

# Summit Middle School Parent/Student Handbook



2018-2019

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

**Johnston School Board of Directors**

Greg Dockum, President  
Jill Morrill, Vice President  
Justin Allen  
Deb Henry  
Steven Hopper  
Dr. Jeanie Kerber  
Matt Stahr

**Johnston District Administration**

Ms. Laura Kacer, Interim Superintendent & Exec. Director of Human Resources  
Dr. Bruce Amendt, Ed.D., Associate Superintendent  
Jan Miller-Hook, Chief Financial Officer  
Chris Bergman, Director of Learning, and Innovation  
Nancy Buryanek, Director of Community Education  
Joseph Nelson, Director of Activities and Athletics  
Tony Sparks, Director of Technology  
Vickie McCool, Director of Special Education  
Laura Sprague, Director of Communications  
Joy Wiebers, Director of Student Support & Equity

**Summit School Administration**

Chris Billings, Principal  
Kevin Blackburn, Associate Principal  
Crystal Boes, Student Support Facilitator

**Non-discrimination Statement**

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. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Dr. Bruce Amendt, Associate Superintendent of Student Services, 5608 Merle Hay Road, Johnston, IA 50131 or via phone at 5150-278-0470, or by email at [studentservices@johnston.k12.ia.us](mailto:studentservices@johnston.k12.ia.us) or the Executive Director of Human Resources, 5608 Merle Hay Road, Johnston, IA 50131 or via phone at 515-278-0470 or by email at [humanresources@johnston.k12.ia.us](mailto:humanresources@johnston.k12.ia.us).

**Table of Contents** *(will be updated when final changes are made/approved)*

District Mission and Leadership .....	2
---------------------------------------	---

**SUMMIT SCHOOL BEHAVIOR POLICIES**

Behavior. ....	6
Cafeteria. ....	6
Selling of Food/Drinks .....	7
Treats and Snacks .....	7
Rules Regarding Leaving School At Lunch .....	8
Attendance .....	8
Make Up Work Policy .....	9
Long Term Absence .....	9
Arrival at School.....	9
Tardiness.....	9
Truancy.....	9
Physical Education Expectations .....	10
Swimming Pool Expectations .....	11
Lunchroom Expectations .....	11
Indoor/Outdoor Expectations.....	11
Hallway Expectations .....	11
Restroom Expectations .....	12
Before/After School Expectations .....	12
Library/Media Center Expectations.....	12
Community Area Expectations .....	13
Parent Drop-off and Pick-up Expectations .....	13
Assemblies.....	13
Dismissal .....	13
Parking/Pick-up/Drop-off .....	14
Secured Buildings.....	14
Lockers/Locks .....	14
Posting of Signs – Distribution of Materials .....	14
Elevator .....	14
Safety Drills .....	15
Evacuation Drills .....	15
Shelter-In-Place Drills .....	15
Lockdown Drills .....	15
Emergency Evacuation .....	15
Telephones/Cell Phones .....	15
IPad Expectations .....	15
School Counseling .....	16
Parent Request For Next Year .....	16
Schedule Changes .....	16
Health Services .....	17
Assistance Teams .....	18
At-Risk Services .....	19
Concert Attire .....	19

## SUMMIT SCHOOL DISCIPLINARY PROCEDURES

Due Process .....	20
Possession of Controlled Substance .....	20
Selling of Controlled Substance .....	20
Stealing .....	20
Physical Abuse/Harassment.....	20
Vandalism .....	21
Profanity .....	21
Smoking Use/Possession of Tobacco .....	21
Disrespectful/Disruptive Attitude or Behavior .....	21
Cutting Classes .....	21
Leaving School Without Permission .....	21
Physical Action Directed at School Employee .....	21
Prohibited Items Considered Dangerous .....	22
Items Used Dangerously/Threatening Manner .....	22
Setting Fires/Activating False Alarms .....	22
Threat to School Employee.....	22
Gambling .....	22
Extortion .....	22
Fire Arms/Explosives .....	23
Toy Weapons .....	23
Not Reporting Knowledge of Weapon.....	23
Racial Slurs/Other Demeaning Acts .....	23
Written and/or Verbal Threats .....	23
Disciplinary Sanctions .....	24
Administrative Discretion .....	24
School Detentions.....	24
In-School Suspension .....	24
Out of School Suspension.....	24

## **SUMMIT MIDDLE SCHOOL POLICIES CONCERNING STUDENT BEHAVIOR**

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

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

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

Summit Middle School provides an environment in which responsibility can be developed, enabling all students to pursue their education without unnecessary disruption by others.

