

Harmon Johnson Elementary School

Twin Rivers Unified School District

2019-2020

577 Las Palmas Ave. * Sacramento, CA 95815

Phone: 916-566-3480 * Fax: 916-566-3552

Website: <http://johnson.twinriversusd.org>

Mrs. Simmons
Principal

Mr. Moorehead
Vice Principal

The mission of the Johnson School Community is to foster a community of learners working together in a safe, supportive, and academically challenging environment that encourages dignity, enthusiasm, and independence through high expectations, empowering our students to become productive global citizens.

We hope this handbook will acquaint you with the policies, procedures, and programs of Johnson School. Please read this handbook carefully, review it with your child, and keep it in an accessible spot for reference throughout the school year.

Sincerely,

Megan Simmons
Principal

Twin Rivers USD Mission Statement: To inspire each student to extraordinary achievement every day!

Daily Schedule

Monday, Tuesday, Thursday, and Friday
8:45 a.m. – 3:27 p.m.

Early Out Wednesday Schedule

8:45 a.m. – 1:27 p.m.

Minimum Day Schedule

8:45 a.m. – 1:57 p.m.

Shortened Days

8:45 a.m. – 2:27 p.m.

TABLE OF CONTENTS

School Calendar	2
 Policies and Procedures	
Arrival and Departure, Early Dismissal, Attendance.....	3
Bicycles, Scooters, Skateboards, Heelys, etc.	3
Breakfast & Lunch Program, Cafeteria Rules, Bus Rules	4
Closed Campus, Sign-out Procedures, Communication.....	4
Dress Code	4-5
Field Trips, Independent Study.....	5
Library-Media Center, Medication, School phone & Cell phone use.....	6
Student Use of Technology, Textbook Policy, Withholding Grades.....	6
Volunteers and Visitors, Frequent volunteers.....	7
 Programs	
English Language Advisory Committee (ELAC)	7
School Site Council (SSC)	7
Student Leadership, Music, Choir, Homework Club, AESES.....	7
Language, Speech, and Hearing	8
Resource Specialist Program (RSP)	8
 Academics	
Academic Achievement Recognition	8
Study Skills	8
 Social Development	
School Wide Behavior Awards and Recognition Programs	9
School Wide Rules.....	9-10
School Wide Behavior Interventions.....	11
Johnson School Community Norms.....	12
Steps for Parent Intervention in Problems.....	12
Johnson Elementary School Expectations Matrix.....	13

2019-2020 Basic School Calendar



August 19	First day of school
September 2	Labor Day Holiday
November 8	End of 1 st Trimester
November 11	Veteran’s Day – No School
November 21-22	Tri 1 Parent Conference Days – No School
November 25-29	Fall Recess
December 20	Minimum Day
December 23 – Jan 3	Winter Recess
January 20	Martin Luther King Day- No School
February 14 th & 17 th	Presidents’ Day
March 6	End of 2 nd Trimester
March 6	Shortened Day
April 6 – April 13	Spring Recess
May 25	Memorial Day – No School
June 4	End of 3 rd Trimester
June 4	Minimum Day – Last Day of School

Policies and Procedures

Arrival and Departure Times/Procedures



Students are not to be at school before 8:00 a.m. When a student arrives at 8:00 a.m., he/she must go straight to the cafeteria. Do not drop off backpacks at the classroom. At 8:25, students will go to the playground with backpacks and may play and socialize. Students may not linger or play in hallways before or after school. After school, students are to **leave campus and go directly home**, unless participating in an authorized after-school activity. If you drop off or pick up your child, do not stop and/or park in a red No Parking zone. The striped zone in the lot between Noralto & Johnson is for pickup & drop off only, it is not for parking. It is recommended that you designate a meeting spot with your child for daily pickup.

Early Dismissal Policy

Every minute in the classroom is important so we discourage “early dismissals”. In the event your child must leave early, please send a note with your child the morning of the dismissal so that the teacher is prepared. Please come to the office and sign the dismissal register and your child will be called to the office. Please allow time for us to locate your child in case they are not in their classroom. We will not remove a student from learning in their classroom until the adult is on campus.

