

# Johnson Elementary School



2022-2023 Calendar and Handbook

# Johnson Elementary Parent and Student Handbook 2022-2023

Principal..... Lisa Whitaker  
Elementary Dean..... Carol Gallatin  
Secretary..... Dana Dougherty  
Clerk..... Kay Chapman  
School Counselor ..... Falona Sheppard  
Media Specialist ..... Shannon Cardinal  
Academic Coach..... Casey McKinney  
Clinic Worker ..... Gwen Hayes  
Cafeteria Manager ..... Ramona Carter



## MISSION

Our mission is to inspire and equip all students to achieve unlimited potential.

## Vision

The MCSD is a beacon of educational excellence where all are known, valued, and inspired.

## MASCOT

The Jaguar

PLEASE DIRECT QUESTIONS REGARDING BUS  
TRANSPORTATION ISSUES TO YOUR SCHOOL'S ZONE  
SUPERVISOR LISTED BELOW:

For regular bus transportation,  
706-748-2876

For bus transportation for special needs students,  
706-748-3113

In case of an emergency,  
contact Security at 706-748-2860

# WELCOME

On behalf of the Johnson family, I would like to extend a warm welcome to our school. We have high expectations for learning at Johnson. Our faculty and staff are committed to maximizing the potential of each and every learner who enters our school. We encourage parental involvement and community support in this educational process. We hope your experience at Johnson will be one of success and growth.

Sincerely,

Lisa Whitaker  
Principal

## JOHNSON PARENT AND STUDENT HANDBOOK

Johnson Elementary School is governed by the rules and regulations of the Muscogee County School District. The Johnson Parent and Student Handbook is not intended to replace the MCSD Behavior Code and Discipline Policy Handbook, but provide information that is unique to Johnson School. For information not addressed in the Johnson Parent and Student Handbook, please refer to the Muscogee County Behavior Code and Discipline Policy Handbook.

## JOHNSON JOURNAL

The Johnson Journal is a newsletter sent home monthly concerning upcoming events at Johnson as well as other pertinent information concerning your child's education.



## GUIDELINES TO A POSITIVE PARENT VISITATION TO THE CLASSROOM

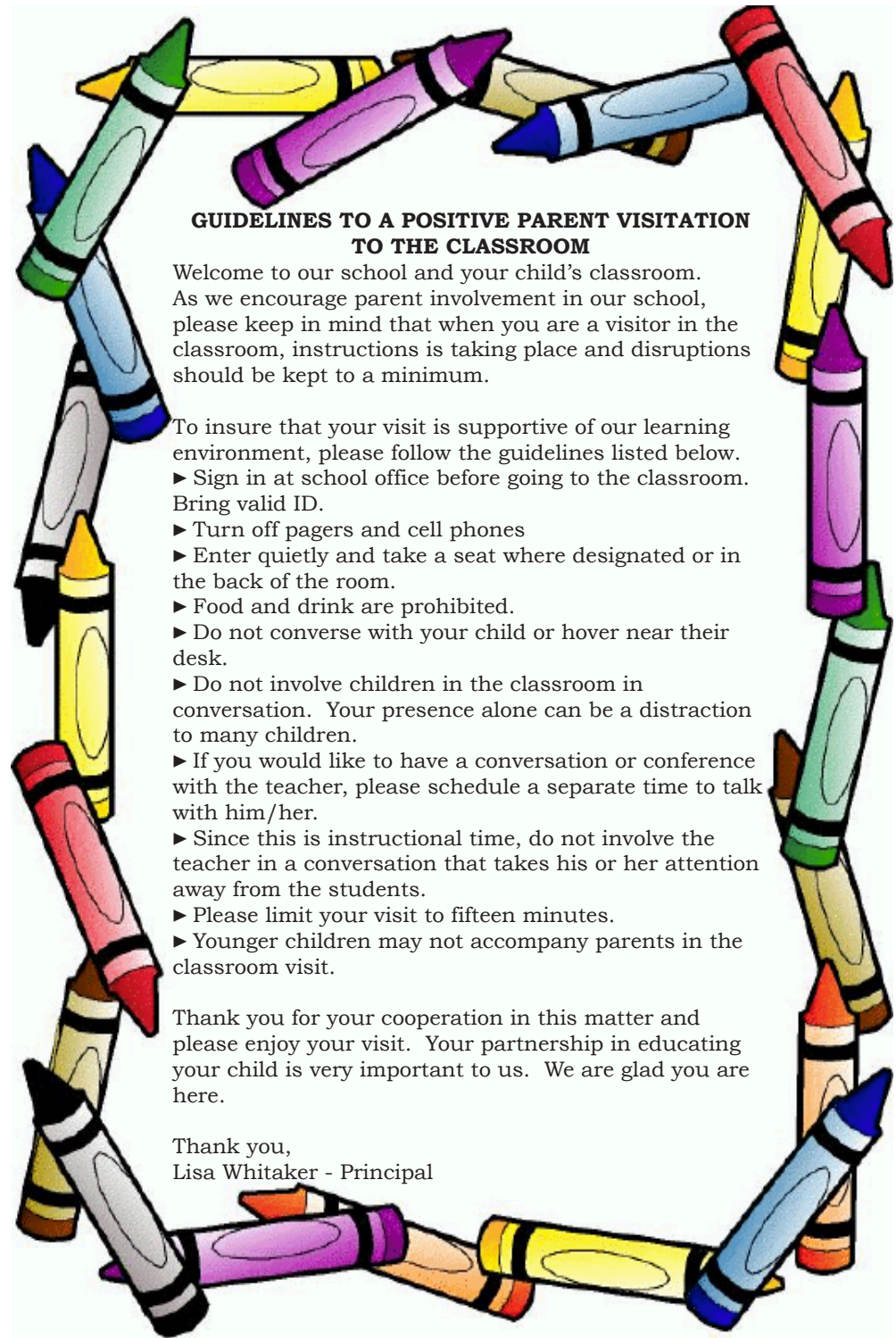
Welcome to our school and your child's classroom. As we encourage parent involvement in our school, please keep in mind that when you are a visitor in the classroom, instructions is taking place and disruptions should be kept to a minimum.