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

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

### **BEHAVIOR**

It is sincerely hoped that each student at Summit Middle School will establish a good citizenship record. We expect our students to be courteous and respectful to their classmates, teachers, office secretaries, custodians, teacher associates, bus drivers, substitute teachers and visitors; and present a willing attitude of cooperation at all times. To this degree, we have implemented the SOAR common behavior expectations for all Summit students and guests.

## **Dragons SOAR at Summit**

### **Safe in the hallways**

- Walk
- Keep Hands/Objects to Self
- Take a Direct Route
- Use a Quiet Voice
- No Technology During Passing

### **On Time**

- In Seat/Classroom and Ready to Start
- Pass from Office (1st Period)
- Pass from Teacher if Excused

### **Always Respectful**

- Demonstrate Kind Words and Actions
- Respond Appropriately to Adults and Peers
- Use Manners (Please, Thank You, & Excuse Me)
- Pay Attention in Class
- Follow Classroom Expectations

### **Responsible with Technology**

- Use iPads for Intended Use
- Keep Covers Shut until Directed to Open
- Charge the iPad Every Day

## **CAFETERIA**

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

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

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

## **BREAKFAST RULES**

- 1) Serving time for breakfast is 7:20-7:42.
- 2) Students wishing to utilize the breakfast program need to purchase items before going to class, eat in the cafeteria if time allows, and be on time to class. All students should be in class by 7:45 unless they have teacher permission.
- 3) All trash and waste should be disposed of properly.
- 4) Students having a negative account balance will not be allowed to purchase breakfast items or ala carte items until negative balance is paid.
- 5) Students wanting to eat breakfast need to enter the main, front (north) doors or parent pick-up (south) doors and head directly to the cafeteria.

## **STUDENT LUNCH ACCOUNT BALANCES**

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

## **SELLING OF FOOD/DRINKS**

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

## **TREATS AND SNACKS**

It is our policy to promote good nutrition and a healthy school environment in all aspects of the school building. When bringing treats and snacks to the classroom for other students, please make sure they are nutritious and safe for individual students. There are students in our buildings that have conditions, which may require special diets and careful monitoring of their nutritional intake. They may have food allergies, may be diabetic, or may be monitoring caloric intake. Should a specific food allergy exist in a child's homeroom, a note will be sent home with information regarding the specifics. Building principals have discretion on the distribution of school treats for birthday parties and school-wide celebrations. Items may be checked with the nurse prior to taking into the classroom. We also don't allow lunches being ordered for birthdays and delivered to the classrooms.

**In accordance with the federal and state guidelines (Healthy Kids Act Iowa) and the Johnston District Wellness Policy any food sent to school must first be approved by the classroom teacher. All food brought/sent to school must meet the federal nutritional guidelines. For more information please go to: [www.extension.iastate.edu/Publications/PM1264.pdf](http://www.extension.iastate.edu/Publications/PM1264.pdf)**

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

## **RULES REGARDING LEAVING SCHOOL AT LUNCH TIME**

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

## **ATTENDANCE**

(Board Policy 501.10, 501.9, 501.10R1)

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

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

1. Call Summit School at 986-0941 to notify the attendance clerk each day your child is absent or tardy.
2. For your convenience, we have an answering machine that will take your message if you call before 7:15 a.m. or after 3:45 p.m. Between the hours of 7:15 a.m. and 3:45 p.m. our secretaries will be happy to take your call and get the necessary information. When recording a message, please leave the following information: Your Name, Your Child's Name and the Reason for the Absence or Tardiness.
3. If your son/daughter is reported absent or tardy, and the school has not received prior information or a phone call, an attempt will be made to contact a parent/guardian to verify the reason for the absence. If they don't call, and we cannot verify the absence, the student will be marked "unexcused." The following day another attempt will be made to contact the parent, if unsuccessful, the student will be contacted and communicated possible consequences if parents do not contact the school. (See Board Policies 501.9, 501.10, and 501.10R1)

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

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

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

Attendance Steps (Excused and Unexcused):

- **6 Absences**
  - Letter sent home and logged into Infinite Campus noting first contact made
- **12 Absences**
  - Letter sent home and logged into Infinite Campus noting second contact made
  - Phone call home and logged into Infinite Campus
- **15 Absences**
  - A student will be un-enrolled for non-attendance. They will be re-enrolled upon return to school.