Attendance (Absence Reporting, Homework Requests)

Good attendance has an impact on academic success and helps develop good life-long habits. In fact research has proven conclusively that student achievement and learning is directly tied to good attendance! Additionally, each day that your child attends school (for any part of the school day) the Twin Rivers Unified School District receives monies from the state to educate your child.

If a child misses a day of school please notify the school by **calling the 24-hour attendance line #566-3480 (option 2)** or, send in written confirmation stating the reason for the absence. You will need to write a note or call in each absence. **You must clear the absence within five days of the absence or it will be an unexcused absence** (see below). If you would like to request homework, you may leave a voicemail for the teacher before 10:00 a.m. Please plan to pick up the homework in the office between 3:30 - 4:00.

State law mandates that schools keep a record of absences. Students are considered truant after:

- Third unexcused absence
- Or, a combination of three unexcused absences and unexcused tardies over 30 minutes. Unexcused tardies are unexcused for the same reasons as absences.

Attendance Guidelines – See pages 28-30 in the District Parent Handbook

School begins promptly at 8:45 and students will be considered Late if they are not inside the classroom or with their teacher at that time, so it is important to be on time. Students are considered Tardy at exactly 30 minutes past the start of school. Good attendance is celebrated at trimester assemblies. Students who have maintained a perfect attendance or an excellent attendance record for each trimester and the entire school year are given special awards acknowledging this great achievement.

Perfect Attendance Award (All students eligible): During each trimester & once for the entire school year, the student who has **zero** tardies, lates, early dismissals, or absences.

Bicycles, Scooters, Skateboards, Heelys, etc.

Students are to obey all bicycle and scooter traffic laws. Bicycles, scooters, skateboards, etc. are to be **walked to and from the street**. Upon arrival, bicycles are to be taken immediately to the bicycle parking area and **locked**. The bicycle parking area is **off-limits** during the day. **It is a California law that children riding bicycles or scooters must wear helmets.**

If a student violates these rules, the bicycle, scooter, skateboard, or such, may be confiscated until parental contact is made.

Breakfast and Lunch / Cafeteria Rules



Johnson offers a free breakfast and lunch program. We encourage all students to eat a well balanced breakfast and lunch through our program. **Students eating breakfast may arrive on campus no earlier than 8:00 a.m.**

Students eating breakfast must arrive early enough to finish their breakfast before school starts at 8:45 a.m. Those students finishing their breakfast will be dismissed to the playground at 8:25. Food is to be eaten in the cafeteria or in the designated area at the designated time. Food is not to be shared or traded at school. If bringing a snack from home, only pack what a child can eat in a single sitting. Excessive amounts of food items (ex: large bags of chips) brought for sharing will be confiscated and returned at the end of the day.

Bus Rules

Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. Students who ride the bus are to show good citizenship on the bus and at the bus stop. See District Handbook, Page 32.



Closed Campus/ Student Sign-Out Procedures

Johnson School is a **closed campus**; therefore, all visitors during the school day must check-in through the office. Once students arrive on campus, either by bus or other means, they are not to leave without proper written authorization of the parent/guardian and permission of school authorities.

If an early dismissal is necessary, an authorized adult must sign out the student in the office. An authorized person is an **adult** who is listed on the student's **emergency card** filled out by the parent/guardian. It is very important that parents notify the office of any changes (names, contact info, phone numbers, etc.), as the student **will not be released** to anyone not listed, unless a signed note from the parent/guardian permits the release of the child. **You will be asked to provide identification.** Your child's safety is important to us and we shall follow all emergency procedures, therefore in the event of a lock down students will not be released until it has been deemed safe and the lock down has been lifted by local authorities.