To insure that your visit is supportive of our learning environment, please follow the guidelines listed below.

- ▶ Sign in at school office before going to the classroom. Bring valid ID.
- ▶ Turn off pagers and cell phones
- ▶ Enter quietly and take a seat where designated or in the back of the room.
- ▶ Food and drink are prohibited.
- ▶ Do not converse with your child or hover near their desk.
- ▶ Do not involve children in the classroom in conversation. Your presence alone can be a distraction to many children.
- ▶ If you would like to have a conversation or conference with the teacher, please schedule a separate time to talk with him/her.
- ▶ Since this is instructional time, do not involve the teacher in a conversation that takes his or her attention away from the students.
- ▶ Please limit your visit to fifteen minutes.
- ▶ Younger children may not accompany parents in the classroom visit.

Thank you for your cooperation in this matter and please enjoy your visit. Your partnership in educating your child is very important to us. We are glad you are here.

Thank you,  
Lisa Whitaker - Principal



## After-School Program

An after-school program is available to all students. It is held in the cafeteria and on our playground. Participation, supervision, and fee payments are controlled by the City of Columbus, Department of Parks and Recreation. Call 706-653-4581 or 706-225-4658 for further information.

The number for the After School Program in the Johnson cafeteria is 706-653-4581. This number can be used to leave a message or check on your child.

## Bus Conduct

Many students who attend Johnson are eligible for school bus transportation. Students K-5 from an area west of Veteran's Parkway (to River Road) are eligible for bus transportation. Bus schedules are distributed at registration and available upon request throughout the year.

To provide a safe trip to and from school, all students are required to observe the rules for proper behavior as outlined in the Muscogee County School District Behavior Code and Discipline Policy Handbook.

If you would like for your child to ride a bus, please put in a bus request on the parent page of the district website.

## Code of Conduct

### PHILOSOPHY

In order for any school to operate on a daily basis, a clearly understood and enforceable student code of conduct should exist. It is the belief of the faculty at Johnson School that good discipline and learning go hand in hand. Rights and privileges as well as responsibilities of both teachers and pupils must be in agreement. Learning takes place best in an open, friendly atmosphere in which respect for individual uniqueness is balanced with respect for consistent daily progress toward group goals. It is impossible to perform an effective job of teaching unless the students demonstrate responsibility for self-control, good manners, and respectful consideration for the rights and property of others. Although learning takes place at different rates, all students are greatly influenced by others, and it is upon mutual respect that we base our philosophy for acceptable school conduct.

### INTRODUCTION

Johnson School's Code of Conduct mirrors the expectations for behavior set forth in the Muscogee County School District Behavior Code and Discipline Policy Handbook.

This conduct code is not intended to cover all situations that may arise at Johnson School. In fact, it is our belief that each individual discipline case should be examined and acted upon with a situational approach. No two sets of circumstances are ever alike. However, there are certain rules that have application for all students and need to be shared with the entire student body.

The principal is the final authority in the interpretation of this code.

## JOHNSON DISCIPLINE PLAN

Consequences for Misbehavior at  
Any Time During the School Day

Each teacher at Johnson has an established plan in place for addressing both positive and negative behaviors. Every attempt is made to address inappropriate behavior in the classroom so as to not remove a child from the instructional process. Unfortunately, not all behaviors can be addressed in this manner. Any child who continuously disrupts the educational integrity of the school and/or classroom will be sent to the office for further consequences. The principal and/or his or her designee may use their own discretion in assigning consequences, especially in circumstances involving incidences of a serious nature. Specific consequences may include parent contacts, in school suspensions, out of school suspension and expulsion.

Offenses that may result in suspension or expulsion from school as outlined in the Muscogee County School District Behavior Code and Discipline Policy Handbook will result in an immediate office referral.

## COMMUNICATION: PARENT, TEACHER, AND STUDENT

Continuous communication between parent/guardian and teacher is imperative for your child's educational growth. E-mail, agendas, and notes are all communication tools used by teachers at Johnson.

Parent conferences are also encouraged to discuss your child's progress. Please schedule these conferences either in writing or by phone. Conferences should be scheduled before or after school hours or when a teacher has a break from normal classroom responsibilities. Absolutely no conferences will be held when the teacher has students present.

## DRESS AND GROOMING POLICY

A student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school.

