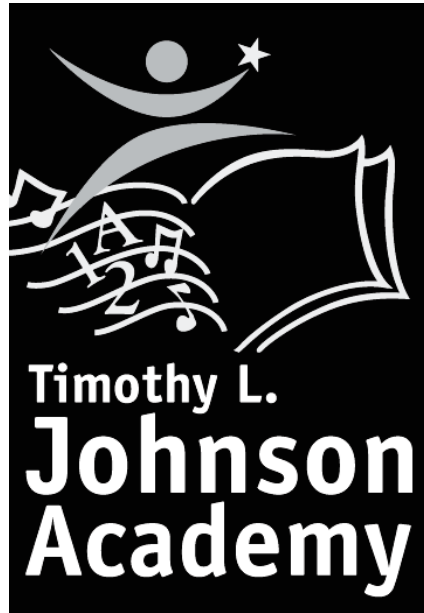


2023-2024



# **Parent-Student Handbook**

Dear Parents/Guardians and Students,

We are excited to have this opportunity to partner with you in preparing children to learn and lead their generation. Parents, we are an extension of you, partnering in the responsibility of educating your child. This handbook is a guide to strengthen our communication, relationships and commitment to be the best that we can be!

The goal of our policies and procedures is to build a strong culture of accountability, where everyone is working together as a healthy family. Parents, please take the time to read this handbook with your child/children and be sure they understand the importance of being respectful, safe, prepared and here to learn.

Here are some things you can do:

- ☞ Get involved with planning by participating in your academy.
- ☞ Participate in school activities.
- ☞ Participate in planning annual school-wide events.
- ☞ Participate in after school academic mentoring /tutoring.

This will be the best year ever for TLJA!!

Dawn Starks

# Mission Statement

The mission of the Timothy L. Johnson Academy is to provide opportunities for basic educational equity for students in Allen County. The Academy offers interaction between students, their parents, and the community within the educational system to provide an environment where learning is the centerpiece of students' lives.

The academy is a response to the need for high quality, dynamic, and innovative education reform in Fort Wayne. It provides a significant opportunity to address many of the broad and diverse learning needs that affect the area's young people. By combining a rich variety of proven teaching strategies drawn from effective research and practice; the experienced, caring, and knowledgeable staff and school board of Timothy L. Johnson Academy are poised to implement a successful educational program.

## Statement of Beliefs:

- ☞ We believe that a community of learners must celebrate students' strengths, interests and abilities.
- ☞ We believe that young people need relationships that foster their sense of worth and being valuable to society.
- ☞ We believe that children **MUST** attend school.
- ☞ We believe that students deserve the best that society, educational institutions and educators can offer.
- ☞ We believe that our young people need significant opportunities to have their broad and diverse learning styles addressed.
- ☞ We believe that proven teaching strategies drawn from effective research and practice will enable our students to excel.
- ☞ We believe that a successful education program is one where all students are helped to grow to their full potential so that they can be successful throughout a lifetime of learning.
- ☞ We believe that educational choices made in the early years have the greatest impact on student's later lives.

# Our Team

## *Educational Program*

The Academy's curriculum is designed to encourage teachers to work in subject areas in which they are particularly well qualified. Teachers work collaboratively to design and map a sequence of instruction that correlates the content of the four core subject areas throughout the school year. The educational program integrates the performing arts as a way of addressing the needs of the whole child. The arts are included as a part of the regular curriculum.

### **Timothy L. Johnson Academy Staff**

All staff members are highly qualified according to the No Child Left Behind Act. All teachers are certified by the state of Indiana, and are required to participate in a continuous educational program of in-service training and professional development. There will be no school during scheduled professional development days.

#### **School Leadership**

**Mrs. Starks-Superintendent     Dr. Yoder-Middle School Principal**

#### **Kindergarten, First and Second Grade**

Mrs. Fincher-Kindergarten  
Ms. Kolkman-Kindergarten  
Mrs. Moore-Kindergarten  
Mrs. Orrison-First Grade  
Mrs. Miller-First Grade  
Ms. Robinson-First Grade  
Ms. Korff-Second Grade  
Ms. Tubbs-Second Grade  
Mrs. Buell-Second Grade

#### **Third, Fourth and Fifth Grade**

Dr. Williams-Third Grade  
Mrs. Brown-Third Grade  
Ms. Blanton-Fourth Grade  
Ms. Solito-Fourth Grade  
Dr. Godwin Starks-Fifth Grade  
Mrs. Daniel-Fifth Grade

