

# Johnston High School Parent/Student Handbook Addendum

2018-2019



## **Mission**

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

### **Johnston School Board of Directors**

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

### **Johnston District Administration**

Laura Kacer, Interim Superintendent & Ex. Dir. of Human Resources  
Dr. Bruce Amendt, Associate Superintendent of Academic Affairs  
Jan Miller-Hook, Chief Financial Officer  
Chris Bergman, Ex. Dir. of Learning & Innovation  
Joy Wiebers, Director of Student Support & Equity  
Nancy Buryanek, Director of Johnston Community Education  
Joe Nelson, Director of Activities & Athletics  
Tony Sparks, Director of Technology  
Vickie McCool, Director of Special Education  
LaRae Doll, Director of Nutrition & Food Services  
Laura Sprague, Director of Communications & Board Secretary  
George Smith, Director of Buildings & Grounds

### **High School Administration**

Ryan Woods, Principal  
Randy Klein, Associate Principal  
Jerry Stratton, Associate Principal



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August 2018

Dear Students, Parents/Guardians and Staff:

We would like to welcome each of you to Johnston High School for the 2018-2019 school year. The handbook has been compiled to assist you with the policies, regulations, activities and general information necessary to take full advantage of the opportunities available at Johnston High School. Familiarity with policies and procedures described in this book will give you knowledge that will help you to have a successful year.

It is our desire to create independent and responsible students. It is our hope that you will become deeply involved in the educational experience provided at Johnston High School.

You are invited to visit with us at any time regarding our school. We hope your experiences at Johnston High School are rewarding and worthwhile.

Sincerely,

Ryan Woods  
Principal

Jerry Stratton  
Associate Principal

Randy Klein  
Associate Principal

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## GENERAL INFORMATION FOR THE HIGH SCHOOL

### A. TIME SCHEDULE

JOHNSTON HIGH SCHOOL BELL SCHEDULE					
			9-8-17		
<b>MONDAY, TUESDAY, FRIDAY</b>		<b>WEDNESDAY - ODD BLOCK</b>		<b>THURSDAY - EVEN BLOCK</b>	
8- 45 minute class periods		4 – 80 minute blocked class periods		4 – 80 minute blocked class periods	
PERIOD	TIME	PERIOD	TIME	PERIOD	TIME
1	7:45 - 8:30 (45)	1	7:45 - 9:05 (80)	2	7:45 - 9:05
2	8:35 - 9:20 (45)	3	9:10 - 10:30 (80)	Advisory	9:10 – 9:30
3	9:25 - 10:10 (45)			Dragon Time	9:35 – 10:05
4	10:15 - 11:00 (45)			4	10:10 - 11:30
A LUNCH	11:00 - 11:30 (30)	5A LUNCH	10:35 - 11:05 (30)	6A LUNCH	11:35 - 12:05 (30)
5A CLASS	11:35 - 12:20 (45)	5A CLASS	11:10 - 12:30 (80)	6A CLASS	12:10 - 1:30 (80)
6A CLASS	12:25 - 1:10 (45)				
5B CLASS	11:05 - 11:50 (45)	5B CLASS	10:35 - 11:15 (40)	6B CLASS	11:35 - 12:15 (40)
B LUNCH	11:50 - 12:20 (30)	5B LUNCH	11:15 - 11:45 (30)	6B LUNCH	12:15 - 12:45 (30)
6B CLASS	12:25 - 1:10 (45)	5B CLASS	11:50 - 12:30 (40)	6B CLASS	12:50 - 1:30 (40)
5C CLASS	11:05- 11:50 (45)				
6C CLASS	11:55 - 12:40 (45)	5C CLASS	10:35 - 11:55 (80)	6C CLASS	11:35 - 12:55 (80)
C LUNCH	12:40 - 1:10 (30)	5C LUNCH	12:00 - 12:30 (30)	6C LUNCH	1:00 - 1:20 (30)
7	1:15 - 2:00 (45)	7	12:35 - 1:50 (75)	8	1:35 - 2:50 (75)
8	2:05 -2:50 (45)				

	Monday (8 periods)	Tuesday (8 periods)	Wednesday (1, 3, 5, 7)	Thursday (2, 4, 6, 8)	Friday (8 periods)
<b>A Week</b> Monday & blocked days are A	A Day	B Day	A Day	A Day	B Day
<b>B Week</b> Monday & blocked days are B	B Day	A Day	B Day	B Day	A Day

LUNCH determined by lunch assignment for teacher  
 Mon, Tue, Wed & Fri: **5<sup>th</sup> period** teacher  
 Thur: **6<sup>th</sup> period** teacher

## **B. ADVISORY**

The main goal of Advisory is to provide each student with a staff person they can connect with as well as other students in their advisory. We are hoping to achieve a strong sense of trust and belonging, effective communication among all members of the school community, a strong atmosphere of equality, and positive relationships between students and teachers. Additionally, Advisory is a chance to provide students with activities related to personal skills, advocacy, community, and invigorating experiences. Students are required and expected to attend their advisory sessions. Students will keep the same advisory during their high school years. If a student misses Advisory, they need to check with their teacher to receive any important information they may have missed.

## **C. VISITORS**

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

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

This helps staff and students identify adults in our environment. If you are in the building for just a few minutes for pick-up or drop-off, a visitor badge is not necessary.

## **D. STUDENT RECORDS/RELEASE OF INFORMATION** (See Board Policy 506.1, 506.1R1 and 506.2,506.2E1)

## **E. STUDENT DEMOGRAPHIC CHANGES**

Students and families are requested to notify the Main Office whenever there is a change of contact information or other demographic information. Address changes can be made through your Infinite Campus Portal sign on or through the Enrollment Specialist. Parental and guardianship status must also be reported to the Main Office immediately when a change takes place.

## **F. SCHOOL WITHDRAWAL/TRANSFER**

If a student wishes to withdraw from school or transfer to another school, the parent or guardian must notify the Counseling Office. The student must return his/her books and iPad, and obtain the necessary signatures on a withdrawal or transfer form prior to leaving school.

## **G. LOST/DAMAGED SCHOOL MATERIALS**

All staff will inventory materials, textbooks, iPad, athletic equipment, music uniforms, when distributed to students. When these items are not returned or are damaged students will be responsible for the replacement cost.

All fines are to be paid prior to the beginning of each school year. Graduating students will not receive their caps and gowns until all fines are paid. Staff will make every attempt to remind students that these fines are due prior to these events.

## **H. SEVERE WEATHER/FIRE ALARMS AND OTHER EMERGENCY DRILLS**

In case of severe weather, students will be alerted from the office by alarm and/or voice instruction over the P.A. system. Teachers will direct you to the areas designated for severe weather protection. These areas are posted in the classroom and other areas. Students should not go outside the building. A series of drills will be held throughout the year to acquaint students with "safe areas".

In case of a fire alarm, students are to evacuate the building completely, along routes designated, posted, and explained by teachers. If between classes, proceed quietly to the nearest outside exit. In all cases, get completely away from the building (a minimum of 100 feet) until administration indicates it is safe.

The building will also execute drills as referenced on the emergency expectations poster in every classroom. These would include intruder drills and lock-downs drills. Johnston High School students are expected to take drills and all information and directions seriously. Failure to do so impairs the safety of everyone in our building and will be dealt with in a fitting manner.