It is prohibited for any student to wear clothing items which advertise alcoholic beverages, tobacco, obscene, crude or suggestive messages or use of profanity. Designs or insignias that are part of a haircut, satanic symbols, gang-related badges, insignias and colors; logos or symbols which denigrate social or ethnic groups are also prohibited. "Fake" alcohol or drug advertisement is also disallowed.

### Summary

Dresses and Skirts - Dresses and skirts may be worn with the length to be no higher than three (3) inches above the top of the knee cap

Shirts - No midriffs should be exposed  
No see-through shirts/blouses  
No spaghetti straps, tube tops  
Nothing that advocates drugs, alcohol, violence, gangs, hate or profanity

Shoes - No slides, flip flops or bedroom shoes

Pants - Pants are to be worn on or above the waist; NO SAGGING  
No see-through pants  
No pants with holes

Shorts - Shorts may be worn with the length to be no higher than three (3) inches above the knee cap

Headgear - No head coverings i.e., hats, bandanas, do rags, sweat bands with the exception of medical purposes or permission of approved school official

The Administration reserves the right to determine proper dress and take necessary action at any time.

## ELECTRONIC DEVICES

Elementary students are not permitted to have any electronic devices on the bus or school grounds without the consent of the principal.

## END OF YEAR AWARDS

End of year awards are given out the last week of school by grade level and teacher. The following is a list of our end of year awards.

- ▶ Principal's List (All A's)
- ▶ Honor Roll (All A's & B's)
- ▶ Top Science, Social Studies, Math, and Reading Student
- ▶ Most Improved Student
- ▶ Citizenship (Good Conduct)
- ▶ Perfect Attendance (Tardies and Early Checkouts will impact attendance)

## MEDICATION

1. A medical authorization is required before giving any medication to students (verbal permission is no longer acceptable).
2. All prescription medication (ex. Ritalin, penicillin) must be brought to school in the original pharmaceutical container with a clear label.
3. Non-prescription medications (ex. Tylenol, aspirin, cough medicine, eye drops, etc.) also require written authorization from parents or guardian and must be in original containers with a clear label.
4. All medication is kept in a locked cabinet in the office/clinic.
5. No medicine will be administered by anyone other than office personnel.
6. The medication administered will be documented in the office.

## OFFICE INFORMATION CARDS

Office Information Cards are used by office staff to help expedite parent/guardian contacts concerning school related information. These cards are also used to determine who can and cannot checkout a student from school.

*Please notify the office immediately if there are any changes to information on the cards especially changes to phone numbers and emergency contacts.*

## PROMOTION/RETENTION POLICY

It is the philosophy of the Muscogee County School District that programs of intervention and remediation rather than retention will be the preferred alternative for students who are not making satisfactory progress. Retention is appropriate only when the student's developmental needs are such that retention of the student will be beneficial. Retention will not be based upon arbitrary achievement levels without consideration of ability, language development, or cultural background.



A student will be eligible for promotion in the elementary grades when the teacher determines that the student has made satisfactory progress relative to academic goals and the student's ability.

The records and progress of any student being considered for retention must be referred to an internal review team. This team will be composed of the principal, the counselor, the psychologist (if applicable), the resource teacher, and the student's present teacher. The referring teacher will compile a record of the student's progress and make recommendation to the review team. The team will make a recommendation for promotion or retention. The principal will have the final authority, at the school level, as to whether a student is promoted or retained.

Prior to the time that a student is retained, a letter will be sent to the parent for the purpose of informing the parent of the review team and principal's decision. If the parent desires, a conference will be scheduled for further clarification. Only in exceptional circumstances shall a student remain in the elementary grades more than one additional year.

All kindergarten teachers are required to administer the Georgia Kindergarten Inventory of Developing Skills (GKIDS) to every kindergarten student prior to promotion to grade one. A First Grade Placement Committee will review all questionable results of the GKIDS and make recommendations regarding the need to repeat the year at the kindergarten level. No student shall remain in kindergarten for more than two years.



## SCHOOL NUTRITION PROGRAM (SNP)

Mission Statement of the Muscogee County School Nutrition Program is to provide a nutrition program that will maintain and improve the health of school children and the educational community and encourage the development of sound nutritional habits that will foster academic success.

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program (EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, FDA standards for portion sizes and the elimination of the consumption of fried foods as well as foods containing > 35 % sugar by weight. School lunches also offer a variety of foods, whole grains, and fat free and low-fat milk choices. Muscogee County School District shall abide by nutrient standards of the School Nutrition Program for all foods sold and served on campus during the school day. The sale of foods or beverages to students on school premises other than through SNP is prohibited from 12:01 a.m. until 30 minutes after the end of the school day. Food shall not be used as a reward or punishment. The use of candy and other food rewards for academic performance or good behavior is prohibited. Fundraising efforts shall be supportive of healthy eating, encouraging the sale of non-food items or nutrient dense foods. USDA regulations ban the sale of foods of minimal nutritional value.

**The USDA waivers that allowed all students across the nation to eat at no cost has ended.**

The School Nutrition Program provides a healthy breakfast and lunch choice for students every day. Students may bring their own lunches from home. Restaurant containers are not allowed in the cafeteria. Parents are encouraged to have lunch with their children and a school lunch may be purchased to eat in the cafeteria with the students.

School meals are captured using palm scanners for identification, capturing only the image of the veins in their hand. If the parent opts out on their children being scanned, the meal will be rung up under the name.

