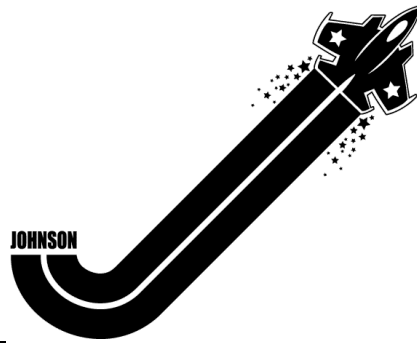


MAUD E. JOHNSON ELEMENTARY



Dear Parents, Guardians, and Students,

Welcome to Maud E. Johnson Elementary School, an exciting place for learning! Behind every great school is outstanding family and community support group. We look forward to growing and learning with your family at Johnson.

At Johnson Elementary, we believe that students deserve a caring, challenging, and safe environment. Our staff members do a fantastic job upholding those standards. Our staff will work collaboratively throughout the school year to ensure your children are given a top-notch education based on their needs at the time.

The Johnson Handbook, in combination with the District Elementary Handbook and the Student Code of Conduct, provides important information that will help your child be successful at school. Please take time to review the handbooks with your children. If you have any questions regarding the handbooks, please don't hesitate to contact the office.

Have a Great School Year!

Amber Miller, Principal

Talarie Bilharz, Assistant Principal

Trisha Shell, Administrative Assistant

Office Information

Maud E. Johnson Elementary School

3805 Rural Street

Rockford, Il 61107

Office phone numbers (815)229-2485

Office Hours: 7:00am-3:30pm

Office fax numbers (815)972-3485

School Hours: 7:35am-2:00pm

Principal: Mrs. Amber Miller

amber.miller@rps205.com

Assistant Principal: Mrs. Talarie Bilharz

talarie.bilharz@rps205.com

Secretary: Mrs. Trisha Shell

trisha.shell@rps205.com

School Facebook Page: [Maud E. Johnson Elementary](#) (Be sure to like the correct page with our school image as the profile page)

School Instagram Page: [@MJohnsonSchool](#)

School Twitter Page: [@MJohnsonSchool](#)

Daily Procedures

Arrival & Dismissal

School hours are from 7:35 a.m. to 2:00 p.m. Students should report to breakfast or their respective entrance upon arrival. Please refer to school map for entrance locations. Students will enter the building to start their school day at 7:35 a.m; however, students eating breakfast at school may enter as early as 7:15a.m. Students should not be on school grounds before 7:15 a.m. or after 2:20 p.m. as there is no supervision before or after these times. **Students may only be dropped off in the “drop off zone” in front of the school, near the main entrance. Parking is not permitted in the Fire Lane or behind the school.**

Kindergarten students will be dismissed at 1:58p.m. and all other students will be dismissed at 2:00. Kindergarten students and First Grade students will exit the Side Entrance (O) and all other students will exit through Doors A and B. Please refer to school map.

Bus Riders: Students not riding the bus on a particular day must present a signed note from the guardian to the office or the guardian must call the office directly no later than 1:30pm. Staying consistent with daily transportation is the safest means for all children, please work to set a weekly schedule and share that schedule with your child's teacher.

Bus Loading and Unloading

Buses unload and load students in the parking lot behind the building. Sunrise buses unload and load students at Entrance M (playground entrance).

Parking

Parking is permitted along Rural Street in the parking lane, in Visitor Parking spots within the drop-off zone, and along other side streets. **No vehicles are allowed to park in the Fire Lane, staff parking lot, or behind the school for student drop-off or pick-up.** We greatly appreciate your cooperation in these procedures. It will help to ensure the safety of all students and adults!

Late Arrival

Being on time is also an important habit to develop. Students arriving after 7:35 are considered tardy. A student who is tardy must report to the office with their parent upon arrival to receive a late pass. Students who are consistently tardy will receive a letter of notification and a call from the principal or district designee.

Early Dismissal

Students leaving school during school hours are not encouraged. If it is necessary to remove your child from school before the dismissal time of 2:00 p.m., you must come to the office and sign your child out and state the reason for leaving. We will then contact your child in his or her classroom to come to the office. Under no circumstances will a child be released to anyone except through the office.

Attendance/Absences

Consistent attendance at school is extremely important! If a student is going to be absent from school, the parent or guardian must call the school by 8:30 a.m. each day the student is absent. If the school is not contacted regarding a child's absence, we will call the parent/guardian to find out why the child is not at school.

