

Johnston Middle School
Parent/Guardian/Student
Handbook

2023-2024



We commit all district resources to guide the learning of each student, to graduate as confident learners with character, knowledge and the skills to excel in any endeavor they pursue.

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Chris Wilson, Director of SEBMH (Social-Emotional, Behavior, Mental Health)

Johnston Middle School Administration

Luke Dillon, Principal

Tron England, Associate Principal

Ben Chadwick, Assistant Principal

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 Nate Zittergren, Executive Director of Human Resources, 5608 Merle Hay Road, Johnston, Iowa 50131, (515) 278-0470, nate.zittergren@johnston.k12.ia.us

6501 NW 62nd Ave • Johnston, IA 50131 • Phone: 515-278-0476 • www.johnston.k12.ia.us/schools/middleschool

Dear Parents and Students,

Welcome to **Johnston Middle School** and a new school year! The purpose of this Parent-Student Handbook is to provide a quick reference guide to our school. It contains essential information about our school, as well as important Board of Education policies. (Additional information and updates are available on our school website at: www.johnston.k12.ia.us). Please read the handbook carefully and put it in a safe place for future reference.

At JMS we work hard to create an environment where all children learn and where each child is valued for his/her own abilities, talents and learning styles. Johnston Middle School has a dedicated and talented staff.

We value a team approach at JMS and want to partner with you to provide the very best education for your child. I am excited about the new school year and anticipate many fun-filled and challenging educational opportunities for the children. I encourage you to take an active role in your child's learning experience. Together we can make 2023-2024 an exceptional year!

Sincerely,

Luke Dillon
Johnston Middle School Principal

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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.

JOHNSTON MIDDLE SCHOOL 2023-2024 TIME SCHEDULE

MON, TUES, FRI			WEDNESDAY			THURSDAY		
PD	TIME	MINS	PERIOD	TIME	MINS	PERIOD	TIME	MINS
			1st Period Block	7:45 - 9:05	80	2nd Period Block	7:45 - 9:05	80
1	7:45 - 8:30	45						
2	8:35 - 9:20	45	PRIDE/FIRE	9:10 - 9:55	45	PRIDE/FIRE	9:10 - 9:55	45
3	9:25-10:10	45	3rd Period Block	10:00 - 11:20	80	4th Period Block	10:00 - 11:20	80
4	10:15-11:00	45						
A LUNCH	11:00 - 11:30	30	A LUNCH	11:25 - 11:55	30	A LUNCH	11:25 - 11:55	30
5	11:35 - 12:20	45	5th Period Block	12:00 - 1:25	85	6th Period Block	12:00 - 1:25	85
6	12:25 - 1:10	45						
5	11:05 - 11:50	45	5th Block	11:25 - 12:00	35	6th Block	11:25 - 12:00	35
B LUNCH	11:50 - 12:20	30	B LUNCH	12:00 - 12:30	30	B LUNCH	12:00 - 12:30	30
6	12:25 - 1:10	45	5th Block	12:35 - 1:25	50	6th Block	12:35 - 1:25	50
5	11:05 - 11:50	45	5th Period Block	11:25 - 12:50	85	6th Period Block	11:25 - 12:50	85
6	11:55 - 12:40	45						
C LUNCH	12:40 - 1:10	30	C LUNCH	12:55 - 1:25	30	C LUNCH	12:55 - 1:25	30
7	1:15 - 2:00	45	7th Period Block	1:30 - 2:50	80	8th Period Block	1:30 - 2:50	80
8	2:05 - 2:50	45						

PRIDE and FIRE Time

The main goal of our Pride time is to provide each student with a staff member they can connect with as well as other students in their advisory. We are hoping to achieve a strong sense of trust and belonging, effective communication among all members of the school community, a strong atmosphere of equality, and positive relationships between students and teachers. Additionally, this time is to provide students with activities related to personal skills, advocacy and community.

FIRE time is the integration of evidence-based instruction, interventions, and assessments to address the full range of student academic and behavioral needs present in today’s classroom. In Fire time, the needs of all learners are identified and supported early through increasing levels of instructional time and intensity. By using performance data and monitoring learning rates and social-emotional-behavioral development of students, schools make important instructional decisions to meet the needs of ALL of our learners.

A. 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.

B. SECURED BUILDING/ VISITORS

SECURED BUILDINGS

Johnston Middle School is a “secured building.” After all the students have arrived, the exterior doors will be locked throughout the day. All visitors to the school building will need to push the buzzer outside the front door so the door can be unlocked for you. This security system is to keep consistent security practices throughout all of the school buildings in our district to ensure the safety of our students and staff.

The Raptor Visitor Management Software program has been installed to increase the safety of the 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.

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 barcode 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.

C. CHANGE OF ADDRESS

Students are requested to report proof of address change (ie: utility bill) to the Enrollment Specialist at the Administration Office whenever they have a change of address. Parental and guardianship status must also be reported to the Johnston Middle School main office immediately when a change takes place.

D. SCHOOL WITHDRAWAL/TRANSFER

If a student wishes to withdraw from school or transfer to another school, the parent or guardian must make this request through the Counseling office or Principal. The student must return his/her books, iPad, brick, cord, library books and obtain the necessary signatures on a withdrawal or transfer form prior to leaving school.

E. SCHOOL SPIRIT

School Spirit may be divided into three categories:

1. Courtesy -- Toward teachers, fellow students and the officials of school athletic 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 school and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level.

F. ASSEMBLIES

A variety of assemblies will be offered to the student body each year. Certain audience etiquette and attitudes are essential in order to fully benefit from these assemblies. To do this, your responsibilities of self-discipline are expected at all times. Treat those who perform for you with the same respect that you would like them to give if you were performing.

Whistling and yelling are not acceptable means of communication during assemblies. Remember that all assemblies are a privilege and please conduct yourself accordingly.

G. SEVERE WEATHER/FIRE ALARMS AND OTHER EMERGENCY DRILLS

In case of severe weather, students will be alerted from the office by alarm and/or voice instruction over the P.A. system. Teachers will direct you to the areas designated for severe weather protection. These areas are posted in the classroom and other areas. Students should not go outside the building. A series of drills will be held throughout the year to acquaint students with "safe areas". In case of a fire alarm, students are to evacuate the building completely, along routes designated, posted, and explained by teachers. If between classes, proceed quietly to the nearest outside exit. In all cases, get completely away from the building (a minimum of 50 feet) until the signal is given to return.

The building will also execute drills as referenced on the district's Emergency Response poster that is posted in every classroom. These would include evacuation, reverse evacuation, shelter in place, clear the halls, lock down and lock out. Johnston Middle School students are expected to take drills and all information and directions seriously. Failure to do so impairs the safety of everyone in our building and will be dealt with in a fitting manner.

H. LOSS OF ELECTRICAL POWER

In the event of the loss of electrical power, teachers are expected to keep their students in class until power is restored or until other instructions are given. If the power shortage overlaps class periods, students are to be kept in class and are not to go to their next period. Teachers who do not have an assigned class will supervise the public areas of our building; i.e. hallways, student center, foyer, restrooms, etc. Students not in class will return to their classroom or to supervised areas as directed by staff.

I. STUDENT COUNCIL

The Student Council is the organization through which students can make policy change suggestions to administration, organize and run student activities, participate in charity fundraisers and community service projects.

The Student Council tries to promote leadership, character and initiative among its members. It is the duty of the members to bring to the Council's attention suggestions and concerns from their classmates.

Students interested in joining the JMS student council need to fill out an application form. Student council officers are selected by the student council at the beginning of the school year.

Requirements for Student Council members:

Any student may be a candidate for student council by filling out the election packet and returning it to the council advisor.

The candidate must be passing all courses.

The candidate must have a positive attendance record at school.

The candidate must have a real interest in the student council and its activities.

The candidate must have signed confirmation from a parent/guardian that he/she will have transportation to student council meetings.

J. ACTIVITY/FIELD TRIPS

STUDENTS MUST GO AND RETURN IN THE BUS DESIGNATED BY THOSE IN CHARGE UNLESS OTHER ARRANGEMENTS ARE SANCTIONED BY THE TEACHER IN CHARGE. 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 personal request to the sponsoring teacher that their child ride home with them, or as approved by the building administrator.

A pep bus will be taken to all major activities if the number riding is sufficient to pay expenses. Those students wishing transportation should sign up and pay by designated time announced by the activities department and administration. Students will not be permitted to ride the bus unless they have purchased tickets in advance.

Concerning field trips taken during school hours, students must previously secure signed parent permission and signed slips or verbal permission from teachers of classes that will be missed, and make up all work to be missed. Conditions may warrant that teachers may refuse to give approval if the student's attendance is deemed essential; i.e. the student is behind in work, failing or near failing or if class work is of a nature that cannot be made up.

Students who are excused from a class to participate in a field trip are accountable for assignments and class activities missed. Arrangements should be made with the teacher of the class to be missed to make up work before the absence, or to mutually agree on a later deadline. Attendance at a class field trip is not optional for students. Field trips may be considered as course/unit requirements. Teachers may assign an alternate assignment if parent permission is not given.

K. ACTIVITIES

The purpose of the activities program is to furnish opportunities for the development of the student which is not included in the regular academic subjects.

Athletics, dramatics, publications, music and other activities develop leadership, citizenship, and character as well as special abilities which may be of value vocationally or for future leisure time activities. In addition, much pleasure is derived from actual participation. The activities program is organized so that each student should try to take part in at least one activity.

We are proud of Johnston Middle School. Your school is only what you make it; therefore, your active participation is necessary if we are to grow stronger and better. By all means, take part! SCHOOL SPIRIT begins and ends with you.

L. PARENT COMMUNICATION

JMS sends daily announcements through ParentSquare, which has taken the place of the traditional newsletter. On occasion, an additional email or newsletter regarding important information or notifications that can't wait until the next day will be sent out through ParentSquare as well. Teachers utilize ParentSquare to communicate with parents as well. In addition to ParentSquare, teachers utilize the Moodle on our website to display weekly agendas as it pertains to their coursework.

M. BACK TO SCHOOL NIGHT

One evening prior to the start of school parents are invited to Johnston Middle School Back To School Night (see district calendar for date). Plans are made to have parents "walk through" their student's schedule of classes. This provides the classroom teacher an opportunity to meet the parents and communicate several things, including the course syllabus, the teacher's grading procedures/expectations, and curricular materials used in class.

N. FUND-RAISING

Students may raise funds for school-sponsored events with the prior written permission of the building Principal. Fund-raising by students for events other than school-sponsored is not allowed. All fund-raising will be coordinated by the staff sponsor of the club/group seeking funds.

O. PUBLICATIONS

Students shall be free to express themselves in school-sponsored publications except for the following restrictions:

1. Students shall not publish nor distribute materials which are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials which encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school. Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications.

