



## 2009-2010 Parent School Handbook Information

### WELCOME TO JOHNSON ELEMENTARY!

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 to work with our students and your children.

The purpose of this handbook is to provide information regarding Johnson Elementary School, as well as our school's rules and procedures. 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.

*Will Allen*

Will Allen, Principal  
Certified and Classified Staff

# TABLE OF CONTENTS

<b>GENERAL INFORMATION</b>	<b>Page</b>
ABSENCES	3
BASE CAMP	3
BIRTHDAYS	3
BUSING	3
BUS PASSES and ALTERNATIVE RELEASE	3
CHECKING OUT OR ARRIVING LATE	4
COLD/WET WEATHER POLICY	4
DAILY SCHEDULE	4
DRESS CODE	4
EMERGENCY DISMISSAL PROCEDURES	4
LOST AND FOUND	4
BREAKFAST / LUNCH PROGRAM	5
PERSONAL PROPERTY	5
STUDENT RECORDS	6
TELEPHONES AND PERSONAL CALLS	6
POSSESSION AND USE OF PCDs	6
VISITORS	7
WITHDRAWING FROM SCHOOL	7
<b>HEALTH AND MEDICATION POLICIES</b>	
HEALTH SERVICES AND INJURIES	8
IMMUNIZATION RECORDS	8
MEDICATION GIVEN AT SCHOOL	8
RECESS AND SICKNESS	8
VISION AND HEARING SCREENINGS	9
<b>COMMUNICATION</b>	
NEWSLETTERS AND NOTICES	9
PARENT-TEACHER CONFERENCES	9
GO TO THE SOURCE	9
<b>PARENT INVOLVEMENT</b>	
JOHNSON PARENT ORGANIZATION (JPTO)	10
PARTNERSHIP AND VOLUNTEER PROGRAMS IN PSD	10
TEACHER'S CLOSET	10
<b>POLICIES</b>	
ATTENDANCE & HOMEWORK	11
BIKES, ROLLERBLADES, SCOOTERS AND SKATEBOARDS	11
COMPUTER AND INTERNET USEAGE	11
DISCIPLINE AND CODE OF CONDUCT	11
EQUAL OPPORTUNITY	11
HARASSMENT AND DISCRIMINATION	12
HOMEMADE FOODS IN THE CLASSROOM	12
PARKING	12
PETS ON CAMPUS	12
SCHOOL PROPERTY	13
STUDENT DROP OFF AND PICK-UP	13
PARKING LOT ETIQUETTE	13
COMMUNITY USE OF DISTRICT-OWNED PROPERTY	14
BUSING DISTANCES, SPACE AVAILABLE SERVICE AND ELIGIBILITY	14

# GENERAL INFORMATION

## **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. Please notify our attendance clerk of any prearranged absences for more than three days, in addition to informing the homeroom teacher. For clarification, please refer to district policy "Student Absences and Excuses" (JH) for further information.

## **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 the office at 1241 Riverside Ave. Care is provided before school at 6:30 a.m. and after school until 6:00 p.m.

## **BIRTHDAY CELEBRATIONS**

If students wish to bring treats on their birthday, they may do so. Please refer to the district policy "HOMEMADE FOOD IN THE CLASSROOM" for further clarification. Classroom teachers should be made aware of these arrangements several days ahead of time. As an alternative to bringing a birthday treat, students may donate a book to the library. The book will have an identification label indicating the event and student making the donation. JPTO helps sponsor our Birthday Book Club and matches books or cash donations donated to the school. Unless an entire class is receiving an invitation to a party, we ask that you **do not** distribute party invitations at school. This helps to prevent hurt feelings.

## **BUSING**

The Poudre School District Transportation Office at **490-3232** 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 also practices all recommended safety procedures. Please refer to the district policy "Student Conduct on School Buses" (EEAEC & EEAEC-R) for further clarification.