Communication

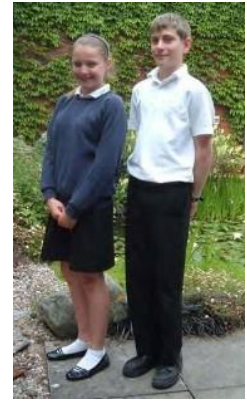
Our Automated phone system allows the school to make phone calls that will go out to all families at one time. The principal, grade level teams and teachers use this unique tool to send out important messages and reminders. It can also be used for emergency notification. **It is therefore important to keep your child's office emergency card (names, contact info, phone numbers, etc.) updated at all times.** School information is also sent via "student mail." **Be sure to check your child's backpack!** The Twin Rivers Unified School District & Johnson websites contain information and valuable district and school information as well as many community resources. Visit www.twinriversusd.org & <http://johnson.twinriversusd.org> You may contact the teacher by emailing directly, emailing from the Johnson Website Staff Directory, or via phone 566-3480 #1

Dress Code

The purpose of the Johnson School Dress Code is to help maintain a safe and orderly learning environment that is focused on learning and not disruptive or distracting to the learning environment. **School uniforms are mandatory.** Clothes need to be appropriately sized (not too tight/lose) and so that pants do not sag. Clothing should be appropriate for the weather and activities. Clothing must be maintained and free from holes, tears, or rips. No sweatpants, track pants, pajama bottoms, spandex pants, or cord pants. Clothes depicting alcohol, drugs, sexual innuendo, inappropriate images, gestures, or violence are not permitted. Any clothing or accessory (shoes, clothes, hats, hair, fingernails, etc.) which is evident of membership or affiliation with any gang is not allowed. Gang-related apparel &/or colors is prohibited (EC 35183).

Footwear Tennis shoes are recommended so that students can play during recess and P.E. Flip flops, platforms, and heels higher than ½" are not permitted. **No open toed shoes or sandals.**

- Tops Plain white or navy blue collared (Polo-style are preferred) or school approved Johnson spirit shirt. No undergarments, undershirts, mid-section, or overexposed torso will be showing. No crop tops, tube tops, midriffs, spaghetti strap, or jock-cut tops.
- Bottoms Plain navy blue pants, jeans, skirt, skort, jumper, leggings, capris, or shorts. Pants and shorts must be hemmed. Shorts/pants must be long enough to reach the end of fingertips when arms are down at side. White, black, blue, or beige leggings or tights maybe worn **under** uniform (shorts, skirts, skort, etc.).
- Belts Belts may be white, black, blue, or beige and are not to hang down below the belt line. No messages, images, logos, or designs.
- Headgear No hats or beanies indoors. Headgear may be worn outside for sun protection or warmth. Bandanas are not allowed at any time.
- Make-up, etc. Students will not wear make-up of any kind. Fake fingernails or visible tattoos *are not* allowed.
- Jewelry, Acces. Heavy gauge chains or large dangly earrings are not allowed. Purses and fanny packs are not allowed on the playground.
- Hair Hair coloring is a distraction and should not be worn during school hours (no red, blue, pink, green, etc.)



On Spirit Days students may participate with the theme, while following the school dress code as stated above, or may wear their school uniform.

* Dress code discretion is up to the administrator on duty.

Dress Code violation Consequences

1st offense: Call home for change

2nd offense: Call home for change / Citation -loss of recess

3rd offense: Call home for change / Citation –loss of recesses

4th offense: Call home for change / Citation –loss of recesses & detention

Further offenses: Administrative action

*Availability to Emergency clothes closet depends on donations.

Field Trips

Field trips help to enhance and enrich units of study in the classroom. Parents will be notified in advance of any planned field trips. Many of our field trips require the use of district buses to provide transportation. Others may require parent drivers. If you drive your automobile with school children included (other than your child), you **must** obtain, complete, and return an automobile insurance information form with required documents attached and complete a Volunteer/Chaperone Application. **All** children must be secured with a proper seat belt at all times. **Minimum liability insurance needs to be \$300,000.** If you are supervising on a field trip, pre-school children or children not directly linked or enrolled to the teacher of the program are not allowed to attend due to liability. All adults attending a field trip must complete a Volunteer/Chaperone Application, which requires a negative Tuberculosis screening and background check with the DOJ (Live Scan) (this takes time so please plan accordingly).

