

Summit Middle School Parent/Student Handbook

2015-2016



The Johnston Community School District's mission is to prepare our community of learners for a changing world by providing the knowledge and skills necessary to be responsible, contributing citizens committed to excellence.

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Non-discrimination Statement

It is the policy of the Johnston Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Laura Kacer, Executive Director of Human Resources, 5608 Merle Hay Road, Johnston, Iowa 50131, (515) 278-0470, laura.kacer@johnston.k12.ia.us.



We, the citizens of Summit Middle School, have assembled here today to work together to create a positive school climate. In doing so, we will define the rights we have as citizens of Summit and identify the responsibilities we have in maintaining those rights.

Rights and Responsibilities—

- 1. Right to your own opinion.**
 - Responsibility to be a good role model.
 - Responsibility to respect others' opinions.
 - Responsibility to tell the truth.
- 2. Right to be treated with respect.**
 - Responsibility to treat everyone with respect and in a fair manner.
- 3. Right to a clean school environment.**
 - Responsibility to clean up after yourself and assist others in keeping Summit clean.
- 4. Right to ask questions.**
 - Responsibility to be a good listener, follow directions, and ask questions appropriate to the situation.
- 5. Right to make friends.**
 - Responsibility to be open to friendships and to be a good friend.
 - Responsibility to include others in common activities.
- 6. Right to equal opportunity for education.**
 - Responsibility to be on time and to be at school.
 - Responsibility not to interrupt others' learning.
 - Responsibility to do required work and be prepared for classes.
 - Responsibility to participate and use time wisely.
- 7. Right to a safe and healthy Summit environment.**
 - Responsibility to take care of yourself.
 - Take responsibility for your own actions.
 - Use the six pillars responsibly.
 - It is your responsibility not to tease, harass, intimidate, or bully.
 - Responsibility to report any teasing, harassment, intimidation, or bullying of others.
- 8. Right to a prejudice free environment.**
 - Responsibility to get to know others and let others get to know you.
 - Responsibility to respect others individuality.
- 9. Right to use school books, materials, and equipment.**
 - Responsibility to take care of all school materials.
- 10. Right to enjoy your Summit school experience.**
 - Responsibility to do your personal best as an active participant at Summit.

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This handbook has been developed for both students and their parents/guardians. Every effort has been made to summarize school regulations so that students and parents/guardians will have a basic understanding of the expectations for students. This handbook is based upon the policies and guidelines set forth by the Board of Directors for the Johnston Community School District and the administration. The intent of this handbook is to follow those policies/guidelines. Not all policies are written in their entirety in this manual. Policies in full can be found on the district website at www.johnston.k12.ia.us under board of directors or you may ask for a copy of a particular policy at each school office or the Administrative Resource Center, 5608 Merle Hay Road. The policies in this document are subject to change due to the continuous review and revision of Board policies.

SUMMIT MIDDLE SCHOOL PROCEDURES

STUDENT REGISTRATION AND PAYMENT OF FEES

Students should pre-register during pre-registration days before school starts or on the first day of school. Fees should be paid at this time.

CAFETERIA

The school lunch program is a vital part of the school health program. To encourage good nutrition, a well-balanced breakfast and lunch is offered at a reasonable price.

Students have a choice of bringing a sack lunch or purchasing a lunch from the federally supported hot-lunch program.

- 1) The cost of the lunches and milk are published each fall. Ala carte items are available for additional charges.
NOTE: Prices are subject to change.
- 2) Please remember that the personal Keypad Number is confidential and should not be shared with other individuals.
- 3) Checks or cash for meal purchases may be deposited in the lunch depository box located in or near the cafeteria. Payments should be in a sealed envelope with the student's name and grade clearly marked. ** If the check is to be deposited into more than one account, the name of each student and the \$ amount designated for each account must be written on the envelope. If the students are enrolled at different buildings the payment must be applied at the Nutrition Office at 5608 Merle Hay Road.
- 4) If you are interested in the Free or Reduced Priced Meal Program, applications are available from the Nutrition Office or school office. Submit the completed form to the District Nutrition Office. The District office, prior to a student receiving free or reduced cost meals, must approve the application. Until approval, the student will pay full price for breakfast and/or lunch. Milk, as an individual item, is not available at a free or reduced price. There is absolutely no giving away of food or milk by students approved for this program. A new free or reduced application must be completed each school year.
- 5) Students will have the choice of four serving stations daily. They are the "All-American Grill" (Sandwiches), "Cultural Café" (Cultural variety-Mexican, Chinese etc.), "Tasty Traditions" (traditional hot lunch), "Dragon Delights" (Ala Carte drinks and snacks), and "The Oasis" (cold food and condiments). The cafeteria layout is similar to a food court. When students enter the serving area they "scatter" to one of the above stations for their meal.
- 6) Outside food is not to be ordered and delivered to the cafeteria or other areas of the building. Special circumstances may be allowed under supervision of a staff member and/or administrative approval. Food and drinks are not to be taken out of lunchroom without teacher or supervisors permission.
- 7) Paid free and reduced students purchasing a second lunch will be charged a full lunch price.
- 8) Money balances remaining in student accounts at the end of the school year are carried forward to the next fall. If a student transfers to another school within the district, the money is transferred also. Students leaving the district may request a refund of the balance of their account by contacting the District Nutrition Office. For a detailed report of account and meal transactions or for any questions or concerns contact the District Nutrition Office at 278-0278.
- 9) No more than 8 students will be permitted to sit at each circular table..
- 10) Eating outside may be allowed with supervisor approval.

BREAKFAST RULES

- 1) Serving time for breakfast is 7:25-7:45.
- 2) Students wishing to utilize the breakfast program need to purchase items before going to class, eat in the cafeteria if time allows, and be on time to class. All students should be in class by 7:45 unless they have teacher permission.
- 3) All trash and waste should be disposed of properly.
- 4) Students having a negative account balance will not be allowed to purchase breakfast items or ala carte items until negative balance is paid.
- 5) Students wanting to eat breakfast need to enter the main, front (north) doors or parent pick-up (south) doors and head directly to the cafeteria.

STUDENT LUNCH ACCOUNT BALANCES

- 1) The cashier will verbally notify students when their lunch account balance reaches a low balance to remind student to bring money. A letter will be mailed home when account reaches a negative balance. If available, the parent may also be contacted by email to notify of negative balance.
- 2) If the student's lunch account balance becomes negative, students will not be allowed to charge extra entrees or ala carte items. If money is not deposited in account for a positive balance, the student will be allowed to charge only one (1) meal per day up to a maximum negative balance of \$10.00. A letter or email will be sent to communicate the need for lunch account money.
- 3) When a student lunch account balance will reach negative \$10.00, students must pay cash or bring a lunch from home until funds are deposited and the account has a positive balance. This may result in a student not eating during the school day.
- 4) We encourage parents to use the on-line payment system www.paypams.com to make lunch account payments and monitor their student's lunch account activity. Paypams also offers automatic low balance e-mail notification to help parents keep accounts current.

RULES REGARDING LEAVING SCHOOL AT LUNCH TIME

Students are not allowed to leave school campus for lunch unless accompanied by their parent. If you are going with your parent you need to bring a note excusing you from school. The parent needs to sign students out and in at the main administrative office.

SELLING OF FOOD/DRINKS

All food and drink should be eaten in the cafeteria unless sealed/unopened and have teacher permission to consume in the classroom or community. Food and beverage items should not be eaten or drunk in the hallways, media center, pool area or gymnasium. Selling candy or other food items during the school day will not be permitted in the cafeteria during school lunch hours. In some circumstances such as student council events or special situations, items may be sold before and after school with administrative and/or nutrition department permission.

TREATS AND SNACKS

It is our policy to promote good nutrition and a healthy school environment in all aspects of the school building. When bringing treats and snacks to the classroom for other students, please make sure they are nutritious and safe for individual students. There are students in our buildings that have conditions, which may require special diets and careful monitoring of their nutritional intake. They may have food allergies, may be diabetic, or may be monitoring caloric intake. Should a specific food allergy exist in a child's homeroom, a note will be sent home with information regarding the specifics.

Examples of healthy snacks include: fresh fruit and vegetables, cheese and crackers, low fat granola bars, popcorn, graham crackers, etc. Individually packaged, commercially prepared items are expected to ensure proper sanitation and avoid cross contamination. Homemade treats will not be allowed at school. More examples of healthful treats and snacks are listed on the district website. Parents sending a snack or lunch to school with their own child may want to consider providing a healthy and nutritional snack/meal for their child.

ATTENDANCE

(Board Policy 501.3)

If a student is going to succeed in school, it is extremely important that he/she attend regularly. Both the home and the school share a joint responsibility for this attendance as well as ensuring the safety and well-being of your child. To best accomplish this, it is essential to maintain good home/school communications. For all absences, notifications must be made to the Attendance Office, **not the classroom teacher**. No note is required after coming back from illness or absence if the Attendance Office has been notified on a daily basis of the absence.

However, if it is necessary to be absent or tardy from school, parents should call the school office. The school will require the following:

1. Call Summit School at 986-0941 to notify the attendance clerk each day your child is absent or tardy.
2. For your convenience, we have an answering machine that will take your message if you call before 7:15 a.m. or after 3:45 p.m. Between the hours of 7:15 a.m. and 3:45 p.m. our secretaries will be happy to take your call and get the necessary information. When recording a message, please leave the following information: Your Name, Your Child's Name and the Reason for the Absence or Tardiness.
3. If your son/daughter is reported absent or tardy, and the school has not received prior information or a phone call, an attempt will be made to contact a parent/guardian to verify the reason for the absence. If they don't call, and we cannot verify the absence, the student will be marked "unexcused." The following day another attempt will be made to contact the parent, if unsuccessful, the student will be contacted and communicated possible consequences if parents do not contact the school. (See Board Policies 501.3 and 501.12)

Throughout the school year, school vacations and teacher in-service days are scheduled. Parents are encouraged to use only these scheduled days for opportunities to take trips or plan special events. It is important that our students are in attendance at school every day, outside of absences for illness or emergencies.

The following steps will be taken in accordance with Board Policies 501.3, 501.12, 501.13:

501.12 Iowa Code 280.3 specifies that students shall attend school for a minimum of 148 days per school year and for a minimum of 37 days per quarter. "Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to illness, family emergencies, family activities, recognized religious observances, and school-sponsored or approved activities. All other absences shall be considered unexcused absences."

Attendance Steps (Excused and Unexcused):

- 6 Absences
 - Letter sent home and logged into Infinite Campus noting first contact made
- 12 Absences
 - Letter sent home and logged into Infinite Campus noting second contact made
 - Phone call home and logged into Infinite Campus

- 18 Absences
 - Letter sent home and logged into Infinite Campus noting third contact made
 - Phone call home to set up a **required attendance meeting** with the Team
 - Team may include: Administrator, Counselor, Nurse, Student, Parents, Truancy Officer
 - An attendance contract (Attendance Cooperation Process – ACP) may be developed by the team including timeline and expectations

“The purpose of the Attendance Cooperation Process (ACP) is to determine the cause of the student’s nonattendance, get the parties to agree to solutions addressing the nonattendance and initiate referrals to any other services that may be necessary. The agreement is then written. The agreement is to include all terms agreed to and future responsibilities of all parties. All parties must sign the agreement and failure to sign by the parents is considered a violation of the process and initiates the next level. If the parents do not participate in the ACP, if the parties do not enter into an ACP or if the parents violate a term of the agreement, the student is deemed truant.” The school district may then notify the county attorney when students are deemed truant.”

“Unexcused” absences and truancy (described on page 9 & 11 of Parent/Student Handbook) will be subject to disciplinary action including possible referral to County Attorney.

Attendance will be monitored on a weekly basis. Exceptions to the above steps will be made for critical illness, injury, or circumstances made aware of to the school. Considerations will be given for the time of the year when the above absence steps are reached and/or the reasons for the absences.

Each day of school, including the first and last weeks, the days prior to and following conferences, winter recess and spring break are essential learning days. Please help your child understand the importance of regular school attendance habits by making daily attendance a top priority!

MAKE UP WORK POLICY

It is the student’s responsibility to obtain all work assignments, make up tests and complete projects during his/her absence. Students are given one day for each day gone to get work made up. For example, if a student misses Monday and Tuesday (returns on Wednesday), make up work would be due Friday after having two days (one for each day missed) to complete missed work. The classroom teacher has the discretion to make allowances if deemed necessary.

When a student is absent three (3) consecutive days, the parents may call the office before 8:30 a.m. The office will make contact with your child’s teachers and collect the student’s make up assignments which can be picked up in the office that afternoon. Parents may contact the teacher by e-mail or phone if they wish to collect missed assignments for less than three consecutive days missed.

LONG TERM ABSENCE OTHER THAN ILLNESS

If a student must be absent from school for an extended period of time, parents need to notify the attendance office (986-0318) by phone or note. Students will be responsible prior to leaving for collecting their assignments. We encourage all of our students to complete as much work as possible and hopefully all of it before the absence.

ARRIVAL AT SCHOOL IN THE MORNING

Students who walk, ride bicycles or are transported by parents should arrive at school no earlier than 7:30 a.m. Any students who arrive earlier than 7:30 a.m. will wait in the student lobby or the cafeteria. The building will open at 7:25 a.m.

Parents are asked not to drop students off prior to 7:30 a.m. Teacher contract time begins at 7:30 a.m. This is also teacher planning and meeting time, and student supervision will not be provided.

Students should report to their first period class and be ready to begin at 7:45 a.m. Students may proceed to their community area or first period class at 7:35 a.m.

TARDINESS

You will be counted tardy after the bell rings at 7:45 a.m. School is dismissed at 2:50 p.m. Students will remain on school grounds from time of arrival until time of dismissal. You may not return to the school grounds once you have left unless authorized to do so.

In case of a late bus, students should check in at the office before going to class to get a pass and communicate to the office that you were on a late bus. If you are tardy (tardy bell rings at 7:45 a.m.) and come to school, other than by bus, you should have a written excuse from parents, and check in at the office or it will be recorded as an unexcused tardy. Students having “excused” or “unexcused” tardy problems could face disciplinary action.

Unexcused tardiness to classes during the school day may result in disciplinary action.

TRUANCY

A student absent without the consent of his/her parent is truant. This is an unexcused absence and the student may not be readmitted to the school unless his/her parents accompany him/her. Work must be made up. Repeated truancy may be cause for disciplinary action, suspension, expulsion or legal action. (See Board Policy 501.13)

You are truant if you:

1. Leave school without signing out in the proper office.
2. Leave school at lunch without a pass.
3. Are absent from school without prior permission from your parent.
4. Are absent from class without permission (skipping).
5. Obtain a pass to go to a certain place and do not report there.
6. Become ill and go home or stay in the restroom instead of reporting to either the nurse's office or the administrative office.
7. Have permission to go home for lunch, become ill and remain there without having a parent call.
8. Come to school but do not attend classes.

DISMISSAL

Students will be dismissed from the classrooms at 2:50 p.m. after the afternoon announcements. All students are expected to leave school immediately unless they attend a scheduled activity after school such as a practice, a game, or a community education program. Students who have detentions need to arrange for rides and leave immediately after time is served. Students will not be allowed to walk to any other school and ride a second load. Students who routinely loiter or do not leave by 3:05 and do not have appropriate passes will be asked to leave by the nearest exit. At 3:05 students from parent-pickup will be asked to move to the front doors for pickup.

If a student needs to leave school early, the student should bring a note from his/her parents to the office by first period on the day he/she wishes to leave early. The student will be issued an early-dismissal slip. Parents must sign student out in main administrative office.

If a student becomes ill at school, he/she should report to the nurse or the office. No student will be allowed to go home without parent's permission; also there should be an adult at home to care for the student.

One of our primary concerns is, and always will be, the protection and safety of our students, therefore the following procedure has been developed. We are asking parents to come to the office to pick up a student. There, they will be asked to sign their child out and state the reason. Summit Middle School is a closed campus. Students are not to leave the building during regular school hours without parental permission and adult supervision.

EARLY DISMISSAL

Early dismissal for teacher in-service, conferences, or school vacations are indicated on the school calendar. These shortened school days provide time for staff training, planning, or parent conferences. On these days, it may be convenient for parents to schedule dental or doctor appointments, reducing student time away from school. Three hour early dismissal is at 11:50 and one hour early dismissal is at 1:50. See exact early dismissal time schedules located in the addendum at the end of the handbook.

VISITORS

In compliance with the Raptor Visitor Management Software, all visitors (including parents) should report to the main office to sign/check-in. If it is your first time in your child's school, provide the office staff with your valid state-issued ID (driver's license). The bar code on the driver's license will be scanned and run through the Raptor system for a possible match on the sex offenders list. All visitors will then be issued a date-sensitive visitor badge containing their identification information that must be worn while on school grounds. Minors that do not have a valid state-issued ID will be allowed to visit, as long as they are accompanied by an adult that has checked in with our procedures.

Once you have registered within our electronic sign-in procedure, you will not need to provide an ID each time you visit. However, you will still need to check-in at the office to receive a visitor badge containing your personal information. All visitors will be required to check-out through the main office when you leave the school. This helps staff and students identify adults in our environment. If you are in the building for just a few minutes for pick-up or drop-off, a visitor badge is not necessary.

We recognize this policy may cause some minor inconveniences for parents as far as building entrances and parking are concerned, but we believe that the safety of the students is a greater importance than minor inconvenience. We discourage students from bringing friends to school during the regular day. Friends and visitors may not accompany students to school without prior administrative approval.

PARKING/PICK-UP/DROP-OFF

Parking is available for parents during the day and during activities in the north parking lot. The driveway should remain clear for buses dropping students off between 7:30-7:45 a.m. and picking students up between 2:30-3:00 p.m. Students should not be dropped off before 7:30 a.m. and students should be picked up immediately after school unless arrangements have been made with a teacher, they are participating in extracurricular activities, or they are part of a community education activity. If parent/guardians are picking up their child/ren, they should be picked up on the south side of the building by 3:05. After 3:05, pickup at the front (north side) of the building. Students who wish to ride another bus home other than their regular bus will need a written note signed by their parent (include in note parent permission, the student they are riding with, and the bus number they will be riding). This must be taken to the office and approved. A bus pass will be given to the student indicating approval to ride a different bus. This must be given to the driver when getting on bus. A maximum of three additional students will be allowed to ride a bus.

SECURED BUILDINGS

After all the students have arrived, the exterior doors will be locked throughout the day until a few minutes before dismissal times. There are exceptions at each building whereby visitors are to enter during the school day.

The Raptor Visitor Management Software program has been installed at all schools this past year to increase the safety of the District's students, staff and visitors by establishing a consistent and uniform visitor sign-in process. Raptor has two main functions – to issue a dated visitor sign-in badge complete with a photo; it is also used as our way of screening sex offenders, as they are not allowed to be on or near school grounds.

To better protect our students, visitors and staff, all schools will be implementing a new check-in procedure.

Effective the first day of school, all visitors (including parents and volunteers) should report to the main office to sign/check-in. Please provide the office staff with your valid state-issued ID (driver's license). The bar code on the driver's license will be scanned and run through the Raptor system for a possible match on the sex offenders list. All visitors will then be issued a date-sensitive visitor badge containing their identification information that must be worn while on school grounds. Minors that do not have a valid state-issued ID will be allowed to visit, as long as they are accompanied by an adult that has checked in with our procedures.

Once you have registered within our electronic sign-in procedure, you will not need to provide an ID each time you visit. However, you will still need to check-in at the office to receive a visitor badge containing your personal information. All visitors will be required to check-out through the main office when you leave the school.

GIFTS

Anyone bringing gifts to students for special days or birthdays should bring those items like flowers, balloons, etc. to the office. Students will be given these gifts at the end of the day only.

LOCKERS/LOCKS

Each student is assigned a locker in their homeroom classroom. These lockers may be shared with another student. Lockers are provided to keep the students provisions in, but it is the responsibility of each student to keep the locker clean, orderly, and in good condition. No writing, posters, or pin-ups are allowed. Fines for damaged lockers may be assessed depending on damage and/or the situation.

Valuable properties such as money, watches or rings SHOULD NOT be left in the lockers, under any circumstances. This is especially important since the classroom lockers WILL NOT BE ABLE TO BE LOCKED. The lockers should only be used for school related items or materials essential to school success. See "Physical Education Policies and Expectations" for locker information in physical education and swim areas.

