



Johnston Community School District
Johnston, Iowa

JCSD 2017-18 Parent/Student Handbook



Johnston 2017-18 Parent/Student Handbook

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About the Johnston Community School District

The Johnston Community School District (JCSD) is located in Johnston, Iowa, a suburb of Des Moines, and serves approximately 7,200 students, grades PreK through 12. JCSD is one of the fastest-growing school districts in Iowa, with an overall budget of \$86 million. The district covers a 40 square mile area, and serves families from Johnston, and parts of Urbandale, Des Moines, Grimes, and Granger.

This handbook is designed to give parents, students, staff members, and the community an overview of JCSD programs and policies. Questions related to the handbook can be directed to the district office, 515-278-0470.

Non-Discrimination Statement & Grievance Procedure (Board Policy 102.R1)

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

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Associate Superintendent, Dr. Bruce Amendt, 5608 Merle Hay Road, Johnston, Iowa 50131. Phone: (515) 278-0470; email: bamendt@johnston.k12.ia.us. The grievance procedure includes filing a complaint with Dr. Amendt; an investigation is then started within 15 working days and completed within 60 days; a decision may be appealed to the Superintendent within 10 days and the Superintendent will make a decision within 30 working days. For the full procedure, please refer to [Board Policy 102.R1](#).

Message From the Superintendent



Dr. Corey Lunn

Welcome to the Johnston Community School District!

In the Johnston Community School District, we look forward to an active partnership with parents and families. We believe families have the primary responsibility to ensure the education of their children and that open and sincere communication is critical to building mutual understanding and commitment. To those ends, we have compiled this booklet as a resource for parents and students. We have included important contact numbers, descriptions of services, and district policies that apply to students and families.

This handbook is intended to be a living document available on the district's website at www.johnstoncsd.org. On most pages, you will find underlined items, which provide links to more details on our website. We encourage parents and students to visit it when a question arises. Information will be updated regularly. Likewise, if you are unable to locate information, please call our district's Communication Office at 515-278-0470 so we may continually improve upon the usefulness of this resource.

In addition to important information for parents, we are including a section on Student Rights and Responsibilities. It is important for both students and parents to be aware of certain policies that set the district's behavioral expectations and disciplinary consequences for students. All School Board policies are located on the district's website under the District heading.

Communication between school staff and parents is a high priority. When families and schools work in partnership, the opportunities for students are endless. We have developed several avenues for clear and respectful communication, including back-to-school nights, parent-teacher conferences, volunteer opportunities, advisory councils, voice mail, e-mail, classroom websites, on-line access to student records and more. We are fully committed to regularly communicating and working closely with you in support of your child's success.

My sincere wishes to you and your family for a successful and satisfying educational experience this year in the Johnston Community School District!

A handwritten signature in black ink that reads "Corey Lunn". The signature is written in a cursive, flowing style.

Dr. Corey Lunn
Superintendent of Schools



Johnston Community School District 2017-18 Calendar

August 2017

| S | M | T | W | T | F | S |
|----|----|----|-----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
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September 2017

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October 2017

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November 2017

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December 2017

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January 2018

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February 2018

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March 2018

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April 2018

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May 2018

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June 2018

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- * One hour early out (every Wednesday, every school)
 - No School day
 - 3 hour early dismissal
 - End of the Quarter
 - Staff prof. development/work day
 - Parent/Teacher conferences
 - End of the Trimester
- Dates in red denote significant start or end date

| | |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aug. 15-17 | New Teacher Orientation |
| Aug. 21-23 | Staff Professional Development Days |
| Aug. 24 | FIRST DAY OF SCHOOL GRADES K-7 |
| Aug. 25 | FIRST DAY OF SCHOOL GRADES 8-12 |
| Aug. 31 | FIRST DAY OF PRE-KINDERGARTEN |
| Sept. 4 | NO SCHOOL - Labor Day holiday |
| Oct. 27 | End of first quarter |
| Nov. 2 | Early Dismissal (3 hours) (all schools) <ul style="list-style-type: none"> • Grades 6-12 Parent/Teacher Conferences 1:30-5 p.m.; 5:30-8 p.m. • PreK-5 Professional Development |
| Nov. 3 | NO SCHOOL - Staff Prof. Dev./Work Day |
| Nov. 9 | Grades 6-12 P/T Conferences 4:30-8 p.m. |
| Nov. 14 | Grades PreK-5 P/T Conferences 4:30-8 p.m. <ul style="list-style-type: none"> • No prekindergarten classes all day |
| Nov. 16 | Early Dismissal (3 hours) (all schools) <ul style="list-style-type: none"> • Grades PreK-5 P/T Conferences 1:30-5 p.m.; 5:30-8 p.m. • 6-12 Professional Development • No prekindergarten classes all day |
| Nov. 21 | End of the first trimester |
| Nov. 22-24 | NO SCHOOL - Thanksgiving holiday |
| Dec. 22-Jan. 2 | NO SCHOOL - Winter break |
| Jan. 3 | STUDENTS RETURN FROM BREAK |
| Jan. 12 | End of the second quarter, end of the first semester |
| Jan. 15 | NO SCHOOL <ul style="list-style-type: none"> • Grades PreK-5: Professional Development • Grades 6-12: Prof. Dev./Work Day |
| Feb. 19 | NO SCHOOL <ul style="list-style-type: none"> • Grades 6-12: Professional Development • Grades PreK-5: Prof. Dev./Work Day |
| March 1 | End of second trimester |
| March 1 | Early Dismissal (3 hours) (all schools) <ul style="list-style-type: none"> • Grades PreK-12 P/T Conferences 1:30-5 p.m.; 5:30-8 p.m. • No prekindergarten classes all day |
| March 6 | PreK-12 P/T Conferences - 4:30-8 p.m. <ul style="list-style-type: none"> • No prekindergarten classes all day |
| March 9-16 | NO SCHOOL - Spring break |
| March 29 | End of third quarter |
| April 27 | Early Dismissal (3 hours) (all schools) <ul style="list-style-type: none"> • PreK-12 Professional Development |
| May 28 | NO SCHOOL - Memorial Day holiday |
| June 1 | LAST DAY OF SCHOOL (End of second semester, end of third trimester) |
| June 4 | Teacher Work Day |
| June 4-8 | Reserved as potential make up days |

Johnston Board of Education

Meet Your School Board

Every member of the Johnston School Board shares a common vision: Creating a culture of excellence where students come first. As your elected officials, these leaders dedicate themselves to ethical decision making, service-oriented behavior, tireless advocacy for students, and champions of the success of the Johnston Community School District. They embrace the high expectations our community has for its public schools. They value open and responsive communication, and they take pride in setting an example of leadership which encourages the involvement of everyone who plays a role in our children's education.



Greg Dockum
Board President

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515-278-1705

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Jill Morrill
Vice President

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Justin Allen
Board Member

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Deb Henry
Board Member

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Steven Hopper
Board Member

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Grimes, IA 50111
515-231-2965

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Jeanie Kerber
Board Member

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Johnston, IA 50131
515-783-2779

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Board meetings are held on the second and fourth Mondays of every month unless otherwise noted. Meetings take place at the Administrative Resource Center, 5608 Merle Hay Rd, Johnston, IA and begin at 6 p.m.



Matt Stahr
Board Member

4722 Sawyers Drive
Des Moines, IA 50310
515-954-8389

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District Administration



Dr. Corey Lunn
Superintendent

corey.lunn@johnston.k12.ia.us



Dr. Bruce Amendt
Associate Superintendent

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Jan Miller Hook
Chief Financial Officer

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Exec. Director of Human Resources

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Chris Bergman
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Nancy Buryanek
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Joy Wiebers
Director of Student Support & Equity

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Tony Sparks
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Vickie McCool
Director of Special Education

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Laura Sprague
Director of Communications

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LaRae Doll
Director of Nutrition

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George Smith
Director of Buildings and Grounds

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Dr. Jyll Johnson Miner
Learning Coordinator of Math and Science

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Ann Wiley
Learning Coordinator of Student Engagement

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Leigh Goldie
Learning Coordinator of English Language and Social Studies

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Joy Duea Palmer
Director of the Johnston Early Learning Academy

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District administrative offices are located at 5608 Merle Hay Road, Johnston, IA. Phone: 515-278-0470.