- **18 Absences**

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

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

**Truancy (described on page 9) will be subject to disciplinary action including possible referral to County Attorney.**

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

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

**MAKE UP WORK POLICY**

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

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

**LONG TERM ABSENCE OTHER THAN ILLNESS**

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

**ARRIVAL AT SCHOOL IN THE MORNING**

Students who walk, ride bicycles or are transported by parents should arrive at school no earlier than 7:20 a.m. Any students who arrive earlier than 7:20 a.m. will wait outside the entrance doors. The building will open at 7:20 a.m.

Parents are asked not to drop students off prior to 7:20 a.m. Teacher contract time begins at 7:30 a.m. This is also teacher planning and meeting time, and student supervision will not be provided.

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

**TARDINESS**

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

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

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



## **TRUANCY**

A student absent without the consent of his/her parent is truant. This is an unexcused absence and the student may not be readmitted to the school unless his/her parents accompany him/her. Work must be made up. Repeated truancy may be cause for disciplinary action, suspension, expulsion or legal action. (See Board Policy 503.2)

You are truant if you:

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

Board Policy 501.10 shares examples of excuses that will not be accepted as excused. "Truancy is the failure to attend school for the minimum numbers of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but are not limited to: Senior pictures, driver license exam, tardiness, shopping, hunting, concerts, family activities, preparation for or participation in parties and other celebrations, and employment. Truancy will not be tolerated by the board."

## **PHYSICAL EDUCATION POLICIES AND EXPECTATIONS**

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

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

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

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

1. **EXCUSES** - Students are required to participate in physical education. If a physician feels that a student should not participate or should participate only on a limited basis, parents must have the physician state such conditions in written form which should be given to the school nurse. The letter will remain on file until such time as the student is able to resume participation. Since we wish to do what is best for the student, we will attempt to modify our activities to meet the specific limitations of the student as determined by the physician. Students who are excused from P.E. for short term illnesses or disabilities will be expected to attend class and complete an alternate assignment. In the case of unexpected illness or injury, the school nurse may determine if a student is unable to participate in physical education activities.
2. **LOCKERS** - Each student will be assigned a P.E. locker. Under certain conditions, school personnel have the right to search your locker. **A padlock will be issued and should be used at all times!** Lost padlocks must be replaced at a charge of \$10.00. Keep in mind that items aren't stolen from locked lockers. They are lost or misplaced by leaving your locker unlocked. Don't share your combination with anyone. Please be responsible.
3. **LOCKER ROOM EXPECTATIONS**  
Be Safe:                      Keep hands and feet to yourself

Sit quietly on the bench until the bell rings

Be Responsible: Close locker door and ensure lock is locked  
Be prepared for class with PE uniform

Be Respectful: Open and close locker room door quietly  
Use kind words and actions  
Use appropriate voice level

4. ACCIDENTS - Any student with a health problem or injury should discuss it with the P.E. teacher and/or the nurse. Any accident during class should be reported to the nurse or teacher whether serious or not.
5. JEWELRY - In order to prevent accidents, ALL jewelry (except post earrings) must be taken off before gym class. Keep these possessions in your gym locker. (Do not expect your gym teacher to hold jewelry for you.)
6. VALUABLES - To avoid potential loss do not bring valuable items to P.E. unless they can be locked up or turned over to your teacher/coach's office.
7. SWIMSUITS - A one-piece suit will be required for girls and trunk swimsuits for boys. NO CUT OFFS will be allowed.
8. DETENTION - P.E. detentions will result in parent notification and will require a parent signature.