### **Community Eligibility Provision (CEP)**

The Community Eligibility Provision (CEP) was established by Congress through the Healthy, Hunger-Free Kids Act of 2010, which reauthorized the Child Nutrition Programs. CEP aims to increase access to the School Meal Programs by offering breakfast and lunch at no charge to all students, without the need to process or collect individual free and reduced meal applications. Forty-one of our schools are CEP schools. **Johnson Elementary is a CEP school.**

### **Paying for School Lunch**

Muscogee County SNP no longer accepts personal checks as payment for meals in our cafeterias. Payments may be made by cash, money order, cashier's check, traveler's check, or on-line via our online payment system, My School Bucks, using your credit or debit card.

## Food Purchases

Only students purchasing a reimbursable meal may also purchase extra foods from the menu. Students bringing a lunch from home may purchase milk, juice, water and ice cream.

## Menus

Monthly menus can be found on your school's website. Menus may change on a very short notice due to supply chain issues, market conditions, deliveries, or special school activities.



## School Meal Prices:

Breakfast		Lunch	
Elementary -	\$1.00	Elementary -	\$2.50
Middle/High -	\$1.25	Middle/High -	\$2.75
Reduced -	\$0.30	Reduced -	\$0.40
MCSD Staff -	\$1.75	MCSD Staff -	\$4.00
Other Adult -	\$2.00	Other Adult -	\$4.50

## Special Dietary Needs

MCSD School Nutrition will make modifications and substitutions to the regular school meals for a student **with a disability that restricts their diet**. The Special Dietary Needs Prescription Form **must** be completed and signed by a licensed physician or an active 504 Plan for a student with a disability before the school cafeteria can provide any modifications or substitutions. The completed form must be provided to the school cafeteria Manager, the clinic worker, and the special needs dietitian. A form and instructions

can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. Nutrition analysis chart for menu items is available on the website.

Please be aware that there are factors that may affect a product's actual nutritional value and/or ingredient composition at any given time: Supply chain issues may cause substitutions; manufacturers' formulations may change without notice. USDA donated products may become available at any time during the year and may replace a purchased item. Product brands may change during the year as new bids are approved. Schools may be using inventory from a previous bid or manufacturer. Our recipes may change during the school year. A la carte snack items vary from school to school, so check with the Nutrition Manager at your student's school for specific information.

## Seamless Summer Option

SNP provides breakfast and lunch at various schools throughout the district during the summer. Please check the website or call 706-748-2386 for locations. All children up to 18 years of age receive a free meal. Adults may purchase a lunch.

## SCHOOL HOURS

K-5th grades: 8:00-2:30

7:45 a.m. First bell rings. All children report to their respective classrooms.

Absolutely NO STUDENTS should be on campus before 7:30 a.m. unless they are participating in the breakfast program. Adult supervision is provided between 7:30 and 7:45

Students participating in the breakfast program should arrive between 7:15 and 7:45 a.m. Students arriving after 7:45 will not be allowed to participate in the program. All students will be dismissed from breakfast at 7:55.

8:00 a.m. Tardy to School- Any student arriving at school following the ringing bell, chime, or other audible signal established by the Principal and intended to indicate the start of the school day. Any student who is on school property but is not in his or her assigned classroom or other authorized area following the bell, chime, or other audible signal will be considered tardy to school and should report to the office for a tardy slip.



2:30 p.m. Afternoon Dismissal

*Due to safety concerns, we request that parents and family members wait outside until the 2:30 dismissal. Parents will need a car tag to have students released for safety reasons. These cards are available in the office and will be given out at registration.*

## SCHOOL SAFETY

The administration of Johnson Elementary School considers the safety of students and employees a very important concern and responsibility. To ensure the protection/safety of our school population, we are providing the following reminders to you:



1. The road behind the gym is for bus/day-care pickup ONLY. It is not to be used by parents for student drop-off or pickup.
2. DO NOT use the parking lot as a drop-off area in the morning OR A PICK-UP AREA IN THE AFTERNOON. We consider the parking lot an "Unsafe Area." Let your children out in front of the school.
3. If your child walks to school, remind him/her to stay on the sidewalk/ walkways to and from school.
4. DO NOT LEAVE YOUR CHILD UNATTENDED IN THE MORNING. Breakfast begins at 7:15 a.m. Outside supervision begins at 7:30 a.m. Students who do not eat breakfast do not need to arrive earlier than 7:45 a.m.
5. Parents and all visitors must check by the office whenever visiting the school for any reason.
6. All students who walk or who are picked up by car should be off the school campus by 2:35 p.m.
7. Please make sure that transportation arrangements or changes in travel to and from school are handled in advance of the school day. This will ensure that children will not be left, and it will minimize congestion of phone lines.
8. No rolling backpacks will be allowed at Johnson.
9. If your student rides a bike to school, please be sure they are wearing a helmet. This is a law in the state of Georgia.
10. Elementary students are not allowed to have cell phones at school.
11. Absolutely no pets or animals of any kind on the school campus.

Our safety program here at Johnson is an on-going activity and an extremely important aspect of our daily operation. To ensure its effectiveness and continued success, we solicit your support on the issues listed.

## SCHOOL TELEPHONE

The school telephone is a business phone is not for student use. Students will not be allowed to use the phone unless approved by administration. Please make sure your child has his or her necessary supplies each and every day as well as knowledge of transportation changes.