## **BUS PASSES AND ALTERNATIVE RELEASE**

A note signed by the parent/guardian must be sent to the office if your student 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 will 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.

## **CHECKING OUT OR ARRIVING LATE**

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), the student must sign in at the office.** All students are marked absent 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.

### **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 principal or administrative assistant will determine when all students will remain inside due to extreme weather conditions.

### **DAILY SCHEDULE**

Students should not arrive at school before 8:45 a.m. unless attending BASE Camp or a special program. Safety is a major 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 Playground supervision begins  
8:55 Entrance bell rings  
9:00 All classes begin  
3:38 School dismisses  
3:45 Students should be off campus

AM Kindergarten 9:00 to 11:49 a.m.  
PM Kindergarten 12:49 to 3:38 p.m.

*(Recess times vary by grade level)*

### **DRESS CODE**

As with most any item of clothing, shorts can be worn at appropriate times and chosen in good taste. Shirts must always cover the midsection, even when hands are raised. Spaghetti straps and halter-tops are not acceptable unless worn under another shirt that meets guidelines. Any article of clothing that portrays (by word, graphic, or picture) sexually suggestive or explicit material, references drugs, tobacco, alcohol, gangs or profanity is not allowed. Students wearing improper clothing that is disruptive to the learning environment will be asked to change or cover the clothing. Hats may be worn outside, but not in the building, except for specially designated school wide dress-up days. Please refer to the district policy "Student Dress" (JICA) for further clarification.

### **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.

### **LOST AND FOUND**

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 lunchroom (flex room). In order 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 late May (prior to summer break).

### **BREAKFAST / LUNCH PROGRAM**

Students may purchase breakfast and lunch on a daily, weekly, or monthly basis. Breakfast is available from 8:30 a.m. – 9:00 a.m. Please make your check payable to **Johnson Elementary School**. 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 each day 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. Cold lunch students may purchase milk or juice daily.

***Students who forget their lunch money can call home for help or charge a lunch. Since we have no funding for this service, we can allow only two outstanding charges at a time. If a child is in need of a third charge, he/she will be given a bowl of vegetables free. We want children to assume responsibility for remembering their lunch money. Please notify the office or Food Services if you are temporarily unable to purchase lunches.***

Parents are welcome to eat lunch at school anytime during the year. Please call the office by 9:15 each morning to order a lunch. Because our lunches are prepared at a centralized location away from Johnson, an exact daily lunch count is necessary. Please come to the main office and sign in and put on your visitor's badge before joining your child in the cafeteria.

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 parent. Students are not dismissed early without direct communication from the parents.

### **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 strongly discouraged from bringing 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 Mr. Allen in the main office. He 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."

## **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.

## **TELEPHONES AND PERSONAL CALLS**

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 student, please take care of these arrangements prior to arriving to school in the morning.

## **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 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. 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.

***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, 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.

***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.***

## **VISITORS**

Parents are encouraged and welcome to visit their student's classroom. Please call or e-mail ahead for an appointment when you plan to visit. For security reasons, **ALL GUESTS** and **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. 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 teachers.***

## **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**

## **HEALTH SERVICES AND INJURIES**

Only limited health services are available through our school. School personnel will give emergency care to sick or injured students. If your student has a fever, has vomited, or has had a serious accident, you will be called immediately to come and pick up your student. Any student who has a temperature or who has vomited will not be allowed to stay in the classroom. If parents cannot be reached, action deemed necessary by school personnel will be taken.

## **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, etc.) stating the:
  - student's name
  - medication
  - dosage
  - time to be given
- Medication must be in its original pharmacy labeled container and stored in the office in a locked cabinet.
- Do not send any medication in plastic bags, bottles, or in lunch boxes, etc.

***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 COMMUNICATIONS**

Our goal at Johnson Elementary is to become more eco-friendly. We will 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 will also send e-mail versions weekly information related to calendar items, special events, recognition, and timely general information. All information can be found on our school web site. Our web site address is ([www.psdschools.org/schools/johnson](http://www.psdschools.org/schools/johnson)).

