug Abuse Prevention**

The Appleton Area School District provides classroom instruction regarding alcohol, tobacco, and other drug abuse (ATODA) to all students in compliance with state and federal law. Parents who wish their child or children to be withdrawn from these instructional lessons and assemblies during the school year should call the school office.

## **Arrival at School**

Playground supervision begins at 8:00 a.m. daily. Children should not arrive before that time except for the YMCA Child Care or co-curricular activities. Upon the ringing of the dismissal bell at 3:16 in the afternoon, students are expected to leave the building as soon as possible and head home unless they are participating in a school activity, have an appointment with a staff member, or waiting for a bus or a ride.

During inclement weather, students are allowed in the building beginning at 8:00 A.M. when a green YES sign is posted on the doors. Students may have a seat in the first floor hallway and may visit with friends until the first bell rings.

## **Student Attendance**

Schools are required by State Statute (§.118.15) to observe the compulsory education law which requires all students to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element of success and is the responsibility of parents/guardians and the students.

Frequent absences from school are the greatest single cause of poor achievement and discouragement in school. Daily educational opportunities lost through absences can never fully be made up, and students cannot expect to achieve their full potential if they miss class sessions.

It is the responsibility of the parents/guardians to notify the school of a child's absence. Please call the school and leave a message at any time before 9:00 a.m. When parents do not call, the school is obliged to call home to determine the reason for the absence.

Please use the following guidelines to determine if your child should be kept home from school:

- A. No child with a fever should be sent to school.
- B. A child with a heavy cough and cold belongs home in bed, even though he/she may not have a fever.
- C. A child with a rash should not be sent to school until a doctor examines it and says it is safe to go to school.
- D. Parents are required to report communicable diseases to the Appleton Health Department (832-6429).

Whenever possible, family trips should be scheduled around non-school days. When no other possibilities exist but to remove students from instruction time, the Notification of Scheduled Extended Student Absence form is to be completed at least one week in advance of the absence and submitted to the office. (A copy of the form can be obtained from the office). An "extended student absence" is defined as more than two days absent from school. Copies of the completed form will be distributed to homeroom teachers involved. It is the responsibility of the parent/guardian to contact the teacher(s) in making arrangements to assure that all school work is completed in a timely fashion.

### **Bus Routes/Safe Routes**

Student safety patrols, consisting of responsible fifth and sixth graders, are posted at the corners of Theodore and Forest, and Clara and Forest Streets. They are not allowed to stop traffic, but indicate when it is safe to cross and begin to cross students.

The Appleton Area School District provides free transportation to and from school for those students living north of College Avenue, east of Matthias Street, and north of Newberry Street. Transportation details will be communicated directly to families residing in this area from the transportation office, 832-6116.

## **Educational Programs**

Johnston School offers a variety of educational programs to meet the needs of all students. Special education programs are offered for those students qualifying in the areas of speech/language, emotional disabilities, learning disabilities, autism, integrated kindergarten, and early childhood. ELL (English Language Learners) programming is also available for those children coming from other countries and/or households where English is not the primary language. A reading specialist is available for those students experiencing reading difficulties as well as a school counselor to assist children and families. Talented and Gifted education is also available to qualifying students. Part time assistance is available from our school social worker, psychologist, police liaison officer, nurse, occupational therapist and physical therapist. If at any time you feel that your child needs the services of one of these individuals, please feel free to contact your child's teacher, the school office, the principal, and/or the specialist directly.

## **Homeless Education**

Students of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free appropriate public education including comparable services, as provided to other students and youth who reside in the District. Homeless students and youth shall not be required to attend a separate school or program for homeless students and shall not be stigmatized by school personnel.

The student's education may continue in the school of origin for the duration of homelessness and/or in any case in which a family becomes homeless between academic years or during an academic year, or for the duration of the academic year, if the student becomes permanently housed during an academic year. For further information, please contact the principal.

## **Exclusion from Physical Education and/or Recess**

Physical education and recess are important times during the school day for all students to be involved in. Every child should participate in physical education and/or recess unless there is a physical limitation restricting them from doing so for a period of time. In those cases a written excuse is necessary from the parent/guardian and/or a physician indicating the reason and length of time for the child to be excluded. Reasons must be of legitimate nature whereby the physical stress will exasperate the problem.

## **Leaving School Grounds**

Under no circumstances should a child leave school grounds without permission during the school day. Students leaving for a doctor's appointment should bring in a note from their parent/guardian indicating the time they need to leave, who will pick them up, as well as whether they will be returning to school afterwards. If an emergency appointment is made during the school day, parents/guardians should contact the school office to make arrangements. Parents/guardians are asked to pick the child up from the office at those times. If someone other than a parent/guardian is picking the child up, identification must be presented in the office.