The school will monitor excessive absences, both excused and unexcused, and the building principal or district designee will determine referral for appropriate services.

Appointments

The school encourages parents to schedule dental, doctor, and other appointments as well as vacations outside of school hours whenever possible. If an appointment must be on school time, students must be signed in and out of the office and attendance will reflect the amount of time missed from the school day. (E.g. ½ - full day of absence) Schoolwork missed due to appointments will be expected to be made up. Missing direct classroom instruction is often difficult or impossible to make up in written form.

Vacations

Vacations during the school year are highly discouraged. Any disruptions to the school calendar can detract from a child's progress. In addition, absences of 10 continuous days or more may result in the child being withdrawn from Johnson Elementary School.

If it is absolutely essential for you to take your child on a vacation during school time, please contact your child's teacher two weeks in advance in order for homework to be prepared. Students will receive credit for missed work; however, the child's absence will be unexcused.

School Closings

If school is canceled, parents will be notified by the district emergency notification system via telephone. It will also be posted on the district website and on the following media outlets:

WIFR 23 WQRF Fox 39 WREX 13 WTVO 17 RPS205 Facebook and Twitter

These stations will have all school closings listed, please note, Winnebago is a school and not for the county of Winnebago.

Emergency School Closings

On rare occasions, school might need to close before the end of the school day. Parents will be notified using the same procedure as a regular school closing. However, it may be necessary for the school office to call parents concerning the closing. **It is extremely important that the school maintain the most current contact information. Please update the office immediately if there is a change in your telephone number. Non-working telephone numbers are useless in an emergency. Thank-you!**

Visitor Procedures

Maud Johnson Elementary encourages parents, grandparents, friends, and out of town guests to visit school. When parents come to school regularly, it reinforces the view in the child's mind that school and home are connected and that school is an integral part of the whole family's life. Families/guests will have the opportunity to observe and/or participate in school activities with prior approval of the classroom teacher, for no more than one hour. If a parent wishes to confer with a staff member, it is advisable to call ahead to assure availability. To set up an appointment, please call the school office and we will confirm a time with the classroom teacher.

In order to maintain a safe environment for your child, all doors are locked during school hours. Please enter through the front entrance ("A"). Please come directly to the school office, be prepared to have your Driver's License or State ID scanned, and you will receive a Visitor's Badge. Please return to the office to sign out before exiting the building. Thank-you!

School Meals

Breakfast

Breakfast is served daily from 7:15-7:30. Students can report directly to the cafeteria/gym upon arrival to school. Students will either scan his/her lunch card or punch in their Student ID#s in the keypad.

Lunch

Classrooms are assigned a 20 minute lunch period and a 20 minute recess. Students may bring a cold lunch from home or purchase a hot lunch from school. Milk is supplied with the cost of a hot lunch or may be purchased separately. Students will either scan his/her lunch card or punch in their Student ID#s in the keypad. Please help your child learn his/her Student ID.

Lunchroom Procedures

- 1. Students are expected to respect the authority of the lunchroom supervisors**
- 2. Students are to remain at designated tables during the lunch period until directed to line up for dismissal.**
- 3. Students shall raise their hands for permission to use the restroom.**
- 4. Students should speak in a quiet voice.**
- 5. All food and beverages must be eaten in the lunchroom.**
- 6. Students who disrupt the lunch period may lose their lunchroom privileges.**

Student Conduct & Discipline

Discipline

The school, and each teacher within it, operates within the District 205 Student Code of Conduct book given to each family by the District at Registration. Each teacher will also share their classroom behavioral and academic expectations with students and parents each year, put them in writing, and post in the classroom. Please contact the office with any questions.

Bus Discipline

Riding the bus is a privilege extended to students and can be removed at any time for disruptive and/or unsatisfactory conduct. All students being transported are under the authority of the bus driver and must follow his or her requests. Any student causing a problem will have a Bus Discipline Report turned in by the driver to the principal. For any violation of the Rockford Public Schools Transportation Student Code of Conduct, a student may be suspended from riding the bus temporarily or permanently. Please remind your child that the Emergency Exit is ONLY to be used during an emergency.

Johnson School does not control the students' pick-up or drop off time and place. If you have questions about transportation, please call 966-3706. If your child rides Sunrise bus, please call 874-8999 with your questions.

Dress Code

Rockford Public Schools Dress Code will be followed at Johnson School. This dress code can be found in the Rockford Public Schools Elementary Handbook. In addition, please refrain from wearing tank tops with less than a 2" shoulder strap. Skirts/shorts should be longer than the student's finger tips (when arms are extended down their sides).

