



**Johnston
Elementary Family
Handbook**

Welcome to Johnston Elementary School, Home of the Mustangs!

This handbook has been put together to provide you with some basic information regarding Johnston Elementary School. We hope you will find the information useful and informative to help guide you through the school year. Should you have any questions regarding the information contained in this handbook, or need additional information, please do not hesitate to contact the school office at any time.

Johnston Elementary School was established in 1963 and has a strong reputation for addressing the needs of the total child – academically, physically, socially and emotionally. Our students traditionally have done very well on state and local testing, and our award-winning Healthy Kids Program has become a model for our district. We offer many extra-curricular activities for our students such as Drama Club, Boys’ and Girls’ Choir, Safety Patrol, Student Council, and before, during, and after school intramurals. The emotional and behavioral needs of our students are of equally high importance and are addressed through our PBIS (Positive Behavioral Interventions and Supports) approach, known as the Mustang Way and our developmental guidance program.

We are proud of Johnston Elementary and invite you to be an active participant in your child’s education – and our school as a whole. If we can be of service at any time throughout your child’s elementary school career, please do not hesitate to contact us. Have a great school year!

Sincerely,

Doug Benz
Principal
Johnston Elementary

Contact Information

School Telephone	832-6265
Absence Telephone	832-6265
Fax	832-6199
Website	http://johnston.aasd.k12.wi.us/
Facebook	www.facebook.com/JohnstonElementaryAppleton/

School Hours

8:22 – 3:16

Kindergarten - 6th Grade

Office Hours

School Office Hours	7:30 – 4:00
Summer Office Hours	7:00 – 2:00

Administration/Office

Mr. Doug Benz	Principal
Mrs. Brenda Lowry	Secretary
Mrs. Karen VanBoogard	Secretary
Mr. Karl Zornow	Building Engineer

Mission Statement

Johnston School in partnership with parents and community promotes and challenges the intellectual, emotional, social, and physical growth of all children in an inclusive, diverse environment.

Nondiscrimination Statement

The Appleton Area School District does not discriminate against pupils on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

El Distrito Escolar de Appleton no discrimina a los alumnos con motivo de sexo, raza, color, religion, lugar de origen, ascendencia, credo, gravidez, estado civil o de paternidad, orientacion sexual o incapacidad fisica, mental, emocional, o de aprendizaje o minusvalfa en los programas educacionales o actividades. La ley federal prohíbe la discriminacion en el empleo por motivo de edad, raza, color, origen nacional, sexo, religion, o minusvalfa.

Cov tsev kawm ntawm hauv Appleton no txwv tsis pub thuam, cem, cais, thiabua tsis ncaj ncees rau ib tug tibneeg twg vim nws yog pojniam lossistxivneej, nws cev nqaij daim tawv, los yog xim qaij daim tawv ntawm nws haivneeg, nws txoj kev ntseeg lossis kev dab qhuas, nws haiv neeg, nws caj cesmus rau poj koob yawm txwv, kev lis kev coj, muaj/tsis muaj menyum, muaj/tsis muaj

pojníam lossis txiv, muaj/tsis muaj tub ki, kev plees kev yi, lossis puas tes puas taw ntawm cev nqaij daim tawv, kev nyuaj siab ntxovplawv, kev kawm tsis tau lossis ib yam dabtsi qeeb/poob qab ntawm kev kawm. Txoj cai hauv Federal txwv tsis pub thuam, cem, cais thiab ua haujlwm vim nws lub hnuv nyooq, nws haiv neeg, nws cev nqaij daim tawv, nws caj ces, los yog xim qaij daim tawv ntawm nws haiv neeg, yog pojníam lossis txivneej, nws kev ntseeg los yog kev dab qhuas thiab puas/xaim ib qho dabtsi ntawm cev nqaij daim tawv lossis hauv hlwb (handicap).

Johnston PTA

“It’s All About the Children”

Johnston Elementary School is very fortunate to have an active PTA composed of dedicated, enthusiastic parents/guardians. A variety of educational and social activities are offered to students, families, and staff through their efforts which otherwise may not be possible. Annual activities/projects include the Mustang Mile, Fall Festival, Yearbook, and Teacher Appreciation to name a few. The PTA is also active in many other ways by organizing volunteers to work at school functions and raising funds for activities and materials to benefit all of our Johnston students. More information on these topics will be forthcoming by the PTA both in writing and at their general meetings.