Johnston School Building Leaders



Ryan Woods
Johnston High School Principal
ryan.woods@johnston.k12.ia.us

6500 NW 100th St., Johnston
Main office: 515-278-0449
Attendance: 515-278-6786
Guidance: 515-278-0779



Brent Riessen
Johnston Middle School Principal
brent.riessen@johnston.k12.ia.us

6501 NW 62nd Ave., Johnston
Main office: 515-278-0476
Attendance: 515-278-4495
Guidance: 515-278-1544



Chris Billings
Summit Middle School Principal
chris.billings@johnston.k12.ia.us

9500 Windsor Parkway, Johnston
Main office: 515-986-0318
Attendance: 515-986-0941



Eric Toot
Beaver Creek Elementary Principal
etoot@johnston.k12.ia.us

8701 Lyndhurst Dr., Johnston
Main office: 515-278-6228
Nurse: 515-278-6016



Lindsey Cornwell
Horizon Elementary Principal
lindsey.cornwell@johnston.k12.ia.us

5905 NW 100th St., Johnston
Main office: 515-986-1121
Nurse: 515-986-1122



Thomas Bartello
Lawson Elementary Principal
thomas.bartello@johnston.k12.ia.us

5450 NW 62nd Ave., Johnston
Main office: 515-278-0478
Nurse: 515-278-4849



Kelley Harrison
Timber Ridge Elementary Principal
kelley.harrison@johnston.k12.ia.us

7370 NW 54th Ave., Johnston
Main office: 515-331-4379
Nurse: 515-331-8086



Suzie Pearson
Wallace Elementary Principal
spearson@johnston.k12.ia.us

6510 NW 62nd Ave., Johnston
Main office: 515-278-6977
Nurse: 515-278-1251



Jerry Stratton
JHS Associate Principal
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Randy Klein
JHS Associate Principal
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Raine Mollenbeck
JMS Associate Principal
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Kevin Blackburn
SMS Associate Principal
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Joe Nelson
Athletic and Activities Director
joseph.nelson@johnston.k12.ia.us

Foundation For Excellence



STUDENT LEARNING
& WELL-BEING



DISCOVERY
& EXPLORATION



PERSONAL CONNECTIONS
& COLLABORATION



CREATIVITY
& INNOVATION

The Johnston Community School District is intent on its urgency to prepare students for the globally focused and ever-changing world, not to rest on past traditions of student success.

Direction has come from the school board to consider ideas for future improvements. To prepare for this focus, a set of recommendations called the “Foundation For Excellence” has been developed. These recommendations were built on feedback from staff, student, and parents.

What does this mean for parents?

Parents and caretakers play a vital role in a child’s education – from homework help to lessons on work ethic and sharing knowledge regarding future careers. Teachers and district administrators know the importance of parent input to their child’s schooling. Some of the recommendations are already in action in our schools and we’re working to take them to the next level. Other recommendations are things parents may see for the next school year, or in the years to come.

What does this mean for staff?

Staff have been involved in feedback sessions, with their input shaping the recommendations in the Foundation For Excellence plan. Recently, they heard the final plan from Superintendent Lunn and were encouraged to ask questions, voice concerns, and share thoughts going forward. From here, building administrators and teacher leaders will be working with staff to integrate these recommendations into their daily work, taking time to evaluate how the new recommendations balance with existing work, and prioritizing initiatives.

What’s next?

Parents, staff members, and community members can expect to hear more about the Foundation For Excellence in the coming months. The district appreciates the feedback given to shape this plan and the support needed to make it a success in the future. Johnston has a long track record of academic and extra curricular achievement – now is the time to take it to the next level!



Communications

District and school websites

The primary resource for information on all aspects of the district and schools are our websites.

www.johnstoncsd.org helps users easily identify what type of information they may be looking for and navigates them to clean and easy-to-follow web pages.

School pages are maintained by each school and contain information on specific events, curriculum, and teacher contacts.

JCSD Mobile App and Tipline

The Johnston Schools mobile app is an all-in-one information source for parents, students, staff, and community. The app is free and available for download through the Apple Store or Google Play.

One of the outstanding features of the mobile app is a tipline tool for users to provide the district with suggestions, security issues, and other important information. It can be an anonymous tool.

Social Media

Social media is a great way to stay current with what's going on in your child's school and the district. "Like" the Johnston Community School District Facebook page for important news, updates, and weather announcements. Follow us on Twitter at @JohnstonCSD.

Blackboard Connect messaging

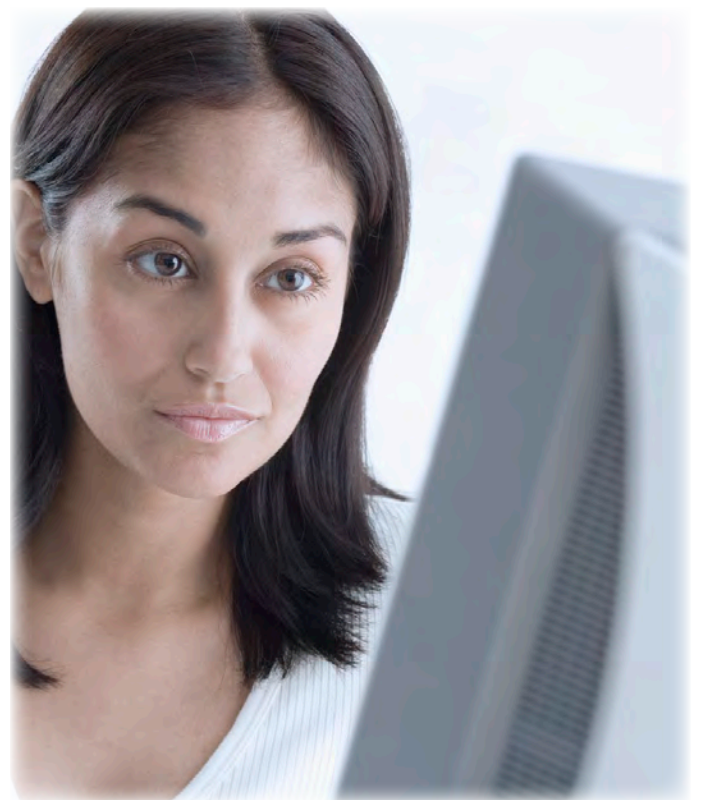
Blackboard Connect is the district's phone and email system that allows school personnel to send a message to parents at a moment's notice. In an emergency situation, such as a school closing, a message will go out to every phone number and email we have for your family, as well as any emergency contact lines. Please make sure your phone numbers and email addresses are up-to-date. Changes to contact information should be sent to your child's school.

E-Connection (electronic) newsletter

The E-Connection newsletter is a bi-weekly publication consisting of short news items, Board of Education meeting recaps, community organization updates, and important district announcements, sent out to parents and staff. It is published in the week following a school board meeting. The collection of E-Connection newsletters is also [online](#).

Individual School Newsletters

Each school distributes an electronic newsletter for its school community. Be sure your school office has your current e-mail address, and please add your principal's and teacher's addresses to your e-mail address book to ensure delivery. If you do not have e-mail, please contact your school office to request paper copies.



Inclement Weather

At the possibility of any bad weather, district personnel watch the weather forecasts throughout the night and early morning.

The Superintendent's office stays in contact with a number of school personnel, city entities, and local law enforcement to make the best decision possible.

Temperatures, wind chills, amounts of snow, and visibility are all considered when determining whether or not to have school. There are often two different weather-related decisions to make: One involves heavy snowfall, while the other, wind and frigid temperatures.

In response to snow-related issues, the determining factor is the ability for city and county workers to plow and clear roads. Because roads are plowed throughout the night and early morning hours, this decision will most commonly be made in the early hours based on conditions at the time and the forecast for the hours when students and staff will be getting to school. We are also mindful of the rural areas our district covers, as well as traffic in the main part of the city.

For cold and frigid temperatures, we try our best to make a decision the evening before. If the National Weather Service forecast for 6 a.m. calls for air temperatures of 25 degrees below zero or colder, or if the forecast wind chill is minus 40 or worse, classes and activities will be canceled. If this threshold is not met, we will continue to monitor conditions and make any needed decisions into the next morning. There is no exact science to these predictions.

Once a decision is made to close or alter the school day, all of our students' families will receive an automated phone message and email via the Blackboard Connect messaging system. A notification will also be sent via the mobile application, posted on social media, and posted on the district website. This message will be sent as soon as possible following a decision.

School closing information will also be available via any of the local television stations, the Des Moines Register website, and local radio stations.

Developmental Kindergarten

In the event school is delayed one hour in the morning, developmental kindergarten will still be held. If we have a two-hour delay, there will be no morning developmental kindergarten. If a decision to let out school early is made before afternoon developmental kindergarten starts, they will not have class. Otherwise, they will dismiss the same time as other schools.

Recess

During winter months, the local weather service report is used to determine if children will participate in outdoor recess. If the wind chill index is 5 degrees Fahrenheit or below, recess will be held indoors. Appropriate clothing for winter weather conditions is a must.

School Activities and Athletics

The decision to hold practices will be made on a case-by-case basis.

Community Education Programs

Preschool, Kids Connection and other Community Education programs have varying ways of handling late starts, early dismissals, and no school days due to weather. Preschool teachers and KTC staff will provide information to parents of children enrolled in those programs about how those changes are handled.

A weather hotline is available at 252-8488 for cancellation announcements for CE. You may also contact the CE office at 278-0552 for additional information.

School closing information will also be available via any of the local television stations, the Des Moines Register website, and local radio stations.

Aside from all these steps and precautions, ultimately it is parents that have the best information regarding the road conditions at their home, and the final choice to send a child to school during inclement weather.

Digital Learning Environment

The Johnston Community School District has a robust digital learning environment that supports student learning. All of our students benefit from technology tools that are integrated into the learning environment.

Interactive Classrooms

Students in grades 6-12 are part of our 1:1 Digital Learning Environment, where each student has a personal tablet device (iPad). Educators incorporate grade-level appropriate apps and learning modules into daily classroom work.

Students in grades PreK-5 also have the use of iPads in class. Some classrooms at the elementary level are equipped with a 2:1 ratio of students to personal devices and other classrooms utilize devices as available.

Infinite Campus Parent Portal

The Johnston Community School District uses Infinite Campus as our student information system. Infinite Campus is a web-based system that can be accessed by parents for information regarding their students. Once logged into the Infinite Campus Portal, parents will be able to see: School notices/announcements; student schedule; secondary students' grades; attendance; reports; account information; fees; transportation/bussing information; and school and teacher contact information.