P. POSTING OF SIGNS-DISTRIBUTION OF MATERIALS

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

Q. SCHOOL DELIVERIES

Student gift deliveries including, but not limited to, flowers and balloons should be made to the student's home residence and not to Johnston Middle School. Food deliveries from outside businesses are not allowed and food delivered will be turned away. JMS does not allow students to receive food deliveries from restaurants/fast food (including but not limited to deliveries from Grubhub, DoorDash, Uber Eats, etc). JMS does not assume responsibility for the payment of any deliveries that are turned away.

R. USE OF BUILDING OUTSIDE OF SCHOOL HOURS

Students may not be in the school building or gymnasium evenings, weekends, or any other time than school time unless at a school sanctioned function with assigned faculty members in charge or if it is a scheduled group through community ed.

S. DAILY ANNOUNCEMENTS

Daily announcements are emailed to students and parents via ParentSquare.

T. TELEPHONES /CELL PHONES/ ELECTRONIC DEVICES

Students are urged to inform their parents and friends that the school discourages telephone calls during the school day. There is a student phone located in the front office for use. If any cell phone/electronic device is lost or stolen, the school assumes no responsibility or liability for replacement of the item.

Use of Cell Phone and Electronic Devices:

Johnston Middle School will determine appropriate student use of electronic devices, including cell phones during the instructional day (7:45AM – 2:50 PM). Cell phones are NOT permitted to be used in locker rooms or restrooms. Student use of technology is

permitted during passing periods, lunch break, and before and after school. Students are expected to keep cell phones away unless instructed by the teacher. The process below will be enforced on a class to class basis.

Cell Phone and Electronic Devices Confiscation and Return Process:

Intervention Process Within a Class Period

Teacher instructs class on whether phones will be needed for the period or not. (Class-wide Warning)

1st Offense = Teacher informs the student individually to put their phone away and educates the students on the importance of removing distractions. Teacher also informs the student on what will occur if the phone is not put away.

2nd Offense = Teacher confiscates phone and puts it away in a safe place until the end of the period.

Chronic Offenders

1st Confiscation = Teacher keeps phone until the end of the period.

*Teacher documents this offense in Infinite Campus as Staff Managed and the student's first offense.

*Teacher communicates with parents that the student's phone has been confiscated.

2nd Confiscation = Teacher takes phone to the office and the office holds on to the phone until the end of the day.

*Teacher documents this offense in Infinite Campus as Staff Managed and that this is the student's second offense.

*When a student comes in to pick up their phone, they are required to fill out a processing sheet that informs them that the next time their phone is confiscated in the same class, parents will have to come in and pick up the phone from the office.

*The office will communicate with parents that if their child's phone is confiscated within the same class, they will be required to come in and pick the phone up from the office.

3rd Confiscation = Teacher takes phone to the office and the office holds the phone until a parent comes in to pick up the phone.

*Teacher documents this offense in Infinite Campus as Administrator Managed and that this is the student's third offense.

*Parents will be contacted by the Office that they will need to pick up the phone in the office.

Intensive Instruction Process

4th Confiscation = Teacher takes phone to the office and the office will hold on to the phone until a parent comes in to pick up the phone.

*Teacher documents this offense in Infinite Campus as Administrator Managed and that this is the student's fourth offense.

*Parents will be contacted by the Office that they will need to pick up the phone in the office and administration will meet with the parent and discuss possible next steps if this problem occurs. Examples include:

*Turning phone into teacher before class

*Turning phone into the office before school and getting it back during certain parts of the day.

5th Confiscation = Teacher takes phone to the office and the office holds the phone until a parent comes in to pick up the phone.

*Teacher documents this offense in Infinite Campus as Administrator Managed and that this is the student's fifth offense.

*Parents will be contacted by the Office and a formal meeting will be scheduled with parent and student.

Within the meeting, alternative interventions will be enforced and a success plan will be established. Examples include:

*Turning phone into teacher before class

*Turning phone into office before school and getting it back during certain parts of the day

Cell Phone and Electronic Devices Search Policy: (Board Policy 502.8R1)

School authorities may search a student cell phone based upon reasonable suspicion under the circumstances and in a manner reasonable in scope, in order to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel.

U. PHONE MESSAGES FOR STUDENTS

Students are asked to keep the need to receive phone messages at school to a minimum. They are asked to work with their parents, relatives and friends to do so. Only messages left with the Johnston Middle School front office by a parent, guardian, or individual designated by a parent or guardian will be delivered to the student.

V. LOST AND FOUND

Articles will be held in the lost and found area until the end of each semester during the current school year and if not claimed during that time period will be discarded.

W. LOCKERS (Board Policy 502.5)

All hallway and P.E. lockers, desks or other facilities belonging to the school in the school building or on the school grounds are the property of the Johnston Community School District and remain school property even though they are temporarily assigned to students. Students are to use lockers only for the storage of school books, school materials, possessions ordinarily used in day-to-day school activities, P.E. clothes and outerwear clothing. Lockers are to be kept clean and orderly. Please be advised that lockers will be subject to inspection by an administrator and possibly a dog at any time for cleanliness, missing school property, evidence of vandalism and/or contraband. The students will be held responsible for any damages.

School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers. The school district shall provide written notice to each student, and the adult who enrolls the student at the school, that school officials may conduct periodic inspections of all school lockers without prior notice. All inspection under this subsection shall only occur in the presence of the students whose lockers are being inspected, or in the presence of another staff member(s). Individual lockers, desks, property may be searched based on reasonable suspicion of a criminal or school law rule violation.

In the interest of maintaining a healthy and safe school environment, lockers, desks, or property may be subject to inspection and search for the location and discovery of items of contraband. Items of contraband generally cause material and substantial disruption of the school environment or present a threat to the health and safety of the students, employees, and other visitors on school premises. Items of contraband include but are not limited to, non-prescription controlled substances such as marijuana, cocaine, amphetamines, and/or barbiturates; apparatus or paraphernalia used for the administration of controlled substances; alcoholic beverages; tobacco; vaping and e-cigarettes; weapons; explosives; poisons; pornographic materials; and stolen property. Such items are not to be placed in a locker, desks, or on school property under any circumstances, and are subject to confiscation. Students who do so shall be subject to disciplinary action which may include suspension or expulsion from school.

School lockers are equipped with combination locks and should be kept locked at all times. No locks may be placed on lockers except those issued by the school, and any unauthorized locks may be removed or cut off. Other students should not have access to your locker combination. (School administrators have a master key for emergency situations.) Please lock your locker to ensure the safety of its contents. Students should not leave valuable items or money in their lockers. Student valuables may be secured in the office. If the locker is in need of repair the student should report the occurrence to the head custodian/office immediately.

PLEASE NOTE: Students are to use their assigned lockers. Students who change lockers without notifying the office may be subject to disciplinary action if theft of personal property does occur. Therefore, students need to exercise care in securing their personal belongings in both their hall and P.E. lockers. Bring items too large to be secured in your locker to the office. **THE SCHOOL IS NOT RESPONSIBLE FOR REIMBURSEMENT OF STOLEN ITEMS.**

X. BATHROOM USE

Johnston Middle School will require a multiple occupancy restroom or changing area to be designated only for and used by persons of the same sex. A person shall not enter a multiple occupancy restroom or changing area, or a single occupancy restroom or changing area designated only for persons of the same sex, that does not correspond with the person's sex.

In any other school facility, a facility used for extracurricular activity, overnight accommodations, or any other setting where a student may be in various stages of undress in the presence of other students or persons, school personnel shall provide separate, private areas designated for use by students based on the students' sex.

A student who, for any reason, desires greater privacy when using a single or multiple occupancy restroom or changing area, or other facility and whose parent or legal guardian provides written consent to a school administrator, may submit a request to such school administrators for access to alternative facilities. School administrators will evaluate such requests and shall, to the extent reasonable, offer options for alternative facilities. In no event shall any accommodation be made that includes access to a student multiple occupancy restroom or changing area or a single occupancy restroom or changing area designated for use by students of the opposite sex while students of the opposite sex are present or could be present. Reasonable accommodations may include any of the following:

- Access to a single occupancy restroom or changing area.
- Access to a unisex single occupancy restroom or changing area by only one student at a time.
- Controlled use of a faculty multiple occupancy restroom or changing area or a single occupancy restroom or changing area.

Exceptions to this policy include:

- Adopting policies necessary to accommodate disabled persons or young children in need of physical assistance when using a multiple occupancy restroom or changing area, a single occupancy restroom or changing area, or other facility or setting described in subsection
- Custodial or maintenance purposes when such facility is not occupied by a member of the opposite sex.
- Rendering medical assistance.
- During a natural disaster, emergency, or when necessary to prevent a serious threat to student safety.

SCHOOL SERVICES AND ACADEMIC AFFAIRS

A. COUNSELING SERVICES

We are fortunate to have two school counselors and a school social worker from Heartland on our educational staff, and the student should see one or the other for all counseling-related needs. Except in an emergency, students should not make appointments to see these staff members during times they are assigned to a class, nor be in the student services waiting area. The Counseling secretary may be able to answer many questions related to counselor availability.

There are a number of counseling activities which all students encounter but, beyond a certain point, there are a great number of highly individualized services which are available to students who desire them. The Counseling Department provides for personal counseling, vocational planning, referral to specialized agencies, college planning, and improvement of interpersonal relationships.

CONFIDENTIALITY

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:

"No qualified school guidance counselor...who obtains information by reason of his employment as a qualified school guidance counselor shall be allowed, in giving testimony, to disclose any confidential communications properly entrusted to him by a pupil or his parent or guardian."

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 a counselor, or the school administration.

B. SCHOOL NURSE

Services of a school nurse are available to all students. Whenever students become ill or injured at school, they are to report to the nurse's office. If the nurse is not in the building, report to the Counseling office. Students **MUST NOT LEAVE THE BUILDING** because of illness without parent verification, or administrative authorization and without signing out in the attendance office. In this coronavirus time if a student is ill or running a temp of 100.4 or above, they will be told not to attend school. Students must not return to school until they have been fever-free for 72 hours.

In order to be enrolled, and to be in compliance with Iowa state law, each student is required to have a current immunization record on file at school. If your child has had immunizations or boosters administered please notify the nurse so records may be updated.

All students are required to provide health information to be kept on file in the nurse's office. This information assists the nurse in providing each student the safest and best medical attention possible. Furthermore, the data serves as an emergency information source in a number of situations, including when the school needs to contact a parent. The information needs to be updated each year for any changes in health status, in family addresses, telephone numbers, physicians, etc.

Parents should feel free to contact the school nurse when the student has a health problem or whenever the nurse can be of service. Parents will be responsible for communication of information to the nurse or school regarding illness, accidents, medication, P.E. restriction, communicable diseases, treatments or pertinent medical and dental information. Parents are also responsible for informing the school of any changes of information on the Health record.