Meeting Dates and Times

Please visit www.Johnstonpta.info for information regarding PTA meeting dates and times.

Facebook

Follow us on Facebook at <https://www.facebook.com/johnstonpta?fref=ts>

All parents/guardians are encouraged and welcome to attend. A membership form is available in the office to become a member of the Johnston PTA. We hope you will join us!

The PTA officers are:

President	Dawn Gohlke – Yunk.gohlke@yahoo.com dawn@bestfriendsnm.org
Vice President	Shawna Friend – shawnafriend@hotmail.com
Secretary	Jen Seidl – Pinkgirl12@new.rr.com
Treasurer	Rebecca Salvesson – rjkrepson@gmail.com

General Information, Policies, and Procedures

Arrival at School

Playground supervision begins at 8:00 a.m. daily. Children should not arrive before that time except for the YMCA Child Care or co-curricular activities. Students should be at school no later than 8:22 A.M. Upon the ringing of the dismissal bell at 3:16 in the afternoon, students are expected to leave the building as soon as possible and head home unless they are participating in a school activity, have an appointment with a staff member, or waiting for a bus or a ride.

During inclement weather, students are allowed in the building beginning at 8:00 A.M. when a sign is posted on the doors. Students may have a seat in the first floor hallway and may visit with friends until the first bell rings.

Student Drop Off/Pick up

Please drop off and pick up students from safe, designated areas in which students will not have to cross the street. We encourage drivers to turn their vehicles off while waiting for students at the end of the school day.

Student Attendance

Schools are required by State Statute (§.118.15) to observe the compulsory education law which requires all students to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element of success and is the responsibility of parents/guardians and the students. Frequent absences from school are the greatest single cause of poor achievement and discouragement in school. Daily educational opportunities lost through absences can never fully be made up, and students cannot expect to achieve their full potential if they miss class sessions.

It is the responsibility of the parents/guardians to notify the school of a child's absence. Please call the school and leave a message at any time before 9:00 a.m. When parents do not call, the school is obliged to call home to determine the reason for the absence.

Please use the following guidelines to determine if your child should be kept home from school:

- A. No child with a fever should be sent to school.
- B. A child with a heavy cough and cold belongs home in bed, even though he/she may not have a fever.
- C. A child with a rash should not be sent to school until a doctor examines it and says it is safe to go to school.
- D. Parents are required to report communicable diseases to the Appleton Health Department (832-6429).

Whenever possible, family trips should be scheduled around non-school days. When no other possibilities exist but to remove students from instruction time, the **Notification of Scheduled Extended Student Absence form** is to be completed at least one week in advance of the absence and submitted to the office. (A copy of the form can be obtained from the office). An "extended student absence" is defined as more than two days absent from school. Copies of the completed form will be distributed to homeroom teachers involved. It is the responsibility of the parent/guardian to contact the teacher(s) in making arrangements to assure that all school work is completed in a timely fashion.

Bus Routes/Safe Routes

Student safety patrols, consisting of responsible fifth and sixth graders, are posted at the corners of Theodore and Forest, and Clara and Forest Streets. They are not allowed to stop traffic, but indicate when it is safe to cross and begin to cross students.

The Appleton Area School District provides free transportation to and from school for those students living north of College Avenue, east of Matthias Street, and north of Newberry Street. Transportation details will be communicated directly to families residing in this area from the transportation office, 832-6116.

SCHOOL/HOME COMMUNICATIONS:

o Friday Folders and the Community Connection

Effective communication between home and school is essential to the success of your child here at school. Every Friday (or the last day of the school week) students will bring home a folder with school and classroom information. Our school newsletter, The Johnston Community Connection, is e-mailed to families two times per month. Paper copies are always available in the office as well.

o Assignment Notebooks and Parent/Teacher Contact

Daily assignment notebooks are also provided to all students in Grades 1-6 in which communication can be written to/from your child's teacher. We encourage you to contact your child's teacher(s) with any questions you may have or to schedule a time to visit with them. One way to contact your child's teacher is to call the school office either prior to 8:15 or after student dismissal at 3:16. If the teacher is not available when you call, a message will be taken and your phone call returned as soon as the teacher is able to do so. The Johnston Elementary website also has a listing of all teacher email addresses for easy access, if it is easier and more convenient for you to email your questions/concerns. Please understand, however, that often times teachers do not have time to check their email during the school day so do not send an email requiring a response or request if it is in need of immediate action before the end of the school day (i.e. change of departure plans for your child). Your interest lets your child know that you place a high value on their education.

o Reporting of Student Progress

While a parent and teacher should have ongoing communication regarding student progress, there are several formal reporting periods throughout the school year which are consistent at all elementary schools.