BAND INSTRUMENT LOCKERS

Each 7th grade band student will be issued an instrument locker in the band instrument storage room. 6th grade band students may use the remaining lockers that are available. All other 6th grade students will have an instrument locker inside the band room. A padlock will be issued to all students who have a locker in the instrument storage room and the lock should be used at all times! The instrument storage room will be left open after school hours so that students will be able to pick up their instruments after activities and athletic practices. Because this room is left unlocked, it is essential that students lock their lockers when leaving the band area. As stated for P.E. lockers, "items are not stolen from locked lockers." Students are RESPONSIBLE for using their locks and keeping their combination confidential. Students will be charged \$7.00 for a lost lock.

CARE OF SCHOOL PROPERTY - WHO OWNS THIS SCHOOL?

Surprisingly YOU do: Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses or books must be paid for with your own family's money. It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors and yourself, but you must help protect the schools by discouraging or reporting such activity by any others.

Students are responsible for the care of all school supplies and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item. Textbooks are furnished by the school. If your book is lost or damaged while it is checked out to you, you will be expected to pay for it.

ACTIVITY PASSES

Students may purchase a student activity ticket (ID Card Sticker) for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

PASSES

Students should not leave their class or any assigned area without a pass or signed assignment book.

GRADE CARDS AND PROGRESS REPORTS

Grade cards will be sent home at the end of each nine-week quarter. Mid-term Progress Reports will be sent home in the middle of each quarter. The dates that the cards and reports will be sent home are on the school calendar. Teachers also communicate student progress to students and parents between these more formal progress reports. Students and /or parents who have concerns about grades should talk to their teachers to determine how they can improve the student’s performance. Letter grades are used in the Middle

School to indicate student progress. They represent the following:

Letter Grade	Percent	Grade Points	Interpretations
A+	97%	4.0	Excellent Achievement
A	93%	4.0	Excellent Achievement
A-	90%	3.67	Excellent Achievement
B+	87%	3.33	Above Average Achievement
B	83%	3.00	Above Average Achievement
B-	80%	2.67	Above Average Achievement
C+	77%	2.33	Satisfactory Achievement
C	73%	2.00	Satisfactory Achievement
C-	70%	1.67	Satisfactory Achievement
D+	67%	1.33	Unsatisfactory Achievement
D	63%	1.00	Unsatisfactory Achievement
D-	60%	.67	Unsatisfactory Achievement
F	59%	0.00	Failing
INC			Incomplete
EX			Excused
P			Passed

EXPLORATORY ROTATION SCHEDULE

6 Week Rotation Dates		12 Week Rotation Dates
8/24-10./6	1/19 – 3/1	8/24-11/18
10/7-11/18	3/2 – 4/20	11/19-3/1/16
11/19 -1/15/16	4/21-6/1	3/2-6/1

LOST AND FOUND

Articles found by the students are to be turned in at the office. The loss of articles should be reported to the office. The school will not be responsible for lost articles and it is suggested that you do not wear or carry expensive items. Name labels on personal items, books or clothing can solve many problems. Money for specific purposes or reasons may be kept in the office for safekeeping. Lost and Found items are donated to the Johnston Partnership or other charity 3 times a year, after fall and spring conferences, and at the end of the year.

FIELD TRIPS

During the course of the school year your child will have an opportunity to participate in supervised class excursions off the school premises. These trips, referred to as "Field Trips", are well planned educational experiences which correlate with units of work in the curriculum. The children may walk if their destination is near the school, or they may ride a school bus to more distant places including some out of the school district.

Students must go and return in the bus designated by those in charge unless other arrangements are sanctioned by the teacher in charge or administration. This applies to all students participating in the activity and to those students riding in the bus. The only exceptions to this rule will be in cases where parents make a prior request in writing to the sponsoring teacher that their child ride home with them, and/or as approved by the building administrator.

To maintain close communications between the home and school relative to the welfare of each child, a parental permission slip to participate in each field trip is required. Prior to each field trip, participating students will be asked to take home a permission slip and return it with a parent's signature to their teacher. A permission slip form may be obtained from the appropriate office or teacher.

Each child's signed permission slip covers that specific field trip and is kept on file. Failure to return the signed permission slip will mean that the student will not be allowed to go on that field trip. Students not attending a field trip scheduled for their class will remain in school and be required to work on their studies.

Each time a class takes a field trip, the teacher will send home a note with each member of the class prior to the trip, explaining where and when the class is going. It will be the individual student's responsibility to get this information note/permission slip home, obtain a parent's signature and return it to the teacher.

If for some reason you do not wish for your child to go on a particular field trip, please send a note or contact your child's teacher.

POSTING OF SIGNS – DISTRIBUTION OF MATERIALS

Students who desire to post or distribute materials within Summit Middle School or on school grounds are to receive permission to do so, as to time and place, from a Summit administrator.

ELEVATOR

An elevator is available for use by students with physical disabilities or injuries requiring access to the second floor by means other than the steps. To obtain permission to use the elevator, students should see an administrator or the school nurse. Improper use of the elevator could result in consequences.

SAFETY DRILLS - SEE INSTRUCTIONS FOR PROCEDURES IN INDIVIDUAL ROOMS

FIRE DRILLS

Fire drills are required by law in public schools and their purpose is to establish an orderly method of evacuation so that lives may be saved in the event of a real disaster. A minimum of two fire drills will be held each semester so that students may become familiar with proper procedures. Students should take all drills seriously, and walk quietly and briskly to the proper exit. There should be no talking. Everyone should be alert and ready to follow special instructions given by firemen or instructors. All windows and doors should be closed in each classroom. Fire doors in hallways should be closed after the last student has passed through. Teachers are to remain with their students at all times and assist in expediting the drill. After leaving the building, all students assemble in groups at least 100' from the building. Students should line up and remain quiet. Roll must be taken at that time. After roll is taken, students should remain with their class. Students will return to the building only upon notification by administration.

STORM AND TORNADO DRILLS

You will be notified over the intercom or by signal for a storm or tornado drill. A minimum of two storm drills will be held each semester so that students may become familiar with proper procedures. Students and teachers, upon hearing instructions or signal, will go to the safety areas. There should be no talking. Crouch below the window level, preferably with furniture around and over you in designated safe areas. Standing is permitted in designated standing areas. Each teacher will determine the best protective plan for the area assigned. On arrival at safety area teachers are to take attendance to assure that all of their class is present. Additional staff will be assigned to assist rooms and students with special needs.

INTRUDER DRILLS

Intruder drills will be conducted at least twice a year, one during the first semester and one during the second semester. Students and teachers will be notified of the drill over the intercom. All students and teachers will go into their classroom or the nearest classroom with all doors locked after students are inside room. Students and faculty should move to a part of the room away from the door and windows and remain there until released by administration or emergency personnel.

EMERGENCY EVACUATION

In the event that an emergency evacuation is called students will exit the building. During inclement weather students will be taken to an evacuation location. Teachers will take their classroom in an orderly fashion to the evacuation location and await further instructions. Here attendance will be taken and instructions given by staff for the remainder of the day. If weather permits or based upon the emergency, students may be taken outside. Teachers and students will remain there until further instructions are given.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of

program, courtesy demands that the student body be respectful and appreciative. Students will attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall be supervised in an alternate setting.

RULES FOR DANCE AND RECREATION NIGHTS

The following are rules for conduct during dance and recreation nights:

1. Scheduled times for social nights will be determined based on the event and availability of the facilities.
2. Rides should be at the school before or immediately at the conclusion of the event.
3. Students from other schools or grades are not permitted to attend without special permission.
4. Students who leave the activities early will absolutely not be permitted back into the building.
5. Appropriate dress is required. See student dress on page 29.

TELEPHONES/CELL PHONES

There are student phones located in the main office, in lobby, and in the classroom with teacher permission. Students are not allowed to use the private lines in the office or a cell phone during school hours. Except in emergency cases, students are urged to inform their parents and friends that the school discourages telephone calls during the day. Cell phones are to be turned off by 7:45 a.m. and are not to be used during the school day. If the student is found to be using the cell phone during the school day or the phone rings/vibrates during class or in the hallways, **the following steps may be taken: ask student to put phone away, teacher may take phone and return at the end of the day, or administrator may communicate with parent and request that the parent come pick the cell phone up at school. The action taken will be dependent on how the cell phone was used and/or number of infractions.**

Students found to be in locker room and/or restroom areas and using camera cell phones may be subject to any or all of the following actions:

1. Parent contact/conference.
2. Confiscation of cell phone and/or camera
3. Detention(s).
4. In-school suspension.
5. Out of school suspension.
6. Students may be referred and required to attend educational classes related to offense.
7. Involvement of outside resource/agencies.
8. Required to visit Student Assistance Program.
9. Johnston Police Department contacted.
10. Recommendation for expulsion from school.

SUMMIT MIDDLE SCHOOL EXPECTATIONS

THE SUMMIT GUIDELINES FOR SUCCESS

Students at Summit Middle School will take pride in following our School-Wide Expectations of Be Responsible, Be Respectful, and Be Safe. These will be the expectations with specific rules for each in the different areas of Summit. Students are recognized and rewarded for exhibiting responsible, respectful, safe behavior during the school day.



BEHAVIOR

It is sincerely hoped that each student at Summit Middle School will establish a good citizenship record. We expect our students to be courteous and respectful to their classmates, teachers, office secretaries, custodians, teacher associates, bus drivers, substitute teachers and visitors; and present a willing attitude of cooperation at all times.

There are a few basic rules:

1. Shouting, loud talk, fighting, boisterous behavior or use of profanity is not allowed.
2. It should be understood that knives, lighters, matches, laser pointers, firecrackers might be considered a weapon or dangerous and are prohibited from any school property/event.
3. Gum will not be allowed in the following school areas: Pool, band and chorus rooms, cafeteria, gymnasium, LMC, Digital Communications, and Family Consumer Science classrooms. Teacher discretion will be used in all other areas.
4. Radios, iTouches, iPads, cell phones, CD and DVD players or other transmitting equipment are not allowed to be used during the school day unless given permission from an administrator or teacher. Remote controlled devices used for creating disturbances are prohibited.
5. The possession or use of tobacco, alcohol, or any controlled substance on school premises, including school buses, is forbidden.
6. The bringing to class of soft drinks in bottles or cans is discouraged unless permission from classroom teacher is given. Glass containers are not allowed at school or in lockers.
7. Any excessive displays of affection such as holding hands, hugging, kissing etc. are prohibited.
8. Students are not allowed to carry book/gym bags or coats to classroom, lunch or recess.
9. No candy or food in hallways or classrooms without special permission.
10. No heeies (rollers on shoes), rollerblades or skateboards allowed in school.

CLASSROOM EXPECTATIONS

It is expected that every Summit Middle School student will positively contribute to a safe and orderly classroom learning environment. Each student will be responsible to the classroom management plan or rules set by the teacher and/or class.

SUBSTITUTE TEACHERS EXPECTATIONS

Our Substitute Teachers provide us with a great service. We ask that the cooperation extended to our guests on the part of the student body be as good, if not better than, that which is shown to our regular staff. Incidents occurring during the regular teacher's absence could involve consequences by the classroom teacher and/or an office referral.

PHYSICAL EDUCATION POLICIES AND EXPECTATIONS

DRESS – Students are expected to change out of their regular school clothes into appropriate physical education clothes which consist of:

- White T-Shirt
- Purple Athletic Shorts
- Socks and Tennis Shoes
- Swimsuit (one-piece for girls and trunk swimsuits for boys)

Any school approved white shirt that promotes Johnston athletics, clubs, or activities will be considered appropriate. Tennis shoes must consist of a rubber sole, fit securely, and completely cover the foot. Sandals and slippers are not considered proper footwear. Purple shorts and white t-shirts will be available at various locations in the local community. Students who forget or do not have proper PE attire will be given the opportunity to wear a “loaner uniform/ swimsuit” that day provided by the physical education department.

ATTENDANCE - State education laws require that all students be enrolled in and participate in a course of physical education. The physical education program at Summit Middle School is planned so that every student should be able to participate and benefit from some, if not all phases of the program. Students are required to participate in all PE classes unless excused by a parent or physician. Students who do not participate or are not excused by a physician may be expected to make up the class time they were unable to participate in. Female students who are unable to participate in swimming due to their menses must bring a note from a parent and present it to one of the PE teachers. The student will be expected to participate in alternative P.E. class activities (in full uniform) in order to obtain credit for that class time.

1. EXCUSES - Students are required to participate in physical education. If a physician feels that a student should not participate or should participate only on a limited basis, parents must have the physician state such conditions in written form which should be given to the school nurse. The letter will remain on file until such time as the student is able to resume participation. Since we wish to do what is best for the student, we will attempt to modify our activities to meet the specific limitations of the student as determined by the physician. Students who are excused from P.E. for short term illnesses or disabilities will be expected to attend class and complete an alternate assignment. In the case of unexpected illness or injury, the school nurse may determine if a student is unable to participate in physical education activities.
2. LOCKERS - Each student will be assigned a P.E. locker. Under certain conditions, school personnel have the right to search your locker. **A padlock will be issued and should be used at all times!** Lost padlocks must be replaced at a charge of \$10.00. Keep in mind that items aren't stolen from locked lockers. They are lost or misplaced by leaving your locker unlocked. Don't share your combination with anyone. Please be responsible.
3. LOCKER ROOM EXPECTATIONS
 - Be Safe: Keep hands and feet to yourself
Sit quietly on the bench until the bell rings
 - Be Responsible: Close locker door and ensure lock is locked
Be prepared for class with PE uniform
 - Be Respectful: Open and close locker room door quietly
Use kind words and actions
Use appropriate voice level
4. ACCIDENTS - Any student with a health problem or injury should discuss it with the P.E. teacher and/or the nurse. Any accident during class should be reported to the nurse or teacher whether serious or not.
5. JEWELRY - In order to prevent accidents, ALL jewelry (except post earrings) must be taken off before gym class. Keep these possessions in your gym locker. (Do not expect your gym teacher to hold jewelry for you.)
6. VALUABLES - To avoid potential loss do not bring valuable items to P.E. unless they can be locked up or turned over to your teacher/coach's office.
7. SWIMSUITS - A one-piece suit will be required for girls and trunk swimsuits for boys. NO CUT OFFS will be allowed.
8. DETENTION - P.E. detentions will result in parent notification and will require a parent signature.

SUMMIT SWIMMING POOL EXPECTATIONS

1. No running on the deck
2. No rough play in or around the pool
3. No profanity

4. No diving in the shallow end of pool
5. Use of starting blocks is restricted to competitive swimmers with an instructor or coach present
6. Swimsuits are required. No inappropriate swimwear is allowed – one-piece and swim trunks
7. Only towels, deck footwear, and items necessary for swimming are allowed on deck. Store other personal belongings in a locker or bleachers
8. Do not enter the pool if you have a communicable disease or an open cut. No band-aids shall be worn in the pool
9. Do not bring food, drink, or gum into the pool. Plastic water bottles are acceptable. No glass in the pool area
10. **Use of the Summit Swimming Pool is allowed only when a lifeguard is on duty, and instructions of the lifeguard must be obeyed at all times – All Summit Phys. Ed. teachers are lifeguards and have had Water Safety Instruction.**

LUNCHROOM EXPECTATIONS

GOAL: The Summit Middle School cafeteria “The Dragon Court” cafeteria will be a safe and clean environment where people will interact in a respectful and responsible way.

Be Respectful: Follow adult directions
 Use kind words and actions
 Use appropriate voice level

Be Responsible: Have a pass to leave the lunchroom
 Eat and purchase your own food
 Clean up your own area

Be Safe: Keep hands and feet to yourself
 Keep chair flat on the floor

RECESS - INDOOR/OUTDOOR EXPECTATIONS

GOAL: Recess will be a safe environment where people will interact in a respectful and responsible way.

Be Safe: Keep hands and feet to yourself
 Walk facing forward
 Please pass on the left

Be Responsible: Exit and enter school/gym appropriately
 Stay within the assigned boundaries

Be Respectful: Use kind words and actions
 Those walking slowly please stay to the right
 Respond appropriately to adult directions

HALLWAY EXPECTATIONS

GOAL: The hallways will be safe and where students interact in a respectful and responsible way.

Be Safe: Walk in the hallways
 Keep hands and feet to yourself

Be Responsible: Take direct route to class
 Stay on the right side of the hallway

Be Respectful: Use appropriate voice level
 Use kind words and actions

RESTROOM EXPECTATIONS

GOAL: The restrooms at Summit Middle School will be used in a respectful, responsible, and safe manner.

Be Safe: Keep hands and feet to self
 Enter and exit the restroom appropriately

Be Responsible: Use during recess, lunch, and break times
 Wash hands and place paper towels in waste basket

Be Respectful: Respect other's privacy
Use appropriate voice level

BEFORE/AFTER SCHOOL EXPECTATIONS

GOAL: Before School: Students will arrive to school in a safe manner and interact on their way to classes in a responsible, respectful way.

Be Safe: Keep Hands and feet to self
Walk in the hallway when dismissed from cafeteria to class

Be Responsible: Sit or stand in cafeteria until dismissed to class
Clean up your area and push in your chair
Take direct route to class

Be Respectful: Use kind words and actions
Use appropriate voice level
Follow and respond appropriately to adult directions

GOAL: After School: Students will leave school in a safe manner and interact on their way out in a responsible, respectful way.

Be Safe: Keep hands and feet to self
Walk in the hallways to exit or cafeteria

Be Responsible: Sit or stand in cafeteria until dismissal to buses
Take direct route to exit or cafeteria
Be on bus or picked up by parent on time

Be respectful: Use kind words and actions
Use appropriate voice level
Be here at appropriate times or with an adult

CONSEQUENCES:

If guidelines are not followed, Supervisor has the right to:

1. Ask student(s) to leave building.
2. Call parents.
3. Advise Mrs. Wiebers, Mr. Blackburn, Mr. Town or coach involved.

LIBRARY MEDIA CENTER (LMC) EXPECTATIONS

GOAL: The LMC will be a quiet environment (for reading, studying, and research) where people will interact in a respectful and responsible way.

1. Follow the Guidelines for Success.
2. Enter the room in a quiet manner.
3. Unless you are with a class, place your pass in the basket and sign in.
4. Use inside voices.
5. Walk in the LMC.
6. Clean up your area before leaving.
7. Stay on task as individuals or with your group.
8. Leave chairs at their spots unless you are given permission from LMC staff to move them.
9. Your Library/ID card is required for checking out books and materials.
10. Access to the internet is available unless parent requested no access.

COMMUNITY AREA EXPECTATIONS

GOAL: The community areas will be safe and where students work and interact in a respectful, responsible way.

Be Safe: Walk in the community areas
Keep hands and feet to yourself

Be Responsible: Use school furniture and school property appropriately

Be Respectful: Use appropriate voice level
Use kind words and actions
Be courteous of students working

PARENT DROP-OFF AND PICK-UP EXPECTATIONS

GOAL: The drop-off and pick-up will be safe and students exit and enter Summit in a responsible, respectful way.

Be Safe: Keep hands and feet to self
Stay on school sidewalk until in building or got into the vehicle
When crossing streets use appropriate crossings

Be Responsible: Take direct route when entering or exiting to parent drop-off/pick-up
Use recess doors by cafeteria or expedition doors for entry and exit
Drop-off and pick-up on time

Be Respectful: Use kind words and actions
Be dropped off at appropriate spot on south side of building
Wait at appropriate area on south side of building for pick-up

SUMMIT MIDDLE SCHOOL STUDENT SERVICES

ACCELERATED LEARNER PROGRAM FOR SMS-CENTRAL ACADEMY

The Johnston Community School District offers a variety of programs to meet the needs of a wide range of students. In addition to the general school curriculum, there are also opportunities to participate in accelerated programs. Students are selected for those programs based on the students' achievement level through tests and grades, academic needs and program availability. Students who would like to be considered for accelerated programming at Central Academy must complete the following application process by **January 15** of the year preceding the desired time of attendance. At this time, the earliest a student may enter Central Academy is 8th grade.

Students interested in pursuing Central Academy programming should contact the Extended Learning Coordinator **before beginning the process**. In order to complete the process prior to the January 15th deadline, applicants are encouraged to begin the process no later than December 15th. Program placement will be determined based on number of students qualifying and programming options available.