Short Term Independent Study

If you know your child will be out of school for **five consecutive school days or longer**, you should request “Short Term Independent Study” by coming to the office. Please give the teacher at least 7 days notice. All work from the Independent Study must be turned in to the teacher *the day the student is scheduled to return to class* as required on the contract. If the work is incomplete or not turned in on time, the student will be considered truant.

Library Media Center

Our LMC is used for both checking out books and using the technology available. The LMC houses books that students may use for class work and their own enjoyment. While in the center, students are expected to conduct themselves appropriately and responsibly. Students are responsible for the books they check out, and to make sure they are returned to the library on the date due. Students/Parents must pay for lost or damaged books.

Medication



Medication may be dispensed to children by school office personnel upon the request of the parent and the child's physician. A form must be completed by the parent and physician prior to the administration of the medication. The form is available in the school office. Medication must be in a prescription bottle with the student's name and dosage on the bottle. See District Handbook pg. 51 & 53 (Ed. Code 49423)

School Phone and Personal Cell Phone Use

Due to the number of students enrolled at Johnson School, the use of the school phone is limited to necessary calls and will be screened by the staff personnel. Valid calls include emergencies, illness, having to stay after school, etc. Invalid calls include forgotten homework, going to a friend's house, etc. Students are encouraged to use the telephone in the teacher's classroom rather than the phone in the office.



Cell Phones: See District Handbook, page 42-45. While we realize that cell phones are desirable to keep connected to your child before and after school, it is important that cell phone rules are followed. If you want your student to carry a cell phone, it **MUST remain in their backpack and not carried on oneself or used while on campus**. Cell phones are to remain **OFF** upon arrival to campus, during the school day, and until departure from campus (no calls, texting, IM, social media, music, videos, etc.). Taking pictures or recording video or audio with cell phones is strictly prohibited and may result in suspension. The school is not responsible for damage or theft of cell phones. The first offense, students may pick up the phone after school. The second offense, parents are called to pick up the cell phone from the office. Further offenses may result in a daily drop off/pick-up "phone daycare" or phone restriction/ban.

Student Use of Technology

Internet access is provided to each classroom, the Library Media Center and the office. Computers serve as instructional tools in many ways and we are proud to be able to give our students skills for the future. Along with our Board of Trustees, we recognize the need to set parameters and monitor the use of such powerful tools as indicated in the Technology Use Guidelines. See District Handbook, pgs. 34 & 42-45



Textbook Policy



Students will be responsible for lost and/or damaged textbooks. It is important that students keep the same books they were issued, since they are the books they will be held responsible for at the end of the year.

Withholding Grades

Pursuant to Twin Rivers Unified School District regulations, the following guidelines apply for the withholding of grades: When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing and the cost or voluntary work required to release grades (Ed Code 48904).

Volunteers and Visitors

Parents are welcome and encouraged to visit the school. All visitors and volunteers must report first to the office, sign in and receive a visitor's badge. This badge must be worn while the visitor/volunteer is on the school grounds. To ensure the safety of our students, visitors without a badge will be asked to go to the office to get one. At the end of your visit, you should **sign out** at the office.

If you wish to observe a lesson in a classroom or have a conference with the teacher, it is recommended that you schedule (ahead of time) a date/time. This can be arranged through the office and or voicemail.



Frequent Volunteers

Frequent volunteers who will be on campus on a regular basis throughout the year or who will be driving students in a private vehicle for a school function will need to complete a Volunteer/Chaperone Application, which is kept in the school office. This process requires a negative Tuberculosis screening and a background check with the Department of Justice (Live Scan).

Programs

English Language Advisory Committee (ELAC)

ELAC is a group of parents who review the achievement of English Learners at Johnson. Parents meet several times during the year with the principal and select representatives. ELAC will select a representative to attend the District's English Language Advisory Council (DLAC).

School Site Council

The intent of the School Site Council (SSC) is to provide input and review of the (SPSA) School Improvement Plan based on the assessed needs and effectiveness of school program of the total school population. The Johnson School Site Council is made up of 10 elected representatives (five community members not employed by the District and five school personnel).