#### **I. LOSS OF ELECTRICAL POWER**

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

#### **J. STUDENT COUNCIL**

In Student Council, students collaborate to organize fundraisers, plan Homecoming and Winter Formal, and meet new friends. Student Council promotes leadership, teamwork, and innovation.

Each spring a President, Vice President, Secretary, Activities Director and Communications Director are elected to lead the following year. Working on the executive board is a great opportunity to further Student Council involvement and practice lifelong skills.

#### **K. ACTIVITY/FIELD TRIPS**

STUDENTS MUST GO AND RETURN IN THE BUS DESIGNATED BY THOSE IN CHARGE UNLESS OTHER ARRANGEMENTS ARE SANCTIONED BY THE TEACHER IN CHARGE. This applies to all students participating in the activity and to those students riding in the bus. The only exceptions to this rule will be in cases where parents make a personal request to the sponsoring teacher that their child ride home with them, or as approved by the building Administrator.

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

Students who will be attending a school sponsored field trip will be given a Field Trip form by the trip sponsor. This form must be signed by a parent and the student's teacher, giving permission to attend. This form must be completed prior to leaving for the trip. Conditions may warrant that teachers may refuse to give approval if the student's attendance is deemed essential; i.e. the student is behind in work, failing or near failing, or if class work is of a nature that cannot be made up.

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

#### **L. DRAGON DAY**

Dragon Day will be scheduled before the upcoming school year. This gives parents and students a chance to walk through the building, receive student information, take their picture, pay fees, etc. Communication will be sent out to parents as the date approaches.

#### **M. FUNDRAISING**

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

#### **N. PUBLICATIONS**

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

1. Students shall not publish nor distribute materials which are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials which encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school. Within these



guidelines, advisors and student staff shall maintain professional standards of English and Journalism when choosing which information to publish in school-sponsored publications.

**O. POSTING OF SIGNS-DISTRIBUTION OF MATERIALS**

Students who desire to post or distribute materials within the high school or on school grounds are to receive permission to do so, as to time and place, from a high school building Administrator.

**P. LUNCH LINE**

Students are not to wear coats or bring book bags, backpacks and other types of bags through the lunch line. Students should place all of their personal items in their lockers or other secure area before going to the lunch room.

**Q. SCHOOL DELIVERIES**

Student gift deliveries including, but not limited to flowers and balloons should be made to the student's home residence and not to Johnston High School.

**R. USE OF BUILDING OUTSIDE OF SCHOOL HOURS**

Students may not be in the school building or gymnasium during evenings, weekends, or any other time than school hours, unless at a school sanctioned function with assigned faculty members in charge or with a scheduled group through Community Ed.

**S. COMMUNICATION WITH STUDENTS AND FAMILIES**

All communication will be coordinated and approved by the Administration Office. Communications can be received forms such as emails, JHS website, TV monitors, etc.

**T. CELL PHONES and ELECTRONIC DEVICES**

**Use of Cell Phone Function Policy & Electronic Devices Policy**

Johnston High School will determine appropriate student use electronic devices, including cell phones during the school day (7:45AM – 2:50 PM).

- Classroom/Study Hall: Cell phones are allowed in classrooms for instructional learning purposes assigned by the classroom teacher. Cell phones are to be turned off or in silent mode if they are not being used for learning purposes.
- Passing Time: Cell phones and electronic devices may be used in the hallways before school, during passing times, and after school.
- Rest Room/Locker Room: No cell phones are to be used in the rest rooms/locker rooms at any time.
- Assemblies: ~~No~~ Electronic devices are to be used appropriately ~~is to be used~~ during assemblies.
- Cafeteria: Cell Phones and Electronic devices may be used during lunchtime in the cafeteria.
- Commons: Students not assigned to class may use cell phones in the commons area during the school day.

**Cell Phone and Electronic Devices Confiscation and Return Policy**

Johnston High School staff will confiscate cell phones and electronic devices when they are used in violation of the policies and will return them at a later time.

- Staff members will ask students to turn over their phone when they are found in violation of policy. The phone will be turned into the office in a timely manner.
- Students refusing to relinquish their phone will be issued a referral for insubordination.
- Rest Room & Locker Room Violation: Cell Phones used in Rest Rooms and Locker Rooms will be confiscated and turned in at the office. School administrators will determine the consequence.
- Violation of Classroom, Study Hall, LMC Cell Phone Use:
  1. First confiscation - teacher will give phone to office, the phone will be returned to the student at the end of the day.
  2. Second confiscation - Phone turned in to the office and is returned to the parent only.
  3. Third confiscation - Phone turned in to the office, is returned to parent only and Saturday School is assigned.

### **Cell Phone and Electronic Devices Search Policy**

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

### **iPad – Student Technology Responsible Use Regulations**

Refer to Board Policy 605.6, 605.6E1, 605.6R1 Internet Use for Students

### **U. FREEDOM OF EXPRESSION**

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause a defamation of persons, be obscene, indecent, or contain harassing messages.

The Administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

### **V. LOST AND FOUND**

Lost and found items can be located in the Attendance Office and on the lower level across from the elevator. Articles will be held for the current semester and if not claimed during that time period will be donated to local community resources.

### **W. ELEVATOR**

An elevator is available for use by students with physical disabilities 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.

### **X. LOCKERS (See Board Policy 502.5)**

Lockers are to be kept clean and orderly. The students will be held responsible for any damages. School lockers are equipped with combination locks and should be kept locked at all times. No locks may be placed on lockers except those issued by the school, and any unauthorized locks may be removed or cut off. Other students should not have access to your locker combination. (School Administrators have a master key for emergency situations. Students should not leave valuable items or money in or on top of their lockers. If the locker is in need of repair, the student should report the occurrence to the Main Office immediately.

Theft of personal property does occur. Therefore, students need to exercise care in securing their personal belongings in both their hall and P.E. lockers. Leaving your gym bag/book bag unsecured in any way is not recommended! **THE SCHOOL IS NOT RESPONSIBLE FOR REIMBURSEMENT OF STOLEN ITEMS**

### **Y. STUDENT SCHOOL DRIVING PERMITS**

Policy Title: Student use of Motor Vehicles, Minor School Licenses (School Driving Permits) and Parking No. 502.10

Minor School Licenses (School Driving Permits):

The board recognizes the convenience to families and students of allowing students to drive to school but recognizes that driving to and from school premises is a privilege rather than a right.

Students who use motor vehicles shall only drive to and park at their designated attendance center. Students shall not loiter around or be in their vehicle during the school day. Students shall not leave the school grounds in their vehicle during the school day without permission from the principal.

Students who wish to drive to and park at the school should comply with the rules and regulations of the school district with regard to motor vehicle use. Failure to comply with this policy or the District rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action including, but not limited to, suspension or expulsion.

The Johnston Board of Education believes that students who need Minor School License (school driving permits) should be granted them in accordance with Iowa Code 279.8A and 321.194. In the code it states that each board of education shall determine the ‘need’, which thus allows students to secure a school permit. As stated in the code if a student lives at least one mile from the school of attendance then need is defined by the Johnston Community School District as follows:

- Students involved in before and after school activities
- Students who are open enrolled
- Students who attend classes based on their academic program in another school location

#### 9th Grade School Drivers Permit Criteria

School driving permits are available on a limited basis to students who meet all of the following criteria:

- The student must be 15 years of age and a Freshman.
- The student must be in a school activity.
- The student attains permission from the building principal and activity sponsor.
- The student must complete one form per activity.
- The students are only able to drive to school during their activity season signed by the coach/advisor.
- The student has successfully completed a certified driver’s education program.
- The student has met all DOT requirements.