Criteria 1: The following letters must be filed with the ELP Coordinator

- A - ITBS - 98th percentile or above on national composite score. All applicants must have a reading core score of 85%.
- B - MAP scores of one standard deviation or more above Johnston norm in reading, language, and math subtests.
- C - Student letter of request for programming, including the need and rationale for acceleration.
- D - Letter of support from parent(s): including need, rationale and parental support.

Criteria 2: The following criteria must be met.

- A - Grades from previous 3 quarters - 3 of 4 core scores of at least A-, no core grades below B.
- B - Out of level assessments at the 95 percentile for grade level on SAT, ACT, BESTS, or another approved out of level assessment. Cognitive Abilities Test at the 9th stanine, or 96%.

Criteria 3: Approval of the following individuals

- A- Johnston ELP Coordinator
- B - Summit Middle School Principals / Dean of Students
- C - Johnston Associate Superintendent of Schools

After criteria one and two are met, a meeting will be set up with parents and the individuals listed in criteria 3 to go over options, transportation limitations, and scheduling concerns. Final placement rests with Johnston Community Schools.

EXTENDED LEARNING PROGRAMMING

Extended Learning Program (ELP) provides appropriate academic and social emotional services for high ability students through enrichment, specific classes, grouping, and advanced curriculum. Services vary by student and identified strength area. See JCSD website for further information.

STUDENT SERVICES AND COUNSELING

The school provides guidance and counseling through our student services counselors and administrators. Their role is to assist students, parents and staff in developing or finding programs to meet student needs and consequently benefit the student.

Based on a strong foundation in federal law, Iowa Code, and by general counselor codes of ethics, students are entitled to a confidential relationship with their counselor when discussing personal problems. Section 622.10 of the Iowa Code says in part:

A qualified student services counselor, who has met the certification and accreditation standards of the department of education as provided in section 256.11, subsection 10, who obtains information by reason of the counselor's employment as a qualified student services counselor shall not be allowed, in giving testimony, to disclose any confidential communications properly entrusted to the counselor by a pupil or the pupil's parent or guardian in the counselor's capacity as a qualified student services counselor and necessary and proper to enable the counselor to perform the counselor's duties as a qualified student services counselor.

Exceptions to maintaining confidentiality exist, where the counselor is aware of a serious danger to health or well-being. For a more complete discussion on counselors and keeping your confidence, please consult with a member of the counseling staff. Parents who desire a more complete discussion should likewise consult our counselor, or the school administration.

The counseling program is developmental. It strives to prevent problems by helping students understand and cope with their stages of development. This may be accomplished by working with kids in large or small group sessions as well as on an individual basis. The student services counselor also assists students in counseling or advising with, personal social/emotional, and academic concerns. When a student is having academic, social, or emotional problems, a teacher, parent, student, or administrator may refer students to the student services counselor and/or any member of the administrative team. The Principals, or student services counselor will also

work with individuals and families to help make referrals to outside agencies. The student services counselor and/or Administrator may make home visits at times to assist parents in finding appropriate resources for their child or family's needs.

The student services counselors and/or Administrators also work with individuals upon the request of a teacher of the student. The student may schedule a conference with a student services counselor and/or Administrator in the three minutes between classes, before or after school or during the school day with teacher permission. The student services counselor and/or Administrator will then schedule an appointment. Students may not leave class to come see an administrator unless prior arrangements have been made and/or with teacher permission.

The student services counselor and/or Administrator will provide information on free or low cost legal services, resources and assistance agencies. One such program is the Student Assistance Program. If you or a family member are experiencing problems (school, family, substance use/abuse, emotional, relationships, etc.), a "Student Assistance Program" counselor can help.

Counseling services are available to you and your family at no cost. All contacts are confidential.

Unity Point Student Assistance Program

Call: 263-4004

Website: www.unitypoint.org/assistance

PARENT-TEACHER CONFERENCES

The first Parent-Teacher-Student Conference is held following the first quarter of the school year. The second Parent-Teacher-Student conference is held 3-4 weeks before the end of the 3rd quarter. All parents and students are invited to attend. Conferences will be held on October 27th and October 29th & March 3rd & 8th. Conference sign-up sheets will be available at the Open House.

PARENT REQUEST FOR NEXT YEAR

Careful attention needs to be given to the process of determining class sections. This district has attempted in the past to provide reasonable class sizes. However, other considerations are given to this process. The number one priority is to create class sections which will best fit the needs of the individual students involved.

Therefore, consideration is given to the classroom makeup. For example, classes may be balanced in terms of the number of students, boys/girls, personality, students with special needs, and ability (reading or academic). Occasionally the separation of students has a part in the process. Relatives, close friends, and personality clashes are factors considered when separating students from one another. The intent is to create a classroom setting that is beneficial to the students and does not inhibit teaching staff from doing the best possible job. The public must be aware that the placement of students is a task that is not taken lightly. There is considerable time and effort put into the process.

With this in mind, the school does not encourage parents to request specific teachers. If parents feel their child has special needs that could affect the membership of a class, they should contact one of the administrators (Mr. Town, Mr. Blackburn), in writing before April 1st. Parents may at that time state a specific teacher or team they do NOT want their child to have in writing. This will still leave the parent with a number of quality teachers and teams for their child to be on. The principal shall have the authority to make the final decision regarding the membership of any given class.

SCHEDULE CHANGES

Schedule changes after the first school week will be made at the end of the quarter or semester. Notice of a desire to change should be in writing and submitted to an administrator to discuss reason for scheduling change. A grade will be given on next quarter or semester report card.

All attempts to resolve any conflicts should be exhausted before a schedule change. Many schedule changes are difficult because one change may typically affect 2 - 4 other teachers and classrooms. A schedule change is usually done only as a last resort to prohibit or end future problems.

HEALTH SERVICES

The Health Services program is designed to help each student protect, improve, and maintain physical, emotional and social well being.

The office is staffed daily by a registered nurse. The nurse is available for accidents, acute illnesses or emergencies.

Julie Dalbey, Nurse;

Phone - 986-0931

Located in the main office.

Hours - 7:30-3:30

The health services (nurse's) office is responsible for the following:

HEALTH RECORDS: A student health record is maintained for each student. Current health information and physicals are recorded on this. All health information is confidential unless otherwise specified.

EMERGENCY INFORMATION: Parents will be asked to complete the health and emergency information form each year. This includes names, telephone numbers and priority of persons to be called in the event of an illness or emergency. The parent shall designate the name of a hospital, doctor, dentist, medical conditions, medications, surgeries, allergies and any special health concerns the school should be aware of. The parent is responsible for up-dating this information as changes occur. Please note the parent authorization box on the annual health review form. Your signature in the box grants the School Nurse permission to administer over the counter medications to your student.

HEALTH CERTIFICATE (Immunizations) (Policy 507.1)

A Kindergarten student enrolling for the first time in school in the district shall submit an Iowa Department of Public Health Certificate of Immunization from a licensed physician. Each student must re-submit an up-to-date certificate of immunization upon request of the superintendent or his/her designated representative.

A student enrolling for the first time in school in the district shall submit a certificate of immunization in compliance with the Iowa Immunization Law. As the Iowa Immunization Law is revised, all students in Kindergarten through 12 grades must update any required immunization.

Exemptions to the Immunization Law include:

A medical exemption may be granted to an applicant when, in the opinion of a physician, nurse practitioner, or physician assistant, the required immunizations would be injurious to the health and well-being of the applicant or any member of the applicant's family or household. A medical exemption may apply to a specific vaccine(s) or all required immunizations. A certificate for medical reasons is valid only when signed by a physician, nurse practitioner, or physician's assistant.

A religious exemption may be granted if immunizations conflict with a genuine and sincere religious belief. An Iowa Department of Public Health Certificate of Exemption shall be signed by the child's parent or guardian or legally authorized representative and attest that immunization conflicts with a genuine and sincere religious belief and be notarized to an applicant if immunization conflicts with a genuine and sincere religious belief. The certificate of immunization exemption for religious reasons is valid only when notarized.

PHYSICALS: The Johnston school district recommends all students entering kindergarten, 6th, 8th and 10th grade receive physical exams. Physical forms are sent home each spring. They are to be returned the following fall to the nurse's office. Information regarding low cost medical, dental and vision services is available from the nurse. Students are required to have physicals to be eligible to participate in our school sports program(s). These physical forms may be obtained from the nurse's office or the individual coach. Students may participate in any sport that falls within 13 months of the physical's date of issue. They will be on file in the High School Athletic Office.

ACCIDENT REPORT: Any accident that requires doctor's care or causes the loss of a 1/2 day or more from school must have an accident report on file. The nurse is responsible for follow-up of these reports. These include athletic related school injuries.

SCREENING PROGRAM:

Vision: Students can be screened upon referral by a parent or teacher. Please contact the school nurse.

Height/Weight: Will be done at the request of student, parent or teacher.

Blood Pressure: Currently not done at any grade level but is available to any student referred by parent or teacher.

Scoliosis (back/spine screening): Students can be screened upon referral by a parent or teacher. Please contact the school nurse.

Hearing: Will be done yearly by Heartland Area Education Agency. Only students with known hearing concerns will be screened. An audiologist from AEA will conduct the screenings. Other students can be screened with teacher or parent referral. Please contact the school nurse.

If your child does not pass one of the screenings, results will be communicated to you. If this is the case, an additional medical referral will be recommended to assess any medical/visual concerns.

ILLNESS:

Students with the following symptoms may be sent home.

1. Temperature of 100 or above (oral or equivalent)
2. Vomiting
3. Diarrhea
4. Unexplained abdominal pain
5. Severe cold and/or cough
6. Unexplained skin eruptions or rash
7. Swelling, redness, tenderness, discharge of eyes
8. Communicable disease

9. Any health condition that in the nurse's judgment is of concern for the child's or other's health.

We want all of our students in school every day, but they should not attend if they are ill. A student must be in attendance the 1/2 day just prior to an extra-curricular activity (band, chorus, athletics, T.S.A., Mock Trial contests, dances, other contests or competitions etc.) to be eligible to participate.

DISMISSAL PROCEDURE FOR ILL OR INJURED STUDENTS

1. Students must be dismissed from the nurse's office.
2. Parents or their designee will be notified that a student is being sent home.
3. Transportation will be approved or arranged by the parent or designee.
4. A parent or guardian must sign the student out in the office.
5. Teacher and/or attendance person will be notified by the nurse that the student will be dismissed.

READMISSION

1. Students should be fever free 24 hours before re-entry to school.
2. Medical absence of 5 consecutive school days requires written verification from a physician including any restriction, for pre-admission to school.

PARENT RESPONSIBILITY

1. Parents will be responsible for communication of information to the school nurse regarding illnesses, accidents, medication, P.E. restriction, communicable diseases, pertinent medical and dental information.
2. Parents are also responsible for informing the school of any changes of information in the Health and Emergency records.
3. In the event that school authorities must call an ambulance for a student due to illness or injury at school, the cost of that service shall be borne by the parent or guardian of that student.

HEALTH EDUCATION EXPECTATIONS

Health classes in the Johnston Community Schools provide students in kindergarten through 12th grade valuable information about health topics. As in the past, all health materials are available for your review upon request. Please ask your child's teacher if you have any questions.

Parent letters will be sent home to promote parent awareness and your participation in discussions at home with your child about health topics. As a parent, you do have the option of having your child excused from instruction on a specific health topic, if you so choose. Any such request must be in written form and filed with your child's principal. In addition, a student may not be required to enroll in health or physical education classes if the child's parent or guardian files a written statement with the principal that the course conflicts with the child's religious belief pursuant to Iowa Code Section 256.11 (6).

If you should have any specific question in regard to Johnston's health curriculum, please contact your child's teacher or building principal.

LIBRARY MEDIA CENTER

The LMC gives students and staff access to a multitude of resources available through the Alexandria Computer Catalog, which can be opened on any computer in the building. One ID card is provided for each student, but **it is not necessary at checkout**. Replacement cards cost \$5.00. (The ID cards are necessary to have for your activity pass sticker if you purchase one.) Students are encouraged to have their planners with them, as we like to stamp the date their book is due. It is just another reminder to help remember when the book needs to be returned to the library.

Collections: The LMC contains fiction and nonfiction books, graphic novels (Comics), playaways (listening books) plus reference books appropriate to the grade level. Students are allowed to check out 2 books at a time and check out is for **3 weeks**. If books are needed for a longer period of time, renewal is encouraged. Students need to bring the books with them to the library for renewal. Back issues of magazines are also available for check out. Magazine check out is for one day only.

Heartland Area Education Agency supplements us with many educational databases that can be used any time if you have access to the Internet. The URL is <http://media.aea11.k12.ia.us/HAEA11Media/>. A username and password is needed to access these resources. Please ask your classroom teacher or teacher librarian for this valuable information.

Services:

The District Internet Policy requires the library to have on file a signed agreement form by each student in order to use the internet. This agreement explains the district guidelines for internet use. Classroom teachers review the policy every fall with their classes. If parents do not wish their son or daughter to use the Internet during school hours, they need to designate this on the registration form.

Attendance:

Students are encouraged to come to the library anytime they need to use the resources as long as they have a pass from their teacher. Students are expected to sign in and out at the circulation desk. The library will be open during school hours.

ASSISTANCE TEAMS

Assistance teams offer a support system that benefits all members of the school community and can enhance the learning of students. The following forms of assistance are available.

Building Referral Team

This team is designed to facilitate student interventions through the cooperative efforts of all school personnel. This team is made up of a group of teachers and other professionals who collaborate with parents in a confidential setting to assist their child being more successful. The team uses a problem-solving process, which includes support and follow-up for students, teachers, and staff.

Unity Point Student Assistance Programs (SAP)

Unity Point’s Student Assistance Program assists students and parents in the Johnston Community School District in addressing problems which affect a student's school performance. Parents and/or students can schedule appointments by calling Unity Point Assistance Program or arranging an appointment through the Summit Middle School Counselors or administration office.

Other Toll Free or Local Numbers that may be important for students and/or parents to utilize includes, but is not limited to: Dialing 211 reaches United Way (formerly First Call for Help) for access to community resources such as Crisis Intervention, Medical Care, Financial Assistance, Counseling, Housing and/or other resources such as the ones listed below:

Free or low cost Immunizations and Health Care	286-3798
Polk County Health Department	286-3798
Des Moines Health Center	244-9136
La Clinica-United Mexican Center	244-6162
Hawk-I Free or Low Cost Health Coverage for Kids	1-800-257-8563
Eating Disorders	1-800-562-4944
Homework Hotline (Hours 5-7:30 PM, (Mon-Thurs)	1-800-728-6450
Child Abuse	1-800-422-4453
Iowa Teen Health Line (answered 24 hours a day)	1-800-443-8336
Sexual Abuse/Assault	1-800-443-8336
Suicide	1-800-332-4224

AT-RISK SERVICES

The Johnston Community School District provides supports for students identified as at-risk. The at-risk services program works to help students be successful in school. Initial contact with at-risk concerns and questions should be made to the building principal or building student services counselor. Building assistance teams work closely with classroom teachers in a problem solving approach to meet students’ academic and school needs. At-risk staff provides support when additional services are determined to be necessary. For more information contact your building principal or Dr. Bruce Amendt, Associate Superintendent at 278-0470.

SUMMIT MIDDLE SCHOOL STUDENT RESPONSIBILITIES

THE PARTICIPANT'S ROLE

School Colors: Purple and Gold

Mascot: Dragons

School Spirit may be divided into three categories:

1. Courtesy - Toward teachers, fellow students, and the officials of school activities.
2. Pride - In everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - The ability to win and lose gracefully.

School spirit means loyalty to all functions of the school.

A loyal student supports his/her scholastic and activity standards at the highest possible level.

A participant is respected and admired by the student body, the spectators, and the children in the community. It is a role filled with responsibility, good sportsmanship and can be shown by:

Living up to the standards of sportsmanship established by your coach/sponsor.

Learning the rules of the game and discussing them with parents, fans, and students of all ages so all can have a better appreciation of the game.

Remembering that you are representing yourself, your school, family and community.

Respecting your opponents. Who better than yourself understands the hard work that is put into sports/activities and a team effort.

Respecting the integrity and judgment of officials.

Displaying positive actions in public at all times.

THE FAN'S ROLE

The spectators at an athletic contest have an extremely important role in displaying good sportsmanship. As a group, your actions may have the biggest impact on how others see the reputation of your school and community. **Students need to demonstrate PRIDE, RESPECT, and SPORTSMANSHIP when representing Summit Middle School at any extracurricular activity. Any student not representing themselves and the school in a positive manner is subject to disciplinary action.**

Fans should always:

Compliment student-athletes in their attempts to improve and learn.

Realize that a ticket is a privilege to observe the contest, not a license to verbally assault others or be generally obnoxious.

Respect both players and fans of opposing teams.

Know and understand the rules of the game.

Respect the decision of an official, and admire their willingness to publicly officiate student-athletes, in the best interest of interscholastic sports.

Cheer good performances, regardless of uniform color.

Recognize and compliment the efforts of coaches, officials, league and school administrators for their interest in expanding education.

Students need to demonstrate PRIDE, respect, and sportsmanship when representing Summit Middle School at any extracurricular activity. Any student not representing themselves and the school in a positive manner is subject to disciplinary action.

JOHNSTON DRAGON'S FIGHT SONG

Go, fight old Johnston High!
Drive all you can.

With your courage flaming high oh,
fight on man to man together.

We will always back you up,
firmly take our stand.

Go, fight old Johnston High,
We know your are the best team in the land!

D-R-A-G-O-N-S.
Dragons, fight!!!

*Set to Anchors Aweigh

SUMMIT SCHOOL SONG

Climb to the Summit
And voyage to Summit
Make the world a better place
Our journey has just begun

Yah hey now Johnston
Now hear our mission
Come and join our expedition
with best friends we will prevail

Yah hey now Johnston
Now hear our mission
Learning by adventure here
We know we cannot fail
Everybody now!

Climb to the Summit
and voyage to the sun
Make the world a better place
Our journey has just begun
By Joanne Tubbs

STUDENT DRESS

Dress and grooming are personal matters and should be appropriate for the occasion. Proper hygiene is expected at all times. Any type of attire which attracts undue attention to the wearer, and thus causes a disturbance in the school, is in bad taste and not acceptable. Among attire considered unacceptable are halter/midriff tops, tube tops or strapless tops, short shorts, head coverings (examples hats, caps, bandannas, etc.), low hanging pants and chains. Sleeveless under shirts, spaghetti strap tops or clothing that exposes underwear or accents someone's physical appearance inappropriately is prohibited.

Do not wear clothing that displays alcoholic beverages, tobacco, any controlled substance, profanity, obscene pictures, vulgarity, lewd sayings, etc.

Gang-related apparel worn at school draws attention away from the school's learning environment and directs it toward thoughts or expressions of violence, bigotry, hate and abuse. Students and staff have the right to be safe and secure at school. Gang-related apparel will be prohibited.

Students inappropriately dressed will be required to change clothing, turn clothing inside out if applicable, or cover up inappropriateness. Students refusing to follow this expectation will not be allowed to return to class until the issue is resolved and/or student is dressed appropriately. (Board Policy 502.1)

CONCERT ATTIRE

Summit music students will be expected to wear a white top and black pants or knee-length skirt for band and vocal music concerts. Please note that concert attire needs to be school appropriate, as defined by the building dress code in the student handbook. If this is a concern, please contact your child's music teacher well before the performance so appropriate accommodations can be made.

DISCIPLINE

A goal of Summit Middle School is to aid you in becoming an educated person. Any behavior which disrupts that purpose becomes a concern of the school. The primary purpose of discipline in the educational environment should be education and not punishment. The ultimate goal of this process is educating you to become a mature person capable of self control. It is impossible for teaching or learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior not only for their own benefit, but for the benefit of others as well. An additional objective or goal will be to insure the respect and safety of all individuals in the building.

Each individual teacher and adult in the building will have the flexibility to develop his or her own classroom/area management plan. The plan should be posted where all can see it. The plan should include the consequences for choosing to follow the plan or not to follow the plan. There should always be a "severe clause," but in less severe incidents there should be several interventions tried before an office referral. Under state code, you must be given the time and instruction necessary to complete missed work. No student will be additionally penalized academically for misconduct or misbehavior after being penalized by a teacher or the school with a detention or a type of suspension. For example, no student will be given a zero for missed work! However, it is defensible to lower a grade or give a zero for work handed in late or not at all as the teacher would any student who failed to complete the work on time or at all.