Student Leadership

The Student Leadership is offered at Johnson to give students opportunities to acquire and demonstrate skills in leadership. Students provide input and planning around events, activities, and needs in order to build a culture and community of positively contributing students.

Music / Choir

The Music / Choir program provides students in grades 3-6 with weekly instruction centered around the elements of music. Students develop the skills to read, understand, and appreciate music through the instruction and their active participation. Students may also participate in the Choir program which includes opportunities for performance.

Homework Club

The Homework Club is located in our Family Resource Center and provides a space for students to complete their homework as well as access to computers. The homework club is open after school on Monday, Tuesday, and Thursday. Parents are required to attend homework club with their child.

AESES

The ASES program is a free after school program which runs each school day until 6:15pm. Applications are available through the program manager.

Language, Speech and Hearing

The Language, Speech and Hearing Program provides designated instruction to students who exhibit delayed development of articulation skills, understanding and use of Language skills and hearing impairment. To enable students to actively participate and achieve in the classroom, students receive individual and small group instruction which is coordinated by the Language, Speech & Hearing Specialist and the classroom teacher.

Resource Specialist Program (RSP)

The Resource Specialist Program (RSP) is designed for children of average or above average ability who are having great difficulty with the academic program in their classroom. To qualify for the program, students are referred by the classroom teacher and/or parents to meet with a Student Success Team. The Student Success Team may recommend further evaluation by the Psychologist and Resource Specialist using State criterion for placement in the Resource Program. An Individualized Educational Plan (IEP) is written for the student who qualifies for the program. The Resource Specialist coordinates the delivery of services to the child which may be in the classroom or in a “pull-out” program.

Academics

Academic Achievement Recognition

We believe it is important to recognize academic achievement. We recognize and celebrate these in the following ways:

- **Principal’s Award** - Students who earn a 3.8 – 4.0 GPA in the overall Math, Language Arts, Science, and Social Studies per trimester.
- **Honor Roll** - Students who earn a 3.0 – 3.7 GPA in the overall Math, Language Arts, Science, and Social Studies per trimester.
- **PUMA Award** - Students who do not qualify for the Principal’s Award or Honor Roll award may qualify for this award using the following criteria: Effort. Up to 3 per class per trimester.

Study Skills

An important part of academic success is insuring that all work is turned in on time. This includes assigned class work and homework. Students are provided a Student Planner to help organize their classroom assignments. Using the following study skills will help to insure your academic success:

- Be aware of all assignments.
- Have a good place to study; the quieter the better.
- Organize yourself before you begin studying so that you have all the things you need.
- Plan ahead and do not put off assignments until the last minute.

Social Development

Johnson School believes that one of the major functions of school is to prepare youth for responsible citizenship. Johnson shall foster a learning environment, which reinforces the concepts of students being **RESPECTFUL**, **OFFER KINDNESS**, **ACT SAFELY**, and **RESPONSIBLE (ROAR)**. Working together, parents and staff help students to understand and follow the school rules. Through this effort, we can all help make our school a safe, orderly, and enjoyable place for students, staff and parents to work and learn.

School Wide Behavior Awards and Recognition Programs

In an effort to motivate students and reward **R.O.A.R.** behavior, the following awards system has been established:

ROAR bucks: Awarded to any student who exhibits positive school behavior. Approximately once per month, all ROAR buck tickets are placed in baskets during lunch for a drawing later that same day. The office staff selects a ticket and will present chosen student with a prize. ROAR bucks may also be used to provide entry into special activities or to purchase special items.

ROAR Award: Awarded to one student from each class who has demonstrated exceptional citizenship: **R**espectful, **O**ffer Kindness, **A**ct Safely, and **R**esponsible for each month. The pictures of these students are posted in the display case.

PUMA Pail: Awarded to one class each lunch period on Friday who have demonstrated the best cafeteria behavior during the week. The PUMA Pail class jumps to the front of the line and is dismissed first the following week, so long as appropriate cafeteria behavior is continued to be displayed during their week.