#### **Support Staff**

Ms. Linnemeier-AP/PowerSchool Admin  
Ms. Wyss-PowerSchool Admin/Title One  
Mrs. Nichols- Office Manager  
Mrs. Oberley-Elementary School Secretary  
Mr. Nichols-Physical Ed. Teacher  
Ms. Bennett-STEAM  
Ms. Lilly-Thomas-Media Center Clerk  
Mrs. Earle-Special Ed Teacher/Director  
Mrs. Johnson-ELL Director



Ms. Lucerno-Palma, Mr. SeCheverell.....	ELL Teachers
Mrs. Bodovetz.....	Speech Therapist
Mrs. Jones.....	Reading Intervention Teacher
Mr. Steve Chapman.....	Maintenance Supervisor
Mr. Preston Chapman.....	Custodian
Mr. Jenkins.....	Custodian
Mr. Brown.....	Custodian
Mrs. Curry.....	Cafeteria Manager
Ms. Wah.....	ELL Educational Assistant
Ms. Carter.....	Educational Assistant
Mrs. Esterline.....	Educational Assistant
Ms. Johnson.....	Educational Assistant
Ms. Maynard.....	Educational Assistant
Ms. Schey.....	Educational Assistant
Mr. Tubbs.....	Educational Assistant
Ms. Fisher.....	Educational Assistant
Mr. Knox.....	Educational Assistant
Ms. Stephens.....	Educational Assistant
Ms. Heather Linnemeier.....	Educational Assistant
Ms. Townes.....	Educational Assistant
Ms. Morgan.....	Educational Assistant
Ms. Easley.....	Educational Assistant
Ms. Obias.....	Educational Assistant
Ms. McGee.....	Educational Assistant
Ms. Mossburg.....	Educational Assistant
Mrs. Gant.....	Transportation Supervisor/Driver
Mr. Robert Starks.....	Transportation Supervisor/Driver
Ms. Ohneck.....	Bus Driver/Educational Assisnat
Ms. Shanklin-Roberts.....	Bus Driver/Cafeteria Assistant
Mrs. Nelson.....	Bus Monitor/Cafeteria Assistant
Mr. Roosevelt Starks.....	Bus Driver
Mrs. Rose Starks.....	Bus Monitor
Mr. Deck.....	Bus Driver
Mr. Ridenour.....	Bus Driver

### The School Day

8:00 a.m. ....	Bus Arrival
8:30 a.m.....	Class begins, <b>after 9:00am-tardy</b>
2:45 p.m. ....	Bus Dismissal

### Arrival and Dismissal Times

#### Arrival Time/Attendance

Students are expected to be present at the beginning of classroom instruction and to remain for the full school day. School doors open at 8am. Students will be marked tardy after 9am. The school day ends at 3pm. Repeated tardiness will result in parent phone call.

#### Early Dismissal

If a child needs to leave early, the parent or guardian must go to the school office to sign them out. Absences from class will be excused, if the parent submits appointment documentation.

Students arriving at school after 9:00 a.m. are considered tardy. Repeated tardies will be reported to school personnel, who will contact parents.

#### Absences

# OUR EXPECTATIONS

## Excused Absences

1. Religious observances or instruction.
2. Homebound instruction.
3. Placement in a hospital or other juvenile facility providing instruction.
4. Doctor or dental appointment not exceeding two hours, verified by a physician or dentist.
5. Cessation of services for special education students when specified in Individualized Education Program (IEP).
6. Personal illness. Absences exceeding three (3) days require a doctor's note.
7. Death in the family.
8. Inclement weather as notified by TLJA.
9. The child lacks proper immunizations (one day only).
10. Out-of-school suspensions. (A student who is suspended is absent but counted as an excused absence for reporting purposes.)

## Unexcused Absences

1. Lack of proper immunizations after the first day of school.
2. Absence due to loss of bus privilege.
3. Other reasons not noted as excused.

## Makeup Work

Students who have excused absences will be provided the opportunity to receive assignments to make up work upon their return. The time frame for completing makeup work shall be the total number of days absent plus one.

## Notification to Parents

1. If the parent has not contacted the school by 9 a.m., the school will make a reasonable effort to telephone the parent of each student who is not at school and does not have an excused absence for that day.
2. A form letter will be sent after six (6) but not more than ten (10) days of excused or unexcused absences.
3. A parent conference will be set within five (5) school days after the tenth day of excused or unexcused absences.
4. Parents will be notified if additional consequences are being considered.
5. A home visit, when possible, will be made if parents do not come to the parent conference.