- October – Parent/Teacher conferences are scheduled for all students.
- Jan./Feb. – Progress Reports are sent home for all students.
- February – Parent/Teacher conferences are scheduled for all students.
- June – Progress Reports are sent home for all students.

Educational Programs

Johnston School offers a variety of educational programs to meet the needs of all students. Special education programs are offered for those students qualifying in the areas of speech/language, emotional disabilities, learning disabilities, autism, integrated kindergarten, and early childhood. ELL (English Language Learners) programming is also available for those children from households where English is not the primary language. A reading specialist is available for those students experiencing reading difficulties as well as a school counselor to assist children and families. Talented and Gifted education is also available to qualifying students. Part time assistance is available from our school social worker, school psychologist, school resource officer, nurse, occupational therapist and physical therapist. If at any time you feel that your child needs the services of one of these individuals, please feel free to contact your child's teacher.

Homeless Education

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free appropriate public education including comparable services, as provided to other students and youth who reside in the District. Homeless students and youth shall not be required to attend a separate school or program for homeless students and shall not be stigmatized by school personnel.

The student's education may continue in the school of origin for the duration of homelessness and/or in any case in which a family becomes homeless between academic years or during an academic year, or for the duration of the academic year, if the student becomes permanently housed during an academic year. For further information, please contact the principal.

Exclusion from Physical Education and/or Recess

Physical education and recess are important times during the school day for all students to be involved in. Every child should participate in physical education and/or recess unless there is a physical limitation restricting them from doing so for a period of time. In those cases a written excuse is necessary from the parent/guardian and/or a physician indicating the reason and length of time for the child to be excluded. Reasons must be of legitimate nature whereby the physical stress will exasperate the problem.

Leaving School Grounds

Under no circumstances should a child leave school grounds without permission during the school day. Students leaving for a doctor's appointment should bring in a note from their parent/guardian indicating the time they need to leave, who will pick them up, as well as whether they will be returning to school afterwards. If an emergency appointment is made during the school day, parents/guardians should contact the school office to make arrangements. Parents/guardians are asked to pick the child up from the office at those times. If someone other than a parent/guardian is picking the child up, identification must be presented in the office.

Field Trips

The Board of Education recognizes the value of field trips. Field trips must be well planned, properly timed and related to regular learning activities.

Each field trip will be adequately supervised. Each student going on the trip must have submitted a written parental consent form prior to the trip. No student will be denied participating in a field trip if the family cannot afford the cost. Please contact your child's teacher or the principal should the cost be prohibitive.

Lost and Found

Lost and found clothing items can be found outside the office. Please feel free to go through the bins at any time to search for your missing belongings. Small items such as watches, bracelets, and rings are kept in the office and can be requested by asking office staff.

National School Lunch Program/Waiver of Fees

Appleton Schools participate in the National School Lunch Program. Hot meals are provided at school every day. Menus are distributed monthly to all students to be shared at home. The cost of the lunch is \$2.60 for a hot lunch complete with the salad bar. Milk may be purchased separately by any student for \$.35 per carton. Milk choices are whole, 2%, skim, and chocolate (1%). Fresh chef salads are available daily as a menu alternative, as are peanut butter and jelly sandwiches. The monthly lunch calendar is sent home prior to each month and/or available on the school district website.

Lunches must be paid for in advance. Appleton Area School District/Aramark Food Service currently enforces a policy for NO charged meals. The easiest and most convenient method to pay for lunch and breakfast is to set up an online account. Information is available in the office or the AASD website. One can also pay by check. Please make checks payable to the Appleton Area School

District and include the student's name on the check. Send payment to school in a sealed envelope with the student's name, teacher's name, room number, and amount of payment marked clearly on the front. If payment is for more than one student, please indicate the names and amount for each.

Nutrition information on the meals is available from the Food Service Office (832-1719). Some students may qualify for a free or reduced lunch based on guidelines for family income. Families whose income is below this established guideline are also entitled to apply for free milk and waiver of school fees. Contact the school office or Food Service Office for these applications. All applications are treated confidentially.