### **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.

### **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.

## **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. 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.

Typically, JPTO meetings are the second Monday of the month (if it is a school day) at 7:00 pm in the Media Center. The meetings are open to all parents and we welcome your participation.

## **PARTNERSHIP AND VOLUNTEER PROGRAMS IN POUFRE SCHOOLS**

Volunteers are always welcome and appreciated at Johnson. Prior to volunteering in the school, all volunteers must register on-line at [www.psdschools.org](http://www.psdschools.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.

## **TEACHER'S CLOSET**

TEACHER'S CLOSET is a means for you to give children and teachers any items your family can no longer use. Examples are: craft materials, furniture, camera equipment or film, slides from foreign countries, flags, calculators, puzzles, rock, shell, or insect collections, unused musical instruments, balls, clerical items, cooking utensils, etc. Chances are the TEACHER'S CLOSET can use it for a Johnson teacher or child, or at another school setting. Contact 490-3215 for information or pickup!

# **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, but 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**

Students (and parents) are not to use roller blades, skateboards, ride bikes or use heeies 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 if 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**

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, birthday celebrations, etc. If it is necessary to have food in classrooms, only commercially prepared foods from retail stores should be served. For classroom parties and birthday 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.

### **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 or park in the inner lane during those times. 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.

### **PETS ON CAMPUS**

If you walk your dogs to school, they should remain on leash at all times to protect students and other animals. Animals are **not allowed** in 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.

### **SCHOOL PROPERTY**

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.

### **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 close to 450 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:

- 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.

#### **COMMUNITY USE OF DISTRICT-OWNED 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.

#### **BUSING DISTANCES, SPACE AVAILABLE SERVICE AND TRANSPORTATION ELIGIBILITY**

Poudre School District Transportation wants parents and families to be aware of changes for the 2009-2010 school year. Due to budget constraints, transportation costs and grade level changes, the following changes are being made and will impact students and families.

#### **Transportation Eligibility Changes for PSD Students:**

Effective July 1, 2009, to align transportation services with grade level changes, PSD transportation policies will be revised to reflect 6<sup>th</sup> grade students moving to middle school and 9<sup>th</sup> grade students moving to high school. The transportation eligibility distances for each level (elementary, middle school, high school) will not change; the grades receiving transportation services will change:

- Elementary school students in kindergarten – 5<sup>th</sup> grade will receive transportation services to and from school if they live 1 mile or more from school, in the school attendance area.
- Middle school students in grades 6-8 will receive transportation services to and from school if they live 1 ½ miles or more from school, in the school attendance area.
- High school students in grades 9-12 will receive transportation services to and from school if they live 2 miles or more from school, in the school attendance area.

#### **Space Available Busing Changes:**

Due to budget constraints and increasing transportation costs, PSD routes are being adjusted to create more efficiency within each route. This means next year more students will be transported on fewer buses and/or fewer routes, and PSD anticipates the following:

- Next year, PSD buses will be transporting more eligible students and therefore less “Space Available” buses may be available.
- Students attending a school outside of their neighborhood school (school choice) will only be transported on PSD buses if there is “Space Available.” The exception is for Poudre High School’s International Baccalaureate program, for which a fee-based pilot is planned.
- “Space Available” Bus Service forms will be accepted beginning August 1, 2009: parents will be notified in October whether or not a seat is available for their student on the bus. Often during the first months of school, bus routes need to be adjusted to accommodate eligible students and to create efficiencies throughout district bus routes.
- “Space Available” Bus Service forms for the 2009-2010 school year will be available starting August 1, 2009, on the PSD web site on the Transportation page, or may be obtained from your school or by calling 490-3155 to request a copy of the form.

The above changes will be in effect the first day of the 2009-2010 school year. If you have questions, please feel free to contact the transportation department by email [transportation@psdschools.org](mailto:transportation@psdschools.org) or by phone 490-3155.