



JOHNSON ELEMENTARY SCHOOL

On the Prowl for Excellence!



2024 - 2025

3700 Woodlawn Avenue
Columbus, Georgia 31904

Phone 706-748-2795

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Philip Bush – Principal
Nancy Lee – Elementary Dean
Dana Dougherty – Secretary
Gail Jackson – Clerk
Falona Sheppard – School Counselor
Shannon Cardinal – Media Specialist
Casey McKinney – Academic Coach
Gwen Hayes – Clinic Worker
Ramona Carter – Cafeteria Manager



Muscogee County School District Columbus, Georgia

MISSION

The Muscogee County School District is committed to providing educational experiences that will enable each student to become a lifelong learner, enter the work force with necessary skills and achieve academic and personal potential.

VISION

We envision a School District in which:

- ✓ Each student is given multiple opportunities to excel in his/her academic, social, emotional and physical development in a safe, nurturing environment.
- ✓ Well-prepared, responsible and caring employees are committed to excellence in education.
- ✓ Parents, community members, staff and students are full partners in the education of children.

BELIEFS

- All students learn when provided high-quality instruction that is engaging and challenging.
- All students must have a physically and emotionally safe learning environment.
- All district employees work collaboratively to improve student achievement.
- All organizational and instructional decisions are data driven.
- All district personnel are committed to continuous professional learning.

MOTTO

Just as the lighthouse guides the ships at sea through safe channels, the Muscogee County School District must carefully guide the students through the channels of learning enlightenment.

**PLEASE DIRECT QUESTIONS REGARDING BUS TRANSPORTATION ISSUES TO OUR
TRANSPORTATION DEPARTMENT:**

FOR REGULAR BUS TRANSPORTATION,
706-748-2876

FOR BUS TRANSPORTATION FOR SPECIAL NEEDS STUDENTS,
706-748-3113



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,

Philip Bush
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.



AFTER-SCHOOL PROGRAM

A before and 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 Before and 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. 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 your child to ride a bus, please put in a bus request on the families 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.

Communication between teachers and students, and/or teachers and parents through social media such as Facebook, Twitter or Skype is not allowed.

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. Phones must remain off and in book bags during the school day. If students are seen with a phone during school hours the teacher will turn the phone into the office for parent retrieval at end of the day from the principal.

END OF YEAR AWARDS

End of year awards are given out the last week of school by grade level and teacher. An award schedule and parent invites will be sent out prior to the awards day.

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.*

SCHOOL ISSUED CHROMEBOOKS

- "All students have been issued a Chromebook (to include Case and Charger) to use during the school day. Students must always be responsible for their Chromebook/Case/Charger. To be good stewards of taxpayer dollars, students must be responsible for caring for their Chromebook and not damaging it in any way. Chromebooks are to be always carried in a case 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 responsible for properly caring for all books, supplies, Chromebooks, and accessories or equipment furnished by the school. A student who defaces, damages, or loses school property must 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 promptly. Parents/Students must clear all fines or expenses during the year the fines are assessed. Fines must be paid/cleared where they were assessed before moving to the next level in school.

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 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 7:00 a.m. Students who do not eat breakfast do not need to arrive earlier than 7:30 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 2:20 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 HOURS

K - 5th grades 7:45am - 2:15pm

No students in the building prior to 7:00am

Breakfast is from 7:00am - 7:30am

Students will report to class at 7:30am.

7:45am - Tardy to School

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 7:45am and 2:15pm. 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.