ILLNESS

Students with the following symptoms may be sent home:

1. A temperature of 100 degrees or above
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 student's welfare or the health of other individuals

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 extracurricular activity (such as but not limited to, band, chorus, athletics) to be eligible to participate.

DISMISSAL PROCEDURE:

1. Parents or their designee will be notified before a student is sent home.
2. Transportation will be approved or arranged by the parent or designee.
3. Attendance person will be notified.
4. Parent or student will sign out in the attendance office.

STUDENT ASSISTANCE

In addition to the counseling and health services provided to Johnston Middle School the following student assistance programs are available to all students:

Student Support Services

The Johnston Community School District provides supports for students struggling at school. Several programs are available to help them become successful in school. Students, families/caregivers can contact the building principal or school counselor to discuss additional supports. Building assistance teams work closely with classroom teachers in a problem-solving approach to meet students' academic and school needs. Student support staff members provide help when additional services are determined to be necessary. For more information, contact your building Principal, school counselor or Adam Busch, Student Services Coordinator at 278-0470.

C. VOLUNTARILY SEEKING ASSISTANCE

Information received from students and/or parents who voluntarily seek help from school authorities concerning the student's use of controlled substance before being found to be using or possessing such substances by school or law enforcement officials, will be maintained in confidence and will not serve as a basis for disciplinary actions. However, this does not provide immunity for disciplinary action should students continue to use, possess, or distribute controlled substances as provided here.

D. STUDENT ASSISTANCE PROGRAM

Johnston Middle School students and their immediate families can participate in counseling services through the district Student Assistance Program. The student assistance program (SAP) provides FREE short-term therapy services to all district students and their immediate families. While the intention is for a brief support to help identify any further need for services or resources, there is NO session limit for SAP. Counseling Center staff members will ensure students and their families get the help they need to address and resolve the identified issues. Students' parents/caregivers can contact the Counseling center at 515-587-1735 or sap@yhma.org.

E. STUDENT SUCCESS TEAM (SST)

The Referral Team assists struggling students by exploring, recommending, and implementing appropriate intervention strategies.

Referral Process:

1. Student is identified by concerned individual.
2. Staff member fills out Google Referral Form.
3. Associate Principal brings to SST meeting for discussion.
4. Referred student will be assigned an advocate by the team.
5. Referral will be processed:
 - A. SST member communicates with the student's classroom teachers.
 - B. Gathering of additional information by advocate: ex. student, parent, coach, nurse, counselor, administration, attendance, club sponsor, etc.
 - C. Team analyzes data gathered.
 - D. Team recommendation.
 - E. Follow up notification to initial referral.

Possible Recommendations: This is a list of examples. Each referral is unique and therefore recommendations will vary.

1. Testing
2. Mentor
3. Problem solving meeting with student and/or teachers, parents
4. AEA process
5. Appropriate services available through school and community
6. Credit Recovery through Plato online courses
7. Other interventions

F. SPECIAL EDUCATION

Johnston Middle School has identified a group of educators to help problem solve issues that may interfere with student's learning. This team was established to enable teachers to meet student's unique educational needs. The team is comprised of a combination of classroom teachers, counselor, dean of students, associate principal or principal, Heartland Area Education Staff and parents. For information about JMS special education process/services, contact Shawna Shanahan, Director of Special Education at the Johnston Administrative Resource Center at 278-0335.

G. ELL – ENGLISH LANGUAGE LEARNER

Questions may be directed to District Administration at the Johnston Administrative Resource Center at 278-0470.

H. COURSE SELECTION HANDBOOK

A Course Selection Handbook is available online to each student during the registration process. This handbook contains the academic requirements for graduation and a brief description of all courses offered at Johnston Middle School and Johnston High School.

Parents and students should periodically refer to this handbook when selecting courses and when planning the four-year program of study.

I. CLASSIFICATION OF STUDENTS (Grades 9-12)

The traditional high school is four years. Students may either accelerate or slow down their studies in arriving at graduation. For purposes of classification, credits will be determined at the end of the previous school year. Students intending to accelerate their studies need to plan their high school course sequence accordingly. Students should schedule an appointment with a counselor to arrange their schedules.

Students successfully completing normal loads should earn enough credit to graduate in four years. Less than the normal number of classes may result in extra years required to graduate and/or loss of athletic eligibility.

- A student with less than 6.0 units of credit earned will be classified as a freshman.
- In order to be classified as a sophomore, a student needs to have accumulated at least 6.0 units of credit.
- In order to be classified as a junior and receive junior privileges, a student needs to have accumulated a total of at least 12.0 units of credit.
- In order to be classified a senior and receive senior privileges and plan for graduation, a student needs to have accumulated a total of at least 17.0 units of credit.
- Students will be reclassified following each academic year.

J. ADDING/DROPPING COURSES

The following rules will apply when courses need to be added or dropped:

- Courses may be added for five school days after a semester begins.
- Courses dropped after the sixth week of a semester will have an "F" recorded for the class.

K. SCHEDULE CHANGES

After a student has registered, he/she must attend classes for which he/she has registered. No student may change classes without obtaining written permission from the Associate Principal and/or School Counselor.

Schedule adjustments are made on a very limited basis:

1. Incomplete schedule
2. Duplication of courses
3. Course in incorrect sequence
4. Lacking a required course for graduation or grade level
5. Not meeting a pre-requisite or teacher approval
6. Re-enrollment in a course in which the student received a failing grade or no credit
7. Misplacement due to inappropriate skill level for class

Schedule changes will be considered for academic reasons and made by the Assistant Principal and/or Counselor. Know that not all requests can be accommodated.

L. CORRESPONDENCE AND ONLINE COURSE OPTIONS

A maximum of two units of supervised correspondence or online courses may be included in the required units for graduation. Correspondence and Online courses must be approved by the administration or a counselor before the courses are started. One semester of the senior year must be taken in residence.

Any questions regarding graduation requirements should be directed to a counselor.

M. RETAKING CLASSES

Students may repeat classes previously taken. If students choose to repeat a class, the following rules and procedures will be in effect:

1. The repeated class must be taken at the same district.
2. Credit will only be awarded once for a class. Students cannot gain additional credit by repeating a class.
3. The grade earned in the re-taken class will be used to calculate the student's cumulative GPA.
4. The original courses and grades will show on the transcript, but will not be used in any cumulative GPA calculations.

5. Students requesting to repeat a class must complete a "Request to Repeat a Class" form, have it signed by the teacher, and return it to the Student Service Office by the end of the first week of the semester.
6. Repeat courses must be taken within two semesters of completion of the original course.
7. Students cannot repeat a course that has been used as a prerequisite for a subsequent course.
8. Acceptance into a class is subject to seat availability.
9. Requests that don't meet the above guidelines are subject to administrative approval.

N. DMACC-DUAL ENROLLMENT COLLEGE CREDIT:

Beginning the fall of the 2003-04 school year, JHS started working in conjunction with DMACC to provide students the opportunity to earn college credit for several JHS classes. A "passing" grade for DMACC Concurrent (Dual) Enrollment courses is considered to be a "B-" in the event there is a P/F option with DMACC during the 2020-2021 school year. For further details, consult the Johnston High School Course Selection Handbook or visit with the Counselor.

O. DUAL REPORTING SYSTEM

1. The current grading procedures for grade point averages, class rank, graduation honors, etc. will be maintained.
2. Academic recognitions initiated by the Johnston Community Schools will be based on both weighted and unweighted grading systems.
3. Additional information based on a weighted grades system will supplement the current system. A grade point average and class rank based on weighted grades for certain classes will be provided to students, parents, scholarship committees and universities.
4. The following courses will be weighted:
 - a. Advanced Placement courses as developed and approved by the College Board.
 - b. PSEO classes that have been approved by the Principal or designee.
 - c. Prior approval for enrolled students.
 - d. Transfer transcripts will be evaluated by the Principal or designee and weighting assigned based on local weighted course standards.
5. The weighted grades will be as follows:
 - A = 5
 - B = 4
 - C = 3
 - D = 2
 - F = 0
6. Student transcripts will reflect both weighted and unweighted grading for all high school students beginning with the graduating class of 2000.

P. GRADING SYSTEM

There are a number of factors that go into a grade. Here are some general guidelines around grade reporting developed by our staff.

Homework:

Purpose of the homework is to allow students to practice skills related to the content. Homework will be no more than 25% of the overall grade. Every effort will be made by teachers to create meaningful practice. With this in mind, we ask that students also make every effort to complete the practice for the upcoming assessment in a timely manner.

Late Work:

There is no penalty for turning work in late, but there is a deadline for accepting late work. Each teacher will communicate the deadline to students and the deadline will be consistent across content areas. Assignments turned in late will be flagged as late.

Extra Credit:

Extra credit will not be given because teachers will offer reassessment opportunities.

Missing Work:

Missing work makes it impossible to assess student learning. Students and teachers will work together to ensure all effort is made toward collecting missing work. Missing work will be made note of in Infinite Campus in order to communicate with students and parents what work still needs to be done.

Reassessing:

Reassessment opportunities will be available for students, but there is a deadline for reassessment completion, which will be communicated to students. Teachers may require additional evidence from students prior to the reassessment.

Guidelines for Academic Integrity

The Johnston Community School District strives to produce graduates who will be responsible and productive members of society. Our Portrait of a Learner attributes include the demonstration of inquiry, communication, collaboration, creativity and respect for ourselves, the school, and the community. JCSD's objective is to achieve these learner outcomes through honesty, trust, and integrity.

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students are encouraged to utilize supports for formative skills practice. Ie - using classroom resources, asking a friend, parent or teacher for help.
- Students must do their own work and submit only their own work on assessments; ie - examinations, reports, and projects, unless otherwise permitted by the instructor.
- Students must follow all written and/or verbal instructions given by instructors prior to taking examinations, tests, quizzes, and performance evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

Forms of Academic Dishonesty

Actions constituting violations of academic integrity include, but are not limited to, the following:

Plagiarism: the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Cheating: the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration. Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz. Copying another student's homework or letting others copy one's work without direction or approval from the teacher is considered cheating. Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz.

Fabrication: intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

Collusion: assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

Academic Misconduct: the intentional violation of school policies, such as tampering with grades or taking part in obtaining or distributing any part of a test or any information about the test.

Responding to Academic Dishonesty

In an instance of academic dishonesty, a mark of IE insufficient evidence will be given in Infinite Campus. The teacher shall communicate to the student an appropriate way to assess the skills and concepts that were assessed originally.

The teacher will confer with the student and contact the parent/guardian by phone or e-mail to review the academic dishonesty incident.

Corrective action is administered by school personnel in a progressive manner--that is, the action taken correlates in degree with the seriousness of the misconduct and/or the disciplinary history of the student.