TARDIES

In case of a late bus, students should check in at the office and get a pass or an announcement will be made to excuse students to class. If you are tardy (tardy bell rings at 7:45 a.m.) and come to school, other than by bus, you should have a written excuse from parent(s), have parent check student in at office, or have parent call the office to excuse or communicate reason for tardy.

The following Tardy Policy will be used as a guide for staff at Summit. Staff use this policy to prevent unexcused tardies and reinforce the importance to students of being on time for classes. Students may be dealt with on any step based on how tardy they were to class or other circumstances. Students are excused with a signed pass from an adult staff member.

1st Tardy: Unexcused tardy per class results in a teacher **warning** and recording of the tardy.

2nd Tardy: Unexcused tardy per class results in a teacher warning, recording of the tardy, and a review of the tardy policy with the student.

3rd Tardy: Unexcused tardy per class results in recording tardy, review of policy and problem solving with student, communication to the parent regarding the continued tardies and that a PBIS Level I Discipline Referral will be written for next unexcused tardy.

4th Tardy: Unexcused tardy per class will result in Level I Discipline Referral and communication to parent.

5th Tardy: Unexcused tardy per class will result in referral to administration and/or student services counselor.

Note: Students excused and/or unexcused tardies to 1st period are monitored closely by the administration and student services counselors. Due to the time of the day, these will be handled by both administration and teachers based on the number of tardies and circumstances surrounding being tardy to school.

CLASSROOM DETENTION (Given by the teacher)

A classroom detention is an option a teacher may choose to use. If a teacher chooses to assign a detention, the procedure is as stated below.

All detentions that require parental involvement or the student needing transportation to or from school must be given in a timely manner with parent(s) being notified prior to the detention.

The individual teacher's detention policy will be made clear. It will be discussed as part of the classroom management plan, posted in the room and explained in a letter of introduction, orientation or welcoming at the beginning of the year. When requiring a student to make up class time outside of the specified instruction day, parents will be notified. For this reason, each teacher should keep a file of home and work numbers on each student. The following procedure should be emphasized to the parent so they understand their required involvement with the school.

- Step 1. The time of day and length of detention should be at the teacher's discretion and yet negotiable with student. It often fluctuates from before school, at lunch, during some other period of the day or after school. The detained student must be given a pass to the next class if kept after the tardy bell. All efforts must be to impose a detention without interfering with other class times or collegial practices.
- Step 2. Failure to stay for detention may result in added on time such as doubling and would require parent notification.
- Step 3. Further failure to comply may result in a parent-teacher conference to determine a further procedure.
- Step 4. Implement the consequence determined after parent-teacher conference.
- Step 5. Continued failure to comply is an office referral.

OFFICE REFERRALS

Students who have exhausted the steps of the classroom management plan, or who have violated any of the building student behavior policies (see following pages) will receive an office referral. The severity of the offense and the number of previous incidents will have a bearing on the consequences assigned for a referral. Consequences can include detention, in-school suspension, out-of-school suspension, or expulsion. For multiple referrals, consequences may be assigned in the following manner:

1 st referral	-	1 detention
2 nd referral	-	2 detentions
3 rd referral	-	1/2 day in-school suspension
4 th referral	-	1 full day in-school suspension
5 th referral	-	OSS days to be determined - Parent/Administrator conference to be scheduled, and referral to student intervention process

In all suspension cases parents are notified and many times conferences are held. The principal has the discretion to fit a consequence to an infraction using the above or similar plan. It may not be followed sequentially due to the varying degrees of infractions. Another plan may include other or additional interventions to best fit the situation or better promote changed behavior.

Students who continue to display habitual tardies, disrespect, and a general disregard for school rules and have gone through several interventions in both the teacher's classroom management plan and the office referral system will be subject to any or all of the following actions:

1. Parents will be asked to attend problem-solving meeting.
2. School and/or community service work.
3. Involvement of other block teachers.
4. Involvement of outside resources/agencies.
5. Recommendation for alternative programming or individualized intervention plan.
6. Recommendation for expulsion from school.

SCHOOL DETENTIONS (Given by the Administration)

School detentions will be after school from 2:55-3:25. Students should come to the main office to be directed to the detention room. Parents will be notified by phone and/or referral about the consequence. The students will report promptly at 2:55 and be prepared (with pen/pencil) to complete school work, PBIS Think Sheet, or assigned work. It will be the office's intent to remind students before the end of the day of their detention for that night. Failure to comply may result in further detentions or a suspension of some type. It is the responsibility of the parent to provide transportation for their son/daughter at the conclusion of this detention unless other

arrangements have been made. Any infractions occurring after 3:30 and before parents pick their child up will result in further disciplinary measures.

IN-SCHOOL SUSPENSION - I.S.S.

In-School Suspension may be assigned to students based on the severity of the infraction or the level they have reached in the office referral process. In-School Suspension is a supervised quiet study time. Students will be expected to complete individual classroom work and other work as assigned by the suspension supervisor.

OUT OF SCHOOL SUSPENSION - O.S.S.

Out-of-School Suspension may be assigned as a further consequence in the office referral plan. Students are responsible for making up any work missed during the time of the suspension. Every attempt will be made to collect work and send it with the student at the time of the suspension. If it is not possible to prepare materials before the student leaves, arrangements will be made with the parent or adult in charge to pick up the work in the school office at a later time. Students having detention time or suspensions to complete at the end of the school year may be asked to complete these expectations after school has been let out for summer break.

STUDENT SUSPENSIONS - 4TH QUARTER

By the fourth quarter students should have learned about middle school expectations and have begun serious behavior management planning as they begin to prepare for their next grade level careers. Students' suspensions during the 4th quarter may result in suspensions being given immediately and at the end of the year. Students generally do not want to miss the last few days of school. These are very meaningful days when students say goodbye to friends, teachers and have some fun celebrations. So it is our hope we do not have to impose this consequence.

FREEDOM OF EXPRESSION

(First Amendment)

According to Iowa Code 280.22 (1991) students do have freedom of expression. The right of free speech, written or spoken, is not absolute, however. The school may limit or restrict speech to serve its compelling - countervailing interests in preventing discrimination and interference with equal education opportunities. Some of the basis upon which restrictions have been upheld include avoidance of:

1. Material disruption/distribution.
2. Violations of reasonable campus rules or interference with the ability of other student's to obtain an education.
3. Defamation, obscenity and "fighting words".

Any speech which actually creates a hostile education environment will be prohibited.

**SUMMIT MIDDLE SCHOOL
POLICIES CONCERNING STUDENT BEHAVIOR**

1. Possession of any controlled substance or substances whose contents contain a controlled substance for use in an illegal way (ex. cough syrup, cooking wine) on school property or school-sponsored activity is prohibited. Violation will result in any or all of the following actions:
 1. Parents contacted.
 2. Johnston police department office contacted.
 3. In-school suspension
 4. Suspension from school.
 5. Referred for drug evaluation.
 6. Required visit to Iowa Health Assistance Program.
 7. Recommendation for expulsion from school.
 8. Students may be referred and required to attend educational classes related to the behavior.
 9. Possible exclusion/suspension from extra-curricular activities.

2. Selling of any controlled substance or substances whose contents contain a controlled substance for use in an illegal way (ex. cough syrup, cooking wine) on school property or school-sponsored activity is prohibited. Violation will result in any or all of the following actions:
 1. Parents contacted.
 2. Johnston police department contacted.
 3. In-school suspension
 4. Suspension from School.
 5. Referred for drug evaluation.
 6. Required visit to Iowa Health Assistance Program.
 7. Recommendation for expulsion from school.
 8. Students may be referred and required to attend educational classes related to the behavior.
 9. Possible exclusion/suspension from extra-curricular activities.

3. Stealing: Violation will result in any or all of the following actions:
 1. Parents contacted.
 2. Replace items or money taken.
 3. Contact Johnston Police Department.
 4. In-school suspension
 5. Suspension from school.
 6. Required visit to Iowa Health Assistance Program.
 7. Perform Community Service Hour/s commensurate with theft.
 8. Recommendation for expulsion from school.

4. Physical abuse, fighting, and harassment, vandalism, gambling, and extortion: Violation will result in any or all of the following actions:
 1. Office referral for counseling and settling of the dispute.
 2. Parents contacted.
 3. Detention(s).
 4. In-school suspension
 5. Suspension from school.
 6. Required visit to Iowa Health Assistance Program.
 7. Recommendation for expulsion from school.
 8. Contact law enforcement.

5. Vandalism: Violation will result in any or all of the following actions:
 1. Parents contacted.
 2. Student and parents to assume the cost and/or labor of repairing the damage.
 3. Detention(s).
 4. In-school suspension
 5. Suspension from school.
 6. Required visit to Iowa Health Assistance Program.
 7. Recommendation for expulsion from school.
 8. Contact law enforcement.

6. Profanity--verbal or gestures: Violation will result in any or all of the following actions:

1. Contact parents.
 2. Conference held with student and teacher.
 3. Detention(s).
 4. In-school suspension
 5. Suspension from school.
7. Smoking use or possession of any tobacco. Violation will result in any or all of the following actions:
1. Parents contacted.
 2. Student will be required to attend 5 after school sessions. This will involve reading, handing in reports, viewing film. All material will be of anti-smoking nature.
 3. The police department contacted.
 4. In-school suspension
 5. Suspension from school.
 6. Required visit to Iowa Health Assistance Program.
 7. Recommendation for expulsion from school.
 8. Students may be referred and required to attend educational classes related to the behavior.
 9. Possible exclusion/suspension from extra-curricular activities.
8. Disrespectful or disruptive attitude or behavior, talking back, refusing to do what is asked. Violation will result in any or all of the following actions:
1. Teacher uses classroom management plan.
 2. Parent contact/conference.
 3. Detention/school service duties.
 4. In-school suspension
 5. Suspension from school.
 6. Recommendation for possible expulsion from school.
9. Cutting classes: Violation will result in any or all of the following actions:
1. Discussion with an administrator.
 2. Parents contacted/possible conference.
 3. Make up the time.
 4. In-school suspension
 5. Suspension from school.
 6. Involvement of outside/resources/agencies.
10. Leaving school without permission. Violation will result in any or all of the following actions:
1. Discussion with an administrator.
 2. Parents contacted/possible conference.
 3. Make up the time.
 4. In-school suspension
 5. Suspension from school.
 6. Involvement of outside resources/agencies.
11. Physical action directed at a school employee will result in suspension from school and could result in expulsion from school. Law enforcement may also be contacted.
12. Students are prohibited from bringing items to school that could be considered dangerous including but not limited to knives, sticks, throwing stars, guns, fire crackers, stink bombs, laser pointers, lighters, and sling shots. Violations will result in any or all of the following actions:
1. Items taken from student.
 2. Discussion with an administrator.
 3. The police department contacted.
 4. Parent contact/conference.
 5. In-school suspension
 6. Required visit to Iowa Health Assistance Program.
 7. Suspension from school.
 8. Recommendation for expulsion from school.
13. Use of items dangerously or in a threatening manner. Violation will result in any or all of the following actions:
1. Items taken from student.

2. Discussion with an administrator.
 3. The police department contacted.
 4. Parent contact/conference.
 5. In-school suspension
 6. Suspension from school.
 7. Required visit to Iowa Health Assistance Program.
 8. Recommendation for expulsion from school.
14. Setting fires, activating false alarms, and/or tampering with safety and security equipment. Violations will result in any or all of the following actions:
1. Notification of Police/Fire Department.
 2. Discussion with an administrator.
 3. Parent contact/conference.
 4. In-school suspension
 5. Suspension from School.
 6. Required visit to Iowa Health Assistance Program.
 7. Recommendation for expulsion from school.
15. Threats to school employee. Threats or harassment directed at a school employee may result in any or all of the following actions:
1. Discussion with an administrator.
 2. Parent contact/conference.
 3. Police contacted.
 4. In-school suspension
 5. Suspension from school.
 6. Required visit to Iowa Health Assistance Program.
 7. Recommendation for expulsion from school.
16. Gambling - for money will not be permitted. Teachers will confiscate any money and refer students involved to the office. Violations will be cause for any or all of the following actions:
1. Discussion with an administrator.
 2. Parents contacted, possible conference.
 3. In-school suspension
 4. Suspension from school.
 5. Involvement of outside resources/agencies.
 6. Contact law enforcement.
17. Extortion - Threatening other students or extorting money or property from them is prohibited. Violation will result in any or all of the following actions:
1. Discussion with an administrator.
 2. Parents contacted, possible conference.
 3. In-school suspension
 4. Suspension from school.
 5. Required visit to Iowa Health Assistance Program.
 6. Recommendation for expulsion from school.
 7. Contact law enforcement.
18. Fire Arm (s) or explosives - are prohibited at school or any school related activity. Violation will result in any or all of the following actions:
1. Confiscation of the weapon or dangerous object.
 2. Discussion with an administrator.
 3. Parent contacted/conference.
 4. Immediate suspension.
 5. Required visit to Iowa Health Assistance Program.
 6. Recommendation for expulsion from school.
 7. The police department/juvenile authorities contacted.
19. Toy weapons or "lookalikes" - are prohibited at school or any school related activity except with the knowledge and permission of a teacher, coach, or administrator, and then only for school or educational purposes. Violation will result in any or all of the following actions:
1. Confiscation of the toy or lookalike weapon.
 2. Discussion with an administrator.

3. Parent contact/conference.
 4. Suspension from school.
 5. Required visit to Iowa Health Assistance Program.
 6. Recommendation for expulsion from school.
 7. The police department/juvenile authorities contacted.
20. Not reporting knowledge or belief of existence of a weapon/explosives or "lookalikes" on school grounds or at a school activity to a school official. Not reporting knowledge of thefts of school property or existence of any items or substances that may pose a threat to the safety of life, or may cause a disturbance in school procedures. Violation will result in any or all of the following actions:
1. Discussion with an administrator.
 2. Parent contacted/conference.
 3. The police department contacted.
 4. In-school suspension
 5. Suspension from school.
 6. Required visit to Iowa Health Assistance Program.
 7. Recommendation for expulsion from school.
21. Racial Slurs or other demeaning acts stated or designed to reduce the dignity of any individual with respect to race, color, creed, religion, nationality, origin, gender, age, disability or any other form of harassment is prohibited. Violation will result in any or all of the following actions:
1. Discussion with an administrator.
 2. Parent contacted/conference.
 3. The police department contacted.
 4. In school suspension
 5. Suspension from school.
 6. Required visit to Iowa Health Assistance Program.
 7. Recommendation for expulsion from school.
22. Written and/or verbal threats (including bullying) directed at another student/s may result in any or all of the following actions:
1. Discussion with an administrator.
 2. Parent contact/conference.
 3. Detention(s).
 4. In-School suspension
 5. Out of School Suspension.
 6. Police contacted.
 7. Required visit to Iowa Health Assistance Program.
 8. Recommendation for expulsion from school.

DUE PROCESS

To ensure the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions or recommendations for expulsions must be made in accordance with the following:

A student may be suspended by an administrator for a commission of serious or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment of the normal operation of the school. The administrator shall conduct an informal investigation of the charges against the student, giving the student:

1. Oral or written notice of the allegations against the student.
2. The basis in fact for the charges.
3. The opportunity to respond to those charges.

COURSES AND ACTIVITIES

6th Grade

Core

- a. Math
- b. Science
- c. Literacy (Reading and Language Arts)
- d. Social Studies
- e. Physical Education

Related Arts

- a. Family and Consumer Science
- b. Digital Communications/Industrial Tech
- c. General Music
- d. Graphic Design/Art
- e. Computer Applications
- f. Spanish

Electives/Exploratories

- a. Band
- b. Chorus
- c. Project Lead The Way

7th Grade**Core**

- a. Math 7/Compacted Math7/8
- b. Science
- c. Language Arts
- d. Social Studies
- e. Physical Education

Related Arts

- a. Family and Consumer Science
- b. Digital Communications/Industrial Tech
- c. Graphic Design/Art
- d. Spanish
- e. Health
- f. Computer Applications

Electives/Exploratories

- a. Band
- b. Chorus
- c. Project Lead The Way

Programs available to all students who qualify:

- a. Special Education
- b. Extended Learning Program (ELP)
- c. ELL (English Language Learner)

Clubs and other activities:

School-sponsored student organizations are those which are recognized by the school district and board.

- a. Summit Student Leaders
- b. Technology Student Association (TSA)
- c. Computer Tech Club/Webmasters
- d. Jazz Band-7th
- e. Show Choir-7th
- f. 6/7 Intramurals through Community Education

DISTRICT OFFICE

Dr. Corey Lunn, Superintendent
Dr. Bruce Amendt, Associate Superintendent
Chris Bergman, Director of Teaching, Learning, and Innovation
Jan Miller-Hook, Chief Financial Officer
Laura Kacer, Executive Director of Human Resources

COMMUNITY EDUCATION

Nancy Buryanek, JCE Director
Ann Meiners, Secretary to JCE Director
Rita Brosnahan-Gerleman, JCE Registrar/Receptionist
Kayla Badtram, Facility/Program Coordinator
Deb Blanchard, JCE Aquatics Coordinator
Steve Conlin, KTC Coordinator
Jon Gibbs, Teen Coordinator/Special Events
Joy Palmer, Early Childhood Coordinator & Family Literacy Liaison
Lori Meyer, KTC Specialist
Diane Ross, KTC Account Specialist
Abbi Wych, Recreation Program Coordinator
Jane Morrison, Communications Coordinator

ATHLETIC

Gary Ross, Athletic Director
Josh Tobey, Assistant to the Athletic Director
Tamra Nelson, Secretary

SUMMIT MIDDLE SCHOOL ADMINISTRATION

Joy Wiebers	Principal
Kevin Blackburn	Associate Principal
Brian Town	Assistant Principal

SUMMIT MIDDLE SCHOOL INSTRUCTIONAL STAFF

Adams, Lisa	Special Education Teacher
Arthur, Janice	6 th Grade Teacher
Barlow, Alison	7 th Grade Teacher
Barton, Sharry	6 th Grade Teacher
Beeman, Leah	Severe and Profound
Belieu, Meagan	Family Consumer Science
Buchan, Brad	Computer Applications Teacher
Buchan, Jodi	Instructional Coach
Burgess, Rachel	7 th Grade Teacher
Carroll, Karen	Instructional Coach
Christensen, Yolanda	7 th Grade Teacher
Coomes, Rachelle	Special Education Teacher
Cunningham, Brittany	Student Services Counselor
Dalbey, Julie	Nurse
Dana, Michael	6 th Grade Teacher
Danner, Chris	6 th Grade Teacher
DaRos-Hall, Shannon	6 th Grade Teacher
Davis, Clint	Special Education Teacher
Dunn-Hayward, Mary	6 th Grade Band
Edgeton, Jonathan	Vocal Music
Ellis, Nancy	6 th Grade Teacher
Gallo-Heston, Lauren	Student Services Counselor
Green, Wendy	6 th Grade Band
Greenlee, Josh	6 th Grade Teacher
Grinstead, Melissa	English Language Learners Teacher
Harvey, Gail	6 th Grade Teacher
Hendricksen, Julie	Vocal Music
Hiatt, Matt	7 th Grade Teacher
Honkomp, Patrick	6 th Grade Teacher

Hunerdosse, Don	P.E. /Health Teacher
Hyde, Kayla	6 th Grade Teacher
Ibeling, Clint	7 th Grade Teacher
Irvine, Stacey	7 th Grade Teacher
Ites, Colleen	ELP Teacher
Jordan, Michelle	7 th Grade Teacher
Kellar, Steve	7 th Grade Band
Kielhorn, Joan	7 th Grade Teacher
Kimpston, Craig	7 th Grade Teacher
Krumm, Ellen	Special Education Teacher
Lachacz, Kari	7 th Grade Teacher
Landheer, Coleen	Foreign Language Teacher
Lewis, Linda	7 th Grade Teacher
Mercial, Todd	6 th Grade Teacher
Mueller, Emily	6 th Grade Teacher
Paul, Kathy	ELP/Coordinator
Paulsen, Lynne	6 th Grade Teacher
Pelton, Nichole	7 th Grade Teacher
Petersen, Elaine	7 th Grade Teacher
Pierce, Donna	6 th Grade Teacher
Posegate, Bret	P.E. Teacher
Power, Jared	BEST Teacher
Price, Steve	6 th Grade Teacher/Lead Teacher
Pruitt, Connie	Art/Graphic Design
Ransom, Jennifer	6 th Grade Teacher
Rector, Abby	7 th Grade Teacher
Robison, Rob	Project Lead The Way Teacher
Skinner, Steve	7 th Grade Teacher
Smith, Scott	6 th Grade Teacher
Sparks, Raynee	7 th Grade Teacher
Sprung, Lacey	7 th Grade
Stockton, Stephanie	Literacy Teacher
Sunde, Jackie	6 th Grade Teacher/Lead Teacher
Tack, Kristin	6 th Grade Teacher
Tecklenburg, Aaron	7 th Grade Teacher
Thompson, Darci	Special Education Teacher
Thompson, Valerie	6/7 Math Teacher
Todd, Jessie	6 th Grade Teacher/Lead Teacher
Trobaugh, Ron	Digital Communication Teacher
Tuttle, Cindy	LMC
Walk, Julie	P.E. Teacher
Walling, Shari	P.E. Teacher/Pool Coordinator
Warren, Alison	Special Education Teacher
Wilson, Chris	Mentor Coordinator
Young, Justin	7 th Grade Teacher

SUMMIT MIDDLE SCHOOL NON-INSTRUCTIONAL STAFF

Burgess, Lori	Special Education Associate
Cameron, Jodi	Special Education Associate
Corbin, Patricia	Special Education Associate
Cunningham, Ellen Meadows	Special Education Associate Lunch Supervision
Giusto, Mary Ellen	Special Education Associate
Goodenow, Janene	Secretary to Associate Principal
Goux, Kari	Special Education Associate
Graves, Sheila	Special Education Associate
Hartley, Suzanne	Special Education Associate
Hudson, Cheryl	Special Education Associate
Jordan, Nicole	Special Education Associate
Landy, Maria	Special Education Associate
Logan, Jenna	Secretary to Principal
Merrick, Kayla	Special Education Associate

Paulsen, Joe
Robinson, Charlyn
Schuessler, Dennis
Shelby, Christy
Soda, Alecia
Sunvold, Shawn
Tingley, Jenny
Young, Connie

Special Education Associate
Special Education Associate
Special Education Associate
Special Education Associate
Building Associate
Tech. Maintenance
Special Education Associate
Associate Secretary

DISTRICT INFORMATION

A. Non-Discrimination of Students (Board Policy 602.1)

All students enrolled in the District shall have equal opportunity for a quality public education without discrimination regardless of their race, color, creed, gender, national origin, religion, sexual orientation, gender identity, disability, socioeconomic status or marital status.