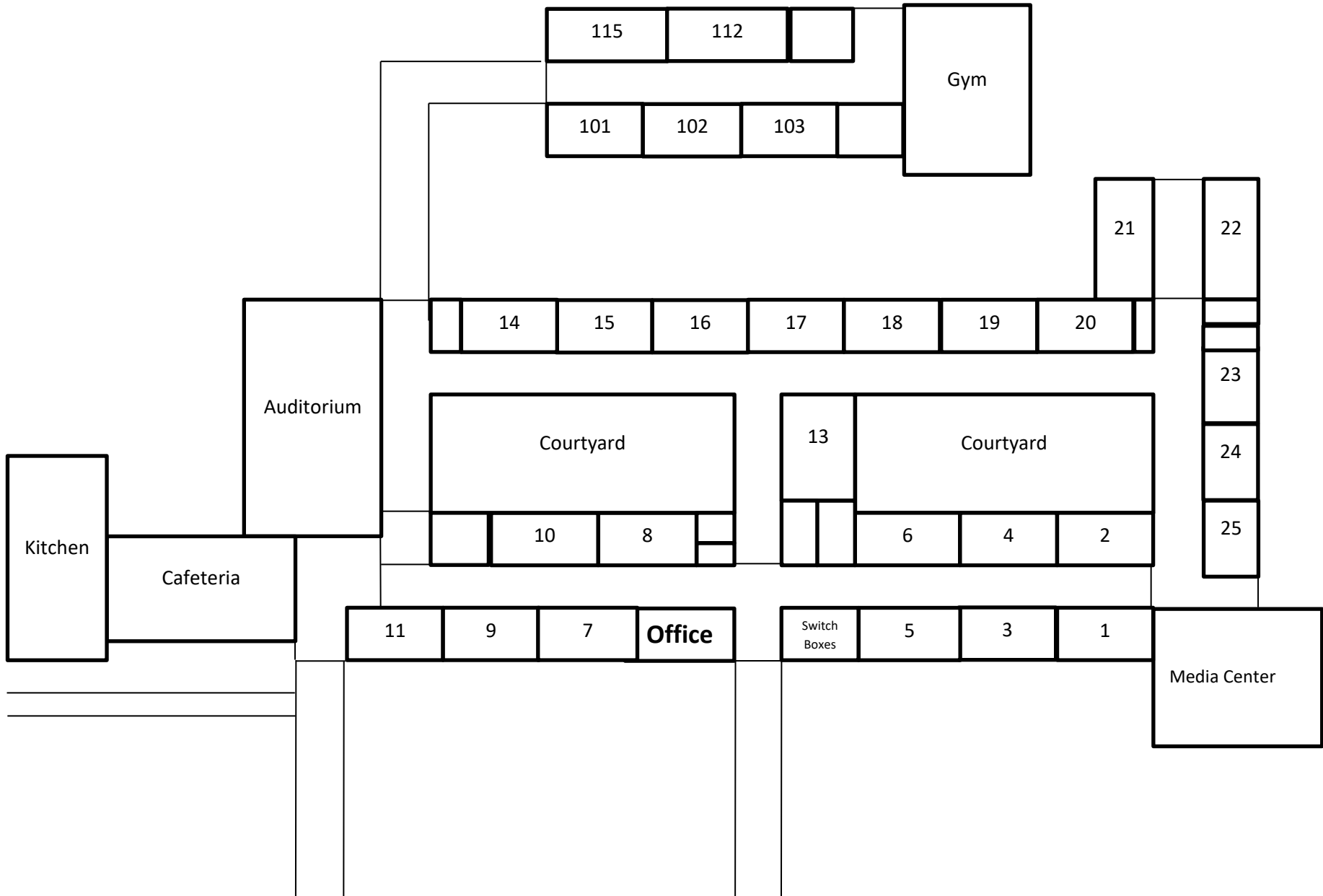
In accordance to guidelines set forth by the MCSD Behavior Code and Discipline Policy Handbook, absolutely no checking out of students between the hours of 1:45 and 2:15.

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.

Johnson Elementary School





Georgia Department of Education School Level Parental Involvement Policy

Schools, in consultation with parents, may use the sample template below as a framework for the information to be included in their parental involvement policy. Schools are not required to follow this sample template or framework, but if they establish the school's expectations for parental involvement and include all of the components listed, then they will have incorporated the information that section 1118(b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA) requires for the school level parental involvement policy.