Passwords and Log-ins

All students and staff are assigned log-in IDs and passwords that define their access to the District's electronic network and technologies. Passwords are distributed to students at school. Students are responsible for maintaining the confidentiality and security of their login and password information and should not share them with anyone besides parents. Any inappropriate use of the network or District technologies under the individually identifiable login of a student is the responsibility of the student assigned that login ID.



Internet Appropriate Use Regulation ([Policy 605.6R1](#))

The Johnston Community School District provides use of electronic technologies to enhance student learning. All electronic technologies must be used in support of the educational program of the district. Access to electronic technologies may be revoked at any time for inappropriate use. To ensure appropriate technology use, the district maintains appropriate filtering and security protocols in compliance with state and federal laws; however, students bear responsibility for acceptable use of the internet and electronic technologies. Students are advised that district personnel may monitor use of and content stored on district electronic technologies.

The [Internet Appropriate Use Regulation](#) sets forth guidelines for student access and use of district electronic technologies. As required by law, all parents and students must sign an Appropriate Use Agreement to permit student access to district technologies. The agreement is effective throughout the child's education at his/her school. Parents with questions or concerns about the Responsible Use Agreement should schedule a meeting with the school principal to discuss alternative learning options.

In accordance with the Internet Appropriate Use Regulation Policy, outside of school, parents bear responsibility for the same guidance of internet use as they exercise with information sources such as social media, television, telephones, radio, movies and other media. Parents are responsible for monitoring their student's use of the district's educational technologies, including school- issued email accounts and access to the District's electronic technologies from home or through other remote location(s).

Student E-Mail - JDragonmail

E-mail communication is a standard practice for almost every career, profession, and post-secondary pursuit. Students need to learn to communicate electronically, including attending to e-mail messages, writing e-mail messages and collaborating electronically on projects. JCSD students in grades 6-12 will receive a JDragonmail e-mail address to use for communicating and collaborating with teachers and classmates. This account also allows access to web-based learning tools which require an e-mail address. All student e-mail addresses will be stored in Infinite Campus.

District provided e-mail addresses have a direct relationship to school and are subject to all school policies (including Appropriate Use Policy) even if sent between students outside the school day or for purposes unrelated to school. Students should always use their e-mail appropriately and never send anything that they wouldn't be comfortable with a teacher, a principal, a parent, or a police officer reading. The district has the ability and responsibility to monitor and archive e-mail.

Filter Access

The district uses filters to block many potential internet dangers so students can't access them. Families are encouraged to use filters at home so children don't gain access to inappropriate sites. Experts strongly suggest installing software to filter and block inappropriate content on your home computers or wireless network (for example: OpenDNS (free version available), SafeEyes, and NetNanny.)

A Parent's Role in Online Navigation

Parents are encouraged to regularly talk with children about accessing inappropriate sites and content, as well as being a good person when online, whether or not the parent or teacher are watching. Discuss what your child should do if s/he is online and sees pornography, hate sites, gossip, or bullying which can influence his or her beliefs, values, and behavior. Understand that your child's use of many technologies, such as iPads, iPods, gaming systems, and cell phones, gives your child the ability to connect to public, unfiltered

wireless networks that may bypass your filtered home network altogether. Therefore, it is important to maintain regular, open dialog regarding your expectations for appropriate use and behavior.

Cyber Safety

Cyber safety is an important parent-child discussion to revisit frequently, from elementary school through high school. Experts warn that children are most vulnerable to online dangers while in their own home. The following suggestions are drawn from a wide variety of professional sources that may aid you in effectively guiding your child's use of technology devices.

- Anything they do or post online creates a digital record, often called their "Cyber Footprint." Nothing online is totally private, even if its intended to be. Once digitized, it can be saved, sent and reposted elsewhere.
- Never post personal information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss how easy it is for someone to find you based on what you post online.
- Regularly check your child's privacy settings on all commonly used sites and networks. Ignoring these settings on sites like Facebook means your child's photos, contact information, interests, and possibly even cell phone GPS location could be shared with over a half-billion people.
- Cyberbullying (threatening or harassing another individual through technology) is a growing concern. It takes on many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening message, often anonymously. Talk with your child about not partaking in this behavior. If a child sees others being cyberbullied, report it to an adult.

Student Academic Services



The Student Services department provides educational learning supports to teachers, administrators and staff in all academic areas across the Johnston Community School District. This includes student, state and federal programs, and all required reporting.

Instructional Model

Johnston CSD uses the Gradual Release Instructional Model, based off of Douglas Fisher's and Nancy Frey's work. Staff members have participated in professional development on the Instructional Model and continue learning and practicing the various components of it.

Learning is a very complex process. The things we learn to do well are taught to us through a series of intentional actions. Quality teaching involves modeling, feedback, practice, peer support, more practice, and more feedback. The teachers in Johnston schools are learning how to perfect their instructional practices through studying the Gradual Release of Responsibility model.

Gradual release suggests that the cognitive load of learning slowly and intentionally shifts from the teacher modeling, to joint responsibility, to independent practice and application by the learner. This instructional model is intentional, purposeful and explicit and will help teachers increase the precision in their teaching.

Iowa Common Core

The vision for the Iowa Core is to ensure the success of each and every student by providing a world-class curriculum. The Iowa Core is designed to improve

achievement of all students, preparing them for the world of work and lifelong learning. It identifies the essential content and instruction of critical content areas that all students must experience.

For more information on the Iowa Core, including the characteristics of effective instruction and universal constructs, visit the [Iowa Department of Education](#) website.

English Language Learner Program

The English Language Learner (ELL) program provides non-English speaking students with an opportunity to acquire proficiency in listening, speaking, reading and writing English. The ELL Program promotes a positive learning environment in which each student's first language, culture, and ethnic heritage is valued.

The ELL teachers work with students whose first language is a language other than English and who qualify for ELL services through a testing and referral process. There are specific strategies, methodologies, and curriculum used to help students acquire English.

Behavioral Services

JCSJ offers a wide range of services to assist with increasing appropriate and decreasing inappropriate behavior among our students. We take a positive proactive approach to teaching students the behaviors that will allow them to be successful in school.

Behavior intervention plans (BIP) are sometimes developed for students who require a more personalized approach. Parents are an integral part in developing that BIP. Other team members may include outside therapists, extended family, and Area Education Agency staff. BIPs can be written for students in general education as well as those in special education.

Sometimes a specialized approach is necessary and a special education student's Individualized Education Plan (IEP) Team may determine that placement in one of the district's BEST programs is necessary. The BEST (Behavior Emotional And Social Skills Training) program provides a small group setting with highly skilled staff to assist with implementing high level behavior plans and in depth social skills training.

Student Academic Services

Special Education

A range of special education services designed to meet the individual needs of all students are provided in each building as well as an early childhood preschool program.

Before being placed in special education, a building assistance team assists regular classroom teachers in meeting individual needs. A problem-solving approach is used in designing interventions to use in the general education classroom before there is any consideration of a special education placement. The Building Assistance Team assists the general education classroom in designing and monitoring the interventions.

Two residential facilities are located within the Johnston School District. ChildServe is a facility for children with multiple disabilities. The Youth Homes of Mid-America is a residential facility for young men ranging in ages from 11 to 18. Students from both facilities may receive educational services in our school system, either in classes on their campus or within a school building. These facilities bring students from all over the state.

Competent Private Instruction (Home Schooling)

Private instruction means instruction using a plan and a course of study in a setting other than a public or organized accredited nonpublic school (Iowa Code section 299A.1 (2) (c)). It includes competent private instruction (by a licensed practitioner or a non-licensed person), independent private instruction, home school assistance programs, and non-accredited nonpublic schools.

For more information on Competent Private Instruction and support from the Johnston Community School District, please contact Student Services at 515-278-0470.

Extended Learning Program (ELP)

Identification of academic talent development is an ongoing process. It is expected that children will cycle in and out of the program as they mature and the levels of support and academic challenge they

need change.

Some may demonstrate ability in STEM, others in Humanities. A smaller number of students will excel in both fields, and are referred to as having general intellectual ability. An annual review of multiple criteria by the ELP staff is a research-based best practice. ELP staff meet with classroom teachers each spring to collect data, and then meet as a team with math and language arts specialists to determine programming and contact teachers and parents regarding students' academic needs and placement. Students are serviced depending upon need demonstrated and options available.

Graduation Requirements

Johnston High School is continually striving to enhance the educational quality of its program. This effort includes revising graduation requirements to meet the changing needs of students. High school students need 24 credits to graduate. For the specific requirements, see [School Board Policy 505.5, Graduation Requirements](#).



District-wide Assessments and Testing

State Assessment Tests

Assessment tests given by educational facilities in the state of Iowa measure student progress toward the state's academic standards. For more information about state assessments, please visit our [website](#).

Testing Days

If children are ill or absent on the test date, the test may be administered on a make-up date. All Iowa schools are held accountable for a high participation rate on state tests. Please do not schedule vacations, doctor, or dental appointments on state testing dates.