The education and activity program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups as well as men and women to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with Title IX of the 1972 Educational Amendments, Title VI or ADA/Section 504 of the Rehabilitation Act of 1973 may be directed to the Equity Coordinator at 5608 Merle Hay Road, Johnston, Iowa, phone 515-278-0470 or the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, phone (312)-730-1560, fax (312)-730-1576, email OCR.Chicago@ed.gov.

B. Objectives for Equal Education for Students/Jurisdiction (Board Policy 500)

It is the goal of the Board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the District. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The Board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status or familial status. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students shall treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school related matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the student services counselor or other employees.

Board policies, rules and regulations affect students while they are on District property or on property within the jurisdiction of the District; while on District owned and/or operated school or chartered buses; while attending or engaged in District activities; and while away from District grounds if misconduct will directly affect the good order, efficient management and welfare of the District.

Board policy refers to the term “parents” in many of the policies. The term parents for purposes of District policies mean the legal parents, legal guardian or custodian of a student and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Equity Coordinator by writing to the Equity Coordinator, Johnston Community School District, P.O. Box 10, Johnston, Iowa 50131-0010; or by telephoning (515) 278-0470

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Regional Director, Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, phone (312) 730-1560, fax (312) 730-1576, email OCR.Chicago@ed.gov. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the District central administrative office and the administrative office in each attendance center.

C. Definitions

The term “parents” for purposes of this handbook shall mean the legal parents, legal guardian or custodian of a student and students who have reached the age of majority (age 18) or are otherwise considered an adult by law. An administrator’s title, such as superintendent or principal, also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term “school facilities” includes school district

buildings. The term “school activities” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

D. Access to Student Records (Policy 506.1)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the building principal a written request that identifies the record(s) they wish to inspect. He/she will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Parents and eligible students shall have access to the student’s records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education. Parents of an eligible student shall be provided access to the student records only with the written permission of the eligible student. Parents of an eligible student who is defined by the Internal Revenue Code as a dependent student may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student’s student records. Parents, other than parents of an eligible student, may be denied access to a student’s records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records.

- (2) The right to contest placement of a controversial record in the student’s education records.

Parents or eligible students may ask the Johnston Community School District to amend a record that they believe is inaccurate, misleading or a violation of the student’s right to privacy. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school district determines an amendment shall be made to the student record, the school district shall make the amendment and inform the parents or the eligible student of the decision in writing. If the school district refuses to amend the student record, it shall inform the parents or the eligible student of their right to a hearing before the school district. Additional information regarding the meeting procedures will be provided to the parent or eligible student when they are notified of their right to the meeting.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

Student records may be disclosed in limited circumstances without parental or eligible student’s written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

to school officials within the school district whom the Superintendent has determined have a legitimate educational interest;

to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records;

to the U.S. Comptroller General, the U.S. Secretary of Education or state and local educational authorities;

in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;

to organization conducting educational studies and the study does not release personally identifiable information;

to accrediting organizations; to parents of a dependent student as defined in the Internal Revenue Code

to comply with a court order or judicially issued subpoena; in connection with a health or safety emergency;

or, as directory information.

- (4) The right to inform the District that the parent or eligible student does not want the District’s designated directory information, as defined below, to be released to the public. To object to the designation and release of certain student records as directory information, the parent or eligible student must notify the building principal at the start of the school year, of the information not wished to be released. (From Board Policy 506.1E3). This objection to the release of directory information must be renewed annually by completing the Directory Information Public Notice.

Student directory information is designed to be used internally to assist certified personnel is not accessible to the public. Student pictures on the web, student work on the web, student directory and general student information will be provided to the public for school related activities and/or educational opportunities without parents'/guardians' consent unless the parents'/guardians have notified the administration within the deadline set in the annual notice that they do not want their minor student's information published without their consent. These rights transfer to the student when he or she reaches the age of 18.

Directory information includes, but is not be limited to, the student's name, photograph or likeness, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. (Policy 506.1E2)

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with the parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Drivers Education-Secondary

New FERPA regulations now allow a district to disclose education records to contractors used by a district to perform a service or function of the District. Johnston contracts with Street Smarts to provide driver education. Parents and students need to be aware that with this change Johnston schools will be releasing a student's name, address, phone number and eligibility for a full or partial waiver of school fees to Street Smarts as based on qualification for free or reduced lunch. If a student qualifies for a fee waiver, their fees for drivers education will be reduced or waived.

A parent has the right to opt out of this disclosure to Street Smarts, but would then be responsible to pay 100 % of the cost of the driver education course. Forms to opt out of this release are available at the administrative office of Johnston High School, Johnston Middle School and the Administrative Resource Center.

Military-Secondary

Student directory information will also be released to military recruiters upon request. Parents and students need to be aware that they may opt out of the release of this information to military recruiters by so marking on the Release of Information form which is available at any administrative office.

E. Civil Rights - Section 504 (Policy 607.2)

Parents' Rights Afforded By Section 504 Of The Rehabilitation Act Of 1973

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping conditions
2. have the school district advise you of your rights under federal law
3. receive notice with respect to identification, evaluation, or placement of your child
4. have your child receive a free appropriate public education (FAPE)
5. have your child receive services and be educated in facilities which are comparable to those provided to non-disabled students
6. have evaluation, educational, and placement decisions made based on a variety of information sources, and by persons who know the student and who are knowledgeable about the evaluation data and placement options
7. have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district
8. have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district
9. examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement
10. request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement (You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made to your local district superintendent.)
11. file a local grievance

The person responsible for assuring that the district complies with Section 504 is Dr. Bruce Amendt, 278-0470.

The name and position of the person responsible for Section 504 compliance at each school building is listed below:

Beaver Creek Elementary School: Jan Maronn, Assistant Principal 515-278-6228

Lawson Elementary: Brian Town, Assistant Principal 515-278-0478

Wallace Elementary: Josh Morgan, Assistant Principal 515-278-6977

Horizon Elementary: Shannon Carlson, Assistant Principal 515-986-1121

Timber Ridge Elementary: Josh Morgan, Assistant Principal 515-331-4379

Summit Middle School: Brian Town, Assistant Principal 515-986-0318

Johnston Middle School: Erica Andregic, Student Services Counselor 515-278-1544

High School: Julie Fulton, Student Services Counselor 515-278-0449

What Is Section 504?

Section 504 is the section of the Rehabilitation Act of 1973 (P.L. 93-112), which applies to persons with disabilities (physical or mental impairments). Commonly known as the "Civil Rights Legislation", Section 504 is a civil rights act, which protects the civil and constitutional rights of persons with disabilities. It states that no person with a disability (including a "hidden disability") can be excluded from or denied benefits of any program receiving federal financial assistance.

Historical Background

Section 504 of the Rehabilitation Act of 1973 was promulgated by Congress in 1977. Recipients of federal funds (public entities), for many years perceived its main thrust as ensuring physical access to public buildings (i.e., ramps were installed, curbs were cut, elevators were added to multi-level buildings, rest room stalls were enlarged, etc.). Public schools were at the same time committed to compliance with P.L. 94-142 (Education of the Handicapped Act - EHA, now referred to as 101-476 or the Individuals with Disabilities Act - IDEA). With passage of the Rehabilitation Act of 1973, Congress required that federal fund recipients make their programs and activities accessible to all individuals with disabilities.

What Is the Definition Of A Disability?

Section 504 of the Rehabilitation Act of 1973 protects persons from discrimination based upon their handicap status. A person is disabled within the definition of Section 504 if he or she: has mental or physical impairment which substantially limits one or more of such person's major life activities (working, talking, breathing, eating, learning, caring for oneself, etc.); has a record of such impairments; or is regarded as having such impairment. For example, school staff should consider the potential existence of disabilities and possible Section 504 protection for students diagnosed as having HIV, drug usage rehabilitation, Tourette's Syndrome, Attention Deficit Hyperactive Disorder (ADHD), heart malfunctions, communicable diseases, urinary conditions, blood disorders, Chronic Fatigue Syndrome, school phobia, respiratory condition, blood/sugar disorders, post traumatic disorders, pregnancy (with health issues that affect ability to learn), epilepsy, asthma, cancer, Repetitive Motion Syndrome, birth defects, tuberculosis, children placed in psychiatric facilities by their parents, students who are referred but do not qualify for Special Education, students whose absences or suspensions are excessive, students who experience deaths of close persons, divorce of parents, etc.

Who Is Responsible?

It must be emphasized that Section 504 falls under the responsibility of the regular education program. The school staff and parents need to work in collaboration to help guarantee that the student is provided with necessary accommodations and/or services. A disabled student who is eligible for placement under Section 504 should be served by the staff and resources of the regular

education program. The exception to this standard would be a student who had been determined eligible as disabled under the Individuals with Disabilities Act (IDEA). Such a student could receive special education and accommodations required under Section 504.

What Is Required?

Section 504 requires a written plan describing placement and services. Placement decisions must be based upon information drawn from a variety of sources and all information must be documented as considered. Although a formal Individual Education Plan (IEP) is not required, the placement decisions must be made by a group of persons knowledgeable about the child, about the meaning of the evaluation data and about placement options. The educational accommodation plan must be signed by all members of the group or assistance team (including parents) acknowledging student rights and due process.

F. Anti-Harassment and Bullying (Board Policy 107.1 and 107.4)

Parent Resource on Preventing Child & Youth Sexual Harassment, Abuse & Assault

Located in the addendum of this handbook is a guide for parents with a list of available resources for parents defined by student age groups. This Parent Guide was developed by the Iowa Department of Education in conjunction with the Iowa Collaboration for Youth Development. The full manual can be found by going to the district website, then clicking on schools and registration.

<http://www.johnston.k12.ia.us/schools/registration.html>

Harassment and/or bullying of students, employees, officers, board directors, and volunteers are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students, employees, officers, board directors, and volunteers with a safe and civil school and work environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students, employees, officers, board directors, or volunteers by other students, or by others such as parents, vendors, and persons doing business with the school district, will not be tolerated in the school or school district.

For the purpose of this policy, the term “volunteer” includes, but is not limited to, a person performing a service for the benefit of and at the request of the school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students based on any actual or perceived trait or characteristic of the student, including but not limited to, age, color, creed, national origin, race, religion, marital/parental status, sexual orientation, gender, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and which creates an objectively hostile school environment. The board also prohibits the discriminatory harassment of students including, but not limited to, harassment on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, marital status, or socioeconomic status and which has the purpose or effect of creating an intimidating, hostile, or offensive education environment; unreasonably interferes with a student’s academic performance; or affects a student’s educational opportunities. In addition, the board prohibits the discriminatory harassment of employees, officers, board directors, and volunteers, including, but not limited to, harassment on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability and which has the purpose or effect of creating an intimidating, hostile, or offensive working environment; unreasonably interferes with the individual’s work performance; or adversely affects the individual’s workplace opportunities.

This policy is in effect while students, employees, officers, board directors, or volunteers are at school; on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored or school-approved activities or functions regardless of the location; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If, after an investigation, a school officer or board director is found to be in violation of this policy, the officer or director shall be subject to appropriate measures which may include public reprimand or removal from office, in accordance with applicable board policies and procedures and the law. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. Other persons found to be in violation of this policy shall be subject to appropriate measures as determined by the school district.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic (stated above) of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student’s person or property;
- Has a substantially detrimental effect on the student’s physical or mental health;

- Has the effect of substantially interfering with the student’s academic performance, or
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic” includes, but is not limited to, communication via e-mail, internet-based communications, cell phones, electronic text messaging, instant messaging, and similar technologies.

Harassment and bullying of students may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one’s grades, achievement, property, etc.
- Demeaning jokes, stories, or activities directed at the student

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for the student to be initiated into or affiliated with a school organization, or for any other purpose. Hazing includes, but is not limited to, any activity that subjects the person to an unreasonable risk of harm, or adversely affects the person’s mental or physical health or safety, or involves a violation of state or federal law or school district policies or regulations. Apparent permission, consent, or willingness by a student being hazed does not lessen the prohibition against hazing.

Discriminatory harassment of students means behavior that has the purpose or effect of creating an intimidating, hostile, or offensive education environment; unreasonably interferes with a student’s academic performance; or affects a student’s educational opportunities. Discriminatory harassment prohibited by the board includes, but is not limited to, harassment on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, marital status, or socioeconomic status.

Discriminatory harassment of employees, officers, board directors, and volunteers means behavior that has the purpose or effect of creating an intimidating, hostile, or offensive working environment; unreasonably interferes with the individual’s work performance; or affects the individual’s workplace opportunities. Discriminatory harassment prohibited by the board includes, but is not limited to, harassment on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability.

Examples of discriminatory harassment include, but are not limited to, slurs, demeaning jokes or comments, innuendoes, unwelcome compliments, cartoons, pictures, pranks, hazing, stereotypical comments, derogatory descriptions, or other verbal or physical conduct. In situations between students and school officials, employees, or volunteers who have direct contact with students, harassment may also include:

- Requiring that a student submit to harassment by another student as either an explicit or implicit term or condition of the targeted student’s education or benefits; or
- Using a student’s submission to or rejection of harassment by another student as a basis for academic decisions affecting the student.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student’s education or benefits or the individual’s work or employment;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting the student or work or employment decisions affecting the individual; or
- The conduct has the purpose or effect of unreasonably interfering with the student’s academic performance or the individual’s work performance, or creating an intimidating, hostile, or offensive education or work environment.

To the extent provided in Iowa Code Section 280.28, any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment in compliance with this policy and its procedures to the appropriate school official shall be immune from civil or criminal liability relating to such report and to the person’s participation in any administrative, judicial, or other proceeding resulting from or relating to the report. Individuals who knowingly file a false report or complaint or give false statements in an investigation may be subject to appropriate disciplinary action.

Retaliation, reprisal, or false accusation against a person because the person has filed a report or complaint under this policy or assisted or participated in an investigation or proceeding is prohibited. Any person who is found to have retaliated against another in violation of this policy is subject to appropriate disciplinary action. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school officer or board director found to have retaliated in violation of this policy shall be subject to measures up to, and including, public reprimand and removal from office, in accordance with applicable board policies and procedures and the law. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. Other persons found to have retaliated in violation of this policy shall be subject to appropriate measures as determined by the school district.

Individuals who feel they have been harassed or bullied should:

- Communicate to the alleged harasser/bully that the individual expects the behavior to stop, if the individual is comfortable doing to. If the individual wants assistance communicating with the harasser/bully, the individual should ask a teacher, counselor, or principal or other appropriate school official for help.
- If the harassment or bullying does not stop, or the individual does not feel comfortable confronting the harasser/bully, the individual should:
 - tell a teacher, counselor, or principal or other appropriate school official; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal or other appropriate school official, including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser/bully did;
 - witnesses to the harassment or bullying;
 - what the targeted individual said or did, either at the time or later;
 - how the targeted individual felt; and
 - how the harasser/bully responded.

COMPLAINT PROCEDURE

An individual who believes that he/she has been harassed or bullied should notify the building principal (or designee), for harassment or bullying occurring at the school building level, or the superintendent (or designee), for harassment or bullying occurring at the district administration or board level. The administrator may request the individual complete the Harassment/Bullying Complaint Form and turn over evidence of the harassment or bullying, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

Complaints regarding the alleged discrimination, harassment, or bullying of special education students shall be treated in accordance with applicable board policy and procedures and the law.

The investigator designated to conduct an investigation of a complaint of harassment or bullying, with the approval of the administrator, or the administrator has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE AND RESOLUTION OF THE COMPLAINT

Level One

The building principal (or designee), for harassment or bullying occurring at the school building level, and the superintendent (or designee), for harassment or bullying occurring at the district administration or board level, will assign an investigator. The investigator will be designated by the superintendent and can be a supervisor, a building or district administrator, or a designated level 1 investigator for Chapter 102 complaints. The complainant should be informed of these choices and given the opportunity for input into the choice of investigator assigned to the complaint. Once assigned, the investigator will reasonably and promptly commence the investigation. The investigator will interview the complainant and the alleged harasser/bully. The alleged harasser/bully may file a written statement in response to the complaint. The investigator may also interview witnesses and consider other evidence as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment or bullying and report the findings and conclusions to the principal (or designee) or superintendent (or designee), depending upon whether the alleged harassment or bullying occurred at the school building or district administration or board level. The investigator will provide a copy of the written findings and conclusions of the investigation to the principal, superintendent, or designee, as appropriate.

Following receipt of the investigator's report, the principal, superintendent, or designee, as appropriate, may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline or other remedial action.

Prior to the determination of the appropriate discipline or other remedial action, the principal, superintendent, or designee, as appropriate, may, at his/her discretion, interview the complainant and the alleged harasser/bully. The principal, superintendent, or designee, as appropriate, will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser/bully, and the investigator will receive notice as to the conclusion of the investigation. The principal, superintendent, or designee, as appropriate, will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

Level Two

If the complaint is not resolved at level one to the satisfaction of the complainant or the alleged harasser/bully, the grievant(s) may appeal the findings to the Equity Coordinator (Associate Superintendent of the JCSD). The filing of the level two complaint must be within fifteen (15) working days from the date of the conclusion of the level one investigation and must be made in writing using the anti-harassment/bullying complaint form stating the nature of the grievance. The grievant may request a meeting concerning the complaint with the Equity Coordinator. A parent or guardian may accompany a minor student. The Equity Coordinator shall investigate the complaint and attempt to resolve it. A written report from the Equity Coordinator regarding action taken will be sent to the involved parties within fifteen (15) working days after receipt of the level two complaint.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential to the extent possible.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be subject to discipline as appropriate.
- The totality of the circumstances will be considered in determining whether conduct constitutes harassment or bullying in violation of this policy.
- Students, employees, officers, board directors, and volunteers are expected to fully and fairly cooperate in any investigation.