## Dress Code

Students are expected to be neat and clean when they come to school. Hair should be neat and well groomed. If students wear inappropriate clothes to school, parents/guardians will be called to bring other clothes to school, or students will be given clothing to wear from the TLJA closet. Borrowed clothing is expected to be returned clean the same week. Repeat incidents will warrant further disciplinary action.

☑ **Pants** – navy, khaki, black – no jeans, baggy pants (belt must be worn), or underwear showing.

☑ **Shirts** – plain, collared – light blue, navy, white or black. No prints, labels, or t-shirts.

☑ **Sweaters/hoodies** – may be worn during school, if they are solid light blue, navy or white (please label).

☑ **Accessories** – “closed” shoes (no sandals, Crocs, or flip-flops), no make-up.

☑ **Earrings** - students may wear dime-sized or smaller hoops or posts.

# Transportation & Code of Conduct

Timothy L. Johnson Academy provides transportation as a courtesy and privilege for the students. It is imperative that students follow all rules concerning bus procedures. Drivers have complete charge of students riding the bus and will report misbehavior to the Transportation Director and School Leader. To establish and maintain order on the bus, the driver has the discretion to assign seats to students.

To ensure the safety of all students who ride the bus, students are expected to obey the following rules

- Students must use only the bus stop assigned to them.
- Students may not board or leave the bus at any place except their designated bus stop, unless the student has a note from home that has been approved by the school leader or transportation director.
- Students must stay seated while the bus is in motion.
- Students may not reserve seats.
- Students must keep the center aisle of the bus clear at all times.
- Students are not allowed to transport any non-school related items on the bus.
- Students are not allowed to eat or drink on the bus.
- Students must dispose of all trash in specified receptacles.
- Disrespectful behavior or verbal assault toward the driver or passengers on the bus may result in suspension of riding privileges.
- Using any electronic devices during the operation of the bus, including but not limited to, cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with bus communications equipment or the driver's operation of the bus is strictly prohibited.
- Using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver's operation of the bus is prohibited and may result in suspension of bus riding privileges.
- Parents must submit written notice of any changes in drop-off or pick-up procedures. All requests are subject to the approval of the Transportation Director. Parents will be notified to confirm changes in transportation procedures.
- Acts of physical violence will result in suspension or termination of bus rider privileges..
- Students are not to mark, poke, tear or destruct bus seats.

## Student Code of Conduct

The fundamental premise of restorative practices is that people are happier, more cooperative and productive, and more likely to make positive changes when those in authority do things with them, rather than to them or for them.

It is the responsibility of the Timothy L. Johnson Academy staff and Board to ensure that no student is denied the right to an education. It is the responsibility of each student to behave in a manner that does not threaten, interfere, or deprive other students of their right to an education. As a result, Timothy L. Johnson Academy adheres to and implements the "Timothy L. Johnson Academy Creed" and Building Rules. Parents will be provided with a copy of this "Creed" and Building Rules (see on page 8). A good attitude in school is the key to academic and personal success. We expect our students to exercise good conduct at all times.

# Creed & Expectations

## Timothy L. Johnson Academy Creed

I Accept the Challenge to be the best that I can be.  
I have Great Expectations for myself and others.  
Yesterday's mistakes are behind us.  
Today's successes are now before us.  
I am respectful, safe and prepared.  
I am here to learn, therefore,  
I will do everything to keep the teacher teaching,  
and everyone, myself included, learning.  
As a Timothy L. Johnson Academy Scholar,

### I Accept the Challenge!

#### Expectations

Remember: Your cooperation will help everyone have a great learning experience.  
Respect each other and one another's property.  
Listen and follow directions.  
Use appropriate language.  
Walk when moving through the building.  
Keep your hands and feet to yourself.  
Wear your uniform every day.  
Bring all required supplies to school.

#### Care of School Property

The School Board of Timothy L. Johnson Academy has provided some of the best equipment and facilities found anywhere. Students can best show their appreciation and pride by taking care of the building, equipment and grounds so they can pass them on to future students in good condition. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action. Except in unavoidable accidents, students are liable for all damages they may do to school property.

#### Student Discipline

We are partners on the same team. All of us; administration, staff, parents and scholars work together to build a positive learning climate in or school! Parents, Teachers and Administration work as one guiding scholars to be respectful, safe, prepared and at school to learn. The goal of Positive Behavior In School (PBIS) is to teach students to problem solve and learn to be responsible leaders. Parent conferences are required when students violate the "Creed" and/or building expectations.