Students should come to school prepared to take a test, which includes getting a full night's rest and eating a good breakfast the morning of the test. Your child's teacher can answer specific questions about the testing environment and any other preparation necessary to do well. We appreciate your cooperation.

| Benchmarking Tests | | | |
|--------------------|----------------------|------------|--------------------|
| Grade | Dates of Testing | Assessment | Type of Assessment |
| K-5 | September 4-29, 2017 | Reading | Verbal |
| K-5 | May 2-20, 2018 | Reading | Verbal |

| District and State Tests | | | |
|--------------------------|-------------------------------|----------------------------------|--------------------|
| Grade | Dates of Testing | Assessment | Type of Assessment |
| 5-7 | Sept. 11 - October 5, 2017 | Fall MAP math/reading/language | Computer |
| 8-9 | Sept. 11 - October 5, 2017 | Fall MAP math/reading | Computer |
| 3-11 | January 29 - February 5, 2018 | Iowa Assessments of proficiency | Paper/pencil |
| 5-7 | April 9-27, 2018 | Spring MAP math/reading/language | Computer |
| 8-9 | April 9-27, 2018 | Spring MAP math/reading | Computer |

College Entrance Exams

There are three optional college entrance exam for any 10th, 11th, or 12th grader who wishes to take them. These tests are the ACT, SAT, and PSAT. All of these tests are given in a paper and pencil format in a controlled testing environment. Dates for these tests vary; please contact the Johnston High School guidance office at 515-278-0779 for more information.



Nutrition Services

The Johnston Community School District Nutrition and Food Services Department offers nutritionally balanced, appetizing school meals to the students and staff during the school day. Meals are planned to follow high nutritional standards set by the United States Department of Agriculture.

About Meals

School meals are planned to include the appropriate servings of meat/meat alternate, breads/grains, fruits/vegetables, and milk. Meals are set-up as offer vs. served which means the student must select at least 3 and no more than 5 of the meal components offered. (Side orders of any components may be purchased “a la Carte” for an additional charge.) Menus must follow guidelines set by the federal government and must meet nutritional goals when averaged over a school week.

Substitutions for specific foods are allowed only when supported by a statement from a recognized medical authority. If a student needs a substitution for any item, such as in the case of a food allergy, they must have a medical note from the doctor. This medical note must be updated annually and submitted to the Director of Nutrition Services and the school nurse.

Breakfast and Lunch Menus

All menus for all schools can be accessed online at <http://johnston.nutrislice.com/>.

Meal Payments

A computerized meal accounting system, PayPAMS, is used to manage student meal accounts. Meal money is pre-paid and credited into individual meal accounts. Purchases are automatically recorded and deducted from the meal account balance. All students are assigned a personal keypad number to access their meal account. Cash or check payments are accepted at your child’s school, the district nutrition office at 5608 Merle Hay Road, or debit/credit card payments online at PayPAMS. Please keep in mind that you will need your child’s birthdate to register on the PayPAMS website.



Treats and Snacks in School

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

Birthday Treats and School Parties

Building principals have discretion on the distribution of school treats for birthday parties and school-wide celebrations. Their preferences may differ from guidelines in the handbook.

Free and Reduced Price Lunch

The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day.

Eligibility paperwork is available on the [district website](#) or at the district administrative office.

2017-18 Breakfast and Lunch Prices

| | |
|---------------------------|------|
| Elementary Breakfast Meal | 1.70 |
| Elementary Lunch Meal | 2.75 |
| Secondary Breakfast Meal | 1.85 |
| Secondary Lunch Meal | 2.85 |
| Reduced Priced Breakfast | 0.30 |
| Reduced Priced Lunch | 0.40 |

Health Regulations and Procedures

School Health Office

Parents or guardians and the child's medical providers are responsible for the care of an ill student. School health service staff provide support to families in their responsibility of caring for their children. The school health offices are staffed all student days by a registered nurse.

Registered nurses in Johnston schools:

- attend to children who become ill or injured at school;
- contact parents of sick children;
- administers certain prescribed medications;
- provide first aid in emergencies;
- assist with health screenings, students with chronic health issues, and record keeping;
- perform health assessments;
- provide consultation and referral services;
- provide health counseling and health education;
- prepare individual health plans;
- monitor student health status;
- perform health care procedures as needed; and
- assist with health prevention and promotion activities.

Parents are requested to call the elementary health office and secondary attendance lines when their child is tardy, ill, or will not be at school for other reasons.

Hearing, vision, and dental screenings are regularly provided. Parents will be notified about the results of these screening only if problems requiring follow-up are noted. If you do not want your child to participate in the screening programs, please notify the school nurse.

Infectious and Communicable Diseases

Infectious diseases are caused by viruses, bacteria, fungi or parasites and can be spread from one individual to another. Parents will be notified when a communicable illness has been identified in their child's classroom; this will include a list of symptoms and other pertinent information. Please encourage good hygiene and regular hand washing at home.

Parents may be asked to pick up their child from school under the following circumstances:

1. the child has a fever of 100 degrees F or above.
2. the child is vomiting and/or has diarrhea.
3. the child has a rash that may be disease related.
4. the child does not feel well enough to return to the classroom.

Parents should not send their child to school if he or she:

1. has a fever of 100 degrees or more. The student should stay home for 24 hours after the temperature returns to normal without fever-reducing medication;
2. has vomited or had diarrhea or unexplained abdominal pain. The student should stay home until 24 hours after the last episode;
3. has a rash that may be disease-related or from an unknown cause;
4. has swelling, redness, tenderness, or discharge from eyes;
5. has a severe cold and/or cough.

Management of head lice is primarily the responsibility of parents. The school follows [Polk County Health Department](#) guidelines to assist in the management/control in the school setting.

Over-the-Counter Medications

Over-the-Counter (OTC) medications require parental authorization and the original, labeled bottle. They must be administered in a manner consistent with the instructions on the label. The school nurse may request to receive further information about the medication prior to administration of the substance.

Parents are asked to give OTC medications, vitamins, and other non-prescriptive agents during off-school hours. All medications should be discussed with the building's school nurse. All students must keep prescription and non-prescription medications in the school health office. Exceptions to this requirement for secondary students are: non-prescription pain relievers, prescription asthma medications self-administered with an inhaler, prescription epinephrine self-administered with a non-syringe injector and medications specified in an IEP, Section 504 plan or individual health plan.

Please see [Board Policy 507.E2, Administration of Medication to Students](#), for details on a student's right to carry and self-administer medication related to asthma or other airway constructing diseases.

Health Regulations and Procedures

Prescription Medications

If your child requires a prescription medication, it is best to ask the doctor to schedule the administration times outside of school hours so children can take the medication at home. If your child must take a medication at school, it is kept in the nurse's office and must be given to the student by the school nurse. Authorization forms are available in each school health office. Refer to [Board Policy 507.E2, Parental Authorization and Release Form for the Administration of Prescription Medications to Students](#), for more information.

Parents are asked to provide:

1. The physician or licensed provider's authorization and directions for administration at school;
2. Parent permission for the medication to be administered at school;
3. The medication in its original prescription container from the pharmacist or physician (please ask the pharmacist to provide a separate school prescription container).

If you have visited an urgent care clinic or hospital emergency room and medication has been prescribed, please have the attending physician give written authorization for the medication to be given at school. Parents are requested to pick up medications at the end of the school year as medications will not be sent home with students. Parents will be asked to pick up all unused or expired medications.

[Student Health and Immunization Certificate \(Policy 507.1\)](#)

A kindergarten student enrolling for the first time in school in the district shall submit an Iowa Department of Public Health Certificate of Immunization from a licensed physician.

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

Exemptions to the Immunization Law include:

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

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



Student Support Services

School Counseling and Guidance

Each of the schools in the Johnston Community School District is proud to offer full-time school counselors housed in each of our buildings.

At the secondary buildings, school counselors are also available to help students transition into the school and plan for their future.

School counselors provide assistance to students and families in the following areas:

- Mental health aid and resources
- Personal/social development and support
- Social-emotional issues
- Crisis intervention and post-vention teams;
- Assist families in understanding child's emotional needs

School counselors also provide assistance to students in the following areas:

- Educational planning, including college selection and application
- Academic assessment
- Career development
- Post high school planning
- Communication and consultation with staff and parents regarding individual needs
- Referral to appropriate in-school and/or community resources
- Maintenance and processing student records and applications

School Therapists

Two outside therapists offer services to students and families in the three secondary buildings. An additional two therapists split time between the five elementary buildings.

The services of these outside therapists are not free and require the consent of a parent/guardian before they can begin. Financial assistance may be available to those who qualify.



Civil Rights - Section 504 of the Rehabilitation Act of 1973 ([Board Policy 102.E3](#))

The Johnston Community School District does not discriminate against any student on the basis of his or her disability and allows equal access to and participation in its programs and activities. The district also does not discriminate against anyone because he or she is associated with someone who is disabled. A student may be eligible for services under the provisions of Section 504 if he/she has a physical or mental impairment that substantially limits one or more major life activities, including learning.

It is the district's responsibility to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need specially designed instructional or physical accommodations so those students may receive free appropriate public education. Additional information is available on the district website. Johnston Community School District Associate Superintendent Dr. Bruce Amendt coordinates the District's compliance with Section 504, and can be contacted at 5608 Merle Hay Road, Johnston, IA 50131 or 515-278-0470.

For full language and stipulations, please see [Board Policy 102.E3](#).

Registering for School

We are excited to welcome families and new students into our schools. Families who choose to live in the Johnston Community School District have something in common: They place a great value on education and have high expectations for schools. Johnston Schools are committed to meeting and exceeding those expectations. We are dedicated to providing your child with a top quality education that is both challenging and exciting, and we'll work to meet your child's individual needs.