## SEVERE WEATHER

In the event of severe weather, please listen to local television/radio news for announcements concerning school closing.

## STUDENT CHECKOUT

It is imperative that your child be in school during the full academic day. Please try and schedule appointments around the hours of 8:00 and 2:30. If appointments during the school day cannot be avoided, students must first be signed out in the office by someone listed on the office information card. Please be prepared to show a photo identification when checking a student out from school. The student will be called to the office when the parent or parent representative arrives at the school.

In accordance to guidelines set forth by the MCSD Behavior Code and Discipline Policy Handbook, absolutely no checking out of students between the hours of 2:00 and 2:30.

## TEACHER CREDENTIALS

Parents may request information regarding a teacher's professional qualifications, including the following:

- ▶ Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- ▶ Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- ▶ The college major and any graduate certification or degree held by the teacher;
- ▶ Whether the student is provided services by paraprofessionals, and if so, their qualifications.



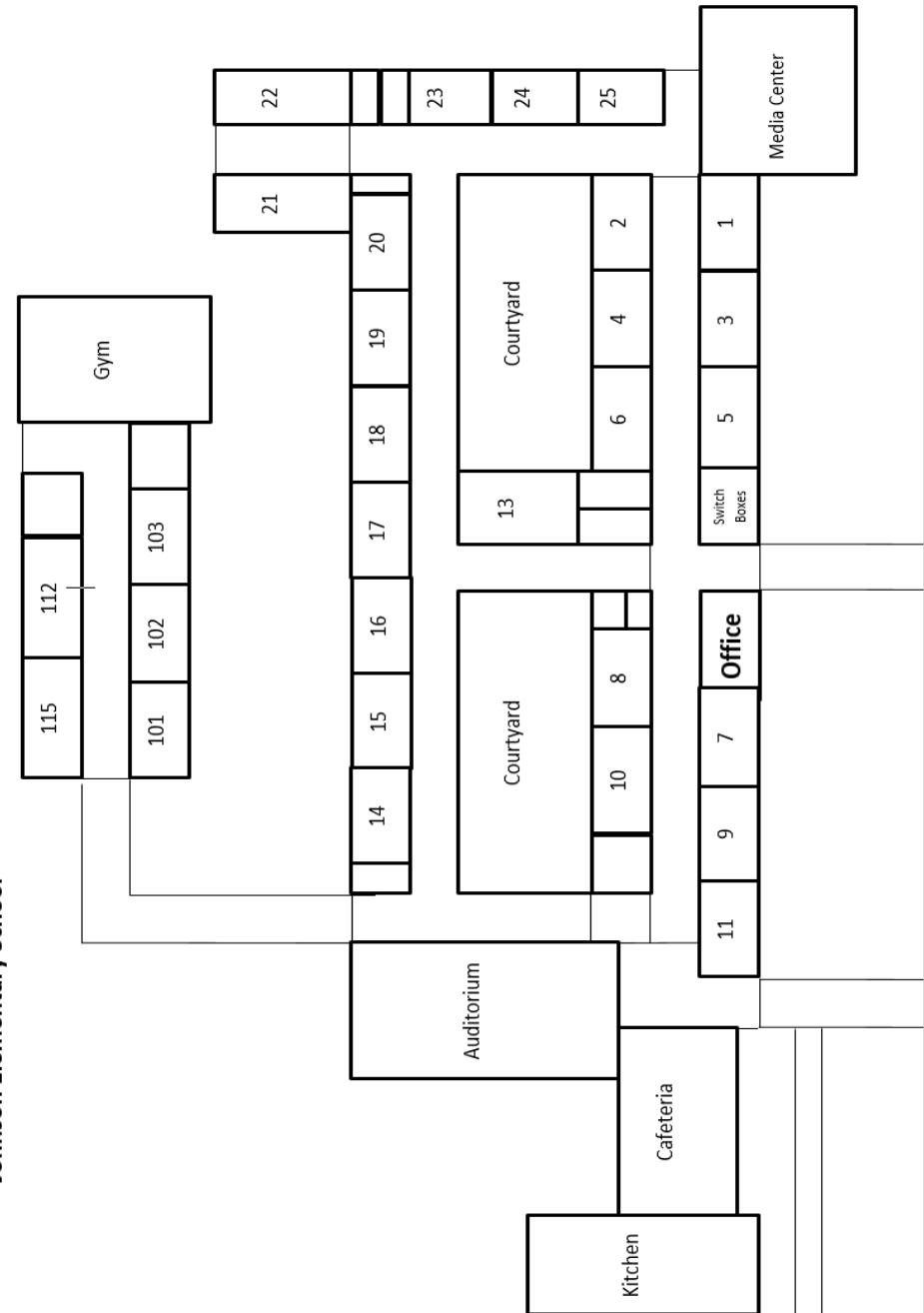
## TRANSPORTATION CHANGES

If your child's transportation arrangements change from what is recorded on the Office Information Card, you must notify the teacher in writing the morning of the transportation change.  
NO changes may be made by phone.