#### 10th – 12th Grade School Drivers Permit Criteria

School driving permits are available on a limited basis to students who meet all of the following criteria:

- The student must be 15 years of age
- The student attains permission from the building principal.
- The student has successfully completed a certified driver’s education program.
- The student has met all DOT requirements.

Note:

1. If a person desires a school permit for the purpose of only driving to and from school, it will not be granted since it does not meet the criteria for need. One must establish need as stated above.
2. If a school permit is granted to a student, it does not guarantee that the student will receive a parking permit. That is determined by the priorities listed below

## **Z. STUDENT PARKING TAGS**

### **Parking Tags and Parking Lot Prioritization**

The Johnston Board of Education also believes that students who are allowed to drive to school and park in the school parking lots should also have ample space in which to park within the parameters of the parking space available at Johnston High School and Johnston Middle School during school hours. The parking privileges will only be monitored during school hours (7:30 a.m.-3:20 p.m.). After the school day has been completed or on non-school days, any student has the opportunity to access the parking lot if they have a driver’s license or a school permit.

Recognizing, that during school hours (7:30 a.m.-3:20 p.m.), there is limited space in which to park; a priority list of parking has been developed. The parking tags will be given to students in this priority order as long as space is available. A lottery system will be implemented for the priority group where there are not enough parking spaces available for the entire priority group to receive a parking tag. All students in the priority group who complete and return the Registration Application by the deadline will be placed into the lottery. All remaining priority groups will be placed on a waiting list. The priority for assigning parking tag is as follows:

- Priority One: Seniors  
Priority Two: Juniors in 3 or more school sponsored activities  
Priority Three: Juniors in 2 school sponsored activities  
Priority Four: Juniors in 1 school sponsored activity  
Priority Five: All remaining Juniors  
Priority Six: Sophomores in 3 or more school sponsored activities

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Priority Seven: Sophomores in 2 school sponsored activities  
Priority Eight: Sophomores in 1 school sponsored activity  
Priority Nine: All remaining Sophomores

Student placements in any of the priority rankings are subject to Administrative approval. Administration reserves the right to withdraw parking tag of those who abuse the parking privileges.

Note: A number of parking spots will be set-aside for new students to the district who meet the above criteria. The spots allotted will be determined yearly by the High School Administration. Any spots remaining will be evaluated quarterly and spots will be distributed to other students who meet the above priority but did not originally receive a parking permit.

#### Application Process:

- Students must submit an electronic application by the deadline stated on the application.
- All applications received by the deadline will be considered for priority ranking.
- All applications that are received after the deadline will automatically be placed on a waiting list. NO EXCEPTIONS. The waiting list will be reviewed by Administrators and based on priority and/or date received after the deadline.
- All applicants who are approved for a parking tag will be notified via e-mail. All approved students must pay for their new parking tag by the deadline on their application or the tag will be forfeited. All outstanding fines/bills must be paid before receiving your tag.

#### Parking Regulations

- All student vehicles that park at school must be registered and properly display a parking tag
- A parking tag will be clearly visible and will be hung from the rearview mirror. The tag number needs to be clearly visible.
- Parking tags may not be transferred from student to student. Parking tags remain with the student to whom they were issued. The tag may not be passed down to siblings.
- The registered holder of a parking tag, regardless of who drives or parks the vehicle, is at all times responsible for the motor vehicle
- If a student is going to permanently drive a different vehicle; the student must register the vehicle.
- Parking in fire lanes, walkways, on sidewalks, on grass, in handicap areas, visitor areas, and faculty areas is prohibited.
- Students may park only in areas designated as student parking during the school hours.
- The parking lot speed limit is 10 miles per hour

#### Consequences for violation of regulations

Any student found abusing the above-mentioned regulations will be subject to the following penalties:

- Illegal parking will be subject to city codes and fines (i.e. handicap parking will be in the range of \$150 and is subject to changes in city code) A student will be ticketed;
  - a. First offense \$10 fine
  - b. Second offense \$20 fine
  - c. Third and subsequent offenses \$30 fine
  - d. A student may have their car towed.
- A student will lose their parking privilege—the length of the loss of parking privilege will be determined by the Administration.
- Any misuse, forgery, or other violations of parking tags or parking lot use can result in suspension or revocation of parking privileges. Traffic violations by students driving to school under a Minor School License may result in suspension or revocation of a school parking tag.

Vehicle operators that have more than seven (7) violations in one year will lose parking privileges, and the vehicle may be removed from the campus at the operator's expense. Removal of the vehicle may occur every time the vehicle is driven or parked on campus thereafter during school hours. Please note: Inappropriate or reckless use of a vehicle on school property

will result in immediate loss of parking privileges during school hours. Additional limitations may be established by Administration if needed.

The Appeal Procedures to violations of the above regulations

The Johnston High School Administrative Team is given the authority to waive and/or adjust citations for parking or moving violations. The only exception is where local police authority applies. An appeal on any citation must be submitted to the Administrator that oversees parking within three school days from the issuance of the citation. The citation must be presented to an Administrator as part of the appeal process. One appeal per citation is permitted.

## **SCHOOL SERVICES AND ACADEMIC AFFAIRS**

### **A. SCHOOL NURSE (see Board Policy 507.1, 507.2, 507.2E1, 507.3, 507.4)**

Services of a school nurse are available to all students. Whenever students become ill or injured at school, they are to report to the nurse's office. If the nurse is not available, report to the Attendance Office. Students **MUST NOT LEAVE THE BUILDING** because of illness without parent verification, or Administrative authorization and without signing out in the Attendance Office. If a student is absent for 3 or more days in a row, they will need to provide a doctor note stating they were under their care and able to return to school.

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

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

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

## **ILLNESS**

Students with the following symptoms may be sent home:

1. A temperature of 100 degrees or above. They must remain fever free for 24 hours without the use of analgesics before returning to school.
2. Vomiting
3. Diarrhea
4. Unexplained abdominal pain
5. Severe cold and/or cough
6. Unexplained skin eruptions or rash
7. Swelling, redness, tenderness, discharge of eyes
8. Communicable disease
9. Any health condition that in the nurse's judgment is of concern for the student's welfare or the health of other individuals

We want all of our students to attend 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 (such as but not limited to, band, chorus, athletics) to be eligible to participate.

## **DISMISSAL PROCEDURE:**

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

See Board Policy 507.2, 507.2E1, 507.2E2 for Administration of Medication to Students

## **B. COUNSELING SERVICES**

We are fortunate to have a number of school counselors on our educational staff, and the student should see a counselor for all academic, career and personal/social needs. These can include but are not limited to personal counseling, vocational planning, college planning, applications and financial aid. School counselors cannot and should not replace the help of therapists, psychologists or psychiatrists. School counselors do not diagnose students. At times, the counselors may need to refer to outside agencies. Except in an emergency, students should not make appointments to see a counselor during times they are assigned to a class, nor be in the counseling waiting area. The counseling secretary may be able to answer many questions related to counselor availability.