Registering for school - In person registration

Take care of all of your registration needs in one place, the JCSD Administrative Resource Center, located at 5608 Merle Hay Road, Johnston IA 50131. Our friendly staff is eager to assist in making your transition into a new school and new community a pleasant one. The Administrative Resource Center is open year-round Monday - Friday, 7:45 a.m. - 4:15 p.m. (except legal holidays). You may contact the enrollment office at 515-278-0470 ext. 1649.

When you come in to register, please bring the following items:

- Proof of residency (a utility bill, purchase, rental or lease agreement, etc.)
- Proof of age (if registering a kindergartener)
- Certificate of Immunization
- All forms found in our [online enrollment packet](#)

Registering for school - Online registration

Families are encouraged to enroll and register their child(ren) through the [Infinite Campus student information system](#).

Open Enrollment

The Johnston Community School District welcomes non-resident students to apply for open enrollment into the district. The deadline for open enrollment applications is March 1 of the year preceding the school year for which open enrollment is desired. Please call 515-278-0470 for more information or see [Board Policy 501.15, Open Enrollment - Receiving](#) and [501.14 Open Enrollment - Sending](#).

School Attendance Areas

The Johnston Community School District serves an area of 40 miles and reaches the communities of Johnston, Urbandale, Des Moines, Grimes, and Granger.

Attendance areas for Johnston's five elementary schools are defined to balance populations. All students come together at Summit Middle School (grades 6-7) and continue to Johnston Middle School (grades 8-9) and Johnston High School (grades 10-12). [District attendance area maps](#) are available on the district website.

In some instances, registration is capped for a grade at an elementary school because class sizes are at their limit. When capping occurs, the child is then registered at an elementary school with available space. All efforts are made to keep children at their neighborhood school. For more information on capping, please review [Board Policy 606.6](#), [Insufficient Classroom Space](#).

Kindergarten Enrollment Requirements

A child is eligible to enroll in the Johnston school system if he/ she is five years old on or before September 15 of the current year. Parents and/or legal guardians of incoming kindergarten students must present an official or certified copy of the birth certificate to verify the date of birth. (Sorry, hospital and baptismal certificates are not allowed as a substitute.) You may present the birth certificate when you drop off registration materials at the JCSD Administrative Resource Center. Health and Immunization records are also needed at the time of registration.



Transportation



Along with Student Transportation of America (STA), we welcome community members to play a part in keeping our school buses safe and student friendly. Every person can make an important difference in the safety of students on the school buses.

Walk Zones

The Johnston Community School District uses a 1-mile walk zone for students grades K-9 living within one mile of the school they attend; students in grades 10-12 have a 2-mile walk zone. When considering the walk zones, there were a number of factors examined, including: safety hazards such as busy roads and non-signal/light cross areas; the availability of sidewalks; and age of students walking these routes. Because each school's site is unique, the results for walking and busing zones vary.

Cameras & GPS on Buses Monitor Behavior

A sign inside each Johnston Community School District bus indicates the presence of a video camera. Video cameras allow school administrators and bus company management to monitor student behavior. All buses are also equipped with Global Positioning Systems (GPS), which allows for school officials to monitor transportation routes. Please direct questions or concerns regarding the use of video cameras or GPS on buses to the District's Transportation Office at 515-278-8149.

A Cooperative Effort

It is the right of each student to be treated in a reasonable and respectful manner whether in school or on the school bus. When disruptions occur on the school bus they are usually related to student misbehavior. Issues may arise as a result of the actions of a single student, the interaction among several students, or the interaction between students and their driver. We would like to deal with these misbehavior issues before they reach the level of harassment. As a rule, school bus drivers correct or report misbehaviors as soon as possible after they are observed. However, there may be times when behavior-related problems occur which are unpleasant for a student, but not readily evident to a driver. Please do not hesitate to report, or encourage your child to report, incidents of harassment which may not have come to our attention through everyday communication. As a part of your school transportation team, we are committed to the goal of providing a safe and pleasant ride for all students on a daily basis. Your cooperation is always appreciated in helping us achieve this goal.

Bus Safety Rules

Safety at bus stops and on the school bus depends on the cooperation and responsible behavior of every student. Please discuss the following safety rules with your child. During the first week of school, bus drivers will emphasize these points with their riders:

- Be on time to help keep the bus on schedule.
- Board and depart from the bus correctly.
- Follow the bus driver's instructions.
- Remain seated.
- Do not endanger yourself or others.
- Do not bring animals, food, beverages, tobacco, chemicals or hazardous objects on the bus.
- Speak and act courteously.
- Help keep your bus clean and safe.

Getting On and Off the Bus

Parents are encouraged to review with their children the following suggested procedures for getting on and off school buses.

Transportation

Getting On

- Arrive at the bus stop five minutes ahead of the scheduled bus arrival time. Stand back from the edge of the roadway or on the sidewalk while waiting for the bus. Be reasonably quiet to avoid disturbing others.
- Stay out of the street so you do not become a traffic hazard to people driving past the stop. The bus stop area is not a playground.
- Don't be a litterbug. You are a guest at the bus stop area, and it is a privilege for you to use the area.
- Line up three to five feet from the edge of the road in single file.
- Do not approach the bus until it has stopped moving and the door is open. Wait for the bus driver to signal you to board the bus.
- If the bus stop is on the opposite side of the street, wait until the bus has stopped, the light warning system has been activated, and the crossing bar lowered. The bus driver will signal you to cross the street. Look both ways before crossing.
- Board the bus in single file. Use the handrails. Go directly to your seat and stay seated.

Getting Off

- Wait for the bus to stop before standing. Use the handrail, take one step at a time, do not push or shove, and go directly to the school or home.
- Students who must cross the road should line up 10 feet in front of the bus and look up at the bus driver and wait for his hand signal to cross the street. When crossing the street, look both ways. Remember to move away from the bus after exiting.

Bus Discipline Policy

The Johnston Community School District and Student Transportation of America strive to provide transportation services that reflect an emphasis on safety. Riding a school bus is a privilege that requires responsibility on the part of those who ride to follow the directions of the driver.

Primary responsibility for bus discipline rests with the bus driver. Serious infractions or repeated

infractions will be referred to the building principals or designees. District and transportation administrators reserve the right - depending on the severity of the infraction - to impose consequences as necessary and not in accordance with the guidelines below. Consequences shall be administered in the following manner.

First Infraction: Verbal reprimand by bus driver. Explain what rule was broken, what the changed behavior should be, and go over bus rules.

Second Infraction: Verbal reprimand by bus driver and explanation of rules. The bus driver will write and submit a formal bus referral to the STA transportation office. STA management will assist drivers with contacting parent(s) to explain what rule violation has occurred, what action the driver has taken to change behavior, and how the parents can help solve the problem.

Third & Subsequent Infraction(s): The bus driver will write a formal bus referral and send it to the appropriate school principal or designee. Each referral will be reviewed and potential consequences may occur depending on seriousness of the referral, student age, appropriateness, time between referrals, and other extenuating circumstance. Parents will be notified of any consequences.

Principals may deviate from the above schedule, depending on seriousness of referral, age, appropriateness, time between referrals, and other extenuating circumstances.

Weather Emergencies

School closing because of severe weather or other emergencies will be announced via the district's website, mobile app, social media pages, and local news channels and radio stations.

If schools must be closed early, buses will follow regular return routes. Please discuss with your child what to do in the event that school is dismissed early and no one is home when he/she arrives. Read the Superintendent's procedures on emergency closing and communication for more information.

Johnston Community Education

Johnston Community Education (JCE) is about the home, the school, and the community all working together to provide programs and services for the greater school district residents.

JCE is a partnership between the City of Johnston and the Johnston Community School District. Community Education offers enrichment, recreation and education programs for all ages. General information, programs, and classes are promoted via flyers and advertising, as well as in the The Connection newsletter. Class information and registration are also available at <https://johnston.ce.feepay.com/> or call JCE at 515-278-0552.



Johnston Early Learning Academy

The Johnston Early Learning Academy is a NAEYC-certified program and provides academic programming for children ages two through four. Most programs are housed within district facilities; we have community partners that also offer four-year-old preschool. For more information on our early learning classes, please contact Joy Palmer, Director of JELA, at 515-278-0552 ext. 1632.

Youth Programs

Youth Programs provide both enrichment and recreation programming for youth year round. Recreation programming includes T-ball, flag football, basketball, cross country/track, cheerleading, dance, tae-kwon-do, karate, golf, soccer, art classes, music opportunities, and more. Youth enrichment programming offers a wealth of enrichment experiences for school-age youth including STEM,

art, theatre, music lessons, and much more. See the JCE catalog or visit: <https://johnston.ce.feepay.com/>.

Adult Programs

Adult Education provides lifelong learning opportunities to the community through a variety of classes and programs. These include wellness classes, dance classes, open gyms, and more. Enrichment classes include cooking, dance, computer skills, and much more. Recreational opportunities for adults include aerobics, yoga, circuit training, Pilates, Tae Kwan Do and more. See the JCE catalog or visit: <https://johnston.ce.feepay.com/>

Aquatics

Aquatic classes for youth and adults are offered at the Summit Middle School pool. Open swim, lap swim, swimming lessons, diving lessons, and water aerobics are a few of the aquatic classes offered through JCE. For class schedules and availability, visit <https://johnston.ce.feepay.com/>.



Before & After School Child Care [KTC]

Johnston Community Education is pleased to offer before and after school care for elementary-aged students (KTC). Care programs are conducted within each school. Registration for KTC is required.