Attendance Percentage: Awarded to the classroom with the highest monthly percentage of attendance per grade level. Classes are celebrated with a classroom banner and popcorn party.

Attendance Absences: Awarded to the classroom with 5 or fewer students absent per month. Classes are celebrated with a structured game/activity.

School Wide Rules

All students can demonstrate to the Johnson community that they are ***RESPECTFUL, OFFER KINDNESS, ACT SAFELY, and RESPONSIBLE (ROAR) at all times.*** This includes on the way to school, at school, and on the way home from school. ***Please note that students should not bring personal toys, laser pointers, balls, and/or any electronic devices to school (unless teacher authorized).*** So that students can be guided and supported in their understanding of student rights at Johnson, the following rules have been established and are consistently enforced in the designated areas:

Assembly

Respectful	Offer Kindness	Act Safely	Responsible
Noise level 1 before assembly Voice level 0 during the assembly	Stay in your own personal space Eyes on the presenter	Keep hands and feet to yourself Remain seated	Clap and laugh during appropriate times

Bathroom

Respectful	Offer Kindness	Act Safely	Responsible
Noise level 1 Respect other's personal space	Flush the toilet Put trash in the trash can	Wash hands with soap Close doors gently	Have a pass One student per classroom at a time Leave no trace of your visit 1-3 minute trip

Cafeteria

Respectful	Offer Kindness	Act Safely	Responsible
Noise level 1 Follow adult directions	Check table area for trash Clean up after yourself Use appropriate and positive language. Use please, thank you, excuse me.	Eat only your own food All food remains in cafeteria	ABC order when walking into cafeteria Go to assigned door, line and table Stay in your seat until excused by an adult

Hallway

Respectful	Offer Kindness	Act Safely	Responsible
Noise level 0 Hands, feet and objects to self	Allow others to pass	By yourself: Stay to the right Whole class: Stay in line order	Have a pass if you're not with your class Go straight to your destination

Library

Respectful	Offer Kindness	Act Safely	Responsible
Noise level 0-1 Return books in good condition	Turn in books with barcodes up Treat others with kindness	Walk Use shelf markers appropriately	Have a pass if you're not with your class Use a shelf marker when browsing for a book Return books on time

Office

Respectful	Offer Kindness	Act Safely	Responsible
Noise level 0 Wait patiently while sitting or standing in one place. Give the dignity of privacy to others	Address the staff politely Use please, thank you, excuse me	Remain quietly seated while waiting	Have a pass

Playground/Grass

Respectful	Offer Kindness	Act Safely	Responsible
Noise level 3-4 Follow rules of games Follow adult directions Keep hands, feet, and objects to yourself.	Take turns and share Open games and include all children Use kind words and actions Play nicely	Tag and chase games are banned Use equipment correctly Enter and exit in orderly lines while walking. Remain in viewable supervised area	Food and trash in trash can Eat snacks under the shade structure Respond to whistles, Yard-duties or adults Leave all pieces of nature on ground

School Wide Behavior Interventions

The Johnson Staff recognizes that not all students will adhere to rules for appropriate behavior. Students choose their behaviors. Responsibility training is the part of our management system which teaches children to accept responsibility for their behavior choices. The staff continually reinforces behavioral expectations and consequences. They use a variety of strategies to teach students appropriate behavior. They also utilize a variety of interventions to correct inappropriate student behavior. It is primarily designed to change the misbehavior and inform the parents. The following interventions may be used to correct student behavior:

Behavior Reporting Form: Minor- Behavior Reporting is a system of communication between staff members and parents regarding a specific school minor infraction. Behavior Reports help students identify and accept responsibility for specific behaviors. A behavior report is issued for a minor misbehavior that has not improved despite previous rule review and/or verbal warnings. A copy of the Behavior Report will be made available for the parent and a parent may request additional information from the teacher at any time.