Based on a strong foundation in federal law, Iowa Code, and by general counselor codes of ethics, students are entitled to a confidential relationship with their counselor when discussing personal problems. Section 622.10 of the Iowa Code says in part: "No qualified school counselor, who obtains information by reason of his employment as a qualified school counselor shall be allowed, in giving testimony, to disclose any confidential communications properly entrusted to him by a pupil or his parent or guardian."

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

## **STUDENT ASSISTANCE**

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

## **C. VOLUNTARILY SEEKING ASSISTANCE**

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

## **D. STUDENT ASSISTANCE PROGRAM**

The student assistance program offers confidential and caring help for students experiencing personal and/or family problems. This program provides a choice of options in a private and relaxed atmosphere. If interested in contacting them please see a student services counselor, nurse, or administrator.

## **E. AT-RISK SERVICES**

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

## **F. STUDENT SERVICES TEAM (SST)**

The Student Services Team assists struggling students by exploring, recommending, and implementing appropriate intervention strategies. Data Process:

1. Student is identified by concerned individual.
2. Email or written communication to designated data team member.
3. Data will be processed:

- a. Gathering of additional information: ex. student, parent, coach, nurse, counselor, administration, attendance, club sponsor, etc.
  - b. Team analyzes data gathered
  - c. Team recommendation
  - d. Follow up notification to initial referral
4. Possible Recommendations: This is just a list of examples. Each referral is unique and therefore recommendations will vary.
- a. STAR (Success Through Alternative Resources) program
  - b. Testing
  - c. Mentor
  - d. Problem solving meeting with student and/or teachers, parents
  - e. AEA process
  - f. Appropriate services available through school and community
  - g. Metro West Alternative High School
  - h. At-risk consortium at DMACC
  - i. MTSS Protocol may be put into place
  - j. Other interventions

#### **G. COURSE SELECTION HANDBOOK**

A Course Selection Handbook is posted on the high school web for student to reference during the course request process and during the registration process for new families. This handbook contains the academic requirements for graduation and a brief description of all courses offered at Johnston High School.

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

#### **H. EXTENDED LEARNING PROGRAMMING**

ELP provides appropriate academic and social emotional services for high ability students through enrichment, specific classes, grouping, and advanced curriculum. See your student services counselor about these opportunities.

#### **I. CLASSIFICATION OF STUDENTS**

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

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

- 1. All students with less than 6.0 units of credit earned will be classified as a freshman.
- 2. In order to be classified as a sophomore, a student needs to have accumulated at least 6.0 units of credit.
- 3. In order to be classified as a junior and receive junior privileges, a student needs to have accumulated a total of at least 12.0 units of credit.
- 4. In order to be classified a senior and receive senior privileges (not including open lunch) and plan for graduation, a student needs to have accumulated a total of at least 18.0 units of credit.
- 5. Students will be re-classified following each academic year.

#### **J. EARLY GRADUATION – Refer to Board 505.6**

#### **K. EDUCATIONAL PROGRAM (Series 600)**

##### **POLICY TITLE: GRADUATION REQUIREMENTS No 505.5**

Students are eligible for graduation upon successfully completing 24 required academic units as follows:

Required Units for Graduation:

English	4 units
Math	3 units
Science	3 units
Social Studies	3 1/2 units
Financial Literacy	1/2 unit
Physical Education	1 unit, 1/8 unit each semester
Health Education	1/2 unit
Electives	8 1/2 units
<b>TOTAL CREDITS</b>	<b>24 units</b>

See Course Selection Handbooks for specific course requirements and credit information.

#### EXPLANATION OF UNITS

1/2 unit is earned per class each semester with the following exceptions:

Extended Period Class	1	Coop Work plus	1
PE	1/8	Freshman Chorus	1/4
Mixed Chorus	1/4	Sound Advice	1/8
Innovation	1/8		

Driver's Education does not count as a credit toward graduation.

#### **GRADUATION**

Students classified as seniors may plan on graduation. Seniors who have developed a plan, accepted and approved by the Johnston High School administration for fulfilling Johnston High School graduation requirements in the summer following their senior year, may participate in commencement ceremonies.

Any student who has met the requirements for graduation and who follows the rules set by the administration for the ceremony will be allowed to participate in commencement ceremonies. If, for any reason, a student fails to participate in commencement ceremonies, the student shall still receive his or her final progress report and diploma for completion of graduation requirements.

#### **GRADUATION REQUIREMENTS AT-RISK**

Required Units for Graduation (18 credits)

English	4 credits
Math	3 credits
Science	3 credits
Social Studies	3 1/2 credits
Financial Literacy	1/2 credit
Physical Education	1 credit
Health Education	1/2 credit
Electives	2 1/2 credits
<b>Total</b>	<b>18 credits</b>

#### **Enrollment in the Johnston At-Risk Graduation Program**

To request enrollment to Johnston At-Risk Graduation Program a student must be in their third year of high school and be deemed credit deficient by the Building Assistance Team. A request to enroll in the program is to be made to the principal, assistant principal, guidance counselor, or at-risk coordinator. Following the request, a meeting of the Building Assistance Team will be held to determine if enrollment in the program is in the student's best interest. The High School Principal must approve any deviation from the above listed criteria.

Upon acceptance, the student and their JHS guidance counselor will develop an Individualized Graduation Plan (IGP). The student, their guidance counselor, and the Johnston high school principal will sign the graduation plan. If the student is under the age of 18, the student's parents must also sign the IGP. This IGP will be used to monitor student progress toward meeting

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high school graduation requirements. If the student attends Metro West, his/her IGP may be developed by the Director/Counselor in coordination with the JHS counselor. A student, who no longer attends JHS, will work with a DMACC advisor in coordination with the JHS counselor to develop the IGP. Based upon administrative discretion, special consideration for enrollment may occur on an individual case basis.

Any student who has met the requirements for graduation and who follows the rules set by the administration for the ceremony will be allowed to participate in commencement ceremonies. If for any reason, a student fails to participate in commencement ceremonies, the student shall still receive his or her final progress report and diploma for completion of graduation requirements. Students enrolled in the Johnston At-Risk Graduation Program will not be included in the class rankings.

- Credits from JHS, Metro West, DMACC, correspondence classes, summer school, and other approved classes will count toward credits for the Johnston At-Risk Graduation Program.
- Options for alternative credit will be considered and implemented as deemed appropriate by administrative staff. These alternatives may include computer-based instruction and supervised independent study courses.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in the Individualized Education Program (IEP).

#### **L. CHOOSING COURSES**

Please refer to the 2018-2019 - 9<sup>th</sup> – 12<sup>th</sup> Grade Course Selection Handbook. Click on link below.

<https://www.johnstoncsd.org/school/johnston-high-school/student-resources/high-school-planning-resources/2018-19-course-planning-resources/>

#### **M. COLLEGE VISITS**

The following requirements will be necessary to go on a school visitation:

1. Written permission from home or phone call stating dates of absence and name of college(s) visiting
2. Written assurance from teachers that your homework is complete or an arrangement has been made to do it later
3. Seniors may take unlimited college school visits
4. Juniors may take college visits as needed beginning their second semester. This is an excused absence.