Elementary

Supervision at the elementary schools begins ten minutes before school starts. Parents who need their child to be at school earlier than that should enroll the child in Kids Connection (KTC) or make other arrangements.

KTC offers both a breakfast and an afternoon snack daily. The focus of this program is to provide enjoyable, motivating and stimulating structured activities for the students, along with offering enriching fieldtrips. KTC provides quality, caring staff to meet the individual needs of each child and foster open communication. KTC is licensed by the Department of Human Services.

Program Features

- Quality, caring, and trained staff
- Indoor and outdoor recreational activities
- Choice of a variety of daily activities
- Optional participation on “non-school” days
- Field trips on non-school days

Care Provided

- Before school: 6:30 a.m. until school starts
- After school until 6 p.m.

For registration information or to schedule a site visit, call 515-252-8490.



Child Care on No-School Days and Summer

Full-day care is offered for elementary age students on most no-school days (excluding holidays) and during the summer. KTC requires registration for no-school days and summer care.

KTC program activities include field trips, learning opportunities, and much more. Contact the Johnston Community Education office at 515-278-0552 for more information.



Board and District Committees

Various district committees meet throughout the school year to discuss and take action on matters relating to student well-being, academic progress, teaching and learning, and much more. The district strives to compose committees made up of parents and community members, staff and teachers, building administrators, and board members. Students are also asked to join when applicable. For more information on any of these district committees, please contact the Superintendent's Office at 515-278-0470.

Academic Affairs Committee

This Board committee will consider curriculum topics, staff development topics, student achievement topics and any other topics of similar nature, which need to be reviewed or acted upon by the Board of Education.

Physical Environment Committee (Owner's Group)

This Board committee will consider district growth topics, transportation topics, buildings and grounds topics and any other topics of similar nature, which need to be reviewed or acted upon by the Board of Education.

Co-Curricular and Community Relations Committee

This Board committee will consider community education topics, public relations topics, athletic and activity topics, booster club topics and any other topics of similar nature, which need to be reviewed or acted upon by the Board of Education.

Financial Committee

This Board committee will consider any school district financial topics. This includes various school district financial funds, administrative salaries, negotiations and any other financial topics needing Board review or action.



Board Policy Committee

This Board committee will review and update board policy.

Board Evaluation/Board Goal Committee

This Board committee will be responsible for any Board of Education evaluations, reviewing, and updating Board goals.

Board Liaison to the Johnston Educational Advisory Team (JEA)

This individual will be responsible to serve on the Johnston Advisory Team and to keep the Johnston School Board informed of Advisory Team activities and decisions.

Board Liaison to the Johnston Schools Foundation

This individual will serve as liaison to the Johnston Schools Foundations and keep the Johnston School Board informed of Foundation activities and decisions.

School Improvement Advisory Committee (SIAC)

SIAC provides coordination, technical assistance and other support necessary to assist schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance while building the schools' and parents' capacity for strong parental improvement.

Other District-wide Committees

- Wallace Design Committee
- JMS Design Committee
- Special Education Committee
- Calendar Committee
- At-Risk Study/Mental Health Committee
- Classroom Instructional Practices Committee
- Diversity Awareness Committee

Student Rights and Responsibilities

Introduction

Students, staff, and parents all share in the responsibility of maintaining a safe and respectful learning environment. Appropriate behavior is a critical component in this safe and respectful environment and is also a strong indicator of student success. When a student engages in inappropriate behavior, staff members will work with the student to address the behavior. Possible interventions include education, restitution, mediation, counseling, parental meeting, time-out, loss of privileges, referral to the principal's office, detention, or suspension.

Any student who engages in any inappropriate behavior shall be disciplined in accordance with district and building discipline policies. District and building policy applies to school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, or any other vehicles approved for school-related purposes, the area of entrance or departure from school premises or events, and all school-related functions. District and building policies also apply to any student whose conduct at any time or in any place interferes with or obstructs the mission, beliefs or operation of the school district or the safety or welfare of the students, other students or employees. Please refer to [Board Policy 503.1](#), which specifically addresses student conduct.

Some behaviors may be so serious as to call for dismissal, suspension, exclusion, or expulsion. These consequences are reserved for significant violation of school rules or an accumulation of a specific violation. These behaviors, which interfere and/or disrupt the educational process, pose a danger or potential danger, or threaten public and/or private property, are unacceptable, and will not be tolerated in the school setting. Behaviors of this type include, but are not limited to chemical use, major insubordination, verbal/physical assault, abuse/fighting, theft, major disruptions, statutory crime, and possession of a weapon, vandalism and possession/use of drug paraphernalia.

Students who are currently identified as disabled under IDEA or Section 504 are subject to the same rules and discipline policies as non-disabled students unless educational plans require otherwise. The consequences for misbehavior by students with disabilities are also subject to the applicable state and federal law.

Helping our students understand their responsibilities for proper behavior, as well as their rights to be educated in a safe environment, is important to us all. Thank you for your continued interest and support as we all prepare our children for tomorrow.



Learning and Discipline

Philosophy of Learning and Discipline

We believe school should be a safe and respectful environment where all students are free to learn. As members of this school community, students, parents and school staff all share in the responsibility of creating this positive learning environment.

A school's discipline policy supports this environment by clearly articulating to all members of the school community expectations for safe, responsible, and respectful behavior. Additionally, a school's discipline policy should be administered in a manner which is fair and which acknowledges the dignity and worth of each individual. See [School Board Policy 503.1, Student Conduct](#).

Students must develop specific behaviors in order to be academically and socially successful. These behaviors include cooperation, self-advocacy, responsibility, honesty, empathy and self-control. By modeling and supporting these behaviors, we will develop students who are self-directed learners and who respect the authority, property and rights of others.

A school's discipline policy needs to hold individuals responsible for their actions. A discipline policy needs to recognize the uniqueness of each student, classroom, building and situation, while supporting a safe and respectful environment where students can grow academically, intellectually, socially, and emotionally.

These policies and rules apply any time a student is present on a school location, at a school-sponsored activity, while on school buses and/or at a school bus stop. Students are expected to act in accordance with federal, state and local laws and rules, and in a way that respects the rights and safety of others.

Roles

The School Board

- The School Board shall establish policy and hold all school personnel responsible for the maintenance of order within the school district and support all personnel acting within the framework of this discipline policy.



Superintendent

- The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy.

Principal

- The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final School Board approval.
- The principal shall give direction and support to all school personnel performing their duties within the framework of this policy.
- The principal or designee shall consult with parents of students conducting themselves in a manner contrary to the policy.
- The principal or designee shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.

Teachers

- All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration.
- All teachers shall enforce the School District and school building discipline policies.

Learning and Discipline



Positive Behavioral Intervention and Supports
Within all Johnston elementary schools and Summit Middle School, educators and students practice the Positive Behavioral Intervention and Supports program, or PBIS.

PBIS is a code of conduct which establishes uniform expectations across all areas of the school, from the classroom to the hallways, media center to the playground, and onto the bus. Schools focus their expectations on three areas: Be Respectful, Be Responsible, and Be Safe.

When demonstrating these behaviors, students are given positive referrals and are celebrated for their efforts to contribute to a respectful, responsible, and safe school environment.

Specifics on each school's PBIS program can be answered by the building principal.

Other School District Personnel

- All school district personnel shall be responsible for contributing to the atmosphere of mutual respect and enforcing the school district and building discipline policies.
- Their responsibilities relating to student behavior shall be as authorized and directed by the principal or direct supervisor.

Parents or Legal Guardians

- Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice.
- They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Community Members

- Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

Students

- All students shall be held individually responsible for their behavior and for knowing and obeying the district and building discipline policies.



Student Misconduct

Types of Inappropriate Behavior

All students deserve to have a safe, calm learning environment, free from distraction and inappropriate behavior by others. Students also have a right to know what is expected of them. It's important to be clear and consistent about those expectations and how they are enforced.

[School Board Policy 503.1, Student Conduct](#), is designed to ensure that students are aware of and comply with the school district's expectations for student conduct.

The following list contains types of misconduct that may lead to disciplinary action, including suspension and expulsion. A student's degree of involvement for violating any type of inappropriate behavior may be considered. This list includes examples of student misconduct, but by no means covers every situation.

General Classroom Disruption/Disorderly Conduct Behavior that produces distractions or disturbances or that interferes with the functioning of the teacher, the students, or the class.

Use of Abusive Language

Written or spoken language that is offensive, obscene or vulgar, including inflammatory actions, disorderly conduct, language, gestures, or actions that can create a disturbance (i.e. hand and gang signals and symbols, placing a false 911 call, etc.)

Unexcused Absences/Excessive Absences

Absences from school or class without authorization or approved reason or excessive absences without approved authorization by school officials.

Tardiness/Lateness

Being late beyond the scheduled beginning of a school day or class without authorization or approved reason is a violation of school policy.

Smoking/Possession of Smoking Materials

Possessing, using, or transmitting smoking material or tobacco products (i.e., cigarettes, lighters, chewing tobacco, smokeless tobacco, e-cigarettes, etc.)

Loitering/Out of Assigned Area

A student's unauthorized presence in an area.

Defiance of School Personnel's Authority

A verbal or non-verbal refusal to comply with a reasonable request from school personnel. Failing in a substantial number of instances to comply with directions of teachers or other personnel where the failure constitutes an interference with school purposes or an educational function (i.e., habitual offender, refusal to provide proper identification to school personnel/security upon request).