Students leaving to go home for lunch need written permission from their parent/guardian. If a student is going to a friend's house for lunch, written permission must be received from each student's parent. Students are to hand in the note to their homeroom teacher in the morning.

## **Field Trips**

The Board of Education recognizes the value of field trips. Field trips must be well planned, properly timed and related to regular learning activities and a behavioral incentive.

Each field trip will be adequately supervised. Each student going on the trip must have submitted a written parental consent form prior to the trip. No student will be denied participating in a field trip if the family cannot afford the cost. Please contact your child's teacher or the principal should the cost be prohibitive.

## **Lost and Found**

Lost and found clothing items can be found outside the office. Please feel free to go through the bins at any time to search for your missing belongings. Small items such as watches, bracelets, and rings are kept in the office and can be requested by asking office staff.

## **National School Lunch Program/Waiver of Fees**

Appleton Schools participate in the National School Lunch Program. Hot meals are provided at school every day. Menus are distributed monthly to all students to be shared at home. The cost of the lunch is \$2.30 for a hot lunch complete with the salad bar. Milk may be purchased separately by any student for \$.35 per carton. Milk choices are whole, 2%, skim, and chocolate (1%). Fresh chef salads are available daily as a menu alternative, as are peanut butter and jelly sandwiches. The monthly lunch

calendar is sent home prior to each month and/or available on the school district website.

Lunches must be paid for in advance. Appleton Area School District/Aramark Food Service currently enforces a policy for NO charged meals. Please make checks payable to the Appleton Area School District and include the student's name on the check. Send payment to school in a sealed envelope with the student's name, teacher's name, room number, and amount of payment marked clearly on the front. If payment is for more than one student, please indicate the names and amount for each.

Nutrition information on the meals is available from the Food Service Office (832-1719). Some students may qualify for a free or reduced lunch based on guidelines for family income. Families whose income is below this established guideline are also entitled to apply for free milk and waiver of school fees. Contact the school office or Food Service Office for these applications. All applications are treated confidentially.

## **Breakfast**

A nutritional breakfast is available to all students from 7:50 to 8:20am daily. Students arriving after 8:20 will not be able to participate in the breakfast. Breakfast is available for any student interested at a cost of \$1.00 per day at regular price, \$.30 for families qualifying for reduced meals, and at NO cost for those who qualify for free meals. If you qualify for free or reduced lunch, you automatically qualify the same for breakfast. A monthly menu is sent home at the beginning of the month and/or available on the district website.

## **YMCA Before & After School Care**

The Appleton YMCA operates a before and after school childcare program at Johnston/Montessori School. The program begins at 6:30 a.m. daily and resumes after school until 6:00 p.m. This is an excellent service for our school families in need of before and/or after school care. For further information contact the Appleton Family YMCA at 954-7641.

## **Boys and Girls Club After School Care**

The Boys and Girls Club of Appleton also provides after school childcare at their facility. A bus picks up interested students from Johnston and transports them after school. If interested, please contact the Boys and Girls Club.

## **Snow Days & Emergency School Closings**

In cases of bad weather or other school emergencies necessitating an early dismissal, every attempt will be made to assure that all children arrive to their destination safely with proper supervision. The Appleton Area School District uses TV and radio stations to inform families of such schedule changes. A listing of those stations can be found in the Elementary School Policy Manual distributed to all families at the beginning of the year and on-line. Please talk to your child about what they should do should such an emergency arise and return the completed informational sheet found in your registration materials.

## **Student Belongings at School**

Students are discouraged from bringing play items from home to school for use at recess time. Items such as handheld video games, card collections, and/or play equipment and toys are distractions at school and at times end up broken or missing. Play equipment such as bats, balls, etc., are provided to students for recess times. Items such as skateboards, roller blades/skates and scooters are not allowed at school. Bikes brought to school should be parked at the bike racks upon arrival and locked. Students are asked to walk their bikes on school property for the safety of all.

## **Co-Curriculars and Activities**

Johnston School offers many co-curriculars and activities to its students. Co-curricular activities are part of a well-rounded education and help build leadership qualities in children. As such, interested students are encouraged to join one or more of these groups. Parent involvement is also a critical component of many of these activities.

The following is a listing of some of the many co-curricular opportunities available to our Johnston students. More information on each will be forthcoming from the activity coordinator(s).