Breakfast

A nutritional breakfast is available to all students from 7:50 to 8:20am daily. Students arriving after 8:20 will not be able to participate in the breakfast. Breakfast is available for any student interested at a cost of \$1.05 per day at regular price, \$.30 for families qualifying for reduced meals, and at NO cost for those who qualify for free meals. If you qualify for free or reduced lunch, you automatically qualify the same for breakfast. A monthly menu is sent home at the beginning of the month and/or available on the district website.

YMCA 21st Century Community Learning Center

The Johnston Elementary School – YMCA 21st Century Community Learning Center provides before and after school care to families with minimal participation fees. Our mission is to provide a positive and safe learning environment to enrich students' lives. Programming will include homework assistance, academic enrichment activities, tutoring, free choice, and recreational activities. We are also collaborating with several community partners to provide additional opportunities for students to grow.

Snow Days & Emergency School Closings

In cases of bad weather or other school emergencies necessitating an early dismissal, every attempt will be made to assure that all children arrive to their destination safely with proper supervision. The Appleton Area School District uses TV and radio stations to inform families of such schedule changes. A listing of those stations can be found in the Elementary School Policy Manual distributed to all families at the beginning of the year and on-line. Please talk to your child about what they should do should such an emergency arise and complete the section found in the online registration materials.

Student Belongings at School

All items brought to school should be clearly labeled. Students are responsible for any items brought to school. Bikes brought to school should be parked at the bike racks upon arrival and locked. Students are asked to walk their bikes on school property for the safety of all.

Co-Curriculars and Activities

Johnston School offers many co-curriculars and activities to its students. Co-curricular activities are part of a well-rounded education and help build leadership qualities in children. As such, interested students are encouraged to join one or more of these groups. Parent involvement is also a critical component of many of these activities.

The following is a listing of some of the many co-curricular opportunities available to our Johnston students. More information on each will be forthcoming from the activity coordinator(s).

Intramurals (Gr. 4-6)
Student Council (Gr. 4-6)
Safety Patrol (Gr. 5&6)
Drama Club (Gr. 5&6)
Choir (Gr. 4-6)
Run/Walk Club (Gr. 3-6)
Art Club (Gr. 5&6)
Fuel up to Play 60 (Gr. 4-6)

Healthy Kids Program

Johnston is one of a handful of elementary schools in the entire state to be recognized as a Wisconsin School of Health-Gold level. The main goal of our nationally recognized Healthy Kids Program is to provide children with greater opportunities for physical activity and better nutrition choices while integrating health/physical education into the core curriculum. Students receive physical education weekly from a certified physical education teacher and two additional "Fit 'n 15" periods with their classroom teacher on non-physical education days. The hope is that through education children will make positive food choices, avoid health-risk behavior choices such as tobacco and drug use, alcohol abuse, and sedentary lifestyles.

Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. The Center for Disease Control (CDC) has published research which shows that poor nutrition has an adverse effect on school performance and that even moderate under-nutrition can have lasting effects on the cognitive development of children. Water is encouraged as the primary beverage and supplemented with milk or 100% juice. We invite treats for classes that are healthy in nature. Johnston School is committed to providing the best education possible for its students and nutrition is a vital part of that commitment.

Healthy School Snacks

- Fresh or dried fruit
- Pretzels
- Cheese
- Crackers
- Sandwich half
- Bagel
- Raw vegetables
- Granola bars (no chocolate)
- Muffins
- Juice boxes (100% juice)
- Yogurt
- Popcorn
- Nuts
- Unsweetened cereal
- Water bottle

None of these, please

- carbonated beverages
- high sugar, high fat foods
- desserts
- items needing refrigeration
- potato chips or similar chips
- fruit roll-ups, prepackaged "fruit snacks"
- pop tarts
- for young children...things they cannot open on their own!

Your help in keeping our Johnston kids healthy is appreciated!

Birthday Celebrations

In an effort to emphasize healthy alternatives instead of sugary food items, students are able to choose an activity or special privilege to celebrate their birthday at school. Teachers provide a list of alternatives that children can choose from and that can be enjoyed by all classmates in celebration. Please look for the birthday information from your child's teacher at the beginning of the school year.

Visiting / Volunteering at School

For the security of all, we ask that when visiting and/or volunteering at school you immediately come to the office, sign in, and wear a name tag. Please use the front entrance on Forest Street when entering the building. Upon leaving please stop in the office and sign out. In this way we can accurately know who is in the building and contact you should an emergency arise while you are here.