Progress Reports

Student reports may be sent anytime between marking periods to parents of students who need some type of special attention. Parental acknowledgement of this report by a note, phone call or visit to the teacher is recommended and appreciated.

Q. ACADEMIC HONORS AND AWARDS (Grades 9-12)

Johnston Middle School intends to honor and recognize those students who excel in the classroom. A variety of awards are bestowed, a few of them being:

Academic Letter

The highest academic honor bestowed is an Academic J. An academic letter will be awarded to students in grades 9-12 who have achieved high honors for each semester. High honor is defined by a 3.75 G.P.A. or better for each semester of the school year.

National Honor Society

National Honor Society is an honorary organization. Students are selected for membership by the Faculty Council on the basis of scholarship, service, leadership, and character. Membership is never considered solely on the basis of scholarship. Selection of members is during second semester of the sophomore and junior year. Only students who have been in Johnston High School the equivalent of one semester may be considered for membership and have a cumulative grade point of 3.50. At the time of selection, all students who are scholastically eligible are notified of the procedure to follow for consideration of membership into the National Honor Society.

R. EXTENDED LEARNING PROGRAMMING

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.

S. PHYSICAL EDUCATION PROCEDURES AND EXPECTATIONS

DRESS- Students are expected to wear appropriate physical education clothing. Appropriate dress includes: athletic shorts or sweatpants, t-shirts, and rubber-soled tennis shoes are part of the required attire.

ATTENDANCE- State education laws require that all students be enrolled in and participate in a course of physical education. The physical education program in Johnston Middle School is planned so that every student is able to participate and benefit from the program. Students are required to participate in all physical education activities unless excused by a physician or school nurse. All students physically able shall be required to participate in physical education activities. However, students shall be excused from physical education requirements if they participate in one of the following: a work-based learning program, a school sponsored activity that requires at least as much physical activity per week as a one-eighth unit of physical education. The parent/guardian/student needs to communicate with the school if they seek to utilize an exemption from PE, to begin the exemption process. The school will then work with the family on the request.

LOCKERS- Each student will have an optional P.E. locker, which will most likely be shared with another student. They can keep clothes and shoes in their locker. Under certain conditions, school personnel have the right to search the locker. A padlock will be issued and should be used at all times. It is important to remember not to share the combination with anyone. Teachers are not responsible for any lost items. Students are responsible for locking their padlocks after each PE class in order to prevent theft.

LOCKER ROOM RULES-

1. No rough play
2. No running
3. No gum, candy or beverages
4. Keep personal items locked at all times

ROLL CALL- Roll will be taken in the gym at the beginning of each class.

ACCIDENTS- All health problems or injuries should be discussed with the nurse and P.E. teacher prior to the start of class. Accidents during class should be reported to the teacher whether serious or not.

VALUABLES- To avoid potential loss do not bring valuable items to class unless they can be locked up or placed in your teacher's office during class time.

EXCUSES- Students are required to participate in physical education unless they have been excused for reasons of health or injury. If a physician feels that a student should not participate or should do so 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 the student is able to resume participation. Students who are excused from P.E. for a short-term illness or injury will be expected to attend class to observe the activities. In case of unexpected illness or injury, the school nurse may determine if a student is unable to participate in physical education activities.

GRADING- Students will be graded according to appropriate performance participation as well as occasional summative assessments.

HEALTH EDUCATION PROGRAM- 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 visit with your child's teacher if you have any questions. Parent letters will be sent home to promote awareness and your participation in discussion 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 the 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 beliefs pursuant to Iowa Code Section 256.11(6). If you should have any specific questions with regards to Johnston's health.

T. SUBSTITUTES

Our substitutes provide us with a great service. We ask that the cooperation extended to them on the part of the student body be as good as, if not better than, that which is shown to our regular staff. We will look at referrals by them in the same manner as those issued by our regular staff.

U. JOHNSTON MIDDLE SCHOOL LIBRARY MEDIA CENTER

Mission: The Library Media Center encourages staff and students to become self-reliant, life-long users of ideas and information.

The Library Media Center (LMC) supports and enhances the educational program of the school and serves individual interests of students and staff. Students are welcome to use the LMC for research, reading, and browsing. Teachers are encouraged to plan for library experiences for students as classes and as individuals. Staff members are also encouraged to use the library for their own enrichment and enjoyment.

Collections

Several groups of materials are housed in the LMC, including books, audiobooks, and DVDs. The fiction collection is located on stand-alone shelves on the north side of the library. They are organized by genre. Non-fiction books are located on the wall shelving on the north side of the library. Narrative nonfiction, books in verse, and books in Spanish are on the wall shelving on the east side. New books will be placed on special display racks and are available for checkout.

A collection of educational DVDs is available which are used mostly by teachers. A search result using our online catalog identifies them by the call letters "DVD."

Computers and audiovisual equipment are available for use in the LMC by students. Graphing calculators are also available for overnight check-out.

Suggestions for additions to these collections are welcome from students and staff members. A QR code linked to a Google form is posted in the library and a link is available in the library catalog.

Circulation Periods

Library books are loaned for the period of three weeks. Books can be renewed if no other patrons are waiting.

Circulation Procedures

The due date will be stamped in the front of the book when it is checked out. All items to be returned should be dropped in the slot in the circulation desk.

Fines and Overdue Materials

Students will be informed of overdue books through their jdragonmail. Having overdue books will suspend check out privileges. Please return materials on time to allow other people to use the materials. The charge for items that are lost is based on the replacement cost. The charge for damaged items is a minimum of 50¢ and up to the replacement price.

Research and Services

Thirty computers and the Internet provide access to information for research and other educational purposes. Iowa's AEAs provide online informational resources for student use, including magazines, videos, clip art, photos, and an entire encyclopedia at www.iowaaeaonline.org. Additionally, Heartland AEA provides free access to several more subscription websites, including teen health, history and science videos, book lists, research help, and royalty-free music and sound clips. The user name and password for these databases is available at the library. School Board policy and administrative and building guidelines cover Internet use by students.

Students and staff members are encouraged to find information independently. The LMC staff will provide reference assistance if information cannot be found after a reasonable search. Students may also find the library web site page helpful for research. The entire JMS catalog may be accessed from home at <https://johnstoncsd.follettdestiny.com/>.

Students and staff members can place a hold on an unavailable item by logging into their Follett Destiny account. Notification will be made when the item becomes available. The items will be held for pick-up for three days before they are re-shelved.

Although students can print materials for immediate access, printing is kept to a minimum to reduce waste of paper and ink. All copies must meet copyright and building guidelines. LMC staff will uphold state and federal laws ensuring the privacy of library patrons' access to information.

LMC Hours

Monday	7:15 – 3:15
Tuesday	7:15 – 3:15
Wednesday	7:15 – 3:15
Thursday	7:15 – 3:15
Friday	7:15 – 3:15

Students may come to the LMC before or after school without a pass. During school hours, students need a pass from a teacher to come to the library. Students who need additional time may make arrangements with the LMC staff.

Student Behavior in the LMC

The student handbook outlines behavior expectations of students while at school. The same expectations are held in the LMC. Students are expected to follow the district's Acceptable Use Policy while using district resources. Specifically, NO FOOD/CANDY/BEVERAGE etc. is allowed to be consumed while in the LMC. The exception being water is allowed in a container with a spill proof lid. Any changes to LMC policies will be posted in the library.

CHANGE OF A NAME OR PRONOUN

Johnston Middle School will not knowingly give false or misleading information to the parent or guardian of a student regarding the student's gender identity or intention to transition to a gender that is different than the sex listed on a student's official birth certificate or certificate issued upon adoption if the certificate was issued at or near the time of the student's birth.

If a student enrolled in a school district requests an accommodation that is intended to affirm the student's gender identity from a licensed practitioner employed by the school district, including a request that the licensed practitioner address the student using a name or pronoun that is different than the name or pronoun assigned to the student in the school district's registration forms or records, the licensed practitioner shall report the student's request to an administrator employed by the school district, and the administrator shall report the student's request to the student's parent or guardian.

ATTENDANCE PROCEDURES

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. Subject to the provisions of administrative procedures, students shall not be absent more than six days in a semester.

- It is the responsibility of the parent/guardian to cause the student to attend school and to inform the school of each and every absence.
- It is the responsibility of the school to notify the parent/guardian on each occurrence of an unverified (unexcused) absence.
- Violations of this policy will result in sanctions. Sanctions are subject to appeal upon request of the student or parent/guardian.

ATTENDANCE – See [Board Policies Series 500](#)

In accordance with Iowa law, it is the parents' responsibility to cause the child to attend school. (Iowa Code, Chapter 299)

A. REPORTING STUDENT ABSENCE

When a student must be absent from school, the parent/guardian should report the absence to the attendance office on the morning of the absence. This may be done before school opens in the morning or after school closes by dialing an attendance answering service at 278-4495. Once school is open, the parent may report absences by calling the attendance office at 278-4495.

B. ABSENCE (Missing ten (10) or more minutes of a class period will be considered an absence)

EXCUSED ABSENCES – [Board Policy 501.9](#)

UNEXCUSED ABSENCES – [Board Policy 501.10](#)

1. Parent(s)/guardian(s) are expected to notify the school regarding a student's absence on the day of the absence. An absence must be reported either by note or phone call within 24 hours of the date of absence. Absences not verified within this time period will be cause for the absence to be considered unexcused or truant. Starting with the 20-21 school year, we will be consistent district wide on weather related absences. If school is in session and a parent chooses to keep their student home, which is their right, the absence will be marked **as unexcused**.

2. Valid reasons for a student's absence from school are as follows:

- **recognized** religious **observances**
- illness, hospitalization or doctor's care; a doctor's note should be brought in to the attendance office
- death in the family or family emergency
- **appointments that cannot be scheduled outside the school day**
- **school-sponsored or approved activities**

3. Classes missed because of attendance at a school sponsored trip or activity will not be considered an absence. However, at the discretion of the teacher, the student will be required to hand in assigned work prior to being gone. It is the students' responsibility to notify teachers prior to their absence.

4. A student's absence caused by a suspension will be treated as an administrative initiated student absence and will not count toward the total of six days permitted by the district policy.

5. **Schoolwork missed because of absence or suspension must be made up within two times the number of days absent**, not to exceed six days. The time allowed for makeup work may be extended at the discretion of the classroom teacher. Schoolwork missed due to any absence must be completed to the satisfaction of the teacher. Failure to complete all make up work assignments satisfactorily within prescribed time constitutes grounds for no credit or reduced credit. Tests, quizzes, and assignments announced prior to the absence and due or occurring on the day of the absence will be due on the day the student returns to class. Teachers are expected to use discretion in allowing additional time for making up the work if the absence should warrant it.