CONFLICTS

If the designated investigator is the subject of or a witness to the incident or is otherwise personally affected by the complaint procedures related to the incident, an alternate investigator shall investigate. If the building principal, superintendent, or designee involved in the investigation procedure and resolution of the complaint, or the Equity Coordinator, is the subject of or a witness to the incident or is otherwise personally affected by the complaint procedures related to the incident, an alternate administrator shall serve as a substitute.

This procedure in no way denies the right of a person to file a formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights for the U.S. Department of Education, the Federal Equal Employment Opportunity Commission, and/or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to see private counsel for complaints alleging bullying, harassment, or discrimination.

The Educational Equity Coordinator for the school district is responsible for ensuring the proper implementation of this policy and procedures. The Equity Coordinator is:

Laura Kacer, Executive Director of Human Resources
 Office Address: PO Box 10. 5608 Merle Hay Rd, Johnston, IA 50131
 Phone Number: (515) 278-0470

A complaint form can be found at board policy 107.2 and witness disclosure form is board policy 107.3. Both are available in the addendum of this handbook.

Chapter 102 Level One Investigators:

Cheryl Henkenius, Principal	Timber Ridge Elementary School	331-4379
Kevin Blackburn, Associate Principal	Summit Middle School	986-0318

or, an alternate...

Suzie Pearson, Principal	Wallace Elementary	278-6977
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Chapter 102 Level Two Investigators: Ruth Campbell and Jim McDonald

G. Student Complaints and Grievances (Policy 502.4)

Student complaints and grievances regarding Board policy or administrative regulations and other matters should first be addressed to the student’s teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the Board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 10 calendar days of the employee’s decision. If the matter cannot be resolved by the principal, the student may discuss it with the Superintendent within ten (10) calendar days after speaking with the principal.

If the matter is not satisfactorily resolved by the Superintendent, the student may ask to have the matter placed on the Board agenda of a regularly scheduled Board meeting in compliance with Board Policy.

H. Student Discipline (Board Policy 503.1)

It is realistic to acknowledge that situations will arise which are in conflict with established rules and policies. In that event, students may be disciplined for conduct, acts or behavior which disrupt the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participate, or conduct which interrupts the maintenance of a scholarly, disciplined atmosphere.

The district has adopted a set of policies (Section 503.1) that includes several policies regarding student responsibility and discipline.

The students served in the Johnston Community School District are highly motivated and respectful of the rights of others. They recognize the importance of education and display this through their compliance with necessary rules and policies relative to their behavior while in the school.

I. Student Activity (Board Policy 504.8)

Participation in school activities is a privilege. The purposes of the school activity program are: (1) to provide an outlet for student interest and abilities; (2) to contribute to the mental, physical, and moral growth of the student; (3) to provide group activities; and (4) to foster leisure-time activities. Students will have an opportunity to participate in a school activity unless the activity is not offered, the activity is an intramural or interscholastic athletic activity or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

J. Student Good Conduct (Board Policy 503.3)

It is a privilege and an honor to be able to participate in extra-curricular activities and represent this school district. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Extra-curricular activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes. The student and the school are judged by the participant's character and conduct at all times. Middle and high school students often serve as a role model to many people and their attitudes may have an important impact on others. Any student whose habit and conduct in and out of school, during both the school year and during the summer, are not consistent with the ideals, principles, and the standards of the school district, shall be subject to disciplinary action, up to and including expulsion.



P.O. Box 10
Johnston, IA 50131-0010
515-278-0470
www.johnston.k12.ia.us

Dear Students and Parents:

Everyone associated with the Johnston Community School District takes pride in the educational experience afforded to all of our young people. We have had success because of the strong community spirit and cooperation among administrators, staff, students and parents.

For many years all of our students have had the distinct privilege of riding the school bus to and from school. One hundred percent busing within your elementary boundary, middle school, or high school is a somewhat unique community service to Johnston parents and children. We want to have the same pride in our busing program that we have in the rest of the educational experience at Johnston.

Any discipline problem can jeopardize the safety of our students. The School Board supports the Bus Discipline Policy and Guidelines for School Bus Riders. The Board approved these rules and the drivers and administrators have pledged to enforce them.

Our drivers expect rules to be followed by all students and are required to apply disciplinary action if not followed. Any student following our rules will be assured the privilege of riding our buses. This privilege can and will be revoked from any student not willing to adhere to our rules. The support of students and parents is absolutely necessary for the success of this policy.

It is only with your help that we can continue the community pride in all aspects of the educational process.

Board of Directors
Johnston Community School District

JOHNSTON COMMUNITY SCHOOL DISTRICT
Johnston, Iowa 50131

Together Everybody Accomplishes More

L. Bus Expectations and Consequences

The Johnston Community School District strives to provide transportation services that reflect an emphasis on safety. Riding a school bus is a privilege that requires responsibility on the part of those who ride to follow the directions of the driver, stay seated, keep hands and feet to self and to keep voices to an “inside” level. No scooters or skateboards will be allowed on the bus.

Primary responsibility for bus discipline rests with the driver.

Serious infractions or repeated infractions will be referred to the building principals. Principals may deviate from the schedule below, depending on seriousness of referral, age, appropriateness, time between referrals, and other extenuating circumstances. Located in the addendum is the Bus Conduct Form.

Consequences may be administered in the following manner:

*First Infraction: Verbal reprimand by bus driver.

Explain what rule was broken, what the changed behavior should be, and go over bus rules.

*Second Infraction: Verbal reprimand by bus driver.

Explain rules again; letter or phone call (depending on circumstance of infraction) to parents from Transportation Department explaining what rule violation has occurred and what action the driver has taken to change behavior, and enlisting parent assistance to help solve problem.

*Third Infraction: Bus Referral 1

A conference, which may include parent, student, principal, transportation director and/or bus driver

*Fourth Infraction: Bus Referral 2

A three to five day suspension from the buses

*Fifth Infraction: Bus Referral 3

A five to ten day suspension from the buses

*Sixth and subsequent infractions: Bus Referral 4

A ten to fifteen day suspension from the bus to consider expulsion from buses for the remainder of the semester

Guidelines for School Bus Riders

1. There should be mutual respect between the driver and students.
2. Follow the instructions of the driver.
3. Be on time.
4. Please remain seated at all times.
5. Keep your voice at an inside tone — no profanity.
6. Don't be a litterbug!
7. Person causing damage to seats will be expected to pay cost of repair.
8. Please ask permission from the driver before opening the windows.
9. Enter and leave the bus in an orderly fashion; no fighting, pushing or tripping.
10. If it is necessary to cross the road in front of the school bus, look both directions and wait for the driver to signal you to cross the road.
11. When waiting for the bus, stay back from the curb and line up in an orderly fashion.
12. Do not leave your seat until the bus has stopped.
13. Keep the aisle clear at all times.
14. Do not throw things in/out of the bus.
15. No lighters or matches. No smoking or spitting.
16. Keep hands and feet to yourself.
17. Follow the Golden Rule — “Do unto others as you would have them do unto you.”

Students who want to ride a different bus after school will be required to do the following: a) Bring a note signed by parent/guardian to the attendance office. Phone calls will not be accepted to excuse a student to ride a different bus except in an emergency situation; b) All bus notes will be taken to the attendance office by 12:00 p.m. on the day he/she is to ride a different bus; and c) All bus notes should include: the date, student's name, name of the student he/she is riding home with, the bus number, and a parent/guardian signature. For more information, please see Policy 702.7.

M. Weapons (Policy 502.6)

The board believes weapons, other dangerous objects and look-a-likes in School District facilities cause or may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the School District premises or property within the jurisdiction of the School District.

As used in this Policy, the term “weapon” means any instrument or device which is designed to inflict death or injury to a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is used to inflict death or serious injury, and which, when so

used, is capable of inflicting death upon a human being, whether or not it is designed to inflict death or injury, is also a weapon. The term “weapon” includes, but is not limited to, any pistol, revolver, or other firearm (as defined in this Policy), knife, dagger, razor, stiletto, or switchblade knife.

As used in this Policy, the term “look-a-like” means any object which is not a weapon but which resembles, looks like, or could reasonably be mistaken for a weapon.

School district facilities are not an appropriate place for weapons and/or look-a-likes. Weapons and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons or look-a-like on school property shall be notified of the incident. Confiscation of weapons shall be reported to the law enforcement officials, and students will be subject to disciplinary action up to and including suspension or expulsion. Confiscation of look-a-like on school property shall be reported to school offices and the students will be subject to disciplinary action including suspension and expulsion.

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing weapons, including firearms, will be referred to law enforcement or juvenile authorities. For purposes of this portion of this policy, the term “firearm” includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of such a weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis.

To the extent appropriate, this policy shall also apply to individuals other than students who are in possession of a weapon, look-a-like, or firearm on school property or at a school activity.

Weapons and firearms under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or look a likes, and firearms for educational purposes. Such a display shall also be exempt from this policy.

N. Student Lockers (Board Policy 502.5)

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

The administration of the building (with or without the aid of a police dog at secondary level) may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

O. Search and Seizure (Board Policy 502.8)

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students and/or protected student areas based on reasonable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be reasonably related to the objectives of the search and reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, pornography and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district, while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action up to and including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials causes material and substantial disruption to the school environment, presents a threat to the health and safety of students, employees, or visitors on the school district premises, property within the jurisdiction of the school district, school-related activities, and adversely affects the orderly and efficient management and welfare of the District. Policy 502.8R1 discusses the regulations of search and seizure which include a student’s person, handbag, book bag, locker, desk, automobile, etc.

**P. Special Education Process/ Intervention Process
Student-Teacher Assistance Team (STAT) at Elementary Schools
Referral Team at Secondary Schools**

Each building has identified a group of educators (name listed above) to help problem solve issues that may interfere with student's learning. This process is called the STAT or Referral Team depending upon the building. This team was established to enable teachers to meet student's unique educational needs. The team is comprised of a combination of classroom teachers; student services counselor; dean of students; associate principal or principal; Heartland Area Education Staff and parents. For information about the district special education process/services contact Vickie McCool, Special Education Coordinator at the Johnston Administrative Resource Center or at 278-0335.

The process is initiated when a teacher submits the name of a student to the STAT/Referral team. A team member arranges a meeting and consults with the referring teacher. A team meeting may be scheduled with the parents to discuss the specific problems and possible solutions. The team writes an intervention plan that focuses on the area of concern. This intervention plan is closely monitored and evaluated to determine its effectiveness. Once the intervention is completed, the team reconvenes to determine if the intervention was successful; if another intervention is necessary; if the intervention needs to continue for a longer period of time or if additional evaluation by the Heartland Area Education staff needs to be considered.

Q. Emergency/Accident Procedure

At the beginning of each school year, parents/guardians shall be required to complete the medical emergency authorization portion of the registration form which includes person to be contacted, family physician, and it shall be the responsibility of the parents/guardians to provide the District with changes in the information on the medical authorization form as they occur. Do Not Resuscitate (DNR) requests will be brought to the attention of the building and District administration, and procedures will be coordinated with the City Fire and Rescue Department.

In emergency or accident situations, teachers will follow the following procedures.

1. Notify Nurse, Principal, Associate Principal, Dean or office designated person in case of accident or emergency. Include your name, location, and reason for emergency (eg: eye injury in shop area; head injury in library; difficulty breathing in student center.) The District personnel, while not responsible for medical treatment of an ill or injured student, will administer emergency or minor first aid, if appropriate and necessary. An ill or injured student will be released to the care of the parents/guardian, the parents'/guardians' designee, or qualified medical personnel when appropriate.
2. If felt to be of an emergency nature and the nurse is not in his/her office, the office will page the nurse to the appropriate area.
3. 911 may be notified if one or more of the following is observed:
 - A. Cessation or difficulty breathing is involved.
 - B. Severe head and/or neck injury.
 - C. Suspected heart attack.
 - D. Any condition involving concern for respiratory arrest, unconsciousness, or cardiac arrest.
 - E. Profuse bleeding.
 - F. Suicide attempt.
 - G. Heat stroke.
 - H. Poisoning or drug overdose.
 - I. Shock.
 - J. Third degree burns or severe chemical burns.
 - K. If in the judgment of the staff it may be felt necessary. An ambulance should be called in emergency situations. Sometimes the illness or accident is misleading relative to severity. The ambulance will be called if there is any doubt whatsoever.
4. The Nurse, Principal, Associate Principal, or Dean will designate someone to meet the ambulance and direct it to location.
5. Parents/guardian will be contacted by the Nurse, Principal, Associate Principal, or Dean as soon as possible. Expenses incurred for the use of land/airborne ambulance service shall be paid by the student's parent/guardian.
6. Student should not be moved from site of accident if there is suspected fracture of neck or back.
7. An accident report will be prepared by the supervising staff member for every emergency or accident. The report will be kept on file in the office. If an injury requires medical treatment it shall be the responsibility of the school nurse, principal or the principal's designee to file an injury report with the Superintendent within two working days after the student is injured.

R. Administration of Medication to Students (Board Policy 507.2)

Most students taking medication can be adequately treated by taking the medication before and after school. It may, however, be necessary for students to take medication during the school day or during school activities in order to participate in the educational program. "Medication" can mean prescribed medications, non-prescribed medications, over the counter medications, food supplements, natural dietary supplements, or look alike medications.

All medications must be accompanied by a signed and dated request by a parent for medication administration at school. Any request for medication administration will be reviewed annually. If at any time there exists reason to obtain information from the prescribing health care practitioner, the student's guardian/family will be responsible for any costs charged by the practitioner to assist the district in administering the medication. The authorization must include the name of the student, the name of the medication, the amount to be given, the time to be given, the number of days and/or doses, and the signature of the parent or guardian. The authorization will also include a statement that no side effects have been experienced, permission to contact the prescriber as needed and permission to share medication information with appropriate school personnel. A release to administer medication form can be found in the addendum of this handbook.

All medication provided to the district for administration must be kept in the original container in which it was purchased. Prescription medications must include pharmacy label or written order from a legal prescriber, with the student's name, the name of the medication, the dosage, time and route, the name and address of the legal prescriber. (legal prescriber – physician, dentist, podiatrist, licensed physician's assistant, advanced registered nurse practitioner.) These medications shall be stored in a secured area unless the student has been approved to self-administer the medication.

Telephone permission for a one-time dose of prescription or non-prescription medication may be taken from parents/guardians under special circumstances and at the school nurse's /authorized practitioner's discretion. If the medication is to continue for several days subsequent to the telephone permission, written authorization must accompany said medication the following day.

Self Medication will be allowed in specific situations. By law, students with asthma or other airway constricting diseases may carry and self-administer their medication upon written approval of their parents and prescribing physician.

Otherwise, students will be permitted to carry and self-administer medications and look-alike substances only upon request of the student's parent or guardian, with a physician's prescription, with approval of the District nurse, and upon a showing that the student is competent to self-administer.

Students may carry medications on school premises and at school events only in accordance with policy 507.2. Otherwise, medications shall not be kept on students or in their personal belongings unless a district nurse gives advanced approval. It is considered a breach of student discipline and a violation of policy for students to carry, distribute, sell, or use medications or "look alike" medications without permission or under the circumstances noted above.

In accordance with the Nurse Practice Act, district nurses will exercise their professional discretion in determining whether or not to administer any medication. If a District nurse determines to vary or not to administer a medication that has been prescribed by a physician and requested by a parent or guardian, the nurse shall notify the parent or guardian, the prescribing physician, and the building principal and state the reason.

S. Communicable Diseases (Board Policy 507.4)

The Board believes any student in the District with a communicable disease will be allowed to attend school provided their presence does not create a risk of illness or transmission to other students or employees. Continuing in service education of District personnel shall ensure that proper, current medical information is available. It shall be the responsibility of the Superintendent to oversee the development of procedures in compliance with this policy.

After contracting a communicable disease, a physician's release may be requested, if the student returns to school before the minimum length of time as set by Iowa Department of Public Health.

Except for issues arising under special education or disability laws, conflicts among the student's physician, parent/guardian, and District authorities regarding the educational management of the student shall be resolved through the due process procedure. Health data is regarded as private data, and it is not to be disseminated to the public, to students, or to the employees of the District except as necessary for student care or as required by law.

T. Health Certificate (Immunizations) (Policy 507.1)

A Kindergarten student enrolling for the first time in school in the district shall submit an Iowa Department of Public Health Certificate of Immunization from a licensed physician. Each student must re-submit an up-to-date certificate of immunization upon request of the superintendent or his/her designated representative.

A student enrolling for the first time in school in the district shall submit a certificate of immunization in compliance with the Iowa Immunization Law. As the Iowa Immunization Law is revised, all students in Kindergarten through 12 grades must update any required immunization.

Exemptions to the Immunization Law include:

A medical exemption may be granted to an applicant when, in the opinion of a physician, nurse practitioner, or physician assistant, the required immunizations would be injurious to the health and well-being of the applicant or any member of the applicant's family or

household. A medical exemption may apply to a specific vaccine(s) or all required immunizations. A certificate for medical reasons is valid only when signed by a physician, nurse practitioner, or physician's assistant.

A religious exemption may be granted if immunizations conflict with a genuine and sincere religious belief. An Iowa Department of Public Health Certificate of Exemption shall be signed by the child's parent or guardian or legally authorized representative and attest that immunization conflicts with a genuine and sincere religious belief and be notarized to an applicant if immunization conflicts with a genuine and sincere religious belief. The certificate of immunization exemption for religious reasons is valid only when notarized.

U. Media Release

From time to time, our students are featured in newspaper articles, district newsletters, etc., celebrating special events in our schools. In the Johnston Community School District, student directory information may be released without written consent unless parents or guardians or students under age 18 object in writing.

The Johnston Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act (FERPA) of 1974. A copy of the school district's policy is available for review in the office of the principal of all of our schools.

This law requires the school district to designate as "student directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public. The school district has designated the following information as directory information: student's name, photo or likeness (including video), audio files, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received.

You have the right to refuse the designation of directory information with respect to your student. Any student over the age of eighteen or parent not wanting this information released to the public must make an objection in writing by completing the below FERPA form and submitting it to their building principal by September 15. This objection to the release of directory information must be renewed annually.

This is an all or nothing policy. Objection to the release of student directory information means exclusion from all school or media publications. Examples of school or media publications include, but are not limited to:

- A playbill showing a student's role in a drama production
- Annual school yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets such as for wrestling, showing weight and height of team members
- Newspaper articles or television news stories
- Photos, podcasts, videos or information posted on the district website
- Athletic or activity team photos or class photos
- Website articles

If you have no objections to the use of student directory information, you do not need to take any action. If you have concerns regarding this notice and the use of your child's photo, please contact your school's office.

V. Copyright (Board Policy 603.4)

The board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio visual, printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

The Purpose and Character of the Use

The use must be for such purposes as teaching or scholarship and must be nonprofit;

The Nature of the Copyrighted Work

Staff may make single copies of the following for use in research, instruction or preparation for teaching: book chapters; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines;

The Amount and Sustainability of the Portion Used

In most circumstances, copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed;

The Effect of the Use Upon the Potential Market for or Value of the Copyrighted Work

If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties. While the district encourages its staff to enrich the learning programs by making proper use of resource materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district will not be responsible for any violations of the copyright law by its staff.

W. Student Technology Responsible Use Regulations (Policy 502.10R)

It is the policy of the District to support access to a rich variety of information resources and to support the development of appropriate skills to analyze and evaluate such resources. The internet significantly alters the information landscape for schools by opening classrooms to a broader array of resources. Because the internet may lead to any publicly available server in the world, students will have access to information resources, which have not been evaluated through the district procedures for selection of instructional resources.

The Board believes that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources.

To that end, the Johnston Community School District supports and respects each families' right to decide the level of technology access for their student. Student use of the internet will be permitted unless a written request is made by the minor student's parent or guardian to not allow such access at school.

The Board authorizes the Superintendent to prepare appropriate administrative procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.

Technology Vision

Technology will enhance teaching and learning. To the maximum extent possible, Johnston Community School District will provide a safe and ethical digital environment where our learning community can develop and reinforce the critical thinking, creative problem solving, communication and collaboration skills needed for life-long learners.