Background Checks for Volunteers

The Appleton Area School District is very proactive in assuring the safety of all school children. The Appleton Area School District requires that all school volunteers working with children in an unsupervised area undergo an initial background check. For those continuing to volunteer in future years, a background check needs to be updated every 5 years or sooner if factors warrant. It is important that we as a school and you as parents/guardians are comfortable in the fact that the adults who work with your child/ren at school – employees and volunteers, are of the utmost character and conduct themselves as positive role models within our school and society. The information you provide on the background check form will not be shared with others and only used for the intended purpose. Thank you for your understanding and cooperation.

Volunteering Your Time and Talents

In order to enhance and enrich the quality of education for students, Johnston School promotes parent involvement through volunteerism and philanthropy in a spirit of partnership with teachers at our school. Studies show that kids do better in school when parents are actively involved. All parent involvement is beneficial, regardless of parents' income, educational level, employment status, talents or skills. Recognizing this, Johnston promotes the sharing of time, talent, and treasure as a commitment all parents should make at some level. We want people to realize and appreciate the many faces of a volunteer. Whatever your interests and talents, we can find volunteer opportunities you will enjoy doing.

Donating Gifts or Money

You may also show your support by giving a tax-deductible gift to Johnston School for the purpose of enhancing the classroom experience of our children. Appleton schools are servicing wide ranges of needs, abilities, and learning styles with increasing diversity. A broader range of specialized teaching tools helps target the differing needs of our children and recognizes their individuality. Please consider giving a gift throughout the year to help offset teacher out-of-pocket expenses for educational classroom activities. If this is not possible for you, consider giving your time instead.

Johnston School Homework Guidelines

Professional research indicates that effective homework practices at the elementary school level will yield:

- Improved student speed and accuracy of skills
- Improved student maintenance of skills
- Improved student responsibility and time management
- Improved long term student achievement
- Improved communication between child and parent regarding school
- Improved communication between home and school

Parents, teachers, and students all have roles to insure a successful homework experience:

Teachers will:

Review and provide feedback for all homework
Provide variety in homework assignments: review, practice, and enrichment
Provide expectations for work quality and due dates
Individualize homework assignments when necessary

Students will:

Have the responsibility to complete the assignment and return the completed assignment to school
Have the responsibility of communicating any confusion regarding the assignment to teachers
Clearly communicate homework assignments to parents

Parents will:

Understand the responsibility of homework rests with the child
Provide support when asked by the child
Communicate concerns regarding student needs/frustrations to the teacher
Provide a quiet study area for the students

Behavior Expectations (PBIS)

All students and staff at Johnston Elementary have the right to feel safe in a positive learning environment with consistent expectations regarding behavior and allowing for the highest level of academic learning. Through the use of **Positive Behavior Intervention and Supports (PBIS)**, Johnston is committed to providing all students with the opportunity to succeed in a safe and positive environment. To achieve this goal, PBIS focuses on teaching positive behavior to all students. PBIS is a proactive, systematic approach in preventing and responding to classroom and school discipline issues. The emphasis is on developing and maintaining safe environments where teachers can teach and students can learn.

Student Dress Policy

Appleton Area School District students are prohibited from wearing clothing or possessing accessories which, in the opinion of school authorities, is contrary to acceptable health and safety standards or may disrupt the educational process or learning atmosphere. In an effort to keep the learning environment appropriate to a work setting, student dress must conform to the following minimum standards:

- Headgear (including hoods) may not be worn in the school building
- Jackets, coats, and gloves may not be worn in the building during school hours
- Students must wear appropriate footwear in and around school at all times
- No pants can be worn below the waist (undergarments may not be visible)
- Students may not wear scanty or revealing clothing. Examples may include but are not limited to: short skirts or revealing shorts, clothing that exposes midriffs or undergarments
- No garments which advertise or promote alcohol, tobacco products, or other drugs may be worn
- No attire or accessory which by its design, use, or intended use, could cause bodily harm, property damage, or intimidation to other persons, may be worn. Examples may include chains, leather straps, pet collars, and spikes
- No gang-related attire is allowed
- Body markings or tattoos that do not meet the above standards must be fully covered

Since styles change, the administration reserves the right to determine what is inappropriate for the learning environment.

This policy is in force during the school day, in school vehicles, and at all school activities. The wearing of outer garments and headwear will be permitted in school vehicles and at school activities when appropriate.