Intramurals (Gr. 4-6)  
Junior Service Providers (Gr. 4-6)  
Safety Patrol (Gr. 5&6)  
Peer Mediators (Gr. 6)  
Drama Club (Gr. 5&6)  
Choir (Gr. 4-6)

## **Healthy Kids Program**

The Healthy Kids Program is a nationally recognized program unique to Johnston Elementary School. The main goal of the program is to provide children with greater opportunities for physical activity and better nutrition choices while integrating health/physical education into the core curriculum. Students receive physical education weekly from a certified physical education teacher and two additional "Fit N 15" periods with their classroom teacher on non-physical education days. The hope is that through education children will avoid health-risk behavior choices such as tobacco and drug use, alcohol abuse, and sedentary lifestyles.

Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and life long health and well-being. The Center for Disease Control (CDC) has published research which shows that poor nutrition has an adverse effect on school performance and that even moderate under-nutrition can have lasting effects on the cognitive development of children. Water is encouraged as the primary beverage and supplemented with milk or 100% juice. We invite treats for classes that are healthy in nature. Johnston School is committed to providing the best education possible for its students and nutrition is a vital part of that commitment.

### **Healthy School Snacks**

- Fresh or dried fruit
- Pretzels
- Cheese
- Crackers
- Sandwich half
- Bagel
- Raw vegetables
- Granola bars (no chocolate)
- Muffins
- Juice boxes (100% juice)
- Yogurt
- Popcorn
- Nuts
- Unsweetened cereal
- Water bottle

### **None of these, please**

- carbonated beverages
- high sugar, high fat foods
- desserts

- items needing refrigeration
- potato chips or similar chips
- fruit roll-ups, prepackaged “fruit snacks”
- pop tarts
- for young children...things they cannot open on their own!

Your help in keeping our Johnston kids healthy is appreciated!

## **Birthday Celebrations**

In an effort to emphasize healthy alternatives instead of sugary food items, students are able to choose an activity or special privilege to celebrate their birthday at school. Teachers provide a list of alternatives that children can choose from and that can be enjoyed by all classmates in celebration. Please look for the birthday information from your child's teacher at the beginning of the school year.

## **Recognition of Good Citizenship and Academic Excellence**

All teachers and staff members have their own ways of rewarding students. This type of recognition happens on a moment-by-moment basis and helps to create a positive school environment as well as enhancing self-esteem.

Beyond individual classroom recognition the Johnston/Montessori staff works together to recognize excellence in academics and citizenship within the school as a whole.

## **Parent/Guardian Involvement**

APPLETON AREA SCHOOL DISTRICT

Resolution RE: Parent Involvement

The Appleton Area School District Board of Education supports the development, implementation, and ongoing evaluation of parent and community involvement programs in every school. The Board supports the National Standards for Parent/Family Involvement Programs as developed by the National PTA.

- |                    |   |
|--------------------|---|
| <b>Standard I</b>  | Communicating - Communication between home and school is regular, two-way and meaningful. |
| <b>Standard II</b> | Parenting - Parenting skills are promoted and   |

- supported.
- Standard III** Student Learning – Parents play an integral role in assisting student learning.
  - Standard IV** Volunteering – Parents are welcome in the school, and their support and assistance are sought.
  - Standard V** School Decision Making and Advocacy – Parents are full partners in the decisions that affect children and families.
  - Standard VI** Collaborating with Community – Community resources are used to strengthen schools, families, and student learning

The Appleton Area School District endorses the Parent and Community Involvement Parameters which were developed by the Village Partnership.

## **Visiting / Volunteering at School**

For the security of all, we ask that when visiting and/or volunteering at school you immediately come to the office, sign in, and wear a name tag. Please use the front entrance on Forest Street when entering the building. Upon leaving please stop in the office and sign out. In this way we can accurately know who is in the building and contact you should an emergency arise while you are here.

## **Background Checks for Volunteers**

The Appleton Area School District has become very proactive in assuring the safety of all school children. As one part of that, Johnston Elementary requires that all school volunteers working with children in an unsupervised area undergo an initial background check. For those continuing to volunteer in future years, a background check needs to be updated every 5 years or sooner if factors warrant. It is important that we as a school and you as parents/guardians are comfortable in the fact that the adults who work with your child/ren at school – employees and volunteers, are of the utmost character and conduct themselves as positive role models within our school and society. The information you provide on the background check form will not be shared with others and only used for the intended purpose. Thank you for your understanding and cooperation.

## **Three For Me**

Studies show that parental involvement in a child's education is one of the most important factors in raising student self esteem and academic achievement. Moreover, most experts agree that parental involvement should go beyond attendance at parent/teacher conferences and other school events. Therefore Johnston School has adopted the Three For Me program ([www.Three4me.com](http://www.Three4me.com)).