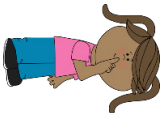
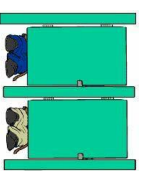
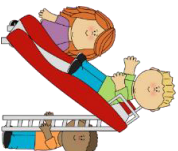



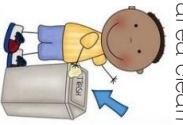
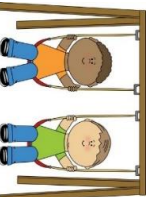





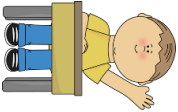
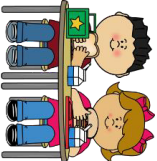



### Chrome Book Information:

- All students have been issued a Chromebook (to include Case and Charger) to use during the school day. Students must be responsible for their Chromebook/Case/Charger at all times. In an effort to be good stewards of taxpayer dollars, students must be responsible for the care of their Chromebook and not damage it in any way. Chromebooks are to be carried in a case at all times when not in use. Students who damage Chromebooks and/or accessories can be assessed a replacement fee as per Board (see MCSD Board Policy JS: Student Fees, Fines, and Charges).
- Care and Use of School Property - Chromebooks, Textbooks, and Media Center Checkouts: Students will be held responsible for the proper care of all books, supplies, Chromebooks, and accessories or equipment furnished to them by the school. A student who defaces, damages, or loses school property shall be required to pay for the damage or loss (see MCSD Board Policy JS: Student Fees, Fines, and Charges).
- A Parent/Student must pay all fees and fines owed to the school in a timely fashion. Parent/Student must clear all fines or fees during the year the fines are assessed. Fines must be paid/cleared where they were assessed and before moving to the next level in school.

Johnson Elementary School



# Johnson Jaguars

	Bus	Cafeteria	Hallway	Bathroom	Playground
<p><b>R</b></p> <p>We are respectful</p>	<ul style="list-style-type: none"> <li>Whisper</li> </ul> 	<ul style="list-style-type: none"> <li>Use your inside voice</li> </ul> 	<ul style="list-style-type: none"> <li>Whisper during instructional time</li> </ul> 	<ul style="list-style-type: none"> <li>Respect others' privacy</li> </ul> 	<ul style="list-style-type: none"> <li>Respect others' space</li> </ul> 
<p><b>O</b></p> <p>We have ownership</p>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> </ul> 	<ul style="list-style-type: none"> <li>Stay seated</li> </ul> 	<ul style="list-style-type: none"> <li>Keep your hands and feet to yourself</li> </ul> 	<ul style="list-style-type: none"> <li>Keep your hands and feet to yourself</li> <li>Keep your area clean</li> </ul> 	<ul style="list-style-type: none"> <li>Keep your hands and feet to yourself</li> </ul> 
<p><b>A</b></p> <p>We have a positive attitude</p>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Appreciate your bus drivers</li> </ul> 	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Appreciate the lunch staff</li> </ul> 	<ul style="list-style-type: none"> <li>Use kind words</li> </ul> 	<ul style="list-style-type: none"> <li>Use kind words</li> </ul> 	<ul style="list-style-type: none"> <li>Use kind words</li> </ul> 
<p><b>R</b></p> <p>We are responsible</p>	<ul style="list-style-type: none"> <li>Immediately report problems</li> </ul> 	<ul style="list-style-type: none"> <li>Keep your area clean</li> </ul> 	<ul style="list-style-type: none"> <li>Use walking feet</li> <li>Walk on the third tile, right side</li> </ul> 	<ul style="list-style-type: none"> <li>Use equipment responsibly</li> <li>Keep your area clean</li> </ul> 	<ul style="list-style-type: none"> <li>Immediately report problems</li> </ul> 

Minor Behaviors (Dealt with in the classroom)	Major Behaviors (Dealt with by office referral)
<ul style="list-style-type: none"><li>• Electronic Devices</li><li>• Yelling out</li><li>• Cheating</li><li>• Stealing (Under \$25)</li><li>• Inappropriate language</li><li>• Minor physical contact (poking, tripping, etc)</li><li>• Minor disruptions (Talking, noises, out of seat)</li><li>• Defiance without disruption</li><li>• Dishonesty</li></ul>	<ul style="list-style-type: none"><li>• Threats of physical harm</li><li>• Abusive language</li><li>• Weapons</li><li>• Stealing (\$25 or more)</li><li>• Fighting</li><li>• Disruptions (Teachers cannot teach and students cannot learn)</li><li>• Defiance with disruption</li></ul>

Office Referral – Johnson Elementary School

Student \_\_\_\_\_ Referring Staff \_\_\_\_\_

Grade \_\_\_\_\_ Date \_\_\_\_\_ Time of Incident (in 15 min increments) \_\_\_\_\_

Location (check one):

☐ Art Room

☐ Auditorium

☐ Bathroom/Restroom

☐ Bus

☐ Bus Loading Zone

☐ Cafeteria

☐ Classroom

☐ Courtyard

☐ Computer Lab

☐ Gym

☐ Hallway/Breezeway

☐ Library

☐ Music Room

☐ Off-Campus

☐ Office

☐ Playground

☐ Special Event/Field Trip

☐ Other \_\_\_\_\_

Most Intensive Problem Behavior (check one):

☐ Abusive Language

☐ Arson

☐ Battery

☐ Bullying

☐ Danger to self/Danger to others

☐ Disorderly Conduct (Disruption)

☐ Fighting (Mutual Aggression)

☐ Gang Affiliation

☐ Harassment (Bias-Based)

☐ disability ☐ ethnicity ☐ gender

☐ physical features ☐ race ☐ religion

☐ sexual ☐ other

☐ Technology Violation (Major)

☐ Theft (\$25 min.)