Technology Goals

Curriculum/Student Learning

- Provide technology tools to accommodate student needs
- Provide common experiences for all students to use technology
- Provide developmentally appropriate technology integration and curriculum
- Integrate Technology Literacy essential skills (Iowa Core) into all content areas
- Support Iowa Core content area standards
- Use technology to collect and analyze student performance

Curriculum Resource Tools

Digital information research, collaboration, communication and creation skills are now fundamental to preparation of citizens and future employees during the 21st Century. 21st Century Skills are part of the Iowa Core. The responsible use of electronic digital resources by students must be in support of education and be consistent with the educational objectives of the Johnston Community School District. In order to match electronic resources as closely as possible to the approved district curriculum, district personnel will review and evaluate resources in order to offer materials, which comply with Board guidelines, listed in Board Policy 603.5 that govern the selection of instructional materials. Staff will provide developmentally appropriate guidance to students as they make use of electronic information digital resources to conduct research and to support district curriculum.

All students will be informed of their digital citizenship responsibilities and their rights and responsibilities as users of the district's network/technology resources, prior to gaining access to the network, either as an individual user or as a member of a class or group (see Responsible User Agreement). While students may be able to move beyond selected resources to ones that have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue electronic research independent of staff supervision only if they have not been denied parental permission. Electronic network orientation and skill building lessons will be offered to students by staff. Ultimately, parents and guardians are responsible for conveying the guidelines and ethics that their students should follow when using digital media, technology and information resources.

The network system of the district is provided for staff and students to conduct research and communicate with others.

Network administrators may review files and communications, with or without notice to users, to maintain system integrity and to ensure that students are using the system responsibly. Network supervision and maintenance may require review and inspection of

directories, files or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Users should not expect that these files or communications will be private. The district reserves the right to access stored records, examine all system activities and review directories of messages and files to ascertain compliance with network guidelines for acceptable use. In addition, the district may inspect the contents of electronic mail or file directories of a system user and may disclose the contents to others when authorized or required to do so by law, subpoena, policies of the district, or to investigate complaints regarding electronic mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, offensive or illegal material.

Responsible Use Agreement

The Responsible Use Agreement (RUA) outlines the expectations that students are expected to follow when using district technologies and/or using technologies on the school campuses. In addition to this agreement, students are to abide by any school technology initiative handbook (e.g. High School Digital Learning Environment 1:1). The RUA is intended to cover all available technologies, now or hereafter existing, not just those which may be specifically listed. Students are expected to follow the policy, regulations, responsible use agreement and handbook. Appropriate forms will be signed, collected and maintained to verify communication of such terms and conditions of use. When such forms are not used, it is still the responsibility of the user to be informed of expectations reading usage.

Access to Technology Resources

- The district's technology resources, including but not limited to the district's computers, network and internet access, are the property of the district. No student shall have any expectation of privacy with respect to any materials in or on the district's technology resources.
- All technologies provided by the district are intended for academic/educational purposes.
- Good judgment and common sense should be used and assistance sought, if necessary.
- Access is a privilege and users are expected to practice digital citizenship. Digital Citizenship involves responsibilities associated with etiquette, ethics, personal safety, intellectual property and lawful use of technology resources.
- All activity on the network or while using district technologies may be monitored or retained, with or without notice to users.
- If a user violates any provision of district policy or procedure with respect to technology use or any of the Responsible Use Agreement's or applicable handbook's terms and conditions, the user's technology privileges may be suspended or terminated, access to district technology resources may be restricted or denied and the appropriate disciplinary action shall be applied.
- Students may be responsible for any damage or loss they cause intentionally or by their negligence to district technology resources.

Internet Access

Johnston Community School district provides its users with access to the internet and its resources. Access to online content via the network will be filtered in accordance with district policies and procedures and federal regulations, including but not limited to, the Children's Internet Protection Act (CIPA). The compliance filter is a technology protection measure that provides blocks to internet sites that are deemed inappropriate in content, graphic, message or intent (i.e. sites that are obscene, child pornography, or harmful to minors). Although the filter is continuously updated, it is not a guaranteed security from all inappropriate content.

As part of its Internet safety policy, the district will educate students about appropriate online behavior, including interacting with other individuals via email, on social networking websites, in chat rooms and other forms of direct electronic communications, and cyber bullying awareness and response.

- Internet access provided by the district is intended for academic/educational purposes. Internet activity of students will be monitored to the extent practicable and records may be retained, with or without notice to users.
- Users must use the district wireless access points; no personal or other access points should be used on district campuses.
- Users may not attempt to or use any software, utilities, applications or other means to access internet sites or content blocked by the district filters.
- If a user finds that a blocked site should not be blocked by the filter, a request can be made through teachers. Likewise, if a user feels a site should be blocked, a request can be made.
- Johnston Community School District devices may be used on other wireless networks while off campus.
- While off campus, parents bear responsibility for the same guidance of internet use as they exercise with information sources/media. Parents are responsible for monitoring their student's use of the technologies from home or non-school campus locations.
- Users are expected to follow the same rules for appropriate behavior and respectful conduct online as offline appropriate behavior and respectful conduct.

Applications/Tools

Johnston Community School District will provide users with access to websites and tools that promote communication, collaboration, creation and sharing.

- Users are to use the district-approved applications and tools.

- Users are to use the district tools for academic/educational purposes.
- The applications/tools must be for a specific classroom activity, directed by course/classroom teacher.
- Applications/tools that require an account to be created or used need to be approved by the Instructional Technology Coordinator or Executive Director of Academic Services or designee prior to use.

Personally Owned Devices

- Personally owned devices are not allowed on district networks.
- Personally owned devices are not to be used on campuses to gain access to content blocked by the district filter.
- The security of personally owned devices is not the district's responsibility.

Security

Security on all district technology devices and network is a high priority.

- Users who identify a security problem on the network or other technologies are expected to immediately alert district personnel.
- Demonstrating a prohibited activity to other users will be considered inappropriate and may result in loss of privileges.
- Any attempt to harm or destroy data, devices or the network is prohibited.
- Any user identified as a security risk or having a history of problems with other district technology may be denied access.
- All users must understand that information/data performed on/through district equipment/services should not be considered private.
- Users are responsible for maintaining a safe environment.
- Users will keep passwords secure and will change passwords when directed by the network administrator for security purposes.
- Any user identified as a security risk or having a history of problems with other computer systems, networks or services may be denied access.

Downloads/Streaming Content

- With approval of the district's Director of Technology or designee, users may be able to download file types such as images, audio, video. For the security of the district's network such downloads should be from reputable sites and only for academic/educational purposes.
- Streaming video and audio is prohibited during the school day unless directed otherwise by district administrative personnel. Depending on bandwidth availability, downloads and streaming may not be available.
- Devices and content may be monitored, with or without notice to users.
- Users may be asked to delete downloaded content from accounts/devices.
- All downloaded content should be obtained by and from authorized sources by legal practices and methods.

Digital Citizenship

Digital Citizenship is the responsible use of information and technology. Safe, ethical and legal use of technology is a district and personal responsibility. Users are expected to advocate and practice rules of the institution, etiquette, ethics, personal safety, intellectual property, and abide by legal and ethical behavior.

- Honor property rights and copyrights. Always use citation in projects and when possible seek permission to use copyrighted material from owner. Abide by copyright laws.
- Safeguard your intellectual property. Create your work as original and save your work in the specified locations to keep it secure; use and safeguard passwords on personal accounts.
- Communicate politely and appropriately. Do not create, transmit, share, or display illegal or inappropriate messages, ~~or~~ images, media or participate in cyber bullying, harassment or discrimination, or cause a material and substantial disruption of the school.
- Practice high standards of conduct. Do not use technology or information to cyber-bully and/or harass. This will not be tolerated.
- Practice personal safety by safeguarding identities. Do not reveal anyone's personal information, including your own. Know when to seek assistance in situations involving violation of personal safety and identities.
- Use in a respectful manner. Respect the rights of others to use shared equipment by leaving settings, preferences, and appearance as set according to district standards.
- Use district-approved technology and tools. Use technology tools, resources and applications provided by the district. Other items should be approved before use.

Unaccepted ethics and behavior includes, but is not limited to, the following:

- Using the district's technology resources or creating, transmitting or receiving any material, information, or software in violation of district policies and regulations and/or federal or state laws and regulations, including material protected by trade secret or copyright guidelines;
- Plagiarizing any material, including written information, images, videos;

- Creating, transmitting or receiving threatening, obscene or pornographic material or any material that advocates violence, racism, or discrimination on the basis of race, color, creed, sex, national origin, religion, sexual orientation, gender identity, age or disability;
- Using district equipment or network for commercial activities, product advertisement, political advocacy or political lobbying;
- Participating in any form of cyber-bullying, including (not limited to) harassment, denigration, flaming, outing, trickery, stalking, impersonation;
- The use of cameras is strictly prohibited in locker rooms and restrooms;
- Capturing video, audio or pictures without the consent of all persons being recorded, their knowledge of the media's intended use, as well as the approval of a staff member;
- Accessing any service that incurs a cost; such cost will be charged to the student and sanctions may apply;
- Downloading or uploading large files, printing excessive amounts of material, and wasting resources;
- Streaming video or audio as this takes up excessive network bandwidth;
- Capturing video, audio or pictures without the consent of all persons being recorded, their knowledge of the media's intended use, as well as the approval of staff member;
- Using or attempting to use user names, passwords, folders, or work that belongs to others or to "hack" the district's technology system;
- Using non-approved technology applications/tools. These may include applications that require an account to be created (email, blogs, journals or communities for non-approved educational classroom activities). The approved applications/tools must be for a specific classroom activity, directed by course/classroom teacher;
- Subscribing to or using any unauthorized interactive site, such as, but not limited to, instant messaging, live journals, blogs, forums, postings, and chat rooms;
- Tampering with equipment, such as but not limited to removing cables, cords, keys or key covers, settings, access, preferences or any other equipment/settings, or tampering with data of another user, or disrupting the operation of the district's technology resources, including but not limited to introduction of computer viruses or worms, or attempting any of the foregoing;
- Use of technology devices that are not the property of Johnston Community Schools without explicit permission of the District Technology Director or designee on district premises
- All district equipment must use district network connections, including hardwire and wireless access points; no personal or other access points should be used in the district.
- Applying non-district approved labels/stickers/covers and other items to district devices and cases.

Access Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a suspension/termination of those privileges. Students will take part in technology policy orientation sessions and skill building lessons pertaining to the use of electronic networks and digital tools and resources. Students' online access or use of tools/the internet will be permitted unless a written request is made by the minor student's parent or guardian to deny such access at school. The JCSD administration, faculty, or staff will determine what appropriate use is and may deny, revoke, or suspend specific user privileges.

Sanctions

At all levels, the building administration is given latitude in determining the appropriate consequences. Parents will be contacted in writing as to the exact nature of the violation and the consequences. Consequences may include (not limited to) loss of access privileges, access restrictions, forfeiture of device, detention, Saturday School, suspension or recommendation for expulsion. When applicable, law enforcement agencies may be involved. Users must understand that loss of privileges will impact course activities. Activities that use technology for completion will need to be completed outside of school.

Warranties

Johnston Community School District makes no warranties of any kind, whether expressed or implied, for the technology resources and access or other service it is providing, nor will it be responsible for any damages incurred. This includes loss of data delays, non-deliveries, mis-deliveries, or service interruptions caused by any reason, including service, its own negligence, or user errors, or omissions. Use of any information obtained via the internet is at the user's own risk. JCSD specifically denies any responsibility for the accuracy or quality of information obtained through its network system.

X. Interview by Outside Agencies (Board Policy 502.9)

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant. "Interviews" for purposes of the news media is not covered in this policy.

Y. Custodial Rights (Board Policy 507.7)

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued shall be followed by the school district. It shall be the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action. This policy does not prohibit an employee from listening to a student's problems and concerns.

Z. District Assessments and Student Testing Program (Policy 605.2)

District-wide assessment of student progress is an essential part of any educational endeavor. Information relevant to how individual students and groups of students are progressing provides a basis upon which to determine the effectiveness of the educational system. In order for district-wide assessments to accurately reflect the school system it is important that to the greatest extent possible all students participate.

A comprehensive testing program shall be established and maintained to evaluate the total program of the School District and to provide better guidance or counseling services to students and their families.

No student shall be required, as part of any program which is funded by the United States Department of Education, to submit, without prior consent, to psychiatric or psychological examination, testing or treatment, in which the primary purpose is to reveal information concerning:

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or his family;
- gender behavior and attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

District administrators will annually determine which assessments are required by State and Federal Law and assessments used for district goal setting and accountability. The names of the assessments, dates and times of the assessment and the district expectations will be communicated to students and parents.

The best source of information concerning student achievement is the classroom teacher. Parents are urged to keep in touch with their children's teacher throughout the year and to attend the fall and winter parent teacher conferences.

Advanced and remedial class sequence filters/screening used in placement considerations

Data from multiple assessments is used for screening in student placement decisions in advanced and remedial courses. Assessments used for placement for advanced math courses, which begin at Summit Middle and advanced science courses beginning at Johnston Middle School include the Iowa Assessments and the Measures of Academic Progress (MAP). Fifth and sixth grade Iowa Assessments and MAP scores are used in screening students for placement in advanced math courses at Summit. Sixth and seventh grade Iowa Assessments and MAP scores are part of the screening criteria for the 8th grade advanced science course. Additional assessments including the Algebra Aptitude Test and Cognitive Abilities Test may also be used. Details about the various screening filters can be obtained at the Summit Office.

Iowa Assessments and MAP test data are also used at all grade levels as part of any data considered when making educational placement decisions, whether for advanced support, remedial support or determination of individual student learning growth. The use of assessment data for course placement for both remedial and advanced placement assists in the appropriate educational placement of each student.

AA. Student Surveys (Board Policy 603.12)

The Johnston Community School District may survey students on a variety of topics at different times. These surveys may vary in content and in purpose. All student surveys must be approved by the superintendent or the superintendent's designee. Guidelines for surveys may be found in the board policy.

BB. Corporal Punishment (Board Policy 503.4)

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to person or property.

State law also places limits on school employee’s abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notices to the child’s parent.

If you have any questions about this state law, please contact your school. The entire current board policy can be found on the district website under school board and policies (Policy 503.4). Portions of that policy can be found below. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: www.iowa.gov/educate.

CC. Promotion/Retention/Acceleration (Board Policy 505.2)

Promotion practices in the school district shall have as their objective the placing of the student in an environment where his/her maximum development will take place. Students will be promoted to the next grade level at the end of each school year based on the student’s achievement, age, maturity, emotional stability, and social adjustment.

The retention of a student will be determined based upon the judgment of the licensed employee and the principal. Parents shall be informed as early in the school year as possible when it becomes evident a student in grades kindergarten through 8 may be retained in a grade level for another year.

Students in grades 9 through 12 will be informed of the required course work necessary to be promoted each year. Parents shall be informed, as early in the school year as possible when it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year.

Students in grades kindergarten through 12 with exceptional talents and abilities may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district’s graduation requirements.

DD. School Board Information

The Johnston Community School District’s Board of Directors is a seven-member board. District voters elect the seven members to rotating four-year terms. Board members serve without pay. Elections are held every two years on the second Tuesday in September. The board meets regularly on the second and fourth Monday of each month at 6:00 p.m. in the Administrative offices located at 5608 Merle Hay Road. The public is welcome to attend and participate in these meetings. Information about board members; board agendas/ minutes and board overview can be found on the district website (www.johnston.k12.ia.us). If you have an item of concern which you would like to place on the agenda, please contact the superintendent’s office, 278-0470.

EE. District Communications

The district mails out to all households a district-wide newsletter entitled *The Connection* on a quarterly basis. This newsletter contains information about what is happening or what has happened within the district. Community Education also lists the programs/services that are provided for all ages within the district. If households do not receive this publication, please call 278-0552. This publication is also available online at www.johnston.k12.ia.us.

The district also communicates information via the district website which can be found at www.johnston.k12.ia.us. Through this website parents may also access, Infinite Campus, the student database system. Depending upon the child’s grade level, parents can access such things as their child’s demographic information, grades, attendance, etc. Information on Infinite Campus is available at each school office.

FF. District Crisis Plan

The district annually reviews the district crisis plan that concerns responses to a variety of situations.

GG. Emergency School Closing

If school must be dismissed early, started late or cancelled because of adverse weather or other emergencies, the following stations will carry announcements:

Radio: WHO 1040, KISS 107.5, KXNO 1460,

Television: WHO, KCCI, WOI, Fox 17, KCWI, KDMI

Newspaper/Online: www.johnston.k12.ia.us, www.dmregister.com

Social media: Facebook (Johnston Community School District), Twitter (@JohnstonCSD)

The district also uses Blackboard Connect to reach parents about information regarding school closings and delays. Notifications will be sent out by the district via home phone, email, and/or mobile phone when school is canceled or postponed. It is important that you keep information updated on your student(s). Call the school office to make needed changes.

Please listen to the news broadcasts and special announcements on these stations; check the district website or wait for your Blackboard Connect notification, rather than call the schools or administration office. Also, make a plan now so that your children know where to go if school is closed early and you are not at home.

Community Education classes/events: When the district dismisses school early and/or cancels school for the day due to inclement weather, ALL CE classes/events will also be canceled. KTC will remain open at each site even if school cancels for the day unless weather is extremely severe. KTC and SAS will operate on early release days due to weather, from dismissal time until 5:00 p.m., however, parents are asked to pick up their child(ren) as soon as possible.

HH. Fines, Fees, Charges/Student Fee Waiver and Reduction (Policy 503.2)

The board recognizes that while fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under Open Enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal or secretary. This waiver does not carry over from year to year and must be completed annually. The school district will grant full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria. Forms and waivers can be found on the district website under Nutrition Services or are available in school offices. The school district will treat the application and application process, as any other student record with student confidentiality and access provisions being followed. Textbook rental and material fees, lunch fees and athletic/activity pass fees are available by calling your school office.

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, illegal parking, or for misuse of school property.

II. Tobacco, Alcohol and Other Drugs (Board Policy 502.7)

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action up to and including suspension or expulsion. Use, purchase or being in possession of tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities. Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline up to and including suspension or expulsion.

All buildings and grounds of the district are smoke-free.

JJ. Tobacco-Free Environment (Board Policy 902.10)

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-alikes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

KK. Compulsory Attendance (Board Policy 501.3)

Parents within the school district who have children who are over six and under sixteen years of age by September 15 in proper physical and mental condition to attend school shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar. Students of

compulsory attendance age shall attend school a minimum of 1080 hours each year. Students attending competent private instruction shall attend a minimum of 148 days per year. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school; or,
- are receiving competent private instruction from a parent, guardian, or legal custodian.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal or other school official shall investigate the cause of a student's truancy. If the principal or other school official is unable to secure the truant student's attendance, the principal or other school official should discuss the next step with the school board. If after school board action, the student is still truant, the principal or other school official shall refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent or designee shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Additional attendance information can be found in the building section, later in this handbook.

LL. Open Enrollment (Board Policy 501.15)

The Johnston School District will accept a limited number of students who apply and qualify for Open Enrollment into the district. The School Board and superintendent may deny an Open Enrollment request if insufficient classroom space is available. Applications will be considered and accepted provided such space remains available.

Open enrollment requests into the school district will not be considered for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered. The board may also refuse a request to transfer if such enrollment would adversely affect a desegregation order or plan.

The superintendent is granted the authority to approve enrollment applications that are timely filed with final approval by the Board of Education. The superintendent or designee will have complete discretion to determine the attendance center of the students attending the school district under open enrollment. The superintendent shall provide notification of either approval or denial of the request to the parent/guardian and to the resident district within fifteen days of board action.

MM. Homeless (Board Policy 501.17)

The board shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices. Principals of attendance center will immediately notify the district's Associate Superintendent if they become aware of a student in a homeless situation.

A homeless child or youth as defined by law as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

- a child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
- a child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
- a migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described above.

NN. Student Insurance (Board Policy 507.6)

Students participating in extracurricular athletics shall be adequately insured. The student shall bring written proof of insurance. If a parent or legal guardian wishes the child to participate without insurance, they will assume full responsibility by signing a written statement to that effect. Such statement should be directed to the appropriate building principal.

OO. Sex Offender Registry

The Sex Offender Registry can be found on the Internet at www.iowasexoffender.com. Information provided on this page is maintained by the State of Iowa. The school district has no control over this information.

PP. No Child Left Behind-Parent Right to Know

In January 2002, President Bush signed into law the “No Child Left Behind Act” (NCLB). Specifically, NCLB requires increased accountability, greater choice for parents, and greater flexibility for states and local schools in the use of federal dollars.