#### **N. DUAL REPORTING SYSTEM**

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

Report cards mailed to students at the end of each semester. Parents and students may check Infinite Campus throughout the school year with the expectation that teachers will update grades on the 10<sup>th</sup>, 20<sup>th</sup> and last day of each month. All grades received on student report cards will be letter grades.

## **O. GRADING SYSTEM**

A dual reporting system is used. Both an unweighted 4.0 scale and a weighted 5.0 scale will be reported. Both weighted and unweighted grade averages will be displayed on transcripts.

Unweighted grades are awarded on an A's = 4.0, B's = 3.0, C's = 2.0, D's = 1.0, F = 0 basis. Individual teachers determine what is needed to achieve these grades. Teachers may award + or - grades, but these are not reflected in the GPA (Grade Point Average).

In the weighted grading calculation, A's = 5.0; B's = 4.0; C's = 3.0; D's = 2.0, F = 0. The following classes will be weighted:

- Advanced Placement courses as developed and approved by the College Board.
- PSEO classes that have been approved by the Principal or designee.
- Prior approval for enrolled students.
- Transfer transcripts will be evaluated by Principal or designee and weighting assigned based on local weighted course standards

DMACC Classes: Students may choose to take dual credit DMACC courses for credit hours. While JHS does not use the "+" or "-" grade designations, DMACC does.

## **Progress Reports**

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

## **P. ACADEMIC HONORS AND AWARDS**

Johnston High School intends to honor and recognize those students who excel in the classroom. Varieties of awards are bestowed.

### **Academic Letter**

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

### **National Honor Society**

National Honor Society is an honorary organization for juniors and seniors. Students are selected for membership by the Faculty Council on the basis of scholarship, service, leadership, and character. Membership is never considered solely on the basis of scholarship, but a student must have a cumulative G.P.A. of 3.5 to be eligible for consideration. Selection of members takes place during second semester each year and is open to current sophomores and juniors. Only students who have been in Johnston High School the equivalent of one semester may be considered for membership. At the time of selection, all students who are scholastically eligible are notified of the procedure to follow for further consideration of membership into the National Honor Society.

## **Q. PHYSICAL EDUCATION CLASSES**

All students are required by the Code of Iowa to take physical education class. Physical Education classes carry credits needed for graduation. 1/8 unit is earned for successful completion of each semester.

### **Dress**

Students are to wear to class clothing appropriate for physical activity and exercise. This should consist of some form of t-shirt, athletic shorts, or sweat pants and closed toed athletic shoe.

**Enrollment & Participation**

State education laws require that all students be enrolled in and participate in a course of physical education. Students are required to participate in all physical education activities unless excused by a physician or school nurse.

**Excusal from Participation**

Students may be excused from participation due to reasons of health or injury. If a physician feels that a student should not participate or should do so only on a limited basis, parents must have the physician state such conditions in written form. This note is to be given to the school nurse. Students who are excused from P.E. for short-term illness or injury will be expected to attend class to observe the activities. In the case of unexpected illness or injury, the school nurse may determine if a student is unable to participate in physical education activities. Full credit will be awarded once the student has successfully completed a make-up session-

**Make up policy**

Being absent from school or class will result in a make-up situation. There is a specific time frame for make-ups. Students must prearrange this with their teacher. Failure to make up a class will result in no credit being awarded for the class missed.

**Lockers**

P.E. Lockers are available for student use. Locks can be purchased from the Athletic Director or at any hardware store. We do not recommend students bring valuables to the locker rooms. All personal property should be locked in lockers before coming to class.

**Accidents**

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

**Grading**

Students will be graded on the following; warm-ups, participation, care of equipment, tests and assignments.

**R. HEALTH EDUCATION**

Health classes in the Johnston Community Schools provide students in kindergarten through 12th grade valuable information about health topics. As in the past, all health materials are available for your review upon request.

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 beliefs pursuant to Iowa Code Section 256.11 (6).

If you should have any specific question in regard to Johnston's Health curriculum, please don't hesitate to contact your child's teacher or building Principal.

**S. SUBSTITUTES**

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

**T. LIBRARY MEDIA CENTER**

The JHS Library is the place to access information, find resources, read, study, make, learn, think, and dream.

The Johnston High School Library enriches and supports the Iowa Core Curriculum and serves individual interests of students and staff members. It offers opportunities for students and staff to become life-long learners and effective users of ideas and information. Teachers are encouraged to plan for library experiences for their students, as classes and as individuals. Staff members are also encouraged to use the library for their own enrichment and enjoyment.

All patrons are expected to be responsible digital citizens by following the Johnston Community School District's Acceptable Use Guidelines, and to be respectful of the equipment and resources when they are in the library, whether for class assignments, independent study, or leisure reading. Study hall students wishing to use the library must get a pink pass from the librarian. Please feel free to ask for help whenever necessary.

### **JHS Library Hours**

The library is open from 7:30 a.m. to 4:00 p.m. on most days. Students who need additional time may make arrangements through the librarian.

### **Collection**

The library collection curates information and resources in a variety of formats, including books, eBooks, eMagazines, audio-books, DVDs, online databases, and various audio-visual and electronic equipment.

Desktop and laptop computers are equipped with some of the school curricula's most frequently-used software and are networked. We encourage students to use our online databases in their research, which will expose them to innumerable high quality resources that have been carefully written and edited before inclusion. Students should save their work to their Google Drive account and make sure that automatic back-up is enabled where possible.

Fiction books are arranged by genre. The shelves, located throughout the library, have signs designating the genre. Nonfiction books are on the shelving below the windows and on the north end of the library. All books on display are available for checkout. Student input on new purchases is encouraged and a suggestion box is located on the counter. EBooks are available to any student or staff member's iPad with the MackinVia app, which is available free from the App Store. Ask the librarian for the username and password. EBooks can also be checked out from any computer by accessing the JHS library's electronic catalog.

Current newspapers are available online through newspapers.com. Physical copies of audio-book are available upon request. Digital copies are accessed through the MackinVia app.

### **Circulation**

Books and audio-books may be checked out for three weeks and renewed upon availability. Access to the library's catalog can be found at <http://library.johnston.k12.ia.us/7052450/researcher#>. Some high-end equipment (e.g., digital cameras) may be checked out – after a student and his/her parents have signed and returned a permission form. Students are expected to use all items with care and return them on time for others to use.

### **Makerspace**

The library contains a dedicated Makerspace room, which houses items such a sewing machine, craft supplies, and old equipment that can be de-constructed. Other Maker supplies are available upon request. A green screen is located in the south conference room. There are many apps and challenges that students can access with their iPad to facilitate Maker projects.

### **Production**

The library has the equipment necessary to laminate, bind, photocopy, print, scan, trim, digitally store, photograph, or video student and staff work. Some fees may apply.

## **U. CAFETERIA NUTRITION PROGRAM**

Healthy students require good nutrition to foster learning. The school nutrition program offers a well-balanced breakfast and lunch meals at a reasonable price each school day.

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

1. The cost of the lunches and milk are published each fall. Ala carte items are available for additional charges.
2. Each student is assigned a personal Keypad Number or badge which will allow access to their meal accounts. This personal information should be kept ~~is~~ confidential and should not be shared with other individuals.