C. EXTENDED ABSENCE (9th Grade Only)

Students who must be absent for an extended period of time must notify the school prior to the absence period. A 9th grade student who is absent ten (10) consecutive days without informing the school may be dropped from school and may not re-enroll until the next semester and/or referred to appropriate legal authorities. An 8th grade student who is absent ten (10) consecutive days without informing the school may be referred to appropriate legal authorities.

D. TARDINESS DEFINED

Students who are not within their assigned instructional or study areas when the bell rings will be considered tardy. Tardies which are not verified by a note from a staff member will be considered unexcused. Tardies of ten (10) minutes or more are to be considered unexcused absences.

10/4 Rule

Students, with the exception of those who already have other arrangements made with the office, are to be in their classrooms during classroom instruction. Outside of an emergency, students are discouraged from using the restroom during the first ten minutes and the last four minutes of instruction. A student with an emergency may use the restroom at any time, but would need to ask permission of the classroom teacher.

HANDLING UNEXCUSED TARDIES

1st Tardy = Teacher will inform the student that they were tardy and educate the student about the importance of being on time.

2nd Tardy = Office will communicate with the student about their second tardy and an email will be sent home to inform parents about the 2nd tardy.

3rd Tardy = Administration will communicate with student and parent about the number of tardies that the student has accrued for the week and inform them that the student will be staying after school (day to be determined later) for "Academic Buy Back" (processing time before/after school designated to helping students identify the importance of being on time to class and creating a plan that will allow them to be to class on time).

****If the student gets additional tardies within the week, they will receive extended "Academic Buy Back" time.****

Chronic Tardies

Two consecutive weeks of “Academic Buy Back” OR three total weeks of “Academic Buy Back”

1. Parent Meeting with Administration and student
2. Intensive Instruction opportunities, but not limited to:
 - Late / Early release
 - Escort (Hall Monitor / “Buddy”) to class
 - Remediation time designated to time management

E. TRUANCY (Board Policy 501.3)

1. Truancy is defined as any absence from school or an assigned class or classes without parent/guardian and school permission.
2. Class work missed because of truancy can be made up and will be treated the same as make up work for all other absences. Tests, quizzes, and assignments announced prior to the unexcused absence and due or occurring on the day of the absence will be due on the day the student returns to class.
3. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the district limit of six allowable absences per semester. Disciplinary action may include, but is not limited to: detention, in school or out of school suspension, administrative referral, and other items that are stated in the Student Handbook.

The following situations will be considered as truancy:

- a) being absent without confirmation from a parent/guardian prior to, on, or within one school day of the student's return to school
- b) leaving school without receiving parental and school knowledge and consent prior to leaving and leaving without signing out of the main office
- c) lying, forging, or falsely telephoning the school in verification for an absence

HANDLING TRUANCY -- Truant students will be disciplined by staff and/or administration.

F. CONFIRMED/UNCONFIRMED ABSENCE PROCEDURE

The office will put out a confirmed absence list by the end of each day. A student will be counted as having an unexcused absence if his/her name does not appear on the list, or if he/she does not bring a pass from the staff member that detained the student.

If the student's absence is not confirmed, the attendance office will notify parents and building administration at which time consequences will be determined by one of the building administrators.

On the third and subsequent unexcused absence, the staff member will write out an office referral. If the student claims that the absence is excused because a staff member detained him/her or because his/her name should have been on the confirmed list, it is that student's responsibility to get such confirmation from the staff member involved in that situation.

G. LEAVING SCHOOL AFTER THE DAY HAS BEGUN

If a student must leave school during the school day, they must first see the attendance secretary to obtain a pass to be excused from their class. This pass will dismiss them from class to the office where a parent must sign them out of school. These passes may only be obtained by parental contact with the office.

Written notes dismissing students from school for appointments after the day has begun must be brought to the office before 11:30 a.m. After 11:30 a.m. students will be required to telephone parents to be dismissed from school. In a continuing effort to instill in all students the skills of organization and planning, the following administrative directive will be enforced:

It will be our practice that no students without parental permission are permitted to leave school after classes have begun for the sole purpose of returning home to get something which was forgotten. (Examples: P.E. clothes, homework assignments, textbooks, supplies, etc.) A parent may choose to bring the item to school for the student, but the student will not be permitted to leave school unless parental permission has been given.

H. EXCESSIVE ABSENCE (9th Grade Only)

Excessive absence is any absence beyond six days per semester.

- 1) When a student has been absent unexcused from school/class three times (days/class periods) and six times during a given semester, the parent(s)/guardian(s) will be contacted via telephone and /or mail regarding the student's absence record.
- 2) When a student has been absent unexcused from school/class six days/periods during a semester the teacher/attendance office personnel will inform the attendance officer or associate principal of the student's status.

I. APPLICATION OF SANCTIONS (9th Grade Only)

Excessive unexcused absences will result in sanctions:

- 1) When the six day absence violation is from a single class period the student may be dropped from that class.
- 2) When the violation of the six day absence policy occurs in four or more individual classes, the student may be dropped from the regular day program and the student may be placed on an alternative schedule.
- 3) Students may appeal being dropped from a class (see Section VII, Appeals).

J. EXCESSIVE ABSENCE PARENTAL NOTIFICATION

When a student has missed the same class three times (unexcused) in a semester, notification must be made by the attendance office informing the student's parent or guardian of the absences. At this point, the student and his/her parent/guardian will be contacted by the administration to review the student's attendance record and academic progress. The purpose of this contact will be to discuss and review all pertinent records and information relating to the student's rate of absenteeism and make recommendations for improved attendance. Recommendations will include such actions as referral to counseling (outside agency), evaluation by AEA personnel, attendance contracts, probationary status, disciplinary action, being dropped from class, and/or attending school after the regular school day has ended, or attending the alternative high school. Unexcused absences are viewed as a serious offense and will be dealt with as such.

II. Unexcused Absences

- A. Students who are absent from school or class without a reasonable excuse shall be subject to disciplinary measures. Reasonable excuses are those which are acceptable reasons as provided in Board Policy 501.12 – Student Absences Excused.
- B. Each day or a portion of a day of absence from school or class shall be considered a separate violation of these rules.
- C. Students who are found to be absent without a reasonable excuse may be subjected to one or more of the following disciplinary measures:
 - 1) Probation
 - 2) After-school detention
 - 3) Nonteaching day attendance
 - 4) In-school suspension
 - 5) Removal of school privileges
 - 6) Short-term suspension from school
 - 7) Long-term suspension from school
 - 8) Recommendation for expulsion from school

III. Appeals:

Sanctions are subject to appeal upon request of the student or parent/guardian.

A. Building Appeals Committee

1. Students or parents/guardians seeking to review a decision regarding truancy, absence, tardiness, or make-up work under this policy must file a written or oral request for appeal with the attendance office within four school days of receipt of notification of the violation or decision. The appeal request may include the reasons why the appeal is requested and any information that the parent/guardian or student wishes to be considered in the appeal.
2. If the student or parent/guardian files an appeal, the student will remain in the class pending the completion of the appeal process.
3. The appeals may be heard by one or more of the following: a vice principal, certificated attendance personnel or a counselor. (Additional resource personnel may be requested by any party: school nurse, teacher, social worker, psychologist, etc.)
4. Parents/guardians shall be informed of their right to address the appeal committee before any sanction is administered.
5. The appeals committee will consider whether the student's conduct or absence should be excused under this policy. The committee will consider:
 - i. Attendance history of the student
 - ii. Extenuating or other circumstances as documented in the student's records or in the written request for an appeal
 - iii. Educational alternatives to removal from class or school
 - iv. The total educational program for each individual student
6. The appeals hearing will be held within five school days after the appeal is filed. Committee response to the appeal will be issued the following school day.

B. Appeal to the Principal/Designee

1. Students or parent(s)/guardian(s) may request review of the building appeals committee's decision regarding sanctions rendered under this absence rule may do so by filing a written or oral request for review with the Principal within five days

after the committee's decision. The Principal will determine an agreeable time, place, and date for the review and notify the student and parent/guardian. At the conclusion of the review, the Principal shall affirm, reverse, or modify the committee's decision.

C. Appeal to the Superintendent/Designee

1. Students or parent(s)/guardian(s) may request a review of a building Principal's written decision under this policy by filing a written request for review with the superintendent within five days of the Principal's decision. The Superintendent or designee, in conjunction with the parent/guardian, will attempt to determine an agreeable time, place and date for the review and notify the interested persons accordingly. At the conclusion of the review, the Superintendent or the Superintendent's designee shall affirm, reverse, or modify the Principal's decision.

D. Appeal to the Board of Directors

1. Students or parent(s)/guardian(s) may appeal the Superintendent's decision by filing a written request for review with the secretary of the Board of Directors within five days of the Superintendent's decision. The secretary will set the time, place, and date for the review and notify the interested persons accordingly. At the conclusion of the review, the board may affirm, reverse, or modify the Superintendent's decision.

E. Appeal to the State Board of Education

1. Students or parent(s)/guardian(s) may appeal the Board of Directors' decision by submitting an affidavit of appeal to the State Board of Education within 30 days after the decision of the Board of Directors.

Date of Adoption: April 26, 2010

Date Approved: May 10, 2010

K. ATHLETIC STATE TOURNAMENT AND DRAKE RELAYS ABSENCE PROCEDURE

Students who are directly involved in the tournament competition (e.g. participating athletes, cheerleaders, managers, etc.) do not need written excuses from home in order to be excused and will not be recorded as absent in the attendance records. The coach will provide the office with a list of the names of these tournament participants and the times of their absence.

Student spectators who wish to attend a tournament session may do so with written permission from their parents to the school attendance office prior to the date of their absence. The note must specify the date of the tournament session which the student plans to attend and the time which the student is to be permitted to be excused from classes. The excused students must sign out in the office before leaving school to attend the tournament. Excused student spectators will be recorded as absent from school in the attendance records.

State Tournaments

Student spectators who wish to be excused from classes to attend a state tournament session must do the following:

Written permission from parents excusing the student from school prior to the tournament must be presented to the attendance office on the day of the tournament. Phone calls to excuse students for the tournament will not be accepted. For state basketball and state wrestling tournament tickets will be sold at school before the tournament session. Failure to follow this procedure will result in truancy and will be subject to disciplinary action. Excused student spectators will be recorded as absent from school in the attendance records and will be required to complete all course work missed.

STUDENT BEHAVIOR AND DISCIPLINE

The goal of Johnston Middle School discipline policy is to ensure the right of all students to a productive educational environment in which they may learn the social skills necessary to develop into mature, responsible young adults who are accountable for their own actions.

An important part of the education process is helping students become aware of their rights and the responsibilities that accompany those rights. Johnston Middle School has the duty to create an atmosphere in which self-discipline, as an aspect of responsibility, is approached both positively and productively.

Johnston Middle School provides an environment in which responsibility can be developed, enabling all students to pursue their education without unnecessary disruption by others. Rules and regulations of special education are observed when disciplining special education students.