Disruption on the School Bus

Any misconduct on the school bus, disrespect to the driver, or vandalism to the bus.

Trespassing

Remaining on the school property without authorization (including while under suspension or expulsion).

General Disruption of the Orderly Educational Process/Disorderly Conduct/Terroristic Threats or Acts

Behavior that seriously disrupts any school activity or the orderly operation of the school. Some examples include boycotts, sit-ins and walk-outs, blocking entrances, placing a false 911 call, and unauthorized gatherings. Terroristic threats shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Terroristic act shall mean an offense against property or involving danger to another person.

Gambling

Participation in games of chance for money and/or other things of value.

Fighting

Aggressive, physical conflict between two or more individuals.

Student Misconduct

Vandalism

The willful or malicious act or attempt to destroy or deface school property or the property of others.

Harassment/Hazing, Defamation of Character

Harassment of any form, whether verbal or physical, including websites and computer misuse against another person based on age, color, creed, disability, gender, marital status, national origin, race, religion, or of sexual nature, will subject a student to timely and appropriate discipline.

Simple Assault

A threat or attempt to do bodily harm to another, with or without physical contact or intentionally causing or attempting to cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this provision.

Offensive Touching/Inappropriate Conduct/Offensive Remarks

Intentionally touching another person, either with part of the body or with any instrument, thereby causing offense or alarm to the other person and/or a public show of affection or sexual acts is a violation of this code.

Extortion

To obtain or attempt to obtain money, goods or information from another by force or threat of force.

Use of Drugs/Alcohol/Paraphernalia and Lookalikes

Possessing, using, transmitting, or being under the influence of any over-the-counter drug, stimulant, depressant, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this code. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function is



a violation. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant is a violation.

Theft/Counterfeiting

Taking the property of the school or another person or attempting to take the property without permission. Possession of stolen property. Possession and/or transmission of bogus bills (counterfeit legal tender). Attempting to sell or exchange bogus bill and/or attempting to duplicate money.

Fire and Explosives

Possession, use, and or transmission of fire, explosive devices/ materials, fireworks or lighters is a violation. Setting of fires and/ or use of device or materials that cause a fire is a violation.

An attempt to detonate or use devices or materials that can cause a fire is a violation. Possession of materials that can be used to make or construct explosive devices of any kind (including but not limited to Molotov Cocktails, pipe bombs, smoke bombs) is a violation.

Student Misconduct and Reporting Misconduct

Weapons/Use of an Object as a Weapon/ Knowledge of Deadly or Dangerous Weapons or Threats of Violence

Possession of a handgun, fire arm, knife, blades, Chinese throwing star, brass knuckles, stun gun, look-alike gun/knife or any instrument that expels a projectile through pressurized cartridges or springs, as well as any spot marker gun (such as paint guns), explosives, ammunition, may result in arrest. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, etc. Intentional injury to another can be a felony and/or a cause for Civil action. Because the School Board believes that students, staff members, and any visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to school administration. Failure to report such knowledge of petitions or plans is a violation of this code.

Dress/Grooming

Students may not dress or groom themselves in a manner that is disruptive to the educational function and school purpose. Please refer to [School Board Policy 502.1](#), Student Appearance, for more information.

Cheating/Lying, False Statement, Forgery, Plagiarism

Attempting to complete assigned work with unauthorized assistance. Intentionally giving false information to school officials or placing a false 911 call.

Reporting Misconduct

If a student, parent, staff member, or community member witnesses misconduct in any way, there are methods by which they are encouraged to report the incident.

In person

Please speak to a board member, building administrator, or teacher if an instance of misconduct is witnessed. This person will take the appropriate steps to handle the situation.

Through the Mobile App Tipline

The Johnston Schools Mobile App features a Tip Line, a 24-hour-a-day anonymous way to report incidents or evidence of things like bullying, drugs, fighting, personal crisis, safety risk, threat, vandalism, and kudos. Anyone with the app can submit tips.

Online Forms

There are forms [available online](#) to report instances of harassment and bullying.

- Board Policy 104.E1: Anti-bullying and harassment complaint form
- Board Policy 104.E2: Anti-bullying and harassment witness form
- Board Policy 104.E4: Anti-bullying and harassment respondent form
- Board Policy 104.E3: Anti-bullying and harassment administrator disposition form



District and Building Security

The Johnston Community School District takes multiple precautionary measures to see that our schools are safe environments for students and staff.

Secured Buildings

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

Each school has a camera to screen visitors before entering the school. All visitors are asked to check in with the front office before entering classrooms.

Visitors at Schools

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

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

Once a visitor has registered within our electronic sign-in procedure, they will not need to provide an ID for each visit. However, they 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.

School Resource Officers

The Johnston Community School District, in partnership with the Johnston Police Department, has two School Resource Officers (SROs) with school-day presence in our buildings. SROs provide safety and security within the buildings. Both SROs also work at home athletic events.

Officer Zach Grandon serves the elementary schools and Summit Middle School and teaches classes on safety to fifth and seventh grade students through the 411 program. It provides students with information on drug and alcohol safety, computer safety and privacy, and teaches students how to say no in uncomfortable situations.

Officer James Slack oversees safety at Johnston Middle School and Johnston High School. His duties range from hall patrol to student intervention, speaking in classes, and assisting administrators with student discipline, if needed.

Crisis Management

The District and school buildings follow procedures outlined in our Crisis Response Manual to handle a variety of unforeseen circumstances which impact the environment and/or well-being of students and staff.

Staff are trained on all updates of the plan, drill procedures, and have the opportunity to discuss concerns with local law enforcement and District administration. The District's crisis materials were most recently updated in September 2015 to meet ALICE lockdown procedures. Each of the eight schools within the District also has a Building Crisis Team that serve a critical role in disseminating information to all staff.

Johnston Schools uses Blackboard Connect to contact parents about information regarding school closings and delays. Calls and emails will go out as soon as any decision is made by administration concerning the school day. Please listen to the entire message as it contains pertinent information. The District website and District mobile app will also list any changes to the school day.

Education Records (Policy 506.1)

Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. Student records may be maintained in the Central Administration Office or housed by the building in which the student last attended. Parents and eligible students shall have access to the student's records during the regular business hours of the school district. Student records will be released to other schools for student transfer purposes.

Use of Information Resources (Policy 605.7)

The Board recognizes that federal law makes it illegal to duplicate copyrighted print and electronic materials without authorization of the holder of the copyright, except for certain exempt purposes. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

Custody and Parental Rights (Policy 507.7)

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued shall be followed by the school district.

Compulsory Attendance (Policy 501.3)

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

Attendance Center Assignments (Policy 501.5)

As the district continues to grow, new facilities become available and attendance boundaries will be changed. In these circumstances the new boundary will determine the neighborhood school area. Attendance areas may be adjusted from time to time as determined by the Board of Directors.

Basic Instruction Program (Policy 603.1)

The basic instruction program will include a program of studies for each grade level as recommended by the State Department of Education. The instructional approach will be gender fair and multicultural. The board may, in its discretion, offer additional courses in the instruction program for any grade level.

Fines, Fees, Charges/Student Fee Waiver (Policy 503.3)

Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, illegal parking, or for misuse of school property. The board recognizes that while fees charged students are

appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents ability to meet the financial criteria.

Homeless Children and Youth (Policy 501.16)

The board shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices.

Interview of Students by Outside Agencies (Policy 502.9)

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

Insufficient Classroom Space (Policy 606.6)

Criteria to be used by the Board in its determination of insufficient classroom space may include, but not be limited to, available personnel, grade level, education program, instructional method, physical space, either being planned or currently under construction, sharing agreements in force, bargaining agreements in force and district goals and objectives. As the community grows and new facilities become available, attendance center boundaries are subject to change.

Promotion/Retention/Acceleration (Policy 505.2)

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

Student Complaints and Grievances (Policy 502.4)

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

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

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

Student Conduct (Policy 503.1)

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

Student Activity Program (Policy 504.6)

The purposes of the school activity program are: (1) to provide an outlet for student interest and abilities; (2) to contribute to the mental, physical, and moral growth of the student; (3) to provide group activities; and (4) to foster leisure-time activities.

Students will have an opportunity to participate in a school activity unless the activity is not offered, the activity is an intramural or interscholastic athletic activity or the student cannot participate for disciplinary reasons.

Student Lockers (Policy 502.5)

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

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

Search and Seizure (Policy 502.8)

School district authorities may, without a search warrant, search students and/or protected student areas based on reasonable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be reasonably related to the objectives of the search and reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to school district facilities.

Guidelines for Student Surveys (Policy 603.12)

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

Student Insurance (Policy 507.6)

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

Tobacco/Nicotine-Free Environment (Policy 905.2)

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of lookalikes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events.

Smoking-Drinking-Drugs (Policy 502.7)

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

Violation of this policy by students will result in disciplinary action up to and including suspension or expulsion.

Weapons (Policy 502.6)

Weapons, firearms, and other dangerous objects and lookalikes in School District facilities cause or may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the School District premises or property within the jurisdiction of the School District. School district facilities are not an appropriate place for weapons, firearms, dangerous objects and lookalikes. Weapons, firearms, dangerous objects and lookalikes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess weapons, firearms, dangerous objects or lookalikes on school property shall be notified of the incident. Possession or confiscation of weapons, firearms, dangerous objects or lookalikes shall be reported to the law enforcement officials, and students will be subject to disciplinary action up to and including suspension or expulsion.