When students are not dressed appropriately for school, parents will be notified. We will ask you to provide a change of clothing or we will provide the student with appropriate used clothing that we keep at school for emergencies. In addition, body spray, cologne or perfume should be applied at home in moderation. Items of this nature will be confiscated by the principal if they are brought to school.

Cold Weather Dress

Please keep in mind that students will go outside during cold weather (wind-chill/actual temperature above 0 degrees). Also, in order to play in the snow during recess, students must wear snow pants and snow boots. Contact the office if your student is in need of weather appropriate clothing as we often have generous community donors.

General Student/Parent Information

Grade Reporting & Progress Reports

Report cards for all students will be sent home at the end of every trimester (refer to the school calendar). All Rockford Elementary Schools utilize the Standards Based Report Card based on mastery of the Illinois State Standards. Approximately half-way through each trimester, Interim Progress Reports will be sent home for all students K-5.

Conferences

Conferences are an effective means of reporting student progress to parents/guardians. Conferences are scheduled in the fall and spring (refer to the school calendar of events). At Maud E. Johnson we strive to have 100% attendance at conferences! Other conferences can be scheduled at your or the teacher's request anytime during the school year. Johnson School has Parent Conferences in the start of the year for all K/1 students and the remainder of the school participates in Student-Led Conferences with teacher facilitation. Should you wish to meet with the teacher separately, please reach out to them in advance to schedule an appointment.

Student Health

Illness

Please use reasonable judgment when determining if your child should stay home from school due to illness. If you have any questions, please feel free to speak with our school nurse. Students should be fever free or symptom free for 24 hours prior to returning to school. A doctor's note is required for absences exceeding three days.

Medication

Medications will be given by a nurse to a student only after the school has received a school medication form signed by the child's physician and a parent/guardian. All medications must be in a container with a prescription label. In your child's Registration Packet, you may give permission to the nurse to give your child Tylenol or Advil for headaches, etc.

Excuses from PE class/Lunch Recess

Students must have a doctor's written excuse in order to be excused from physical education classes or lunch recess for an extended period of time. Parent's notes are honored for a period of 3 days and then students will be expected to participate unless a doctor's note is provided.

Updating Contact Information!

New Telephone Numbers

It is extremely **important/critical** that the school maintains current contact information. In the event of an emergency, it is very difficult if the office does not have current telephone numbers. As soon as a telephone number has changed, please send a written note or call the school office so that we may upload the new number into our student information system. In addition to phone numbers, it is essential that you update your email address if needed as we send most of our communications electronically.

Field Trips

From time to time during the school year, classrooms participate in field trips. We consider all field trips educational and of value to the students. Students are encouraged to attend all field trips. A signed, parent permission slip will be required for all field trips. Students may need to pay an admission/bus fee for certain trips. Parents/guardians are often asked to volunteer as a chaperone for our trips. All chaperones must complete district volunteer packet. The number of parents/guardians needed for field trips varies greatly according to the location of the trip and the age of the pupils attending. Please consider your schedule and accompanying your student on a field trip as the opportunity becomes available.

Lost and Found

Many items are lost at school. These items will be placed on the lost and found table in the main lobby. If you notice something missing, don't let a great deal of time elapse before checking the lost and found. If possible, label your child's coats, jackets, sweaters, sweatshirts, caps, boots, lunchboxes, etc. with his/her full name. Do not allow articles of sentimental or monetary value to be brought to school. In the event your child brings electronic devices to school, the device should be checked in/checked out at the office. The school assumes no responsibility for lost articles.

PTO

The Maud E. Johnson PTO has a long and proud tradition of supporting the Johnson students, families, and staff, both academically and socially. Throughout the school year, the PTO will sponsor student and family activities, fundraisers, and other programs. Please consider attending our meetings and getting involved in PTO. Even if you are not able to attend every meeting, you can always volunteer to help with the various activities. Information will be available throughout the year asking for your help!

Safety Drills

During the school year, three fire drills, two tornado drills, and two law enforcement drills will be conducted in cooperation with the Fire & Police Departments. Escape routes, safety procedures, and alternatives will be learned by each class. Also, evacuation drills will be conducted for students who travel on school busses.

Volunteers

Parents and friends of Johnson school are encouraged to become classroom/school volunteers. There will be numerous opportunities for parents/friends to assist in and out of their child's classroom. If you would like to volunteer in some capacity, please contact the school office for volunteer information. Please note that all volunteers must complete forms for a background check and be approved prior to volunteering.