Johnston Middle School Student Code of Conduct shall apply to students while traveling to and from school, on school premises, attending school-sponsored events, on school buses or on chartered buses, while students are engaged in school-sponsored activities, and while students are away from school at such activities. When a student's actions/behavior away from school jeopardizes the safety or welfare of others, the good order, management, and/or welfare of the school, disciplinary action may be taken.

Specific acts of misconduct are on file in the main office, are contained in the Johnston Middle School Student/Parent Handbook, and are discussed with students and parents each school year.

GENERAL RULES/VIOLATIONS SUMMARY

Rules and regulations are not needed for the vast majority of our students. Like any society, however, they are necessary for the protection of that majority. Most of the students are here for an education, and we strive to give it to them in the best possible environment. Those few students who are not here for the business of education may be required to withdraw so that others can get the job done. Your education will be the foundation for the remainder of your life - build it well.

The purpose of this section is to give information with which to make intelligent choices. You are in control of your own behavior and also choose the consequences that go with it. We have tried to show you the consequences you would choose should you participate in certain behaviors. Whether you experience those consequences or not depends on you.

DISCIPLINARY MEASURES

If a Johnston student(s) is at a school sponsored event at a site other than Johnston, the behavior expectations are the same as if they were at an event on school grounds.

Discipline is administered through administrator discretion according to the severity of the violation. Discipline actions include, but shall not be limited to:

- verbal/written reprimand
- notification of parents
- detention
- suspension *
- recommendation for expulsion
- referral to legal authorities

*** SUSPENSIONS ARE TO BE SERVED ONLY ON DAYS SCHOOL IS IN SESSION. IF CLASSES ARE NOT HELD FOR ANY REASON THE SUSPENSION CARRIES OVER TO THE NEXT SCHEDULED SCHOOL DAY**

SCHOOL VIOLATIONS

The following is not an all-inclusive list of potential violations, but serves only as a guide and the listed penalties will not necessarily be followed in the listed order. These apply also to home and away school sponsored activities and any altercations with Johnston and non-Johnston students and adults.

1. Truancy (Saturday School, Suspension, dropping from classes or expulsion)
2. Alcohol, use or possession (Suspension or expulsion and referral to authorities)
3. Alcohol, distribution (Suspension or expulsion and referral to authorities)
4. Drugs, use or possession (Suspension or expulsion and referral to authorities)
5. Drugs, distribution (Suspension or expulsion and referral to authorities)
6. Inappropriate displays of affection (Verbal warning, Detention, Saturday School or Suspension)
7. Use of profane or obscene language (Detention, Saturday School or Suspension)
8. Threatening and/or harassing a fellow student (Verbal Warning, Saturday School or Suspension)
9. Displays of racial/ethnic bigotry (Saturday School, Suspension or expulsion and referral to authorities)
10. Leaving an assigned area or school w/o permission (Detention, Saturday School or Suspension)
11. Defiance of faculty authority or insubordination (Detention, Saturday School or Suspension)
12. Assaulting/fighting with a fellow student (Suspension or expulsion and/or referral to authorities)
13. Assaulting a staff member (Suspension or expulsion and referral to authorities)
14. Possession or use of "Counterfeit" drugs (non-prescription) (Suspension or expulsion and referral to authorities)
15. Use of fireworks or explosives (Suspension or expulsion and referral to authorities)
16. Tobacco; vaping and e-cigarettes, possession (Suspension and/or referral to authorities)
17. Tobacco, vaping and e-cigarettes use (Suspension and/or referral to authorities)
18. Theft and/or possession of stolen property (Suspension and/or referral to authorities)
19. Threat of fellow student (Saturday School or Suspension and/or referral to authorities)
20. Threat of staff member (Suspension or expulsion and referral to authorities)
21. The use of confrontive or threatening language directed to a Johnston employee, a Johnston student, or a guest of the district (parents, opposing fans, and visiting groups to name a few) shall be cause for disciplinary action when such language is used to aggravate or provoke a Johnston employee, a Johnston student, or a guest of the district. (Suspension or Expulsion and referral to authorities)
22. Unauthorized use of safety equipment (false fire alarm, improper use of fire extinguisher) (Suspension or Expulsion and referral to authorities)
23. Arson (Suspension or Expulsion and referral to authorities)
24. Cheating (Detention, Saturday School, Suspension or drop from class)
25. Vandalism or defacing school property (Saturday School, Suspension or Expulsion and/or referral to authorities)
26. Referred to office for discipline from classroom, study hall, etc. (Detention, Saturday School, Suspension or drop from class)
27. Referred for being in restricted area (Detention, Saturday School or Suspension)
28. Gambling - card playing (Detention, Saturday School or Suspension)
29. Contraband (Suspension or expulsion and referral to authorities)
30. Weapons, dangerous objects, look alike weapons, ammunition, gun clips, etc. use or possession (Suspension or Expulsion and referral to authorities)
31. Illegal driving or parking (Ticket, Suspension, Loss of driving privileges or referral to authorities)
32. Forging, falsifying, altering or illegally possessing school forms (Saturday School or Suspension)
33. Unlawful assembly (Detention, Saturday School or Suspension)
34. Indecent exposure (Suspension or Expulsion and possible referral to authorities)
35. Unauthorized solicitation (Verbal Warning, Saturday school, suspension or expulsion and/or referral to authorities)
36. Inappropriate clothing (Verbal Warning, Detention, Saturday School or Suspension)
37. Failure to serve a Saturday school (Suspension)
38. Bus Discipline (Verbal warning, detention, Saturday school, suspension from bus or school, loss of riding privileges)
39. Tardiness (Detention, Saturday School, Suspension, Drop from Class)
40. Cheating on tests and assignments or plagiarism (Grade reduction for specific infraction, Detention, Saturday School, Suspension, Drop from the course with an F)
41. All forms of inappropriate pictures / materials (Saturday School, Suspension, Expulsion)
Cell phones, cameras in restrooms, locker rooms (Parent Conference, Detention, In School Suspension, Out of School Suspension, Saturday School, Authorities contacted, Recommendation for expulsion)

Referral to legal authorities and/or referral to the Student Assistance Center of Des Moines District At-Risk Coordinator, or similar agency may be imposed whenever deemed necessary.

A. DUE PROCESS

To ensure that 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.

B. SEARCH AND SEIZURE (Board Policy 502.5 & 502.8)

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, vaping and e-cigarettes, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and are grounds for reporting to local law enforcement authorities.

Locker Searches: School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers. The school district shall provide written notice to each student, and the adult who enrolls the student at the school, that school officials may conduct periodic inspections of all school lockers without prior notice. An inspection under this subsection shall only occur in the presence of the students whose lockers are being inspected or in the presence of another staff member(s).

C. STUDENT GRIEVANCES

If a student and/or parent have a specific complaint about a staff member, said student and/or parent should attempt to meet with the staff member to discuss the complaint. If the issue is not resolved after this meeting, a grievance may be made to a building Administrator. If a satisfactory solution is not concluded, the grieving student and/or parent may state their grievance to the Superintendent of Schools. The Superintendent may review the total situation and if it is not resolved at that level, it may be presented by the Superintendent to the Board of Education.

D. STUDENT RIGHTS

In school, there are numerous opportunities for disagreement between people to arise. When such occasions occur, there must be someone who has the responsibility for settling the disagreements in order to avoid complete disorder in the school. Such a structure is necessary to facilitate the teaching-learning process. The power and the responsibility for the settlement of disagreements have been given to the Johnston Board of Education, and through them, to the principals and teachers. In order for this power to be exercised fairly, and so that students know their responsibilities, it is necessary that each student's rights be stated.

1. All students have the right to be free from harassment and physical torment, while in class, passing legitimately through the halls or legitimately on the school grounds.
2. All students have the right to dress as their parents see fit and so long as the school judges it sanitary, decent, safe and not disruptive to the learning process.
3. All students and staff members have the right to be treated with respect, and in turn, treat others respectfully.
4. All students have the right to participate in curricular and co-curricular activities so long as they have met the requirements of the State of Iowa, the Johnston Community School District and Johnston Middle School.
5. All students have a right to a fair hearing on disciplinary matters with the understanding that the final decisions must be made by the school.
6. All students have the right to bring their concerns about school matters to the attention of the staff and administration of the building.

Along with personal rights go the obligation and responsibility to respect the rights of all students. Any students violating the rights of others will be held responsible and appropriately disciplined.

E. STUDENT RESPONSIBILITIES

1. To observe the constitutional rights of others.
2. To be informed of and abide by school rules and regulations.
3. To recognize individual and cultural differences between people, and work to understand those differences.
4. To dress and appear in a reasonable manner.
5. To develop employment skills.
6. To maintain the best level of classroom achievement.
7. To refrain from using obscene language.
8. To help preserve school property.

F. DISCIPLINARY SANCTIONS

Students who violate the policies, rules or directives of the District, or who have documented cases of conduct detrimental to the best interests of the District, may have disciplinary sanctions applied to them. This may include denial of extra-curricular activities or privileges, detentions, placement on probation, in-school suspension, out-of-school suspension (not to exceed 10 days), expulsion from school, alternative schooling, Saturday school or referral to other agencies.

G. ADMINISTRATIVE DISCRETION

The administration reserves the right to discretion in determining the severity of any student violation of a policy, rule, or directive of the district and/or any inappropriate act or behavior on the part of a student.

H. DETENTION AND EARLY OUT SCHOOL

Staff members may issue before or after school detention to those students who violate school rules and regulations. The establishment of detention is a means of addressing and altering those student/ classroom "minor habitual problems" in an effective manner. The staff will utilize this detention as a tool to foster more self-discipline among students.

Students assigned detention will need to serve the detention by the mutually agreed upon time. Detention obligations will take precedence over bus transportation, after school activities, student employment, athletic practices or any other activity. (Only an Administrator or assigning teacher will have the right to reschedule a detention which conflicts with a student's schedule.)

Failure of a student to serve an assigned detention in the allotted time will be considered "defiance of faculty authority" and may result in additional consequences as assigned by teacher or administration.

I. PASS SYSTEM

When parents send their students to school, they are placing them under the direct control and responsibility of the teachers within the school. They expect and have the right to demand that the teachers take this control and responsibility. Therefore, each student must be considered and accounted for each period and each day they are sent to school.

When leaving a regularly assigned class or activity during the school hours, the student must obtain permission from the teacher in charge and a pass (properly filled out using our MyHomework pass system on the student's iPad) by that teacher.

If you wish to see a teacher during his/her planning period, you must arrange for this in advance. The teacher must issue you a pass permitting you to be excused from study hall.

Students with passes are to report directly to their destination without unnecessary and unusual time lapses. If a staff member considers the time it took a student to travel from the stated starting point to the ending point "out of the ordinary", the student may be denied entry with the pass and be sent back to the original starting point. Disciplinary action may be taken if a student has not signed out, is without a proper pass or has abused the pass privilege in any way.