### **SUMMIT SWIMMING POOL EXPECTATIONS**

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

### **LUNCHROOM EXPECTATIONS**

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

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

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

Be Safe: Keep hands and feet to yourself  
Be seated with one person per seat

### **INDOOR/OUTDOOR EXPECTATIONS**

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

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

- Be Responsible: Exit and enter school/gym appropriately  
Stay within the assigned boundaries
- Be Respectful: Use kind words and actions  
Those walking slowly please stay to the right  
Respond appropriately to adult directions

## **RESTROOM EXPECTATIONS**

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

- Be Safe: Keep hands and feet to self  
Enter and exit the restroom appropriately
- Be Responsible: Use during recess, lunch, and break times  
Wash hands and place paper towels in waste basket
- Be Respectful: Respect other's privacy  
Use appropriate voice level

## **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Students will attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall be supervised in an alternate setting

## **DISMISSAL**

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

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

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

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

## **PARKING/PICK-UP/DROP-OFF**

Parking is available for parents during the day and during activities in the north parking lot. The south drive should remain clear for buses dropping students off between 7:20-7:45 a.m. and picking students up between 2:30-3:00 p.m. Students should not be dropped off before 7:20 a.m. and students should be picked up immediately after school unless arrangements have been made with a teacher, they are participating in extracurricular activities, or they are part of a community education activity. If parent/guardians are picking up their child/ren, they should be picked up on the north side of the building by 3:05.

## **SECURED BUILDINGS**

After all the students have arrived, the exterior doors will be locked throughout the day until a few minutes before dismissal times. To enter Summit MS during school hours, our office staff will buzz each individual in the front door to the main office. There are exceptions at each building whereby visitors are to enter during the school day.

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

allowed to be on or near school grounds.

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

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

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

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

### **LOCKERS/LOCKS**

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

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

### **POSTING OF SIGNS – DISTRIBUTION OF MATERIALS**

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

### **ELEVATOR**

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

### **SAFETY DRILLS - SEE INSTRUCTIONS FOR PROCEDURES IN INDIVIDUAL ROOMS**

#### **EVACUATION DRILLS**

Fire drills are required by law in public schools and their purpose is to establish an orderly method of evacuation so that lives may be saved in the event of a real disaster. A minimum of two fire drills will be held each semester so that students may become familiar with proper procedures. Students should take all drills seriously, and walk quietly and briskly to the proper exit. There should be no talking. Everyone should be alert and ready to follow special instructions given by firemen or instructors.

All windows and doors should be closed in each classroom. Fire doors in hallways should be closed after the last student has passed through. Teachers are to remain with their students at all times and assist in expediting the drill. After leaving the building, all students assemble in groups at least 100' from the building. Students should line up and remain quiet. Roll must be taken at that time. After roll is taken, students should remain with their class. Students will return to the building only upon notification by administration.

#### **SHELTER-IN-PLACE DRILLS**

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

#### **LOCKDOWN DRILLS**

Intruder drills will be conducted at least twice a year, one during the first semester and one during the second semester. Students and teachers will be notified of the drill over the intercom. All students and teachers will go into their classroom or the nearest classroom

with all doors locked after students are inside room. Students and faculty should move to a part of the room away from the door and windows and remain there until released by administration or emergency personnel.

### **EMERGENCY EVACUATION**

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

### **TELEPHONES/CELL PHONES**

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

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

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

### **IPAD EXPECTATIONS**

Expectations are referenced and explained in the JCSD Digital Learning Environment Handbook. Please see the following link for information: <http://www.johnstoncsd.org/wp-content/uploads/2016/08/JCSDDLEHandbook2016.pdf>.

### **STUDENT DRESS**

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

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

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

### **SCHOOL COUNSELING**

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

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

A qualified school counselor, who has met the certification and accreditation standards of the department of education as provided in section 256.11, subsection 10, who obtains information by reason of the counselor's employment as a qualified school guidance

counselor shall not be allowed, in giving testimony, to disclose any confidential communications properly entrusted to the counselor by a pupil or the pupil's parent or guardian in the counselor's capacity as a qualified school guidance counselor and necessary and proper to enable the counselor to perform the counselor's duties as a qualified school guidance counselor.

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

The counseling program is developmental. It strives to prevent problems by helping students understand and cope with their stages of development. This may be accomplished by working with kids in large or small group sessions as well as on an individual basis. The School Counselor also assists students in counseling or advising with, personal social/emotional, and academic concerns. When a student is having academic, social, or emotional problems, a teacher, parent, student, or administrator may refer students to the School Counselor and/or any member of the administrative team. The Principals, or School Counselor will also work with individuals and families to help make referrals to outside agencies. The School Counselor and/or Administrator may make home visits at times to assist parents in finding appropriate resources for their child or family's needs.