- Defiance / non-compliance
- Disrespect
- Disruption
- Dress code
- Other
- Inappropriate Language
- Physical contact / aggression
- Property Misuse
- Technology Violation

Behavior Reporting Form: Major- Behavior Reporting is a system of communication between staff members and parents regarding a specific school major infraction. Behavior Reports help students identify and accept responsibility for specific behaviors. A behavior report is issued for a major misbehavior to document infractions that are more serious, but are not limited to (Ed. Code 48900):

- Abusive / Profane language
- Bullying / Harassment
- Defiance / non-compliance
- Disrespect
- Disruption
- Physical Aggression
- Property Damage
- Other

Action Taken: A student receiving a Behavior Reports may need to have additional support, parental involvement, and/or error correction/consequence. Examples of actions may include, but are not limited to:

- Community Service
- Conference with student
- Individual Instruction
- Loss of Privilege
- Parent Contact
- Restitution / Restorative
- Time In (office)
- Time Out / detention
- Behavior contract
- Parent conference
- Apology
- Writing Reflection
- Counseling
- Other

Suspension- Suspension is the removal of a pupil from ongoing instruction for adjustment purposes. Suspension offenses (Ed. Code 48900) include, but are not limited to:

- Threatening, attempting, or causing physical injury
- Bringing a weapon or, object resembling a weapon, on to school grounds
- Theft, robbery, extortion, stealing or damage to property
- Habitual obscenity
- Damage to school property
- Disruption of school activities or defiance of school authorities
- Sexual Harassment

Johnson School Community Norms

ENCOURAGE POSITIVE INTERACTIONS

Each community member will encourage positive interactions by:

- Walking onto campus with a smile
- Dwelling on the positive when talking about community members (students, families, staff)
- Coming to the middle of our range of perspective in order to establish a common ground
- Reaching out to include all members so that all can feel welcomed

COMMUNICATE HONESTLY AND RESPECTFULLY

Each community member will communicate honestly and respectfully by:

- Making the effort to express feelings of appreciation, satisfaction and support
- Expressing feelings of dissatisfaction before they become frustrations
- Presenting concerns with diplomacy and an emphasis on a solution versus shortfalls
- Directing classroom concerns to the teacher prior to addressing with Administration
- Avoiding conversations among parents regarding questions/concerns prior to directing questions/concerns to the teacher, staff member or Administration

HONOR AND RESPECT STUDENTS AND THEIR FAMILIES

Each community member will honor and respect our students and their families by:

- Believing that all parents desire a quality education for their children
- Not placing value judgments on family practices
- Reporting concerns involving other students to staff Administration avoiding direct conversation with students other than your own
- Protecting student and family privacy by not speaking of a student and or family in public

Johnson Elementary is committed to maintaining an orderly, safe, and disruptive free educational and work environment through mutual respect, civility, and orderly conduct among district employees, parents, and public. Disruptions, safety, and security issues will be addressed, in part, through the **District Civility Policy** (BP1313).

Steps for Parent Intervention in Problems

Johnson staff tries to deal with the problems that the students have at school, but occasionally a problem may arise on the playground, or while students are going to and from school, that is not settled at school.

If your child tells you of a problem he/she has had with other children that has not been addressed, please follow these steps.

1. Make sure your child has reported the incident to his/her teacher or the yard duty supervisor. (*We can't help if we don't know about the problem*).
2. Contact your child's teacher explaining your concerns by e-mail or phone.
3. Make an appointment to see your child's teacher and discuss the situation personally with him/her.
4. Call the school office and explain your concern.

The Biggest Causes of Behavior Concerns

There are two behaviors that cause about 95% of the trouble on the playground and on the way to and from school; **name calling and gossiping both in person and online**.

As parents, you can help your child get along with other children by helping him/her learn not to call names and, if they are called a name, to use "STEP Process". You can also help by teaching them the MYOB (mind your own business) rule of not talking about other children and not to believe all the stories other children tell them.

Social Media- Please be aware of your child's online activity. It is extremely important to know what type(s) of social media your child is using and who their friends are. Is your child's profile public or private?

The STEP Process

S Say the Problem without blame

T Think of Solutions safe and respectful

E Explore consequences what would happen if

P Pick the best solution make your plan