J. PUBLIC DISPLAYS OF AFFECTION

Student displays of affection should be limited to hand holding. Kissing, hugging or other inappropriate displays of affection will not be accepted and may result in the student being referred to a counselor or an Office Administrator.

K. STUDENT APPEARANCE (Board Policy 502.1)

Johnston Middle School believes inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a nurturing and respectful learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

Johnston Middle School expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion.

Students may not wear clothing or other apparel displaying language or imagery that is obscene, vulgar, profane, threatening, or that promotes illegal or violent conduct and/or products illegal for use by minors, such as unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia.

While the primary responsibility for students' personal appearance lies with the students and their parents/guardians, appearance disruptive to the education program will not be tolerated. Any student may be required to make modifications of their appearance or mode of dress when, in the judgment of a school administrator, a student's appearance or mode of dress: presents an unreasonable risk of causing a material and substantial disruption of the educational process or of the orderly operation of the school and school activities; is a form of bullying or harassment of others; constitutes a threat to health or safety; or otherwise violates this policy. For

example, student apparel depicting the confederate battle flag, a swastika, or violent imagery should be considered a form of bullying and harassment and should be considered an unreasonable risk of causing a material and substantial disruption.

This policy should not be interpreted to apply to bona fide academic study and work under the supervision of staff in curricular and extracurricular activities such as supervised classroom activities and student plays. (Board Policy 502.1)

L. STUDY HALL REGULATIONS

Study halls are designed to permit students to utilize time to complete academic work. It is a controlled, academic environment and is not to be mistaken as a "free" period or social gathering.

The following regulations apply to all students who are assigned to study halls which meet in the student center:

1. Students are to bring all necessary work items with them when reporting to study hall. There should be no need to go to lockers once study hall begins.
2. Attendance will be taken, seating charts will be used.
3. Passes to go to a teacher's room must be obtained before the study hall begins. Teachers requesting students from a study hall are responsible for direct supervision of the student(s).
4. All students must sign out and have a pass from the study hall teacher to go to the library during study hall.
5. Restroom passes may be obtained from the study hall teacher.
6. Game/card playing, cell phones, and electronic devices are not permitted in the study hall.
7. Any additional rules established by the study hall teacher.

M. SCHOOL PROPERTY AND VANDALISM

The school laws of Iowa provide severe penalties for individuals willfully defacing or damaging any school property. In addition, students are responsible for any damage that they do to the building, buses or books, and shall pay in full for willfully defacing school property. The student may also receive a suspension from school until the student and his/her parents meet with the school Principal to discuss the damage and restitution for the damage.

N. FOOD AND BEVERAGE PROCEDURE

Students are not to bring drinks, food or candy into the building except in designated areas, (i.e., lunch room) and only in classrooms under special circumstances and at the direction of the teacher. Students are allowed to carry water bottles during the school day. Food deliveries from outside businesses are not allowed and food delivered will be turned away. JMS does not allow students to receive food deliveries from restaurants/fast food (including but not limited to deliveries from Grubhub, DoorDash, Uber Eats, etc). JMS does not assume responsibility for the payment of any deliveries that are turned away.

Beverages purchased in the Commons vending machines are to be consumed in the Commons or taken out of the building. Under no circumstances should beverages be taken to lockers or classrooms without teacher permission. Failure by students to deposit their beverage cans in assigned containers, littering of the Commons, or taking cans out of the Commons will result in the beverage machine being shut off.

TREATS AND SNACKS

It is our practice 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.

Examples of healthy snacks include: fresh fruit and vegetables prepared in advance (no nuts), cheese, beef sticks, saltine crackers, Goldfish crackers, pretzels, 100% fruit juice boxes. Individually packaged, commercially prepared items are expected to ensure proper sanitation and avoid cross contamination. Homemade treats should not be sent to school. 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.

CELEBRATION/BIRTHDAY LUNCHESES

Celebrations are only held in the front office area. Students must have both parent and administration approval. Steps are as follows:

- Preapproval from administration prior to scheduling celebration
- Luncheon to be held in an alternate location from the cafeteria to be determined by administration
- Written request with date and location signed by teacher volunteering to supervise celebration
- Student request brought to Main Office for Administrative approval one week prior to celebration
- Student responsible for cleanup of all food and drinks in classroom

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 breakfast and lunch program.

1. The cost of breakfast and lunch meals are published each fall. Ala carte items meet Federal smart snacks guidelines and are available for additional charges.
NOTE: Prices are subject to change.
2. Each student is assigned a personal Keypad Number ~~is~~ which should remain confidential and should not be shared with other individuals.
3. Checks or cash for meal purchases should be in a sealed envelope with the student's name and grade clearly marked and given to the Main Office or taken directly to the cafeteria staff. ** 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. On-line prepayments with debit/credit card are available @www.paypams.com
4. If you are interested in the Free or Reduced Priced Meal Program, applications are available from the Nutrition Office or Main 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 three menu choices daily along with fruit and vegetable choices and milk.
6. Outside food is not to be ordered and delivered to Johnston Middle School. Special circumstances may be allowed under supervision of a staff member and/or administrative prior approval.
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.

O. DISTRACTING ITEMS

Items such as (but not limited to) laser pointers, skateboards, skates of any kind, CD Players, water devices, radios, iPod, TV's, pagers, electronic devices and cell phones are not normally considered essential to a student's educational needs. Therefore, administration recommends these items should not be brought to school unless being used for educational purposes. They are subject to confiscation and may be returned by the administration at a time deemed appropriate. (Note all items that fall under this rule cannot be listed due to the number of items, so proper discretion should be used when coming to school.)

P. CONTRABAND/CONTROLLED SUBSTANCE

The following items will be considered contraband and/or controlled substances and will not be allowed in school, on school grounds or at school activities (includes activities/events at other schools):

1. Alcohol beverages
2. Tobacco, tobacco products, vaping and e-cigarettes
3. Weapons, or look alike weapons, dangerous objects
4. Drugs that have not been properly prescribed by a physician
5. Drug paraphernalia
6. Pornographic materials
7. Alcohol-drug "look-a-like" products, near beer, etc.
8. Possession of stolen property

Any of these items are subject to confiscation, and the student possessing them would be subject to possible disciplinary action, suspension, referral to legal authorities and/or expulsion.

Q. RESTRICTED AREAS

The following areas are off limits to all students during the school day:

1. All parking lots
2. Locker rooms and locker room restrooms (exception: students scheduled for physical education or having a pass from a physical education teacher)
3. Teachers' lunch room and work rooms
4. Elementary buildings and grounds (exception: with prior approval) including former Johnston Middle School building
5. Winwood/Corteva fields--The Winwood building complex and the Corteva fields are privately owned properties and are areas off limits to Johnston Middle School students. Students who are caught loitering in the Winwood complex or the

Corteva fields are subject to disciplinary measures. Off limits times include the period prior to the start of the school day, the school day and immediately following the end of the school day (7:30 a.m.-4:00 p.m.)

6. All other unsupervised areas of the campus (baseball field, softball field, practice fields, athletic stadium complex and tennis courts)

R. FIREARMS (GUNS)

(See Board Policy 502.6 & 502.6R1)

UNDER NO CIRCUMSTANCES ARE STUDENTS TO BRING FIREARMS (OR LOOK ALIKE WEAPONS) ONTO SCHOOL GROUNDS!

Firearm(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. Contact/Conference with parent
4. Immediate suspension
5. Required visit to Student Assistance Program, (EFR)
6. Recommendation for expulsion from school.
7. Contact of the police department/juvenile authorities.

Toy weapons or “look alike” – 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 look alike weapon
2. Discussion with an administrator
3. Contact/Conference with parent
4. Immediate suspension
5. Potential for referral to Student Assistance Program, EAP
6. Recommendation for expulsion from school.
7. Contact of the police department/juvenile authorities.

Not reporting knowledge or belief of existence of a weapon, explosives or “look alike” on school grounds or at a school activity to a school official will result in any or all of the following actions:

1. Discussion with an administrator
2. Contact/Conference with parent
3. Contact of the police department
4. In-school suspension and/or Saturday school suspension
5. Suspension from school
6. Potential for referral to Student Assistance Program, EAP
7. Recommendation for expulsion from school.

S. ALCOHOL AND CONTROLLED SUBSTANCE PROCEDURE

(See Board Policy 502.7)

The Johnston Community School Board of Directors has established the following policy about alcohol and controlled substances:

The Board of Directors recognizes that the problem of alcohol and controlled substance abuse among students at all grade levels requires continued efforts in the areas of educational programs, counseling, referral services, and law enforcement. Since alcohol and controlled substance abuse is a problem for society at large as well as for schools, it must be addressed with all the resources of the community.

The Board also recognizes that the use, possession, and distribution of alcohol and controlled substances on school property and at school activities are not only unlawful, but they are also disruptive to the educational environment of a school. These activities create the potential for fear, intimidation, and violence. Such conditions cannot be allowed to exist in our schools. The Board believes that the school staff supports a rigorous alcohol and controlled substance abuse program.

Therefore, the Board directs the Superintendent to develop administrative regulations and programs to help prevent the use, possession, and distribution of alcohol and controlled substances.

Purpose, Definitions, and Action to Be Taken

Purpose: To provide direction and guidelines to building administrators for action to be taken in cases involving student violation of building policies related to the possession, use, or distribution of alcohol and controlled substances where school authorities have jurisdiction over students.

Definitions: Student possession, use or distribution of alcohol or controlled substances shall be viewed as an act of gross misconduct and as such shall be subject to disciplinary action. As an operational definition, school authorities may construe a controlled substance as any drug used, possessed, or distributed by a student except a prescription drug which is used or possessed in the amount specified by a licensed physician. It should be noted that alcoholic beverages such as beer, liquor, or wine are included within the parameter of these guidelines.

Use: The use of alcohol or controlled substance means that reasonable grounds exist to believe that the student has assimilated the same (i.e. smoking marijuana, taking a pill, drinking an alcoholic beverage, etc.) or is found to be under the influence of the same while under the jurisdiction of school authorities.

Possession: The possession of alcohol or a controlled substance means that a student has the same on his/her person or with his/her personal property or has under his/her control such substance by placement of or knowledge of the whereabouts of same on school property or other property on which he/she is present by virtue of being under the jurisdiction of school authorities.

Distribution: The distribution of alcohol or a controlled substance means the transfer of the same to any other person with or without the exchange of money or other valuables. Students having in their possession large quantities of such alcohol or controlled substances (i.e. quantities in an amount reasonably believed to be available for distribution to others or to be sought by others for distribution purposes) shall be subject to the disciplinary guidelines for distributors.

School Authorities: These authorities are school district employees whose job description includes the supervision of students.