3. Checks or cash for meal purchases can be made with the lunch clerk during breakfast or lunch periods. 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. Special menus / Substitutions:  
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.
5. Secondary Student Lunch Account Balances:  
The Johnston Community School District Nutrition Department has developed the following procedures for communicating low lunch account balances to secondary students:
  - a. Students will be notified verbally by the cashier when their lunch account balance reaches a \$5.00 balance to remind them to bring lunch money.
  - b. If the student's lunch account balance becomes negative, students will not be allowed to charge extra entrees or ala carte items. If the student forgets to bring lunch money, the student will be allowed to charge 1 meal per day up to negative \$10.00.
  - c. When the student lunch account balance reaches negative \$10.00, students must pay cash or bring a lunch from home until funds are deposited into their account and the account has a positive balance.

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. Please contact the district nutrition office@ 278-0278 if you have questions.
6. If you are interested in the Free or Reduced Priced Meal Program, applications are available from the Nutrition Office, school office or on-line on the district website. Submit the completed form to the District Nutrition Office for approval. Until approved, the student is required to pay full price for breakfast and/or lunch. Milk, as an individual item, is not available at a free or reduced price. There is 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.
7. Students are provided multiple menu choices daily along with fruit and vegetable choices and milk.
8. Students purchasing a second lunch meal will be charged a full lunch price.
9. Money balances remaining in student accounts at the end of the school year are carried forward to the next fall.

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.

### **ATTENDANCE POLICY**

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. An absence is defined as missing ten (10) or more minutes of a class period. Subject to the provisions of Administrative procedures, students shall not be absent more than six days in a semester.

It is the responsibility of the school to notify the parent/guardian on each occurrence of an unverified (unexcused) absence. The Blackboard Connect system will contact the household phone listed in Infinite Campus for any student who is marked absent for three or more periods during the day.

Violations of this policy will result in sanctions. Sanctions are subject to appeal upon request of the student or parent/guardian.

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

In accordance with Iowa law, it is the parents' responsibility to cause the child to attend school. (Iowa Code 280.3) Please refer to Board policy 501.8, 501.9, 501.10, 501.10R1.)

#### **A. REPORTING STUDENT ABSENCE**

When a student must be absent from school, the parent/guardian should report the absence to the Attendance Office on the morning of the absence. This may be done by dialing the Attendance Office at 278-6786. The Attendance Office has 24-hour voice mail service and messages are taken off the machine through-out the day.

1. Parent(s)/guardian(s) are expected to notify the school regarding a student's absence on the day of the absence. An absence must be reported either by note or phone call within 24 hours of the date of absence. Absences not verified within this time period will be cause for the absence to be considered truancy.

Students returning to school from scheduled appointments (Doctor, Dental, Ortho and Counseling) must present the Attendance Office with a signed excuse from that office for an excused absence.

Only when a student of majority age (18 years or older, or married) is not residing with the student's parent or guardian, may the student present an excuse for absence without parental verification.

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

- a. religious holiday
- b. illness, hospitalization or doctor's care, a doctor's note brought in to the Attendance Office
- c. death in the family or family emergency
- d. court appearance or other legal situation beyond the control of the family

3. Planned future absences must be communicated to the school at least one week in advance. A written note or phone call to the Attendance Office by a parent/guardian is required. A Request for School Leave form must be signed by each teacher and returned to the Attendance Office. Arrangements for homework, tests, or quizzes will be made when the teacher signs the form. Some teachers require work to be made up prior to the absence. This will be at the discretion of the teacher.

4. Classes missed due to a school-sponsored trip or activity will not be considered an absence. The adult sponsor will be responsible for providing a Field Trip form to each student. The student is required to have each teacher sign the form prior to the event. At the discretion of the teacher, the student may be required to hand in assigned work prior to being absent.

5. A student's absence caused by a suspension will be treated as an Administrative initiated student absence and will not be counted unexcused.

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

7. If a student is absent for 3 or more days in a row, they will need to provide a doctor note stating they were under medical care and unable to attend school.

## **B. EXTENDED ABSENCE**

Students who will be absent for an extended time, must notify the school prior to the absence period. A student who is absent fifteen consecutive days without informing the school will be dropped from school and may not re-enroll until the next semester.

## **C. TARDIES**

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

**HANDLING UNEXCUSED TARDIES** -- Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardies. The tardy sanctions should be sequential. Sanctions may include, but are not limited to: warning, assigned detention, parent contact and Administrative referral. On the fourth unexcused tardy, detention will be assigned by the staff member and served with the teacher who assigned the detention or an authorized stand in. If the student fails to serve the detention within the teacher assigned time frame, the instructor will call the parent and write an office referral. The student may then be assigned Saturday School. Students who are tardy five or more times will be written up on an office referral. An Associate Principal will determine the consequence.

Tardy issues may result in revocation of parking privileges and school sponsored activities including Homecoming and Prom.

## **D. TRUANCY**

Truancy is defined as any absence from school or an assigned class or classes without parent/guardian and school permission.

Class work missed because of truancy can be made up and will be treated the same as makeup work for all other absences. Tests, quizzes, and assignments announced prior to the unexcused absence or occurring on the day of the absence will be due on the day the student returns to class.

Incidents of truancy will be recorded as part of a student's attendance record and will count toward the district limit of six allowable absences per semester. Disciplinary action may include but is not limited to detention, in school or out of school suspension, administrative referral, and other items that are stated in the Student Handbook.

The following situations will be considered as truancy.

- a. being absent without confirmation from a parent/guardian prior to, on, or within 24 hours of the absence.
- b. leaving school without receiving parental and school knowledge and consent prior to leaving and leaving without signing out of the Attendance Office.
- c. lying, forging written notes, or falsely telephoning the school in verification for an absence.
- d. being tardy ten minutes or more to class.

**SKIP DAYS: THERE ARE NO SCHOOL SANCTIONED SKIP DAYS FOR STUDENTS, AND KNOWLEDGE OF ONE BEING TAKEN WILL RESULT IN THE ABSENCE BEING CONSIDERED A TRUANCY.**

**HANDLING TRUANCY** -- Truant students will be disciplined by staff, and/or Administration.

Truancy issues may result in revocation of parking privileges and school sponsored activities including Homecoming and Prom.

## **E. UNCONFIRMED ABSENCE PROCEDURE**

If the student's absence is not confirmed by a parent/guardian, a staff member will assign a detention, make arrangements for the student to serve the detention, and may call the parent/guardian. If the student claims the absence is excused it is the student's responsibility to get such confirmation.

On third and subsequent unconfirmed absence, the staff member will write an Office Referral to be given to the appropriate Administrator.

Unconfirmed Absences may result in revocation of parking privileges and school sponsored activities including Homecoming and Prom.

#### **F. LEAVING SCHOOL AFTER THE DAY HAS BEGUN**

If a student must leave school for an appointment after the school day has begun, thus missing a class or other assigned periods, the student must come to the Attendance office before leaving to verify that the absence is excused and then sign out. Upon returning to school before the day is over, the student must come to the office to sign in. Failure to follow this procedure will result in the absences being considered truancy.

Written notes dismissing students from school for appointments after the day has begun must be brought to the office before 9:30 a.m. Notes not turned into the Attendance Office prior to the excused absence time will require phone verification from the parent/guardian.

In a continuing effort to instill in all students the skills of organization and planning, the following Administrative directive will be enforced: Students are not allowed to leave classes after school has begun for the sole purpose of returning home to pick-up forgotten items, i.e., PE clothes, homework, textbooks, practice uniforms, etc. The only exception to this policy is when a student receives parent/guardian and school Administrator approval prior to leaving school grounds. The student will only be allowed to leave during a study hall or lunch period.