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

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

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

**Unity Point Student Assistance Program**

**Call: 263-4004**

**Website: [www.unitypoint.org/assistance](http://www.unitypoint.org/assistance)**

**PARENT REQUEST FOR NEXT YEAR**

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

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

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

**SCHEDULE CHANGES**

Schedule changes after the first school week will be made at the end of the quarter, semester, or 12 week rotation. Notice of a desire to change should be in writing and submitted to an administrator to discuss reason for scheduling change. A grade will be given on next quarter or semester report card.

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

**HEALTH SERVICES**

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

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

Julie Dalbey, Nurse;

Phone - 986-0931

Located in the main office.

Hours - 7:30-3:30

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

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

#### **HEALTH CERTIFICATE (IMMUNIZATIONS)**

Per Iowa law, all students entering the 7<sup>th</sup> grade must have a Tdap (Tetanus, Diphtheria, and Pertussis) booster and meningococcal vaccine prior to the first day of school. Students not having the documentation on file when required could be asked to not attend school until submitted.

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

#### **HEALTH EDUCATION EXPECTATIONS**

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

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

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

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

#### **SCREENING PROGRAM:**

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

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

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

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

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

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

#### **ILLNESS:**

Students with the following symptoms may be sent home.

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

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

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

#### **DISMISSAL PROCEDURE FOR ILL OR INJURED STUDENTS**

1. Students must see the nurse to go home ill. They may not call from their cell phone unless given permission by the nurse.
2. Parents or their designee will be notified that a student is being sent home.
3. Transportation will be approved or arranged by the parent or designee.
4. A parent or guardian must sign the student out in the office.
5. Teacher and/or attendance person will be notified by the nurse that the student will be dismissed.

#### **READMISSION**

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

#### **PARENT RESPONSIBILITY**

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

#### **ASSISTANCE TEAMS**

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

##### **Building Referral Team**

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

##### **Unity Point Student Assistance Programs (SAP)**

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

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

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

#### **AT-RISK SERVICES**

The Johnston Community School District provides supports for students identified as at-risk. The at-risk services program works to help students be successful in school. Initial contact with at-risk concerns and questions should be made to the building principal or



building guidance counselor. Building assistance teams work closely with classroom teachers in a problem solving approach to meet students' academic and school needs. At-risk staff provides support when additional services are determined to be necessary. For more information contact your building principal or Dr. Bruce Amendt, Executive Director of Academic Services at 278-0470.

#### **CONCERT ATTIRE**

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

## SUMMIT MIDDLE SCHOOL DISCIPLINARY PROCEDURES

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

### **DUE PROCESS**

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

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

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

1. Possession of any controlled substance or substances whose contents contain a controlled substance for use in an illegal way (ex. cough syrup, cooking wine) on school property or school-sponsored activity is prohibited. This includes any cans or bottles other than water. Violation will result in any or all of the following actions:
  1. Parents contacted.
  2. Johnston police department office contacted.
  3. In-school suspension
  4. Suspension from school.
  5. Referred for drug evaluation.
  6. Required visit to Iowa Health Assistance Program.
  7. Recommendation for expulsion from school.
  8. Students may be referred and required to attend educational classes related to the behavior.
  9. Possible exclusion/suspension from extra-curricular activities.
  10. Cans/bottles and water bottles can be investigated and/or taken if suspicion of possession of anything illegal. Staff may also take from student and return at the end of the day or at appropriate time if approved by staff member.
2. Selling of any controlled substance or substances whose contents contain a controlled substance for use in an illegal way (ex. cough syrup, cooking wine) on school property or school-sponsored activity is prohibited. Violation will result in any or all of the following actions:
  1. Parents contacted.
  2. Johnston police department contacted.
  3. In-school suspension
  4. Suspension from School.
  5. Referred for drug evaluation.
  6. Required visit to Iowa Health Assistance Program.
  7. Recommendation for expulsion from school.
  8. Students may be referred and required to attend educational classes related to the behavior.
  9. Possible exclusion/suspension from extra-curricular activities.
3. Stealing: Violation will result in any or all of the following actions:
  1. Parents contacted.
  2. Replace items or money taken.
  3. Contact Johnston Police Department.
  4. In-school suspension
  5. Suspension from school.
  6. Required visit to Iowa Health Assistance Program.
  7. Perform Community Service Hour/s commensurate with theft.
  8. Recommendation for expulsion from school.
4. Physical abuse, fighting, and harassment, vandalism, gambling, and extortion: Violation will result in any or all of the following actions:
  1. Office referral for counseling and settling of the dispute.
  2. Parents contacted.
  3. Detention(s).