Elementary Dress Code Guidelines

We take pride in the appearance of our students. How students act is often affected by what they wear. Students are expected to dress appropriately in clean, well-fitting clothing appropriate for the weather. This makes them feel more comfortable about school and increases their chances of being successful students ready to learn.

Students dress or attire must adhere to the following minimum standards. The standards maintained align with the Board of Education approved policy 443.1, found in the Elementary School Policy Manual for Families.

- Students may not wear scant/revealing clothing. Examples of these items include but **are not limited to** tube tops, halter tops, backless tops, strapless tops, spaghetti straps, and clothing that expose the midriff and/or undergarments.
- Jackets, coats, and gloves must be removed at the student's hallway hook/locker area. Any such items may not be worn around the building during school hours.
- Head gear is not allowed in the school building. Removing a person's hat when entering a building is a well-established sign of respect in our country and one that will be reinforced in our schools. Examples of head gear include but **are not limited to** hats, caps, and bandanas.
- Students must wear shoes/appropriate footwear in and around the school at all times.
- Garments that advertise alcohol, alcohol establishments, tobacco products, or drugs are prohibited.
- Attire with messages or symbols that include profanity, violence, sexual language/actions, or inappropriate subject matter is prohibited.
- Any attire or accessory which by its design, use, or intended use, could cause bodily harm, property damage, or intimidation to other persons may not be worn. Examples of these items include but **are not limited to** chains, leather straps, pet collars, and spikes.
- Attire with any gang related symbolism or purpose is prohibited.

This policy is in force during the school day, in school vehicles, and at all school activities. The wearing of outer garments and headwear will be permitted in school vehicles and at school activities when deemed appropriate by building administration. This list is not meant to be exhaustive; rather it is intended to provide guidelines of acceptable dress.

Since style of clothing change rapidly, the administration reserves the right to restrict certain fashions that are inappropriate as well as interpret what is considered to be in poor taste or distracting to the learning environment. Members of the staff will use their professional judgment when enforcing this policy.

Authority of Principals and consequences for Violations:

If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing and body markings, the principal or his/her designee will review the situation and make a final decision. Violations of any of the above standards will be subject to disciplinary actions.

BOE Amended Date: August 4, 2015

Technology and Computer Devices/Bring Your Own Device (BYOD) Guidelines

Technology plays an important role in both the Johnston learning community and students' day-to-day lives. The safe, respectful, and responsible use of electronic devices is the ultimate goal for students. Therefore, please follow the guidelines below:

- In alignment with our Bring Your Own Device (BYOD) guidelines in the Appleton Area School District, any two way communication devices brought onto school grounds must be kept in students' backpacks and on silence. It may be brought out of students' backpacks under a teacher's direction and supervision. A BYOD Student Waiver Agreement must be on file with teacher and office for students to have their own technology devices on school grounds. These devices are not to be used on school grounds before or after school, except for emergencies.
- Students are responsible for the care, safety, loss, or theft of any personal device brought to school
- Photos and videos are strictly prohibited with any personal technology devices.
- No electronic devices will be permitted during indoor or outdoor recess.
- Violations of appropriate use of electronic devices will result in confiscation of the device and a loss of further privileges.

**** NOTE: The items found in this handbook are guidelines to ensure a successful school year for our students. For further clarification of district policy, please refer to the Elementary Policy Handbook, District Website or you may contact our office.**

HAVE A GREAT SCHOOL YEAR!

AASD Complaint Procedure

The Appleton Area School District and **Johnston Elementary School** are committed to working closely with parents and guardians to resolve issues and concerns in a way that is mutually agreeable.

What are the steps to follow when you have a concern, question, or

1 First, contact the **classroom teacher**.

If there is a serious issue, you may wish to schedule a meeting, rather than phone.

2 If no resolution has been reached, or if your concern is school wide, please contact Doug Benz, the school **Principal**, at 832-6265.

3 If resolution is still not reached, please contact Nan Bunnow, the **Assistant Superintendent** assigned to our school, at 832-6301.

4 Unresolved issues may be appealed to Lee Allinger, the **Superintendent** of Schools, at 832-6126.

5 The final step in the district appeal process is the Board of Education. Appeal requests should be submitted in writing to Sharon Fenlon, **President of the Board of Education**, AASD Administrative Center, P.O. Box 2019, Appleton, Wisconsin 54912-2019.