Under NCLB, parents have a right to know the professional qualifications of their children’s teacher(s). It is the right of a parent to ask for the following information about each of his/her child’s classroom teachers:

1. Whether the State of Iowa has licensed or qualified the teacher for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under an emergency or provisional status for which the State of Iowa licensing criteria have been waived.
3. The teacher’s college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
4. Under Title I legislation, Title I teachers are required to have their reading endorsements. All our K-5 reading teachers fulfill this requirement.

If any parent or guardian would like to receive information in these areas regarding his/her child’s teacher, he/she should contact the Office of Human Resources at the Administrative Resource Center at 515-278-0470. The Johnston Community School District is committed to the success of all children and appreciates partnerships in these efforts.



Administration

Dr. Corey Lunn, Superintendent
Dr. Bruce Amendt, Assoc. Supt. of Academic Services
Jan Miller-Hook, Chief Financial Officer
Laura Kacer, Ex. Dir. of Human Resources
Chris Bergman, Ex. Dir. Of Teaching, Learning, & Innovation
Nancy Buryanek, Director of Community Education
Gary Ross, Director of Activities and Athletics
Tony Sparks, Director of Technology
Ryan Woods, High School Principal
Brent Riessen, 8/9 Middle School Principal
Joy Wiebers, Summit (6/7) Middle School Principal
Suzie Pearson, Wallace Elementary Principal
Eric Toot, Beaver Creek Elementary Principal
Cheryl Henkenius, Timber Ridge Elementary Principal
Lindsey Cornwell, Horizon Elementary Principal
Trisha Lenarz-Garmoe, Lawson Elementary Principal
Vickie McCool, Director of Special Education
Dr. Barb Rankin, Director of Behavioral Programming and Y-Home Associate Principal
Jerry Stratton, High School Associate Principal
Randy Klein, High School Associate Principal

Raine Mollenbeck, 8/9 Middle School Associate Principal
Kevin Blackburn, Summit Middle School Associate Principal

Directors

Tim Kline, Director of Building and Grounds
Denise Johnson, Director of Transportation
LaRae Doll, Director of Nutrition
Laura Sprague, Director of Communications

District Coordinators

Dr. Jyll Johnson-Miner, Math/Science
Ann Wiley, Technology
Joy Duea Palmer, Preschool
Deb Cale, English Language Arts

Assistant Principals

Brian Town, Lawson/SMS Assistant Principal
Jan Maronn, Beaver Creek Asst. Principal
Shannon Carlson, .5 Horizon Assistant Principal
Josh Morgan, Timber Ridge/Wallace Assistant Principal
John Holbrook, 8/9 MS Assistant Principal

Administrative Resource Center

5608 Merle Hay Road
278-0470, FAX: 278-5884

Johnston Community Education

6600 NW 62nd Ave.
278-0552, FAX: 278-6303

Nutrition Services

5608 Merle Hay Road
278-0278, FAX: 278-6303

Transportation Facility

6350 NW Beaver
278-8149, FAX: 278-1320

Building and Grounds

6350 NW Beaver
278-5874, FAX: 276-2378

Mailing Address for all Bldgs.

PO Box 10
Johnston, IA 50131-0010

High School

6501 NW 62nd Ave.
278-0449-Main Office
278-0779-Guidance
278-6786-Attendance
FAX: 276-5795

Johnston Activities/Athletics

6501 NW 62nd Ave.
278-2407, FAX: 276-5795

8/9 Middle School

6207 NW 62nd Ave.
278-0476-Main Office
278-1544-Guidance
278-4495-Attendance
FAX: 278-0130

Summit (6/7) Middle School

9500 Windsor Pkwy.
986-0318-Main Office
986-0941-Attendance
FAX: 986-0952

Wallace Elementary

6510 NW 62nd Ave.
278-6977, FAX: 278-9894

Lawson Elementary

5450 NW 62nd Ave.
278-0478, FAX: 278-4851
Nurse: 278-4849

Beaver Creek Elementary

8701 Lyndhurst Drive
278-6228, FAX: 278-1049
Nurse: 278-6016

Horizon Elementary

5905 NW 100th
986-1121, FAX: 986-1131
Nurse: 986-1122

Timber Ridge Elementary

7370 NW 54th Ave.
331-4379, FAX: 331-9093
Nurse: 331-8068

Johnston Community School District School Bus Conduct Report

Student Name: _____ Grade: _____ Date: ____/____/____ AM ____ PM

Driver Name: _____ Bus No.: _____ Bldg.: _____ Referral No. _____

Dear Parents:

The purpose of this report is to inform you of a disciplinary incident involving the student on the bus, which may have jeopardized the safety and well being of all students. You are urged to appreciate the action taken by the driver and to cooperate with corrective action initiated by the school. Bus riding is a privilege which may be revoked.

DRIVER REPORT OF INFRACTION

- ____ (1) Fighting/pushing/tripping
- ____ (2) Failure to follow driver instructions
- ____ (3) Unacceptable language
- ____ (4) Making obscene gestures
- ____ (5) Smoking/fighting matches on bus
- ____ (6) Possession of alcohol
- ____ (7) Failure to remain seated
- ____ (8) Throwing things in/out/at bus
- ____ (9) Improper boarding/departing procedures
- ____ (10) Rude/discourteous/annoying behavior
- ____ (11) Hanging hands/arms/head out of window
- ____ (12) Destruction of property
- ____ (13) Littering
- ____ (14) Other

SPECIFIC DETAILS:

Driver's Signature: _____ Director's Signature: _____ Date: _____

ACTION TAKEN

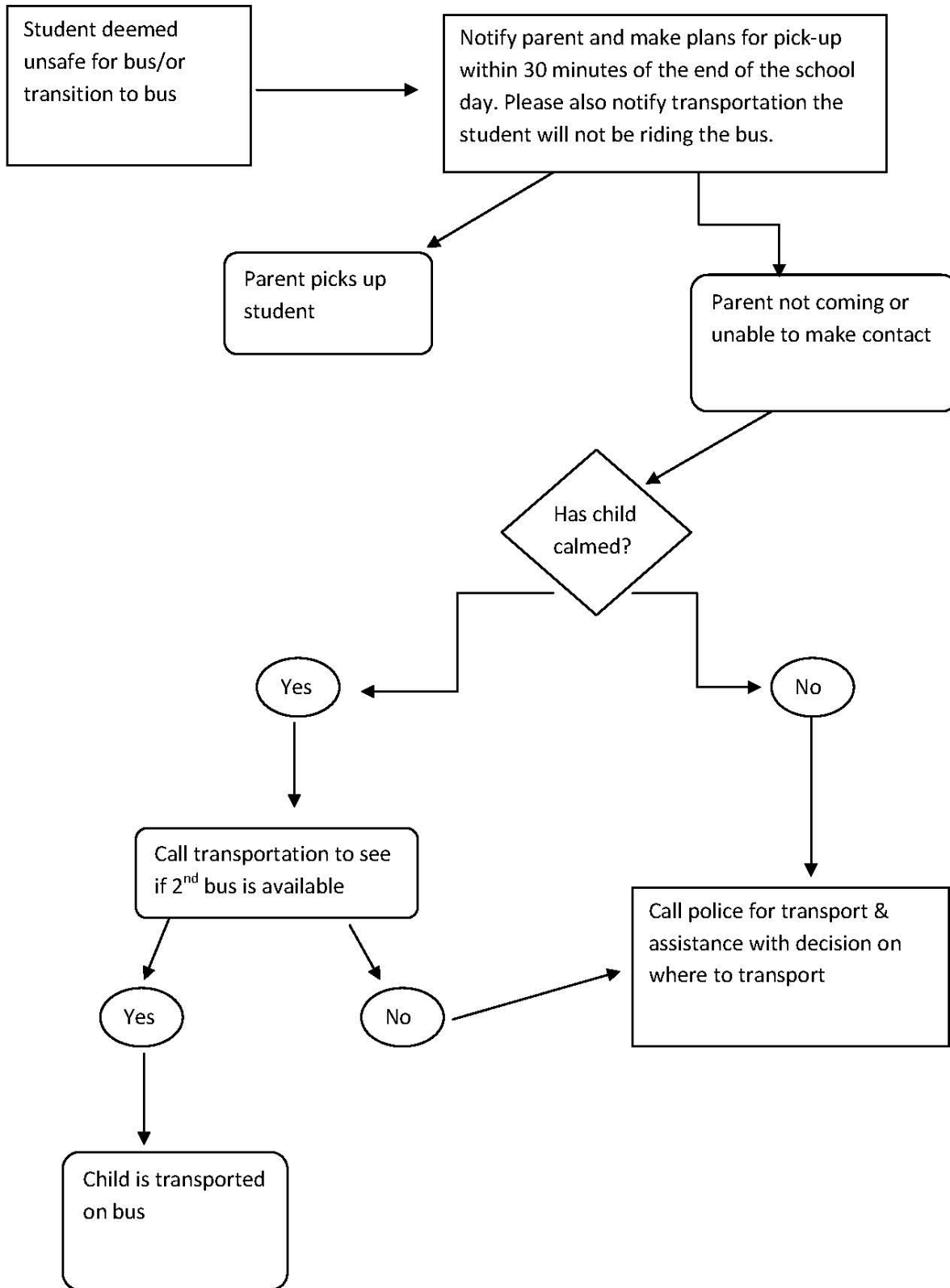
- ____ (A) Building conference with student
- ____ (B) Parent notified
- ____ (C) Parent conference held
- ____ (D) Suspended from bus
- from ____/____/____ to ____/____/____
- ____ (E) Refer to counselor
- ____ (G) Time Out
- ____ (9) Detention
- ____ (H) Recess isolation
- ____ (I) Out of school suspension
- ____ J) Behavior Modification Plan
- ____ (K) Police informed
- ____ (L) Action not covered (see below)

SPECIFIC DETAILS:

Administrator's Signature: _____ Student's Signature: _____ Date: _____

White: School Office Yellow: Transportation Office Pink: Parent Gold: Student (3/20/97)

Decision Making Guide when child is unsafe to transport.



Administrator's Note: This guide is used for repetitive instances of unsafe behavior. If this kind of behavior is an ongoing issue with your child, parents will be notified by the school and asked to sign this form.

JOHNSTON COMMUNITY SCHOOL DISTRICT
JOHNSTON, IOWA 50131

MEDICATION RELEASE

STUDENT _____ AGE _____ GRADE/ROOM _____

PHYSICIAN/DENTIST _____ PHONE _____

NAME OF
MEDICATION _____

NAME OF
PHARMACY _____ PHONE _____

DIAGNOSIS _____

Please give the above medication:

AMOUNT _____

TIME _____

STARTING DATE _____ ENDING DATE _____

AMOUNT SENT _____

I request that the prescribed drugs or medication be dispensed according to these written directions. I request that this medication be given by a qualified staff person. The student has experienced no previous side effects from the medication. I further agree that school personnel may contact the prescriber as needed and that medication information may be shared with school personnel who need to know.

I understand the law provides that there shall be no liability for damages as a result of the administration of medication where the person administering the medication acts as an ordinary reasonably prudent person would under the same circumstances and that the school district and the school nurse are to incur no liability, except for gross negligence, as a result of injury arising from the self-administration of medication by the student.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

HOME# _____ WORK # _____

MEDICATION WILL NOT BE GIVEN IF IT HAS EXPIRED OR IT HAS AN IMPROPER LABEL. PLEASE CHECK THE CONTAINER BEFORE SENDING IT TO SCHOOL.

SUGGESTION: WHEN YOU PICK UP YOUR CHILD'S PRESCRIPTION ASK YOUR PHARMACIST FOR A BOTTLE LABELED FOR SCHOOL USE.

Johnston Community School District policy #507.2 Administration of Medication to Students may be accessed by going to the home page, www.Johnston.k12.ia.us, Board of Education, Policies #500.

Nondiscrimination Policy Complaint Form (Policy 602.1-E) Building Level Complaint

Building Level Complaint Form Check (√) Area of Complaint:

_____ Title I Activities in Reading

_____ ADA/Section 504 and Mathematics

_____ Title VII Civil Rights

_____ Title IX Gender Discrimination

Name of Complainant: _____

Address: _____

Telephone: (____) _____

Date that violation or alleged violation occurred: _____

School: _____

Complaint (Please write a brief statement of the complaint, which must be on the area checked above):

If the complaint is being filed by a representative of the complainant, please sign here:

Complainant's Signature: _____

Disposition by Building Administrator:

Nondiscrimination Policy Complaint Form (Policy 602.1-E) District Level Complaint

<u>Area of Complaint</u>	<u>Administrator's Name</u>	<u>Office</u>	<u>Telephone No.</u>
Title I Activities	_____	_____	_____
Title VII Civil Rights	_____	_____	_____
ADA/Section 504	_____	_____	_____
Title IX Gender Discrimination	_____	_____	_____

Date Received: _____

Hearing Scheduled Date: _____

Persons Attending:

Disposition by District Complaint Officer:

ANTI-BULLYING/HARASSMENT COMPLAINT FORM (Policy 107.2)

Name of Complainant: _____

Position of Complainant: _____

Date of Complaint: _____

Name of Alleged Harasser or Bully: _____

Date and Place of Incident or Incidents: _____

Nature of Discrimination or Harassment Alleged (circle all that apply) – age, color, creed, national origin, race, religion, marital/parental status, sexual orientation, gender, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Other – Please Specify:

Description of Misconduct: _____

Name of Witnesses (if any): _____

Evidence of Harassment or Bullying (i.e. letters, photos, etc.)—attach evidence if possible:

Any other information:

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date _____

ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM (Policy 107.3)

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Incident Witnessed: _____

Any Other Information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date _____

Resources for Families with Elementary-Aged Children

(Ages 5-10)

Resource	Contact Information
How to Protect Your Child from Child Abuse: An insert in each Cub and Boy Scouts of America Handbook and <i>It Happened to Me</i> (DVD) and the Adult Leader Youth Protection Training available online.	www.BSA-IA.org 515-266-2135 800-999-SCOUT
No Way, Don't Go There, & I Don't Think So: Books about staying safe from Girl Scouts of America.	www.GirlScouts.org or contact your local council
Safe Schools and Healthy Students Initiative: This government site provides various youth and school violence prevention resources.	www.sshs.samhsa.gov/initiative/resources.aspx
Pacer Center's Kids Against Bullying: This website provides children in 2nd through 6th grades a safe, entertaining way to learn how to respond to bullying. The site includes a cast of animated characters, celebrity videos, kid videos, Webisodes, games, contests, stories, etc.	www.pacerkidsagainstbullying.org
Families are Talking: A newsletter that provides tips to help parents and caregivers talk with their children about sexual abuse, sexual harassment, and sexual assault.	www.siecus.org/pubs/families/EAT_Newsletter_V3N3.pdf Additional newsletters and resources: http://www.siecus.org/pubs/pubs0004.html
7 Steps to Protecting Our Children: A guide for parents and caregivers to use to protect their children as well as prepare their children to protect themselves from child sexual abuse.	http://www.d21.org (use a small "L," not a "one" in the web address).

Preventing Child and Youth Sexual Harassment, Abuse, and Assault

A Resource for Iowa's Families



F1

Preventing Child and Youth Sexual Harassment, Abuse, and Assault

A Resource for Iowa's Families

Resource	Contact Information
<i>Stop It Now!</i> has a six-step "Family Safety Plan" to help families identify their support network and create an environment to keep children safe from sexual abuse. Developmentally appropriate sexual behavior in children is described. The website describes warning signs for adults who may suspect a child has been sexually abused, and also lists signs to watch for in other adults who may be abusing children.	http://www.stopitnow.org Stop It Now! has a helpline available (1-888-PREVENT) for individuals and families to call for support and access to resources in a confidential setting.
<i>Keeping Children Safe from Abuse: Tips for Parents and Caregivers</i> , provides guidelines for opening discussions with children on topics from personal/body safety, to sexual abuse, to date rape. It also includes several school-based curricula options for preventing bullying and sexual violence.	http://www.cfchildren.org/parents/parentindex/ The website provides several parent resources, including a series of articles.

For more information on sexual violence go to:

www.icyd.org

To review the entire "Preventing Bullying & Harassment: A Support Manual" go to the district website at www.johnston.k12.ia.us, click on schools, then registration and then scroll to the bottom of the page. A link can be found there to view the manual in full.

JOHNSTON DRAGONS

Johnston Community School District 2015-16 Calendar

August 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26*	27	28	29
30	31					

September 2015						
S	M	T	W	T	F	S
		1	2*	3	4	5
6	7	8	9*	10	11	12
13	14	15	16*	17	18	19
20	21	22	23*	24	25	26
27	28	29	30*			

October 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7*	8	9	10
11	12	13	14*	15	16	17
18	19	20	21*	22	23	24
25	26	27	28*	29	30	31

November 2015						
S	M	T	W	T	F	S
1	2	3	4*	5	6	7
8	9	10	11*	12	13	14
15	16	17	18*	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015						
S	M	T	W	T	F	S
		1	2*	3	4	5
6	7	8	9*	10	11	12
13	14	15	16*	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6*	7	8	9
10	11	12	13*	14	15	16
17	18	19	20*	21	22	23
24	25	26	27*	28	29	30
31						

February 2016						
S	M	T	W	T	F	S
	1	2	3*	4	5	6
7	8	9	10*	11	12	13
14	15	16	17*	18	19	20
21	22	23	24*	25	26	27
28	29					

March 2016						
S	M	T	W	T	F	S
		1	2*	3	4	5
6	7	8	9*	10	11	12
13	14	15	16*	17	18	19
20	21	22	23*	24	25	26
27	28	29	30*	31		

April 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6*	7	8	9
10	11	12	13*	14	15	16
17	18	19	20*	21	22	23
24	25	26	27*	28	29	30

May 2016						
S	M	T	W	T	F	S
1	2	3	4*	5	6	7
8	9	10	11*	12	13	14
15	16	17	18*	19	20	21
22	23	24	25*	26	27	28
29	30	31				

June 2016						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11

Aug. 11-13	New Teacher Orientation
Aug. 19-21	Staff Professional Development Day
Aug. 24	FIRST DAY OF SCHOOL
Sept. 7	NO SCHOOL - Labor Day holiday
Sept. 25	NO SCHOOL - State Teacher Professional Dev.
Oct. 23	End of first quarter
Oct. 27	Grades 6-12 P/T Conferences - 4:30-8:00 p.m.
Oct. 29	Early Dismissal (3 hours) (all schools) • Grades 6-12 Parent/Teacher Conferences 1:30-5:00 p.m.; 5:30-8:00 p.m. • PreK-5 Professional Development
Oct. 30	NO SCHOOL PreK-12 Professional Development
Nov. 6	End of first trimester
Nov. 12	Grades PreK-5 P/T Conferences - 4:30-8:00 p.m.
Nov. 17	Early Dismissal (3 hours) (all schools) • Grades PreK-5 Parent/Teacher Conferences 1:30-5:00 p.m.; 5:30-8:00 p.m. • 6-12 Professional Development
Nov. 25	NO SCHOOL - PT comp day
Nov. 26-27	NO SCHOOL - Thanksgiving holiday
Dec. 23-Jan. 1	NO SCHOOL - Winter break
Jan. 4	STUDENTS RETURN FROM BREAK
Jan. 15	End of first semester
Jan. 18	NO SCHOOL PreK-12 Professional Development Day
Feb. 15	NO SCHOOL Staff Professional Development/Work Day
Feb. 26	End of second trimester
March 3	Early Dismissal (3 hours) (all schools) • Grades PreK-12 P/T Conferences 1:30-5:00 p.m.; 5:30-8:00 p.m.
March 8	PreK-12 P/T Conferences - 4:30-8:00 p.m.
March 11	NO SCHOOL - PT comp day
March 14-18	NO SCHOOL - Spring break
March 25	End of third quarter
April 15	Early Dismissal (3 hours) (all schools) PreK-12 Professional Development
May 30	NO SCHOOL - Memorial Day holiday
June 1	LAST DAY OF SCHOOL • End of second semester, end of third trimester
June 2	Teacher Work Day
June 3-10	Reserved as potential make up days

* One hour early out (every Wednesday, every school)

- No School day
- 3 hour early dismissal
- End of Quarter
- Staff prof. development/work day
- Parent/Teacher conferences
- End of trimester