☐ Threats/Intimidation

☐ Use/Possession of...

☐ Alcohol ☐ Combustibles ☐ Drugs

☐ Tobacco ☐ Weapons

☐ Vandalism

☐ Other \_\_\_\_\_

Possible Motivation (check one):

☐ Avoid Adult(s)

☐ Obtain Adult Attention

☐ Avoid Peer(s)

☐ Obtain Peer Attention

☐ Avoid Task/Activities

☐ Obtain Items/Activities

Others Involved (check one):

☐ None

☐ Peer(s)

☐ Staff

☐ Substitute

☐ Teacher

☐ Other \_\_\_\_\_

Incident Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Administrative Decision:

☐ Alternate Placement \_\_\_\_\_

☐ Bus Suspension \_\_\_\_\_ days

☐ Conference w/Student

☐ Expulsion

☐ Individualized Instruction

☐ In-School Suspension \_\_\_\_\_ days

☐ Loss of Privilege \_\_\_\_\_

☐ Out-of-School Suspend \_\_\_\_\_ days

☐ Parent Contact

☐ Restitution

☐ Time in Office

☐ Time Out/Detention \_\_\_\_\_

☐ Action Pending

☐ Other Action Taken \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Follow Up:

Parent Contact Made by: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

☐ Phone Call ☐ Conference ☐ Other \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_



## 2022-2023 School Year Calendar

### July

July 1-29 –Summer Break  
July 4 –Independence Day Observed

### August

August 1-5 -Teacher Planning/Staff Development Days (Secondary Schools)  
August 1-4 –Teacher Planning/Staff Development Days (Elementary Schools)  
August 3-5 –System-wide Verification Days  
August 5 –In-person Grades Pre-K-2 (Phase-in)  
August 8 -1<sup>st</sup> Day of School and 1<sup>st</sup> Semester Begins

### September

September 5 –Labor Day  
September 7 –Progress Reports

### October

October 10 –Teacher Planning/Staff Development  
October 11 –End of 1<sup>st</sup> Nine Weeks  
October 14 –Report Cards (All Grades)

### November

November 10 –Virtual Learning Day (No School Pre-K-2 Grades)/Progress Reports  
November 11 –Veterans Day  
November 21-25 –Thanksgiving Break

### December

December 20 -1<sup>st</sup> Semester Grading Period Ends  
December 21-30 –Winter Break

### January

January 2-3 – Winter Break  
January 4 –Teacher Planning/Staff Development  
January 5 -2<sup>nd</sup> Semester Begins  
January 10 –Report Cards (All Grades)  
January 16 –Martin Luther King, Jr. Holiday

### February

February 7 –Progress Reports  
February 17 –Staff Development Day  
February 20 –Presidents’ Day

### March

March 13 –End of 3<sup>rd</sup> Nine Weeks  
March 16 –Report Cards (All Grades)

### April

April 3-7 –Spring Break  
April 20 –Progress Reports

### May

May 18-20 –Graduations  
May 23 -Last Day of School  
May 23 -Report Cards (Elementary)  
May 24-25 –Teacher Post-Planning  
May 25 –Report Cards (Secondary)  
May 26-31 –Summer Break  
May 29 –Memorial Day

### June

June 1-30 –Summer Break

*Our mission is to inspire and equip all students to achieve unlimited potential.  
MCSD is a beacon of educational excellence where all are known, valued, and inspired.*





2022-23

## School Year Calendar

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1-29 Summer Break  
4 Independence Day Observed

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-5 Teacher Planning/Staff Development Days (Secondary Schools)  
1-4 Teacher Planning/Staff Development Days (Elementary Schools)  
3-5 System-wide Verification Days  
5 In-person Grades Pre-K-2 (Phase-in)  
8 1st Day of School/1st Semester Begins

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Labor Day  
7 Progress Reports

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 Teacher Planning/Staff Development  
11 End of 1st Nine Weeks  
14 Report Card (All Grades)

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

10 Virtual Learning Day (No School Pre-K-2 Grades)/Progress Reports  
11 Veterans Day  
21-25 Thanksgiving Break

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20 1st Semester Grading Period Ends  
21-30 -Winter Break

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-3 Winter Break  
4 Teacher Planning/Staff Development Day  
5 2nd Semester Begins  
10 Report Cards (All Grades)  
16 Martin Luther King, Jr. Holiday

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

7 Progress Reports  
17 Staff Development Day  
20 Presidents' Day

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 End of 3rd Nine Weeks  
16 Report Cards (All Grades)

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3-7 Spring Break  
20 Progress Reports

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18-20 Graduations  
23 Last Day/Report Cards (Elementary)  
24-25 Teacher Post Planning  
25 Report Cards (Secondary)  
26-31 Summer Break  
29 Memorial Day

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-30 Summer Break

- Student/Teacher Holiday
- Semester Start Dates
- Teacher Planning/Staff Development/Student Holiday
- Inclement Weather
- Make-up Day or Student/Teacher Holiday
- Progress Reports/Report Cards
- In-person
- Phase-in for Students
- Virtual Learning Day