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy, agreed on by such parents, that contains information required by section 1118 (b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA) (school parental involvement policy). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

NOTE: Schools, in consultation with parents, are encouraged to include other relevant and agreed upon activities and actions, as well, that will support effective parental involvement and strengthen student academic achievement. If schools choose to use the following template, page 5 of this document provides additional space for schools to include these actions and additional activities in their school parental involvement policy. Additionally, schools are not required to use the parent comment form that is provided on page 5; however, this is provided as one method that schools can use to submit parent comments with the plan to the LEA as required by section 1118 (c)(5).

Johnson Elementary

2024-2025

Philip Bush, Principal

3700 Woodlawn Drive

706-748-2795

www.muscogee.k12.ga.us

Revised 12-2014

What is Title I?

Johnson Elementary School is identified as a Title I school as part of the Elementary and Secondary Education act of 1965 (ESEA). Title I is a federal grant that was designed to ensure that all children receive a high quality education and reach grade level proficiency. Title I programs must be based on effective means of improving student achievement and include strategies to support parental involvement. All Title I schools must jointly develop with all parents a written Parental Involvement Policy.

School Plan for Shared Student Achievement

What is it?

The Parental Involvement Policy describes how Johnson Elementary School will provide opportunities to improve parent engagement to support student learning. Johnson Elementary School values the contributions and involvement of parents in order to establish partnership for the common goal of improving student achievement. The Parental Involvement Policy describes the different ways the school will support parent engagement and how parents can be involved.

How is it developed?

Johnson Elementary School welcomes parent input and comments at any time regarding the Parental Involvement Policy. All parent feedback will be used to revise the plan for next year. The Parental Involvement Policy is available for parents to view and provide feedback throughout the year. Johnson Elementary School also distributes a Title I Annual Survey to ask parents for suggestions on the Parental Involvement Policy and the use of funds for parent involvement.

Who is it for?

All parents at Johnson Elementary School are encouraged and invited to fully participate in the opportunities described in the Parental Involvement Policy. Johnson Elementary School will provide full opportunities for the participation of parents of students with disabilities and parents of migratory children.

Where is it available?

At the beginning of the year, the Parental Involvement Plan is included in the student handbook given out to all students. As a reminder, Johnson Elementary School will send another copy to parents prior to the Title I Annual Parent Meeting. Parents can also receive a copy of the Parental Involvement Policy in the Parent Resource Room/Area, the front office of the school and on the school's website.



District Goals

*By 2016, the percentage of students will meet or exceed the state average in Reading/ELA on the Georgia Milestones Assessment taken in the spring of 2016.

*By 2016, the percentage of students will meet or exceed the state average in Math on the Georgia Milestones Assessment taken in the spring of 2016.

School's Smart Goals

Our focus in math is to increase performance targeting 3rd, 4th, and 5th grade students.

Our focus is to increase our 5th grade writing scores.

Our focus is to establish an effective data team which will aid in increasing standardized test scores and all subject areas.

What is a Home-School Compact?

As part of the Parental Involvement Policy, Johnson Elementary School and our families will develop a Home-School Compact. A Home-School Compact for Achievement is an agreement that parents, students, and teachers develop together. It explains how parents and teachers will work together to make sure all our students reach grade-level standards. The compact will be reviewed and updated annually based on feedback from parents, students, and teachers. The Home-School Compacts are kept in the Parent Resource Area/Room. A copy will also be kept with each child's teacher if parents need a copy.

Parent Involvement Program and Activities at Johnson Elementary School

Johnson Elementary School will host and send information to parents about the following events, workshops, and activities through the following ways to build parent capacity and increase student academic achievement.

Annual Title I Parent Meeting (August)

Come and learn about our Title I program including: Parental Involvement Policy, School Improvement Plan, Parent-School Compact, and the parents' requirements. Invitations will be sent home, on the school's website, on the marquee, and through Connect-Ed Message.