Action to Be Taken Against Student Users:

First Offense: Students found using alcohol or a controlled substance as defined above shall be suspended from school by a building Principal. An evaluation of the seriousness of the alcohol or chemical substance problem should be conducted by the Student Assistance Center of Des Moines or other competent agency as determined by school authorities. Arrangements shall be made for information gathered from the evaluation process to be forwarded to the building Principal along with agency requirements. The Johnston Police may be contacted and charges may be filed.

Second Offense: Students in these instances shall be placed on suspension by the building Principal. At this point, a referral to the Student Assistance Center of Des Moines or other similar agency as approved by school authorities shall be mandatory. The student's compliance with the referral and accompanying student agreement to participate in recommended remedial programs, as well as treatment if prescribed, shall be completed prior to the student being considered for readmission to school. The outcome of the evaluation report shall be made available to school authorities. The Johnston Police will be contacted and charges will be filed.

A request for interim suspension* may be necessary should the initial suspension need to be exceeded.

Third Offense: Students in these instances shall be placed on suspension by the building administrator with a request for interim suspension* forwarded to the Superintendent of Schools. Expulsion will be considered as defined in current policy procedures. The Johnston Police will be contacted and charges will be filed

STUDENT POSSESSORS: Students having in their possession alcohol or a controlled substance, as defined above, in a quantity determined by the school authorities to be for personal use shall be subject to the disciplinary guidelines specified for student users. Students having in their possession alcohol or controlled substances, as defined above, in a quantity determined by school authorities to be for distribution purposes shall be subject to the disciplinary guidelines specified for student distributors.

STUDENT DISTRIBUTORS: The school district considers the distribution of either alcoholic beverages or controlled substances to be a most serious infraction of school rules; therefore, students identified as distributors should anticipate grave disciplinary consequences as a result of this violation. Students determined by school authorities to be distributors as defined by this regulation shall be placed on suspension with a request for interim suspension* forwarded to the Superintendent of Schools.

Following an investigation of all available facts and information, a recommendation for the student's expulsion from school shall be forwarded to the Board of Education. If proper as determined by legal counsel, a referral shall also be made to the proper legal authorities.

Students found in possession, use, or distribution of alcohol or controlled substances will be reported to the police.

SPECIAL NOTES:

In enforcing these guidelines, **all students will be held responsible for their actions during any event conducted directly or indirectly with school related programs or activities, whether the student or students are present as participants or spectators, and including, but not limited to, off-campus events. This includes transportation on board of education vehicles. It also means that students who are on the property of another school district in connection with school-sponsored activities or are on any property of this school shall be subject to these regulations.**

In those instances when a student is expelled from school the expulsion shall be reviewed periodically. The purpose of such review shall be to determine if conditions have developed to permit the return of the student to the school setting. Those responsible for such review are directed to give special consideration to the following:

1. Evidence that the student is involved in counseling and/or treatment concerning alcohol or controlled substance.
2. The cooperation of the student in assisting in any investigation within the district in regard to problems related to alcohol or controlled substances.

Information received in a counseling session from students who voluntarily seek help from school authorities concerning their use of alcohol or controlled substances will be maintained in confidence and will not serve as a basis for these disciplinary actions. However, involvement in such counseling does not provide immunity from disciplinary action should students continue to use, possess, or distribute controlled substances as provided above.

*** Interim suspension shall be defined as the intervening (not to exceed ten <10> school days) time between the Administrator's suspension and the Superintendent's decision to allow the Administrator to readmit the student or move for expulsion as defined in current policy procedures.**

T. GOOD CONDUCT POLICY EXTRA-CURRICULAR ACTIVITIES (8th & 9th Grade Only)

Philosophy

A. Extracurricular activities are an integral part of the total educational opportunity for all students. The right to participate is open to all students. However, once students make a commitment to participate in an extracurricular activity, the right becomes a privilege. When the students are granted this privilege, they accept the responsibility of following behavior guidelines outlined in policies and rules established for administration of the extracurricular programs. Because the participants represent the school community of Johnston in extracurricular activities, they are expected to adhere to even more stringent and demanding behavior codes than non-participating students.

B. The community expects students of the Johnston extracurricular program to understand the following:

1. Use of alcohol, tobacco, vaping and e-cigarettes, drugs and controlled substances are harmful to the body and hinder maximum effort and performance.
2. Profanity should not be used.
3. Planning their time is important in devoting sufficient energy to their studies to ensure grades which represent their true abilities.
4. Good attendance records and never being truant from school are important to the students' success.
5. Obeying specific training and practice rules of coach/director/sponsor is a priority.
6. Representing the community, school and coach/directors/sponsors in a positive manner is expected.
7. Being neat and well-groomed is very important.
8. Administrators, coaches, directors, sponsors have the best interests of the participants in mind as they plan and conduct the activities program.
9. Complying with the standards of this good conduct policy is an important part of the commitment.

Eligibility

To be eligible to participate in extracurricular activities, a student must meet the following requirements of the IHSAA and the IGHS AU. Therefore, students are not eligible:

1. If they do not have a physician's certificate of fitness issued or if you are twenty years of age or older.
2. If they have attended high school for more than eight (8) semesters.
3. If they were out of school last semester or if they entered a semester later than the second week of school.
4. If they have changed schools this semester (except upon the change of residence of one's parents).
5. If they have ever accepted an award for high school participation from an outside group other than an inexpensive, unframed, non-mounted paper certificate of recognition or if they have ever received any money for expenses or otherwise for the participation in an athletic contest.
6. If they have competed on an outside school team as a team member or as an individual while out for a sport and during that sport season without the previous written consent of the Activities/Athletic Director or administrative designee.

7. If they have ever trained with a college squad or have participated in a college event.
8. If they have not earned 20 semester hours credit toward graduation in the preceding semester of school. (Twenty semester hours is defined as four subjects of one period daily five times a week for one semester or the equivalent.)
9. If their habits and conduct both in and out of school are such as to make one unworthy to represent the ideals, principles, and standards of the school.

Furthermore, to participate in extracurricular activities (including practices) a student should attend school on the half-day immediately preceding the contest. At the discretion of the Principal or designee, a student may be granted permission to participate in the activity or practice.

Policy Violation

A student who is participating in extracurricular interscholastic athletics and activities will be in violation of this policy under the following conditions:

1. Any student who admits to or is deemed by the administration to have violated the policy by a preponderance of evidence of consumption, possession, acquiring, delivering or transporting alcoholic beverages or a controlled substance (including tobacco, vaping and e-cigarettes) related drug paraphernalia or items recognized as “look-a-likes” to alcohol or controlled substances.
2. If found to have engaged in an act this would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor traffic offenses, minor hunting and fishing violations and minor misdemeanors) regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s.)
3. Any student declared ineligible under a prior school district's Good Conduct Rule and then without having completed the full period of ineligibility at that school transfers to Johnston schools will not be eligible for extracurricular competition until a period of ineligibility equitable with Johnson policies has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for extracurricular competition as far as any Good Conduct Rule is concerned.

Categories of Activities Affected

1. All Athletics (including cheerleading, pom-pom and managers).
2. Music (i.e. Show Choir and Marching Band).
3. Speech and drama (those activities considered under this policy).
4. School organizations in which the student may represent the school for example (i.e. Mock Trial and History Day)

8th Grade Consequences for Violation of Policy (Determined by building administration).

9th Grade Consequences for Violation of Policy (Set by the Iowa Code for grades 9-12, required by IHSAA and IGHSAU).

FIRST OFFENSE

1. Honesty provision (students who violate the good conduct code (Board Policy 503.3) and report such violations within 2 days to the Activities/Athletic Director or Principal. If the individual is caught by a school staff member or administration:
 - a. The student shall be ineligible to participate in the next 10% of in-season activities or shall be required to participate in counseling as determined by the school administration or both.
2. Violation not self-reported within 2 days from time of incident shall result in the following consequences:
 - a. The student shall be ineligible to participate in the next 20% of in-season activities.
 - b. The student shall be required to participate in counseling as determined by the school administration.
 - c. The student shall be required to participate in 10 hours of school/community service as determined by the school administration.

SECOND OFFENSE

1. Honesty provision shall result in the following consequences:
 - a. The student shall be ineligible to participate in the next 20% of in-season activities.
 - b. The student shall be required to participate in counseling as determined by the school administration.
 - c. The student shall be required to participate in 10 hours of school/community service as determined by the school administration.
2. Violation not self-reported within 2 days from the time of the incident.

- a. The student shall be ineligible to participate in the next 40% of in-season activities
- b. The student shall be required to participate in counseling as determined by the school administration.
- c. The student shall be required to participate in 20 hours of school/community service as determined by the school administration.

THIRD OFFENSE

- a. The student shall be ineligible to participate in the next 12 months of in-season activities.
- b. The student shall be required to participate in counseling as determined by the school administration.

ANY ADDITIONAL OFFENSE

- a. Suspension for remainder of extracurricular activities.

* Any time not used up during the in-season activities will be applied toward the next in-season activity. In athletics, seasons will be used to apply the number of events; in non-athletic activities, semesters will be used to apply the number of events.

** The school administration will have discretion to determine the consequences.

Unauthorized possession of school-owned equipment

No JHS/JMS student, athlete, cheerleader, pom pom team member or activity participant shall have in their possession any school-owned equipment from this school or any other school, athletic department or otherwise, other than that which is to be worn for practices or games/meets/performances. At no time is school equipment to be worn in public, except for practices and games/meets and performances or upon permission from administration, coach or coordinator.

Notification and Appeal Process

Whenever a student is deemed by the school administration to have violated the good conduct policy, the following procedure will occur:

The student and the student's parent/guardian shall be notified by certified mail by the Activities/Athletic Director in cooperation with the Principal. In this communication, the length of the period of ineligibility and a specific explanation of the reasons for the ineligibility will be stated. (Commencement of the consequences shall begin as soon as the administration has notified the student of its decision.) Notice is deemed to have been received when deposited in a United States Postal Service receptacle, addressed to the party involved with proper and sufficient postage affixed thereto.

The student or the student's parent/guardian has the right to appeal the decision. This appeal must be filed in writing with the Superintendent within 5 school days of receipt of the notification letter.

Upon receipt of the appeal, the Superintendent shall review the circumstances and evidence regarding the case. The Superintendent/designee shall have 5 school days to render a decision, and the student and the student's parent/guardian shall be notified by certified letter of that decision.

The student or the student's parent/guardian will be given 10 school days after receipt of the notification letter to file a subsequent appeal in writing with the Board. The appeal will be heard at the earliest possible opportunity but no later than 10 days following the filing of an appeal.

The appeal will be conducted in closed session, before the Board, with both the student and his or her parent/guardian and legal representation, if desired, and the District's involved administration personnel and legal representation. However, any formal action by the Board concerning this case must be taken at an open meeting.