# August 2022

SUN

MON

TUE

WED

THU

FRI

SAT

	01	02 Verification Day 1:30pm-5:30pm	03	04	05 First Day Pre-K - 2nd Grade Kindergarten Orientation 7:30am - 8:15am	06
07	08 First Day 3rd - 5th Grade 1st Grade Orientation 7:30am - 8:15am	09 2nd Grade Orientation 7:30am - 8:15am	10 3rd Grade Orientation 7:30am - 8:15am	11 4th Grade Orientation 7:30am - 8:15am	12 5th Grade Orientation 7:30am - 8:15am	13
14	15	16	17	18	19	20
21	22	23	24	25	26 Back to School Dance 4pm - 5:30pm Kona Ice	27
28	29	30	31 Student of the Month			

# September 2022

SUN

MON

TUE

WED

THU

FRI

SAT

				01	02 PBIS Celebration	03
04	05 Labor Day - No School	06	07 Progress Reports	08 Open House 5:30pm - 6:30pm	09 Grandparents Day Breakfast	10
11	12	13	14	15	16	17
18	19	20	21 Fall Pictures	22	23	24
25	26	27	28	29	30 Student of the Month Kona Ice	

# October 2022

SUN

MON

TUE

WED

THU

FRI

SAT

						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teacher Planning Day

End of 1st Nine Weeks

PBIS Celebration

Report Cards

Unity Day  
Wear Orange

Picture Make-Up Day

Quarter Awards

Red Ribbon Week

Student of the Month

Character Day

Fall Festival  
4pm - 5:30pm

Kona Ice



# November 2022

SUN

MON

TUE

WED

THU

FRI

SAT

		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

PBIS Celebration

Virtual Learning Day  
3rd - 5th Grade

No School  
Pre-K - 2nd Grade

Veterans Day

Literacy Under  
the Stars Night

Kona Ice

Thanksgiving Break

Student of the Month

# December 2022

SUN

MON

TUE

WED

THU

FRI

SAT

				01	02	03
					PBIS Celebration	
04	05	06	07	08	09	10
			Candy Cane Grams			
					Spelling Bee	
11	12	13	14	15	16	17
			Candy Cane Grams			
			Holiday Program		Kona Ice	
18	19	20	21	22	23	24
		1st Semester Ends Polar Express Day Student of the Month	Winter Break			
25	26	27	28	29	30	31
Winter Break						

# January 2023

SUN

MON

TUE

WED

THU

FRI

SAT

01	02	03	04	05	06	07
Winter Break				Students Return	PBIS Celebration	
08	09	10	11	12	13	14
		Report Cards			Quarter Awards	
15	16	17	18	19	20	21
	Martin Luther King Jr. Day			Math Night		
22	23	24	25	26	27	28
	Kindness Week					
					Kona Ice	
29	30	31				
		Student of the Month				

# February 2023

SUN

MON

TUE

WED

THU

FRI

SAT

			01	02	03	04
				Valentine Grams	PBIS Celebration	
05	06	07	08	09	10	11
		Progress Reports	Valentine Grams		Valentine's Dance 4pm - 5:30pm	
12	13	14	15	16	17	18
			I Love My Future Week		Teacher Planning Day	
19	20	21	22	23	24	25
	Presidents Day No School				Kona Ice	
26	27	28				
		Student of the Month				



# March 2023

SUN

MON

TUE

WED

THU

FRI

SAT

			01	02 Read Across America Day	03 PBIS Celebration	04
05	06	07	08	09	10	11
12	13 End of 3rd Nine Weeks	14	15	16 Report Cards	17 Quarter Awards	18
19	20	21	22	23	24	25
26	27	28	29	30	31 Student of the Month Kona Ice	

# April 2023

SUN

MON

TUE

WED

THU

FRI

SAT

						01
02	03	04	05	06	07	08
	Spring Break					
09	10	11	12	13	14	15
		Autism Awareness Wear Blue			PBIS Celebration	
16	17	18	19	20	21	22
				Progress Reports	Muffins/Donuts with Parents	
23	24	25	26	27	28	29
30					Student of the Month Kona Ice	

# May 2023

SUN

MON

TUE

WED

THU

FRI

SAT

	01	02	03	04	05	06
07	08	09	10	11	12 Kona Ice Field Day	13
14	15	16	17 Book Fair	18 Awards Kindergarten - 8:30am 1st Grade - 10am 2nd Grade - 1pm	19 Awards 3rd Grade - 8:30am 4th Grade - 10am 5th Grade - 1pm	20
21	22 PBIS Celebration	23 Device Check-In Report Cards Last Day of School	24	25	26	27
28	29	30	31			

# Mission

Our mission is to inspire and equip all students to achieve unlimited potential.

# Vision

The MCSD is a beacon of educational excellence where all are known, valued, and inspired.

# Values

- MCSD fosters a healthy organization where...
- WE embrace equity and diversity
- WE hold ourselves and others to the same high standards
- WE commit to continuous learning and improvement
- WE treat everyone with dignity and respect
- ...as WE serve the needs of others.

# Strategic Anchors

WE will make decisions...

- that benefit student achievement
- that are fiscally responsible with an eye on Return on Investment
- that invest in stakeholders
- that promote equity and access