4. In-school suspension
  5. Suspension from school.
  6. Required visit to Iowa Health Assistance Program.
  7. Recommendation for expulsion from school.
  8. Contact law enforcement.
5. Vandalism: Violation will result in any or all of the following actions:
1. Parents contacted.
  2. Student and parents to assume the cost and/or labor of repairing the damage.
  3. Detention(s).
  4. In-school suspension
  5. Suspension from school.
  6. Required visit to Iowa Health Assistance Program.
  7. Recommendation for expulsion from school.
  8. Contact law enforcement.
6. Profanity--verbal or gestures: Violation will result in any or all of the following actions:
1. Contact parents.
  2. Conference held with student and teacher.
  3. Detention(s).
  4. In-school suspension
  5. Suspension from school.
7. Smoking use or possession of any tobacco. This includes possession of or use of any vaping device. Violation will result in any or all of the following actions:
1. Parents contacted.
  2. Student will be required to attend 5 after school sessions. This will involve reading, handing in reports, viewing film. All material will be of anti-smoking nature.
  3. The police department contacted.
  4. In-school suspension
  5. Suspension from school.
  6. Required visit to Iowa Health Assistance Program.
  7. Recommendation for expulsion from school.
  8. Students may be referred and required to attend educational classes related to the behavior.
  9. Possible exclusion/suspension from extra-curricular activities.
8. Disrespectful or disruptive attitude or behavior, talking back, refusing to do what is asked, excessive displays of affection (holding hands, hugging, kissing etc.). Violation will result in any or all of the following actions:
1. Teacher uses classroom management plan.
  2. Parent contact/conference.
  3. Detention/school service duties.
  4. In-school suspension
  5. Suspension from school.
  6. Recommendation for possible expulsion from school.
9. Cutting classes: Violation will result in any or all of the following actions:
1. Discussion with an administrator.
  2. Parents contacted/possible conference.
  3. Make up the time.
  4. In-school suspension
  5. Suspension from school.
  6. Involvement of outside/resources/agencies.
10. Leaving school without permission. Violation will result in any or all of the following actions:
1. Discussion with an administrator.
  2. Parents contacted/possible conference.
  3. Make up the time.
  4. In-school suspension
  5. Suspension from school.
  6. Involvement of outside resources/agencies.

11. Physical action directed at a school employee will result in suspension from school and could result in expulsion from school. Law enforcement may also be contacted.
12. Students are prohibited from bringing items to school that could be considered dangerous including but not limited to knives, sticks, throwing stars, guns, fire crackers, stink bombs, laser pointers, lighters, and sling shots. Violations will result in any or all of the following actions:
  1. Items taken from student.
  2. Discussion with an administrator.
  3. The police department contacted.
  4. Parent contact/conference.
  5. In-school suspension
  6. Required visit to Iowa Health Assistance Program.
  7. Suspension from school.
  8. Recommendation for expulsion from school.
13. Use of items dangerously or in a threatening manner. Violation will result in any or all of the following actions:
  1. Items taken from student.
  2. Discussion with an administrator.
  3. The police department contacted.
  4. Parent contact/conference.
  5. In-school suspension
  6. Suspension from school.
  7. Required visit to Iowa Health Assistance Program.
  8. Recommendation for expulsion from school.
14. Setting fires, activating false alarms, and/or tampering with safety and security equipment. Violations will result in any or all of the following actions:
  1. Notification of Police/Fire Department.
  2. Discussion with an administrator.
  3. Parent contact/conference.
  4. In-school suspension
  5. Suspension from School.
  6. Required visit to Iowa Health Assistance Program.
  7. Recommendation for expulsion from school.
15. Threats to school employee. Threats or harassment directed at a school employee may result in any or all of the following actions:
  1. Discussion with an administrator.
  2. Parent contact/conference.
  3. Police contacted.
  4. In-school suspension
  5. Suspension from school.
  6. Required visit to Iowa Health Assistance Program.
  7. Recommendation for expulsion from school.
16. Gambling - for money will not be permitted. Teachers will confiscate any money and refer students involved to the office. Violations will be cause for any or all of the following actions:
  1. Discussion with an administrator.
  2. Parents contacted, possible conference.
  3. In-school suspension
  4. Suspension from school.
  5. Involvement of outside resources/agencies.
  6. Contact law enforcement.
17. Extortion - Threatening other students or extorting money or property from them is prohibited. Violation will result in any or all of the following actions:
  1. Discussion with an administrator.
  2. Parents contacted, possible conference.
  3. In-school suspension
  4. Suspension from school.
  5. Required visit to Iowa Health Assistance Program.