Abuse of Students By School District Employees (Chapter 102) (Policy 402.3)

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible.

Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook published annually in the local newspaper and posted in all school facilities.

Chapter 102 Level One Investigators are:

Kevin Blackburn, Associate Principal
Summit Middle School
515-986-0318

Lindsey Cornwell, Principal
Horizon Elementary
515-986-1377

Laura Kacer, Director of Human Resources
Administrative Resource Center
515-278-0470

Suzie Pearson, Principal
Wallace Elementary
515-278-6977

The district's procedure in no way denies the right of a grievant to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to see private counsel for complaints alleging bullying, harassment, or discrimination.



Corporal Punishment (Chapter 103) (Policy 503.5)

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

State of Iowa Annual Notice Concerning Chapter 103:

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

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

Student Good Conduct Rules & Regulations

Our Philosophy

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 policy and rules and regulations established for administration of the extracurricular programs. Because the student 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.

Eligibility

1. To be eligible to participate in extracurricular activities, a student must meet the requirements of the Iowa High School Athletic Association, Iowa Girls High School Athletic Union, and the Iowa Department of Education.
2. In addition, students must follow these administrative rules and procedures and corresponding school district guidelines as listed here in the student handbook.

Good Conduct Rules & Regulations Violation

A student who is participating in extracurricular interscholastic athletics and/or other activities will be in violation of these rules & regulations under the following conditions:

1. Any student who admits to or is found by the administration to have violated the rules for consumption, possession, acquiring, delivering or transporting alcoholic beverages or items recognized as “look-a-likes.”
2. Any student who admits to or is found by the administration to have violated the rules for consumption, possession, acquiring, delivering or transporting drugs, drug paraphernalia or items recognized as “look-a-likes.” This does not include authorized prescription medication specifically prescribed for the students.
3. Any student who admits to or is found by the administration to have violated the rules for consumption, possession, acquiring, delivering or transporting tobacco, tobacco products, and items recognized as “look-a-likes” (electronic cigarettes, vape pens) regardless of the student’s age.
4. Any student who engaged in any act(s) that would be in violation of local, state or federal law (excludes minor traffic offenses) regardless of whether the student was cited, arrested, charged, convicted, or adjudicated for the act(s).
5. In light of each student’s role as a representative of the school both on and off campus, evidence obtained through the student’s use of technology may result in a violation of the Good

***Mere Presence (this applies to #1 and #2)- If a student attends a function where alcohol or a controlled substance as defined by Iowa law is being consumed or used and does not leave immediately or if police arrive prior to student leaving, the student is in violation of the Good Conduct Rules & Regulations.**

Conduct Rules & Regulations. Such violations may include, but are not limited to: the inappropriate use of computers, cell phones, texting, emails, social networking sites (Facebook, Instagram, Twitter, Snap Chat, etc) to transmit, post or otherwise communicate speech and/or photos that the school deems as harassing, threatening, lewd or obscene.

Categories of Activities Governed by the Good Conduct Rules & Regulations

1. Athletics (including cheerleading, dance team, and managers)
2. Vocal music (including Show Choir), instrumental music (including Jazz Band)
3. Speech, drama, debate, plays and musicals
4. Academic Competitions (mock trial, History Day, and other competitions)

***If a student is involved in multiple categories of activities, consequences will be applied to each category (for example, if a student is involved in a fall sport and vocal music, consequences will be applied to both of those activities since those activities are in different categories.).**

Consequences for Violation of Rules (non-felonious act)

First Offense

1. Honesty Provision - students who violate the [Good Conduct Policy](#) and supporting rules and regulations and report such violations within 2 school days (if during the summer, 2 calendar days) to the Activities/Athletic Director or Principal. If the individual does not self-report in the required time frame and a member of the school staff or administration becomes aware of a violation of the Good Conduct Policy, and the supporting rules and regulations, the Honesty Provision does not apply.
 - a. If the Honesty Provision applies, the student shall be ineligible to participate in the next 10% of in-season activities and shall be required to complete 10 hours of community service as determined by school administration. A plan needs to be in place for the community service hours prior to resuming eligibility.
 - b. If the Honesty Provision does not apply, the student shall be ineligible to participate in the next 25% of in-season activities.

Second Offense – Honesty Provision does not apply after the 1st offense

- a. The student shall be ineligible to participate in the next 50% of in-season activities.
- b. The student shall be required to participate in counseling 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 the remainder of extracurricular activities.

Student Good Conduct Rules & Regulations

Consequences for Violation of Policy (felonious act)

If charges have been filed against a student for a felonious act and the school administration deems the act in violation of the Good Conduct Rules & Regulations, the athletic director, school principal and superintendent will meet and confer to determine the student's eligibility to participate in extra-curricular activities until the court process has been concluded or finalized.

General Points Relating to a Suspension

- Coaches and activity advisors may establish more restrictive regulations for their respective students beyond the rules and regulations of the Student Good Conduct code. Such rules and regulations will be approved in advance by the Activities Director and/or Principal in consultation with the Superintendent and will be communicated to all student participants both verbally and in writing at the beginning of the activity period or season.
- Students must continue to participate in the activity from which they have been suspended for the length of the season or activity. Failure to do so will result in the suspension being carried over to the next activity.
- Students must continue to practice with the team and meet the expectations of the coach/sponsor relative to all other participants during the suspension.
- Students unable to serve their suspension completely in one activity due to the end of that activity will have their suspension pro-rated in a consistent manner with the next activity.
- Students found in violation of the Good Conduct Rules & Regulations may not register for a new activity after the state mandated/district-defined start date to avoid a penalty at a later time from another activity.
- Individuals who are academically ineligible will serve their suspension upon regaining their academic eligibility.
- To be considered a participant in an activity, the student must begin and end the activity in good standing.
- Any student who has been declared ineligible under a prior school district's Good Conduct Policy, 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 Johnston policies has been completed.
- If a student is in violation of the Good Conduct Rules & Regulations in 7th or 8th grade, the student's violations will not carry over to 9th grade (student will begin with a clean Good Conduct record).
- In athletics, the length of the season will be used to calculate the number of events.
- In non-athletic activities, semesters will be used to calculate the number of events. For example, if the violation occurs in the summer or the fall, the number of activities in the fall will be used. Directors may assign additional consequences as determined by student's course handbook. As part of

the consequence, students will be expected to attend the event and assist with the performance. In graded activities, students will be expected to complete an alternative graded activity as determined by director/sponsor.

Notification and Appeal Process (If the violation of the student is deemed by the administration to have been of a felonious nature, the appeal process will begin at *.)

Whenever a student is deemed by the school administration to have violated this 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 for purposes of any level of the appeal process 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 ten (10) school days of receipt of the notification letter. Prior to submitting a written appeal to the Superintendent, the student or student's parent/guardian must communicate with the school Principal with any questions and/or requests for a further rationale into the decision. The date and results of this communication should be included in the appeal submitted to the Superintendent.
- Upon receipt of the appeal, the Superintendent or his/her designee shall review the circumstances and evidence regarding the case. The Superintendent/designee shall have five (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 ten (10) school days after receipt of the notification letter to file a subsequent appeal in writing with the Board. The appeal will be heard no later than ten (10) school days following the filing of an appeal.**

- The appeal will be conducted in closed session, before the Board. The student and his/her parent/guardian and/or legal representative, if desired, may be present and the District's involved administrative personnel and legal representative may also be present. The parties will both be allowed the opportunity to present information to the Board in support of their respective positions. Any formal action by the Board concerning the appeal must be taken at an open meeting.
- The initial decision of the administration regarding a violation and suspension will remain in effect throughout the duration of any appeal process.

Community Resources



City of Johnston

6221 Merle Hay Road
Johnston, IA 50131
Ph: 515-278-2344

www.cityofjohnston.com/

Johnston Police Department

6373 Merle Hay Road
Johnston, IA 50131
Ph: 515-278-2345

www.cityofjohnston.com/

Johnston Fire Department

6373 Merle Hay Road
Johnston, IA 50131
Ph: 515-276-5182

www.cityofjohnston.com/

Johnston Public Library

6700 Merle Hay Road
Johnston, IA 50131
Ph: (515) 278-5233

www.cityofjohnston.com/

Johnston Chamber of Commerce

8711 Windsor Parkway, Suite 2
Johnston, IA 50131
Ph: 515-276-9064

www.johnstonchamber.com/

Johnston Community Partnership

- Clothes Closet
- DMARC Food Pantry

5870 Merle Hay Road, Suite D
PO Box 975
Johnston, IA 50131
Ph: 515-868-1357

www.johnstonpartnership.org

Johnston Community School Foundation

PO Box 1185
Johnston, IA 50131
Ph: 515-979-1333

<http://www.jcsfoundation.org/>

Dragon Scholarship Fund

PO Box 108
Johnston, IA 50131

www.dragonsf.org

Johnston Alumni Association

6600 NW 62nd Ave
Johnston, IA 50131
Email: alumni@johnston.k12.ia.us

Youth Emergency Services and Shelter of Iowa (YESS)

918 SE 11th Street
Des Moines, IA 50309
Ph: 515-282-9377

www.yessiowa.org/

JUMP - Johnston Youth Mentoring Program

Attn: Chris Wilson
PO Box 975
Johnston, IA 50131
Ph: 515-986-2007

www.johnstonpartnership.org