Parent Portal Training (September)

Reading Wonders/Envision Math Workshop (October)

Home-School Compact, SIP, and Parent Involvement Policy Review (November)

Special Education Workshop with Parent Mentor (December)

Let's Jump to it! "Georgia Milestones" testing is right around the corner. (January)

Parents will be given strategies on passing the Georgia Milestones Assessment.

Family Engagement Math & Science Activity (February)

Engage in fun math and science activities that you can use at home.

Lunch and Learn (March)

Catch up with the latest resources to help support student learning.

Spring Break/ Come and check out some resources and games from the Parent Resource Room (April)

Parents are invited to check out items from the Parent Resource Room (this is a great time to check out items to keep students busy during spring break.

Switching Tracks: Transitioning from Elementary to Middle School (May)

** Dates to be determined.*

**Subjects to be discussed my change.*



What is Parental Involvement?

Johnson Elementary School believes that parental involvement means the participation of parents in regular two-way and meaningful communication involving student achievement.

Johnson Elementary School believes:

- Parents play an integral role in assisting their child's learning
- Parents are encouraged to be actively involved in their child's education.
- Parents are full partners in their child's education and included in the decision-making of their child's education



Assistance to Parents (Family Services Coordinator), Mrs. Tammy Caldwell

Effective parental involvement will not be an occasional event, such as a parent conference; rather it will be an on-going process. Johnson Elementary School is committed to helping our parents by maintaining a Parent Resource Area/Room for parents to check out materials to use at home with their child. Please contact Mrs. Tammy Caldwell at 706-748-2795 if you need assistance.

School Measures to Provide Required Assistance

Johnson Elementary School will take the following measures to promote and support parents in the following ways:

- Ensure all information related to school and parent programs, meetings, and activities are posted on the school's website, included in monthly newsletters, and posted on school's marquee.
- Conduct staff development once a year on parent involvement practices and effective strategies for staff to communicate and build partnerships with parents
- Partner with Head Start, Pre-K programs, daycares to share information about parent engagement activities that will help prepare parents and their child for kindergarten.
- Share information in the school's newsletter and on the website for parents to understand the schools' academic standards and assessment as well as ways parents can monitor their child's progress.
- Communicate with all families on a regular basis regarding school events, workshops and activities, through Connect-Ed, marquee, weekly newsletters, flyers, and website.
- Provide materials at conferences, workshops, and activities to help parents work with their child at home
- Create and maintain a Parent Resource Area/Room to allow parents opportunities to check-out materials to assist them with helping their child at home.
- Listen to parents to provide workshops and training that meet the needs of the parents and support parental involvement at the school
- Collaborate with the community and Partners in Education to increase participation and awareness of the school parental involvement plan and activities.



School Community Team

- Yes, I am excited about joining the School Community Team*
- Yes, please contact me so I can learn more about the School Community Team*
- Yes, this sounds like a great Idea, please keep me posted about future meetings*

Name_____

Child's Name and Grade_____

Address_____

Phone Number_____

Email Address_____

Parent Comments

All parents at Johnson Elementary School are invited to give suggestions, comments, and feedback if there is any part of the Parental Involvement Policy that you feel is not satisfactory with the students' and the school's goals for academic achievement. Please send your comments, feedback or suggestions to Mrs. Tammy Caldwell, Family Services Coordinator.

Parent Name_____

Telephone Number_____

Comments or Suggestions

Parental Involvement Standards

Johnson Elementary School and our parents have adopted the National PTA Standards for Family-School Partnership as the school's model in engaging parents, students, and the community.

The National PTA Standards are:

1. Welcoming All Families
2. Communicating Effectively
3. Supporting Student Success
4. Speaking Up for Every Child
5. Sharing Power
6. Collaborating with Community



School Community Team

Johnson Elementary School invites all parents to join the School Community Team to share ideas and ways to involve other parents to build partnerships with the school, families, and community. The team will meet once in the spring during the school year, but parents can share ideas and suggestions during all activities, workshops and events as well as through surveys. If you would like to learn more about the School Community team, please call Mrs. Tammy Caldwell at 706-748-3072 or complete the form and leave in the main office.

