



Johnston Elementary

CAMPUS GUIDE

2016-2017



Dear Students and Parents,

Welcome to the school year 2016-2017 and to Johnston Elementary! Johnston is ready to begin another year of serving the students in our community. We are proud to be a part of the great Abilene Independent School District. As we begin the 2016 school year, we do so with a commitment to continue Johnston's "Tradition of Excellence." Education is a team effort, and we know that students, parents, teachers, and other staff members all working together will make this a wonderfully successful year for our students.

Johnston is a Title 1 campus and as such we receive additional school funding for certain personnel and support services. We appreciate your support of our efforts to comply with all federal requirements associated with our Title 1 designation.

Johnston is also a Leader In Me school. We believe that every person has leadership potential and we work to help our students identify their leadership talents and use them to become successful, productive individuals.

The Johnston Elementary Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year.

Please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Abilene ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document is available on the Abilene ISD website, www.abileneisd.org, or you may ask for a printed copy from the school.

This Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Code of Conduct at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Please note that references to alphabetical policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at www.abileneisd.org.

The following is some very important information for you to look over.

Office Staff

Roger Thomas	Principal/ Behavior Coordinator	671-4845
Rhonda Harris	Secretary	671-4845 then press 0
Betsy Mosley	Counselor	671-4845 then press 2
Torey Fisher	Instructional Coordinator	671-4845 extension 5727
Jennifer Bourland	Nurse	671-4845 then press 3
Darlene Loomis	Cafeteria Manager	671-4845 then press 4
Linda Piazza	Parent Coordinator Attendance Officer	671-4845 extension 5374 677-1444 extension 8641

If you need to contact your child's teacher, please call 671-4845 and ask to be connected to her/his voice mailbox. The teacher will call you back at her/his earliest opportunity. Please be reminded that our teachers are busy teaching our students and may not be available to call back until they are free to do so.

PARENTAL RIGHTS AND RESPONSIBILITIES

PARENTAL INVOLVEMENT

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's activities and with the academic programs, including special programs, offered in the district.

- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 325-671-4845 for an appointment. The teacher will usually return your call or meet with you during his or her conference period; or, before or after school.
- Becoming a school volunteer.
- Participating in PTA, our campus parent/teacher organization.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction.
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Attending board meetings to learn more about district operations.

Parent Involvement Coordinator

Johnston's Title 1 Parent Involvement Coordinator is Linda Piazza and she may be contacted at 671-4845 extension 5374. Her job is to serve as a link between our families and the school. Please give her a call if she can be of any help to you.

GENERAL INFORMATION

SCHOOL DAY

Kindergarten – Fifth grade

- **Classrooms open for student preparation at 7:50 a.m.**
- **Class begins and tardy bell rings at 8:00 a.m.**
- **School day ends at 3:00 p.m.**

EARLY MORNING

****Early morning is a quiet time for students. Please encourage your child to bring something to read or study. Electronic games or card games are not allowed. Both the cafeteria and the fitness room will be opened at 7:15 a.m. Students should not be dropped off before that time.**

All children eating breakfast should go directly to the Cafeteria. **Breakfast will be served from 7:15 to 7:45 unless there is a late start of school. On days of delayed start, breakfast will be served at 8:45.**

Children not eating breakfast should go to the Fitness Room. (If it is not open, then proceed to the cafeteria)

VISITORS

Please check in at the office and receive a visitor's pass before visiting the classrooms or other areas of our campus. Visits to individual classrooms during instructional time are permitted only with the principal's approval, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. We strive to provide a safe environment for your child's education – please do not be offended if you are stopped by a staff member and asked to check in at the office if your pass is not visible.

PARKING / DRIVE THROUGH LANES

When you visit our campus, please park in one of the designated parking spaces in the parking lot in front of the drive through lane or along one of the streets bordering the campus. **The drive through lane is not to be used as a parking area.** The right hand lane is designated as the “stop and drop” lane while the left hand lane is to be kept clear for safe passage of cars leaving the campus. The lane also serves as our Emergency Vehicle Lane and must be kept clear for their use if required. The drive through lane is one-way from Glendale Drive to North 14th street.

Remember, safety for the children and courtesy toward each other are important examples to give the students as you move around the campus each day.

ABSENCES

Students who are frequently tardy and/or absent have a harder time in school than those who are here and on time every day. **Should your child be absent, please call so that we can notify the teachers. Any time that your child is absent, a note from the doctor or the parent is needed for documentation purposes, even though you may have called the absence in.** According to state law, if a student is absent from school without an excuse for three days or parts of days within a four-week period or ten (10) or more days or parts of days within a six-month period in the same school year, the parents may be subject to prosecution. If your child visits the doctor, please send a note from the Dr.'s office so that we may keep it on file. Should your child need to leave early for a doctor or dental appointment, please send a note to the teacher and come to the office so that we may give you a release form for the appointment. If you have an early appointment at the Dr.'s office and then bring your child to school, we must have a note from the Dr.'s office to be able to count your child present for the day.

TARDIES

Please make every effort to see that your child gets to school on time. If he/she happens to arrive late, **both the parent and the child** should come to office for a tardy slip. One copy will go to the teacher, one will go home with the parent, and one will be kept on file. The Attendance Officer may be contacted after 3 tardies during any grading period.

RELEASE OF STUDENTS

For the safety of your child, during the school day students will only be released to those adults listed on the emergency card or enrollment card. The office will give you a pass to go get your child from the classroom, or will call for the student if you have a physical disability which limits your mobility. Students must be checked out from the office to be released, please do not just go to the classroom to get them. The teachers have been instructed to not release students from the classroom without a pass from the office.

NURSE

Johnston Elementary has a full time licensed nurse. If a child should become ill, he/she will be sent home by the nurse only after a parent or designated person has been contacted. If your child has unusual or unique health problems, please inform the teacher, nurse, and the PE department. **A child should not be sent to school if he/she has been running a fever or vomiting within the previous 24 hours.**

MEDICATION AT SCHOOL

If your child should have to take medication at school for any reason, please contact the nurse for specific instructions. **All medication** (prescribed or otherwise) must be kept in the nurse's office unless otherwise ordered by a doctor.

TELEPHONE USE

In order to facilitate the efficient and smooth operation of the school office, telephone messages for students must be limited. Please make arrangements for lunches and transportation home before the students leave for school. Students should only use the telephone in case of emergency.

SCHOOL PARTIES

Room mothers may host one school party per year. If money is needed for the party, it will be collected through the homeroom teacher.

STUDENT BIRTHDAYS

Student birthdays are announced over the PA system throughout the year. When your child has a birthday, please do not send flowers, cookie bouquets, etc. to school. We do not deliver them to

the classrooms. Birthday invitations can only be passed out at school if there is one for every child in the classroom.

ADDRESS AND OTHER CHANGES

If you have a change of address, telephone number, employment, or emergency contact information during the school year, please contact the office as soon as possible with those changes.

PTA

We have an active PTA and a strong volunteer program here at Johnston Elementary. We encourage you to participate in the many opportunities provided for involvement at our school. PTA meetings will be scheduled throughout the school year, be looking for notices of the dates and times that will be sent home with your child.