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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.
STUDENT BEHAVIOR AND DISCIPLINE

Rules and regulations of special education are observed when disciplining special education students.

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.

Johnston Middle School Student Code of Conduct shall apply to students while on school premises, while attending school-sponsored events, while 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
- early out school (12:00-3:00PM)
- 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, possession (Suspension and/or referral to authorities)
17. Tobacco, 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, 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 respectively.
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 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 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 the Principal/Associate Principal 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) by that teacher. Upon returning, the pass will be given to the teacher and time noted.

If you wish to see a teacher during his/her conference period, you must arrange for this in advance. The teacher must give you a pass permitting you to be excused from study hall. You must deliver this pass to your study hall teacher at the beginning of the study hall period.

Pass slips should be filled out by the teacher as follows:
1. The pass must be filled out with pen, not pencil.
2. The correct date and period must be placed on the pass.
3. The student's full name must appear on the pass slip.
4. The destination from and to must be specifically stated.

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 slip in his/her possession 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, necking, or other inappropriate displays of affection will not be accepted and may result in the student being referred to a counselor or the Principal.

K. **STUDENT DRESS** *(Board Policy 502.1)*
Dress and grooming are personal matters and should be appropriate for the occasion. Proper hygiene is expected at all times. Any type of attire which attracts undue attention to the wearer, and thus causes a disturbance in the school, is in bad taste and not acceptable. Among attire considered unacceptable are halter/midriff tops, tube tops or strapless tops, short shorts, short skirts, head coverings (examples hats, caps, bandannas, etc.), low hanging pants and chains. Sleeveless under shirts, spaghetti strap tops or clothing that exposes underwear or accents someone's physical appearance inappropriately is prohibited.

T-shirts or other apparel that carry images, slogans, pictures, diagrams or espouse in any fashion negative or degrading sexual, gender, ethnic or racial messages or that can be construed in a reasonable fashion are also prohibited. Promotion of illegal substances on student clothing is also prohibited.
Restrictions on freedom of student dress will be imposed whenever the mode of dress in question is:
1. Unsafe either for himself/herself or for those around him/her.
2. Considered by a staff member to be disruptive of the operations and the education process in the classroom.
3. Contrary to law.
4. Not clean or in accordance with proper health standards, such as shoes must be worn
5. Deemed by the Principal as inappropriate at school.
6. Deemed to be gang-related*.
7. Deemed to be a form of expression that promotes violence, bigotry, hate and abuse.

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

What is legally permitted may not always be educationally acceptable. Some clothing may be legally permitted and still not belong in school. Good judgment is needed by the student, and the school reserves the right to counsel students on appropriate grooming.

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

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. Roll will be taken, seating charts will be used.
3. Students may talk quietly by permission only.
4. Passes to go to a teacher's room must be obtained before the study hall begins. Teacher requesting students from a study hall are responsible for direct supervision of the student(s).
5. All students must sign out and have a pass from the study hall teacher to go to the library during study hall.
6. Rest room passes may be obtained from the study hall teacher.
7. Game/card playing, cell phones, and electronic devices are not permitted in the study hall.
8. 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 - CAFETERIA

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.

Beverages purchased in the Student Center vending machines are to be consumed in the Student Center 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 student center, or taking cans out of the student center will result in the beverage machine being shut off. Vending machines are turned off during school hours.

TREATS AND SNACKS

It is our policy to promote good nutrition and a healthy school environment in all aspects of the school building. When bringing treats and snacks to the classroom for other students, please make sure they are nutritious and safe for individual students. There are students in our buildings that have conditions which may require special diets and careful monitoring of their nutritional intake. They may have food allergies, may be diabetic or may be monitoring caloric intake.
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 LUNCHES
Celebrations are not held in office area. Must have both teacher and administration approval. Steps are as follows:

- Preapproval from teacher prior to scheduling celebration
- Luncheon to be held in an alternate location from the cafeteria to be determined by teacher
- 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 which should remain confidential and should not be shared with other individuals.
3. Checks or cash for meal purchases may be deposited in the lunch depository box located in the east lobby of the building. Payments should be in a sealed envelope with the student’s name and grade clearly marked. ** If the check is to be deposited into more than one account, the name of each student and the dollar 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 student services 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 the cafeteria or other areas of the building. Special circumstances may be allowed under supervision of a staff member and/or administrative 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.
9. Students are not allowed to charge a meal once their account is $10.00 in debt. No lunch will be provided until the account is out of debt.

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
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. High School and elementary buildings and grounds (exception: with prior approval)
5. Winwood/Pioneer fields--The Winwood building complex and the Pioneer 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 Pioneer 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)