



Johnson Elementary School

4101 Seneca Street, Fort Collins, CO 80526

Tel. 970.488.5000 Fax. 970.488.5007

Dear Johnson Elementary Parents,

I've had a relaxing, rejuvenating summer full of fun, family, and music and I hope that you and your student(s) have had the same. We have new staff members, new ideas, and I am very excited about the upcoming school year. I appreciate your student(s) and their positive attitudes, their smiles and their joy for learning. I also appreciate your continued support as partners in your child's education. Thank you for reading with your student(s) and for helping with homework and for your continued support of our many programs throughout the year.

Over the summer, we worked to build a second computer lab (with new furniture), added a mural to our gym and created a new television studio for Thunderbird Television. We also hosted Base Camp for over 200 students. Our custodians worked hard to clean and organize the building from top to bottom. They touched up the interior paint, shampooed the carpets, washed all of the windows and everything looks fabulous. Several of our staff attended a workshop focused on writing interventions for struggling students. I attended a weeklong workshop on digital literacy and helping students to be more educated consumers of digital media. We have some great things planned for Johnson Elementary for 2009-2010.

Below is some important information that will help you and your student(s) as we start the new school year:

Johnson Elementary Is Going Green

Johnson Elementary is going green! This year we are going to send as much school information as possible electronically to reduce the amount of paper we use annually and to reduce our impact on the environment. Most parents have access to e-mail either at work, at home or at the public library. We will send all school information as an e-mail attachment so that parents can download and read it at their convenience. This will dramatically reduce the amount of paper coming home weekly in the Thursday folder. We will also post all school updates and notices to our school web site and keep an archive of posted material. The money we save on copies, paper and ink can be used for other wonderful learning activities for our students.

First JPO Meeting and How To Get Involved

Our first JPO (Johnson Parent Organization) meeting for 2008-2009 is scheduled for Monday, August 10th from 7:00 p.m. – 8:00 p.m. Our JPO is very involved in the support of classroom instruction, fundraising, and planning family-centered events for the Johnson Elementary community. But we want more parents to become involved. Join us and we can definitely get you plugged in. We will meet in the media center as a large group. Come prepared to discuss ways to support the great things happening at Johnson. Limited childcare is available. Contact the main office if you know that you need childcare in order to attend the meeting. Check out our ning at <http://johnsonpto.ning.com> for more information.

New Student Registration

If you are new to Johnson or know someone who is, please plan on attending our new student registration. The main office will be open on Monday, August 10th, 7:00 a.m. - 4:00 p.m. and Tuesday, August 11th, 9:00 a.m. - 6:00 p.m.

In order to register your student(s), you will need his/her birth certificate, immunization records, and the name and address of your previous school attended. Staff will be available to help you with the registration forms and to answer any questions. If you desire to register as a school of choice student, you will fill out the appropriate forms and your name will be added to our waiting list. First priority will be given to neighborhood students and once we have determined availability, you will be notified by telephone if a spot is available or if a spot is not available.

Open House and Ice Cream Social

All Johnson Elementary students and their families are invited to attend the Johnson Open House/Ice Cream Social on Tuesday, August 18th from 4:00 p.m. – 6:00 p.m. Students will bring their supplies to the classroom from 4:00 p.m. – 5:00 p.m. and will have the opportunity to meet fellow classmates and their classroom teacher at this time. Then, from 5:00 p.m. – 6:00 p.m., you are invited to join us on the south side of the building for some delicious ice cream. This is a great time to catch up with friends that you haven't seen all summer and to meet new students to our school.

Back To School Night

Our annual Back To School Night is scheduled for Wednesday, September 2nd from 7:00 p.m. – 8:30 p.m. This is a time for parents only to come and hear about the many different activities and policies for their student's homeroom. We ask that all parents bring a current e-mail address to give to the homeroom teacher. We are building a whole school e-mail list to more efficiently deliver school-related information and to support our new "green" initiative.

School Begins – Wednesday, August 19th

- School Hours:

9:00 a.m. – 3:38 p.m. –First through 6th Grade

9:00 a.m. – 3:38 p.m. - All Day Kindergarten

9:00 a.m. – 11:49 p.m. – A.M. Kindergarten

12:49 – 3:38 p.m. – P.M. Kindergarten

Volunteers and Guests At Johnson

I believe strongly in having parents involved in the classrooms. I also believe that parents must be willing to work with all students and not just their own child. Johnson volunteers must register with Poudre School District online (www.psdschools.org). The online registration process takes only a few minutes but the background check and authorization process takes about ten days. Once you have been approved, our school will receive a volunteer badge with your name on it. These badges are stored in the main office. When you arrive to volunteer, we ask that you wear your badge at all times and that you document your volunteer hours while helping in our building.

Please remember, all parents, visitors, and volunteers must enter through the front door, sign-in at the main office, and they must wear a visitor's sticker or volunteer badge at all times. Students and staff know that anyone without a badge or a visitor's sticker in our building is not a welcome guest. Please help us to maintain the high level of security in our building that supports student learning and ensures student safety.

Parking Lot Etiquette

Last year I believe that the parking lot worked better than ever before. We still need your help though to ensure student safety and to speed up the process. Although you may be in a hurry, we ask that please adhere to the following guidelines:

- In the drop off lane, please pull all the way forward to the very end of the parking lot (southside) 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. Most importantly, please keep your speed below 10 m.p.h. We have students that dart out from behind parked cars and we do not want any unfortunate accidents.