We ask parents, older brothers, sisters, grandparents, etc. to volunteer a minimum of three hours of their time and talent to our children yearly. We realize, however, that each of our families are unique – with their own priorities, needs, talents, and time constraints – and so we will provide as many different kinds of opportunities for involvement as possible. We welcome you to join Johnston/APM's Three For Me program!

## **Friday Folders and the Community Connection**

Effective communication between home and school is essential to the success of your child here at school. Every Friday (or the last day of the school week) students will bring home a folder with school information. A weekly school newsletter will be included entitled The Community Connection as well as other information from the school and your child's teacher. If elected, you will receive your information electronically via E-Mail. Daily assignment notebooks are also provided to all students in Grades 1-6 in which communication can be written to/from your child's teacher. We encourage you to contact your child's teacher(s) with any questions you may have or to schedule a time to visit with them. One way to contact your child's teacher is to call the school office either prior to 8:15 or after student dismissal at 3:16. If the teacher is not available when you call, a message will be taken and your phone call returned as soon as the teacher is able to do so. The Johnston Elementary website also has a listing of all teacher E-Mail addresses for easy access, if it is easier and more convenient for you to e-Mail your questions/concerns. Please understand, however, that often times teachers do not have time to check their e-mail during the school day so do not send an e-mail requiring a response or action if it is in need of immediate action before the end of the school day (i.e. change of departure plans for your child). Your interest lets your child know that you place a high value on their education.

## Reporting of Student Progress

While a parent and teacher should have ongoing communication regarding student progress, there are several formal reporting periods throughout the school year which are consistent at all elementary schools.

October	Parent/Teacher conferences are scheduled for all students.
Jan./Feb.	Progress Reports are sent home for all students.
March	Parent/Teacher conferences are scheduled for all students.
June	Progress Reports are sent home for all students.

## Behavior Expectations (PBIS)

All students and staff at Johnston Elementary have the right to feel safe in a positive learning environment with consistent expectations regarding behavior and allowing for the highest level of academic learning. Through the use of Positive Behavior Intervention and Supports (PBIS), Johnston is committed to providing all students with the opportunity to succeed in a safe and positive environment. To achieve this goal, PBIS focuses on teaching positive behavior to all students. PBIS is a proactive, systematic approach in preventing and responding to classroom and school discipline issues. The emphasis is on developing and maintaining safe environments where teachers can teach and students can learn.

Johnston's PBIS system has 5 components:

- **Behavioral Expectations Matrix** - BE RESPECTFUL, BE RESPONSIBLE, BE SAFE
- **Cool Tools / Social Skills Instruction** - lesson plans used to teach students the behavioral expectations.
- **JAM Bucks** - an acknowledgement / reinforcement system.
- **Office Referral Form** - for refusal to comply with expected behaviors.
- **Celebrations** - held weekly, monthly, and quarterly throughout the school year.

## **Behavior Expectations Outside the Classroom (PBIS)**

### **Johnston School Homework Guidelines**

Professional research indicates that effective homework practices at the elementary school level will yield:

- Improved student speed and accuracy of skills
- Improved student maintenance of skills
- Improved student responsibility and time management
- Improved long term student achievement
- Improved communication between child and parent regarding school
- Improved communication between home and school

Parents, teachers, and students all have roles to insure a successful homework experience:

#### **Teachers will:**

Review and provide feedback for all homework  
Provide variety in homework assignments: review, practice, and enrichment  
Provide expectations for work quality and due dates  
Individualize homework assignments when necessary

#### **Students will:**

Have the responsibility to complete the assignment and return the completed assignment to school  
Have the responsibility of communicating any confusion regarding the assignment to teachers  
Clearly communicate homework assignments to parents

#### **Parents will:**

Understand the responsibility of homework rests with the child  
Provide support when asked by the child  
Communicate concerns regarding student needs/frustrations to the teacher  
Provide a quiet study area for the students

### **Specific Assignments:**

#### **At the Kindergarten Level:**

All students should be read to or read independently for 10 minutes a day

All children will participate in a particular unit of study with parent involvement (approximately four times a year)  
When weakness in a skill is observed, specific reinforcement activities will be suggested for you and your child to work on at home.

**At the 1st Grade Level:**

All students should be read to or read independently for 10 minutes a day  
Students will be given a homework folder once a week with an enrichment activity, a family involvement activity, or an activity to reinforce curriculum

**At the 2nd Grade Level:**

Individual reading or being read to for at least 15 minutes each night  
A homework calendar will be sent home with your child during the first week of each month. This calendar will make suggestions: a.) for topics to explore during home reading time, b.) two math practice problems highlighting skills from the classroom, c.) a spelling pattern or work frequently used and emphasized in second grade, and d.) special projects related to topics of study.