Consequences for not adhering to the Creed and and/or building expectations will be administered according to the severity of the violation. There are six (6) violations at Timothy L. Johnson Academy that require immediate disciplinary action. (1) Fighting/physical force-students involved in a physical confrontation with another person while attending school or a sponsored activity may be suspended or expelled from school depending on the severity of the confrontation, (2) Weapons: any weapon violation will result in expulsion from school, (3) Sexual Misconduct, (4) Bullying, (5) Arson and (6)Harassment/Threatening -Parents may petition the Board for an appeal.



# Discipline Steps & Grading System

## Discipline Steps

All students must abide by the rules and regulations of the Timothy L. Johnson Academy Creed. Teachers will handle difficult situations with students by involving parents and administration in the development of effective discipline methods. Teachers shall have the authority to recommend detentions and suspensions after consulting with administrative staff. Students may receive 1 to 3 days in-school or out-of-school suspension or have activities/privileges taken away at the discretion of the teacher.

Violations of the Creed and Building Rules will facilitate the following:

- First Offense—Verbal Warning
- Second Offense—Phone Call Home
- Third Offense—Parent Conference with School Leader
- Fourth Offense—Suspension/Expulsion

Due Process-All students will be disciplined in a fair and reasonable manner. Each student will be given an opportunity to inform all parties about their involvement in the situation.

## Lost & Found

Students should make every effort to secure their personal belongings. Parents should mark or label all properties for identification purposes. Lost items are to be reported to the main office.

## Closing of School

School closings due to inclement weather or other emergencies will be announced on television stations Indiana News Center and WANE TV 15. We do not follow any other school system. The announcement will be for Timothy L. Johnson Academy. If it is necessary to dismiss during the school day, announcements will be made at once.

## Grading System

The report card is a record of student progress in each subject area. It tells parents how students are doing in school. Students will be graded based on performance in the following: (1) class participation, (2) class assignments, (3) homework assignments, (4) tests and quizzes, and (5) special projects.

Grades on the report card are defined as follows:

### Academic Grades 1st – 5th-

A = Mastery of state standard, B = Meets state standard, C = Approaching state standard, D and F= Remediation required

**The grading scale for grades 1-5 will be as follows:**

A=100-90 B= 89-80 C= 79-70 D and F=69 below

### Academic Grades Kindergarten-Scholars receive a skill-based report card based on state curriculum standards

E=Excellent, S= Satisfactory, U=Unsatisfactory

# Procedures

Parents are asked to sign the report card and return it to school. At the fourth card marking, parents may keep report cards as a permanent record of their child's academic performance.

## **School Supplies**

Parents are expected to furnish all school required and teacher requested supplies for students to use at school. It is also expected that students have appropriate supplies at home.

## **Selling Things at School**

Students are not allowed to sell any items on school property.

## **Telephone**

Office telephones are needed for school business. Students will not be allowed to use the telephone except in case of an emergency. If students are sick, the school staff will contact parents. Parents may call the school to relay emergency messages to students.

## **Textbooks**

Textbooks are the property of the school and are loaned to students to use during the school year. Students are expected to handle books carefully and to keep them in good condition. Students will be required to replace any textbooks that are lost or damaged.

## **Toys and Other Personal Belongings**

Toys and other personal belongings may not be brought to school. If such items are brought to school, they will be confiscated and kept in the school office until parents come to claim them.

## **Cellular Phones and Electronic Devices**

Cellular telephones and electronic devices are **not** to be brought to school. They are disruptive to the learning process, and will be confiscated by school staff for return to parents/guardians only. TLJA staff will make every effort to inform children of emergency messages. The school is not responsible for lost or stolen cell phones or electronic devices brought in against policy.

**Smoking/Vaping**-Is prohibited at all times.

## **Visitors**

Parents are encouraged to visit the school for conferences and school activities. If you would like to visit your child's classroom, please contact the main office (1) day in advance. All visitors will be Photo ID's checked using our Visitor Management check in system.

## **Technology**

All students must adhere to technology use policies of Timothy L. Johnson Academy. Any student accessing inappropriate programs or websites will be disciplined according to school policy.

## **Medication**

If a child requires medication, a parent or guardian must fill out a Medication Permission Form. Parents must bring all medications to the main office. Medications will be dispensed from the office only.

# USDA Child Nutrition Program

*The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)*

*If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).*

*USDA is an equal opportunity provider and employer.*

*Updated July 2016*

**Timothy L. Johnson Academy**

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