#### **G. EXCESSIVE ABSENCE**

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

When a student has been absent unexcused from school/class three days/periods during a semester, the parent(s)/guardian(s) will be contacted via telephone and /or mail regarding the student's absence record. The classroom teacher will initiate the three-day notification process. A standard form will be provided.

When a student has been absent unexcused from school/class six days/periods during a semester the teacher/attendance office personnel will inform the Associate Principal of the student's status.

Students may appeal being dropped from a class (see Section VII, Appeals).

Excessive absences may result in revocation of parking privileges and school sponsored activities including Homecoming and Prom.

#### **H. APPEALS**

The building appeals committee will;

1. When notified by mail or phone of the recommendation for drop from a class or school the student, parent/guardian may file a written appeal with Administration within four school days of the notification.
2. Following the recommendation of sanction (removal from class/school) the student will remain in class/school pending completion of the appeal process.
3. The appeals hearing will be held within two school days after the appeal is filed. Committee response to the appeal will be issued the following school day.
4. The appeals committee will consist of an Associate Principal, teacher and a student services counselor. (Additional resource personnel may be used when needed: school nurse, teacher, social worker, psychologist, etc.).
5. The appeals committee will consider the following in reaching a decision:



- a. absences caused by religious holidays, documented chronic or extended illness, hospitalization, family death or emergency, emergency medical or dental care, court appearances or other legal situations beyond the control of the family, school-related class or program activities;
  - b. attendance history of the student; number of truantcies;
  - c. extenuating circumstances;
  - d. educational alternatives to removal from class or school; and
  - e. the total educational program for each individual student.
6. These procedures shall apply to all special education students except in those cases where decisions involve evaluation or change of placement. Such cases shall be referred to Student Services and follow the established hearing procedures.

#### Appeal to Principal

Students and parent(s)/guardian(s) seeking a review of the appeals committee decision regarding sanctions rendered under this absence rule may do so by filing a written request for review with the Principal within two school days after the committee's decision. The Principal will determine an agreeable time, place and date for the review and notify the student and parent/guardian. At the conclusion of the review, the Principal shall affirm, reverse or modify the committee's decision.

#### Appeal to Superintendent

Students and/or parent(s)/guardians seeking a review of the Principal's decision under this policy must file a written request for review within two school days with the Superintendent. The Superintendent or designee will determine an agreeable time, place, and date for the review and notify the interested persons. At the conclusion of the review, the Superintendent or the Superintendent's designee shall affirm, reverse or modify the Principal's decision.

#### Appeal to Board of Education

Students and/or parent(s)/guardian(s) may appeal the Superintendent's decision in a given case by filing a written request for review within two school days with the Secretary of the Board of Education. The Secretary will determine an agreeable time, place, and date for the review and notify the interested persons. At the conclusion of the review, the Board may affirm, reverse or modify the Superintendent's decision. Any time students or parents are concerned about the disposition of an attendance violation they are encouraged to contact the teacher or building Administrator for clarification.

### **I. EARLY DISMISSAL**

Seniors and juniors are allowed to have early dismissal or late arrival if it fits their academic schedule. The early dismissal/late arrival can be revoked at the discretion of the Principal or the parent. Sophomores are not allowed early dismissal or late arrival. Sophomores do not have open campus at any time during the school day this includes lunch.

Any student exercising early dismissal privilege must leave the building and grounds immediately upon dismissal. If the student wishes to remain at school, the student must report to study hall or any area approved and under direct supervision of the approving staff member. Loitering in or around the building or parking lot may be cause for revocation of the privilege.

### **J. ATHLETIC STATE TOURNAMENT AND DRAKE RELAYS ABSENCE POLICY**

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

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

## **STUDENT BEHAVIOR AND DISCIPLINE**

The goal of the Johnston High School (JHS) 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, accountable for their own actions. Rules and regulations of special education are observed when disciplining special education students.

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

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

JHS 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 this JHS Student/Parent Handbook, and are discussed with students and parents each school year.

### **A. GENERAL RULES/VIOLATIONS SUMMARY**

Most of the students are here for an education, and we strive to give it to them in the best possible environment. Those few students who are not here for the business of education may face consequences or may be required to withdraw so that other students and staff can get the job done. Your high school education will be the foundation for the remainder of your life - build it well.

### **B. DISCIPLINARY MEASURES**

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

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

1. verbal/written reprimand
2. notification of parents
3. detention
4. Saturday School (8:00 – 11:00)
5. suspension \*
6. recommendation for expulsion
7. referral to legal authorities

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

### **C. 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 school sponsored 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.

#### **D. SCHOOL VIOLATIONS**

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

Truancy

Saturday School, Suspension, dropping from classes or expulsion, revocation of parking privileges and school sponsored activities

Alcohol use, misuse or possession

Suspension or expulsion and referral to authorities

Alcohol, distribution

Suspension or expulsion and referral to authorities

Drug use, misuse or possession

Suspension or expulsion and referral to authorities

Drugs, distribution

Suspension or expulsion and referral to authorities

Inappropriate displays of affection

Verbal warning, Detention, Saturday School or Suspension

Use of profane or obscene language

Detention, Saturday School or Suspension

Threatening and/or harassing a fellow student

Verbal Warning, Saturday School, or Suspension

Displays of racial/ethnic bigotry

Saturday School, Suspension or expulsion and referral to authorities

Leaving an assigned area or school w/o permission

Detention, Saturday School or revocation of parking privileges and school sponsored activities

Defiance of faculty authority or insubordination

Detention, Saturday School or suspension, revocation of parking privileges and school sponsored activities

Assaulting/fighting with a fellow student

Suspension or expulsion and referral to authorities

Assaulting a staff member

Suspension or expulsion and referral to authorities

Possession or use of "Counterfeit" drugs (nonprescription)

Suspension or expulsion and referral to authorities

Use of fireworks or explosives

Suspension or expulsion and referral to authorities

Tobacco, vape (including all vape materials) possession

Suspension and referral to authorities

Tobacco, vape (including all vape materials) use  
Suspension and referral to authorities

Theft and/or possession of stolen property  
Suspension and referral to authorities

Threat of fellow student  
Saturday School or Suspension and referral to authorities

Threat to staff member  
Suspension or expulsion and referral to authorities

The use of confrontational or threatening language directed to a Johnston employee, a Johnston student, or a guest of the district (parents, opposing fans, and visiting groups to name a few)  
Suspension or Expulsion and referral to authorities

Unauthorized use of safety equipment (false fire alarm, improper use of fire extinguisher)  
Suspension or Expulsion and referral to authorities

Arson  
Suspension or Expulsion and referral to authorities

Cheating  
Detention, Saturday School, Suspension or drop from class

Vandalism or defacing school property  
Saturday School, Suspension or Expulsion, and referral to authorities

Referred to office for discipline from classroom, study hall, etc.  
Detention, Saturday School or Suspension

Being in a restricted area  
Detention, Saturday School or Suspension

Gambling (card playing)  
Detention, Saturday School or Suspension

Contraband  
Suspension or expulsion and referral to authorities

Weapons, look alike weapons, dangerous objects, use or possession  
Suspension or expulsion and referral to authorities