6. Recommendation for expulsion from school.
  7. Contact law enforcement.
18. Fire Arm (s) or explosives - are prohibited at school or any school related activity. Violation will result in any or all of the following actions:
1. Confiscation of the weapon or dangerous object.
  2. Discussion with an administrator.
  3. Parent contacted/conference.
  4. Immediate suspension.
  5. Required visit to Iowa Health Assistance Program.
  6. Recommendation for expulsion from school.
  7. The police department/juvenile authorities contacted.
19. Toy weapons or "lookalikes" - are prohibited at school or any school related activity except with the knowledge and permission of a teacher, coach, or administrator, and then only for school or educational purposes. Violation will result in any or all of the following actions:
1. Confiscation of the toy or lookalike weapon.
  2. Discussion with an administrator.
  3. Parent contact/conference.
  4. Suspension from school.
  5. Required visit to Iowa Health Assistance Program.
  6. Recommendation for expulsion from school.
  7. The police department/juvenile authorities contacted.
20. Not reporting knowledge or belief of existence of a weapon/explosives or "lookalikes" on school grounds or at a school activity to a school official. Not reporting knowledge of thefts of school property or existence of any items or substances that may pose a threat to the safety of life, or may cause a disturbance in school procedures. Violation will result in any or all of the following actions:
1. Discussion with an administrator.
  2. Parent contacted/conference.
  3. The police department contacted.
  4. In-school suspension
  5. Suspension from school.
  6. Required visit to Iowa Health Assistance Program.
  7. Recommendation for expulsion from school.
21. Racial Slurs or other demeaning acts stated or designed to reduce the dignity of any individual with respect to race, color, creed, religion, nationality, origin, gender, age, disability or any other form of harassment is prohibited. Violation will result in any or all of the following actions:
1. Discussion with an administrator.
  2. Parent contacted/conference.
  3. The police department contacted.
  4. In school suspension
  5. Suspension from school.
  6. Required visit to Iowa Health Assistance Program.
  7. Recommendation for expulsion from school.
22. Written and/or verbal threats (including bullying) directed at another student/s may result in any or all of the following actions:
1. Discussion with an administrator.
  2. Parent contact/conference.
  3. Detention(s).
  4. In-School suspension
  5. Out of School Suspension.
  6. Police contacted.
  7. Required visit to Iowa Health Assistance Program.
  8. Recommendation for expulsion from school.
23. General rules for safety of students and staff:
1. Students are not allowed to carry book/gym bags throughout the day.
  2. No heelies (rollers on shoes), rollerblades or skateboards allowed in school.

3. It will be up to each individual teacher to allow “Fidget Spinners” in their classroom. If your child’s teacher has decided to not allow this device in their classroom and you feel your child needs this to be successful, please discuss this with your child’s teacher. In addition, any “spinner” that has points or could be considered dangerous may be confiscated by teacher/administrator. Consequences could be administered.

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

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

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

### **DISCIPLINARY SANCTIONS**

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

### **ADMINISTRATIVE DISCRETION**

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

### **SCHOOL DETENTIONS** (Given by the Administration)

School detentions will be after school from 2:55-3:25. Students should come to the main office to be directed to the detention room. Parents will be notified by phone and/or referral about the consequence. The students will report promptly at 2:55 and be prepared (with pen/pencil) to complete school work, PBIS Think Sheet, or assigned work. It will be the office's intent to remind students before the end of the day of their detention for that night. Failure to comply may result in further detentions or a suspension of some type. It is the responsibility of the parent to provide transportation for their son/daughter at the conclusion of this detention unless other arrangements have been made. Any infractions occurring after 3:30 and before parents pick their child up will result in further disciplinary measures.

### **IN-SCHOOL SUSPENSION - I.S.S.**

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

### **OUT OF SCHOOL SUSPENSION - O.S.S.**

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