Shared Leadership Team

We need at least two parent volunteer representatives to serve on our Shared Leadership Team. This team makes many of the decisions that affect the day-to-day operations of our school. If you are interested in serving as a parent representative, please contact the main office and schedule a time to sit down with Mr. Allen to get more information and an application.

Positive Behavior Support

We will continue our school wide efforts to implement PBS. Our students truly understand what PRIDE means in our school and we want to continue rewarding students' positive choices. We will continue our monthly PRIDE assemblies but will move the assemblies to the last Friday morning of each month from 9:15 a.m. – 10:00 a.m. Remember, the goal of PBS is to recognize the positive choices that students make throughout the day and to affirm these choices. We want to help all students to understand appropriate behaviors and to encourage these behaviors through positive reinforcement.

Discipline Plan, Code of Conduct and Student Expectations

Discipline should be an educational opportunity. Our goal is to help students to learn from their mistakes and to reinforce positive choices. Enclosed with this letter is a copy of our revised discipline plan. This plan is fairly straightforward and easy to understand. We will monitor discipline through an online system (SWIS) that helps to identify times and locations of repeated discipline offenses. This monitoring system will help us to implement changes to address these repeated offenses. Please look over the revised plan and contact me in the main office (488-5000) if you have any questions.

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 a copy of this Student Code of Conduct early in the year along with a student behavior contract. I ask that you please read the Student Code of Conduct with your student(s) and return the signed agreement to the homeroom teacher.

Response To Intervention

We will implement RtI in full force for the 2009-2010 school year. We have a "Student Success" team that will work with teachers and parents and students to recommend specific and targeted learning interventions for our struggling learners. We have also incorporated a daily enrichment/intervention block of time for all students. The whole staff will be involved with this block of time to help all students to grow academically, to provide enrichment opportunities for all students and to support those students who need extra one-on-one academic supports. Our motto is "whatever it takes" and we will do exactly what it takes to ensure that all students make at least one year's growth in all subject areas. For more detailed information, read the documents posted to the school web site.

Cafeteria Payments and Recess

A copy of the recess/lunch schedule for 2009-2010 school year is posted on our school web site. All students will enter their student ID number into the system when they are eating hot lunch. 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. 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. The district is hoping to implement an online system that allows parents to transfer funds to their student's lunch account and to monitor the balance of the account. We will send home information when the new system is up and ready.

This year we will continue to flip lunch and recess for some grade levels. Students will have recess first and then will return to the cafeteria to eat before returning to the classroom. Students will use hand sanitizer to wash their hands, will take a tray and pass by the salad/fruit bar before entering to select their main entry. Students also

have the option to quickly go to the restroom and wash their hands before eating. We have added an additional 5 minutes to the students' time in the cafeteria to give them more time to eat. We will continue playing music in the cafeteria during lunch. The goal is to help students relax, eat a healthy lunch, and get back to learning.

School Website and Calendar

We have updated our school web site in order to make information more readily available to all parents. Visit the school website (www.psdschools.org/johnson) regularly for updates on all school information, to access our online calendar and for links to other important parent resources. Check out the Principal's Place section for podcasts, videocasts, blog entries, and important information related to what is happening at Johnson Elementary.

Enjoy the rest of your summer. Have fun, relax and recharge and we will see all of you very soon. Go Thunderbirds!

Will Allen

Will Allen
Principal

Johnson Elementary Discipline Plan and Description of Offenses 2009-2010

“Minor” Discipline Offenses

*By definition, “minor” discipline offenses create a **minimal interference or disturbance** in the school setting but do not constitute a direct violation of the PSD Code of Conduct.*

Teacher or staff member redirects the offending student and re-teaches the appropriate school wide behavioral expectations.

Teacher or staff member completes a **minor discipline documentation form** and submits a copy to the building SWIS coordinator for entry into the SWIS online behavior management system.

Teacher or staff member contacts the student’s parent(s) or guardian(s) by phone call or e-mail. Teacher or staff member assigns consequences for offending behavior in compliance with school wide policies.

Repeated “minor” discipline offenses will result in a “major” discipline referral and specific consequences as determined by building administrator.

All “minor” discipline documentation will be recorded in the SWIS online behavior management system. Habitual “minor” offenders will be referred to the Positive Behavior Support team to be considered for targeted behavioral interventions.

“Major” Discipline Offenses

*By definition, “major” discipline offenses create a **substantial interference or disturbance** in the school setting and/or constitute a direct violation of the PSD Code of Conduct.*

Teacher or staff member sends the offending student(s) to the main office and submits a copy of the **major documentation form** (including specifics relating to the offense and including the Code of Conduct violation) to the building administrator. Administrator contacts the student’s parent(s) or guardian(s) by phone call or e-mail. Administrator assigns consequences for offending behavior(s) in compliance with the PSD Code of Conduct policies.

The PBS team reviews the major discipline offenses monthly. Targeted behavioral interventions and restructuring of the offending student(s) daily schedule are implemented if deemed necessary for the maintenance of a positive learning environment. This determination is made in cooperation with the Student Success Team.

Habitual “major” offenses or severe “major” offenses will result in more extensive consequences involving district leadership and the school board. PSD Code of Conduct policies will be strictly enforced for habitual or severe “major” offenses. These policies include a threat assessment with a district assessment coordinator, involvement of the Fort Collins police department, the implementation of a safety plan for offending students and possible expulsion from Poudre Schools.