**At the 3rd Grade Level:**

Individual reading or being read to for at least 15 minutes each night  
Current events articles to share with the class (teacher discretion)  
Occasional special projects related to topics being studied  
Math drill work  
Writing assignments  
Items brought to school related to topics being studied  
Spelling work  
Unfinished work to be completed

**\*At the 4th Grade Level:**

Individual reading or being read to for 15 minutes each night  
Occasionally there are special projects to be completed at home, related to classroom studies  
Students should keep a journal when on a trip and missing school  
Encourage knowledge and use of spelling words  
Complete unfinished work  
Occasional documentation of exercise, activity, and nutrition

Book reports when required  
Preparation for student of the week

**\*At the 5th Grade Level:**

Individual reading or being read to for 20 minutes each night  
Occasional special projects in academic areas. Parents should expect written communication from teacher regarding such projects  
Students should keep a journal when on a trip and missing school  
Study spelling words  
Complete unfinished work. Make any necessary corrections on completed work  
Occasional documentation of exercise, activity, and nutrition

**\* At the 6th Grade Level:**

Individual reading or being read to for 20 minutes each night  
Complete unfinished work. Make any necessary corrections on completed work  
Encourage individual writing using correct grammatical skills  
Study spelling words  
Occasional special projects in academic areas. Parents should expect written communication from teacher regarding such projects.

This policy does not address student absence due to illness or family vacations. Arrangements should be made between student, parents, and teachers to complete missed work.

As a parent, anytime you model an activity for your child or actively engage your child in an activity using the skills and concepts worked on at school, your child will benefit. They will begin to see the relevance of these skills and concepts in a real life setting.

\*Assignment notebooks will be provided to students. If the assignment notebooks are lost, students will be charged for replacement.

**STUDENT DRESS POLICY**

**443.1**

Appleton Area School District students are prohibited from wearing clothing or possessing accessories which, in the opinion of school authorities, is contrary to acceptable health and safety standards or may disrupt the educational process or learning atmosphere. Student dress attire must conform to the following minimum standards:

- Headgear may not be worn in the school building.
- Jackets, coats, and gloves must be removed at the student's locker or coat storage area. Any such items may not be worn around the building during school hours.
- Students must wear shoes/appropriate footwear. Metal cleats may not be worn.
- Students may not wear scanty/revealing clothing.
- No garments which advertise or promote alcohol, tobacco products, or other drugs may be worn.
- No attire with messages or symbols that include profanity, violent or sexual language/actions are allowed.
- Any attire or accessory which by its design, use or intended use, could cause bodily harm, property damage, or intimidation to other persons, may not be worn (e.g., chains, leather straps, pet collars, spikes, etc.).
- No attire with a gang related purpose is allowed.

Body markings or tattoos that do not meet the above standards must be fully covered.

This policy is in force during the school day, in school vehicles, and at all school activities. The wearing of outer garments and headwear will be permitted in school vehicles and at school activities when appropriate.

**Authority of Principals and Consequences for Violations**

If there is disagreement between students and/or parents and the staff regarding the appropriateness of clothing and body markings, the principal or his/her designee will review the situation and make a decision. Violations of any of the above standards will be subject to disciplinary actions specified in school handbooks.

**Adoption Date: April 22, 1996**

**Amended Date: June 28, 1999**

**Care To Share**

In order to enhance and enrich the quality of education for students, Johnston School promotes parent involvement through volunteerism and philanthropy in a spirit of partnership with teachers at our school. The mission of the Care To Share initiative is "To ensure Johnston Elementary School and its teachers have the resources needed to give all students the quality education each child deserves." Studies show that kids do better in school when parents are actively involved. All parent involvement is beneficial, regardless of parents' income, educational level, employment status, talents or skills. Recognizing this, Care To Share

promotes the sharing of time, talent, and treasure as a commitment all parents should make at some level.

We want people to realize and appreciate the many faces of a volunteer. Whatever your interests and talents, we can find volunteer opportunities you will enjoy doing. You may also show your support by giving a tax-deductible gift to the Friends of Johnston School (FJS) Fund for the purpose of enhancing the classroom experience of our children.

Appleton schools are servicing wide ranges of needs, abilities, and learning styles with increasing diversity. A broader range of specialized teaching tools helps target the differing needs of our children and recognizes their individuality. Please consider giving a gift to this charitable fund throughout the year to help offset teacher out-of-pocket expenses for educational classroom activities. If this is not possible for you, consider giving your time instead.

**HAVE A GREAT SCHOOL YEAR!**