Illegal driving or parking  
Ticket, Suspension. Loss of driving privileges, loss of parking tag, towing of vehicle or referral to authorities

Forging, falsifying, altering or illegally possessing school forms  
Saturday School or Suspension

Unlawful Assembly  
Detention, Saturday School or Suspension

Indecent Exposure  
Suspension or Expulsion and possible referral to authorities  
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#### Unauthorized Solicitation

Verbal Warning, Saturday school, Suspension or Expulsion, and referral to authorities

#### Inappropriate clothing

Verbal Warning, parent contact, Detention, Saturday School or Suspension

#### Failure to Serve Saturday School

Revocation of parking privileges and school sponsored activities, or Suspension

#### Bullying Behaviors

Detention, Saturday School, Suspension, Expulsion and referral to authorities

#### Bus Discipline

Verbal warning, detention, Saturday school, suspension from bus or school, loss of riding privileges

#### Tardiness

Revocation of parking privileges and school sponsored activities, Detention, Saturday School, Suspension, Drop from class

#### Plagiarism/Cheating in tests and assignments

Grade reduction for specific infraction, drop from the course with an F

Inappropriate pictures and materials in all forms (including camera phone pictures and video) Any person, persons, or groups with or without an Advisor shall not sell or distribute t-shirts, other clothing, or other items without permission from the Building Principal/Administration.

Saturday School, Suspension, or Expulsion

#### Use of cell phone during school day

Confiscation, parent pick-up, Saturday School

#### Inappropriate Use of Electronic Networks & Resources

Refer to Board Policy 605.6, 605.6E1, 605.6R1 Internet Use for Students

Note: Referral to legal authorities, student assistance programs, a student services counselor, or a similar agency may be imposed whenever deemed necessary.

### **E. DUE PROCESS**

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

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

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

### **F. SEARCH AND SEIZURE (See Board Policy 502.8)**

### **G. STUDENT GRIEVANCES (See Board Policy 502.4)**

### **H. STUDENT RIGHTS**

In school, there are numerous opportunities for disagreement between people to arise. When such occasions occur, there must be someone who has the responsibility for setting the disagreements in order to avoid complete disorder in the school.

Such a structure is necessary to facilitate the teaching-learning process. The power and the responsibility for the settlement of disagreements have been given to the Johnston Board of Education, and through them, to the Principals and teachers. In order for this power to be exercised fairly, and so that students know their responsibilities, it is necessary that each student's rights be stated.

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

#### **I. STUDENT RESPONSIBILITIES**

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

#### **J. DETENTION AND SATURDAY SCHOOL**

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

Students assigned a detention will need to serve the detention within two full school days. Detention obligations will take precedence over bus transportation, after school activities, student employment, athletic practices or any other activity. Only the Principal/Associate Principal or assigning teacher will have the right to reschedule a detention which conflicts with a student's schedule.

Failure of a student to serve an assigned detention in the allotted time will be considered "defiance of faculty authority" and may result in Saturday School. Saturday School is a three-hour study session designed as quiet time for students to work on class assignments. Saturday schools are given for various discipline issues. Saturday school will be served within two weeks. Failure to serve may result in suspension, revocation of parking privileges and school sponsored activities.

#### **K. PASS SYSTEM**

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

When leaving a regularly assigned class or activity during the school hours, the student must obtain permission from the teacher, and obtain a pass. Upon returning, the pass will be given to the teacher and time noted.

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

Pass slips should be filled out by the teacher as follows:

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

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

#### **L. PUBLIC DISPLAYS OF AFFECTION**

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

#### **M. STUDENT DRESS**

The expression of a student's uniqueness and individuality by means of dress will be sanctioned by the school. Hats, bandannas, or caps are not to be worn in school by students during the normal school day. Neither are T-shirts or other apparel that carry images, slogans, pictures, diagrams or espouse in any fashion negative or degrading sexual, gender, ethnic or racial messages or that can be construed in a reasonable fashion to do so. Promotion of illegal substances on student clothing is also prohibited.

Restrictions on freedom of student dress will be imposed whenever the mode of dress in question is:

- Unsafe, either for himself or for those around him.
- Considered by a staff member to be disruptive of the operations and the education process in the classroom.
- Contrary to law.
- Not clean or in accordance with proper health standards, such as shoes must be worn
- Deemed by the Principal as inappropriate at school.
- Deemed to be gang related.
- Deemed to be a form of expression that promotes violence, bigotry, hate and abuse.

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

#### **N. STUDY HALL REGULATIONS**

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

The following regulations apply to all students who are assigned to study halls:

- Students are to bring all necessary work items with them when reporting to study hall. There should be no need to go to lockers once study hall begins.
- Attendance will be taken, seating charts will be used.
- Students may talk quietly by permission only.
- Passes to go to a teacher's room must be obtained before the study hall begins. Teachers requesting students from a study hall are responsible for direct supervision of the student(s).
- All students must request a pass from the library at the beginning of the school day to work in the library during a study hall. This pass is to be presented to the study hall teacher at the beginning of class.
- Rest room passes may be obtained from the study hall teacher.
- Gambling.
- Any additional rules established by the study hall teacher.

#### **O. SCHOOL PROPERTY AND VANDALISM**

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

#### **P. LUNCH PERIODS**

All students are urged to eat at school. Students may, in cases of necessity, be allowed to leave school during assigned lunch time with prior approved permission and a parental request for this privilege. Students may purchase hot lunch or bring a sack lunch from home. Exception to this rule applies to seniors and juniors who have open-lunch privilege. Seniors and juniors exercising open-lunch privileges who return to school with food or drink must go directly to the lunch commons.

During lunch, students are to report to the cafeteria, except those excused to do otherwise. Sophomores do not have open-lunch privileges and are not allowed to leave campus.

#### **Q. FOOD and BEVERAGE POLICY**

Student food and drink brought into the building will be monitored and may be restricted by staff. Administration has the right decide whether to allow food and drink in the building. Large quantities of food brought into the building must be approved by Administration. At no time will student sales of food and drink be allowed.

#### **R. DISTRACTING ITEMS**

Items such as (but not limited to) laser pointers, skateboards, pets, water devices, playing cards, and cell phones are not normally considered essential to a student's educational needs. These items are not to be brought to school. If these items are brought to school, they are subject to confiscation and may be returned by the administration at a time deemed appropriate.

**Note:** all items that fall under this rule cannot be listed due to the number of items, so proper discretion should be used when coming to school. Refer to the Cell Phone Policy.

#### **S. CONTRABAND/CONTROLLED SUBSTANCE**

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

1. Alcohol beverages
2. Tobacco, tobacco products, vape/e-cig products
3. Weapons (including "look a likes"), dangerous objects
4. Drugs that have not been properly prescribed by a physician
5. Drug paraphernalia
6. Pornographic materials
7. Alcohol-drug "look-a-like" products, near beer, etc.
8. Possession of stolen property

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

#### **T. RESTRICTED AREAS**

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

1. All parking lots (exception: seniors and juniors with open-lunch or open periods).
2. Any sign marked with hazardous, dangerous, do not enter, or if it reflects a restricted or dangerous symbol.
3. Locker rooms and locker room restroom (exception: students scheduled for physical education or having a pass from a physical education teacher)
4. Teachers' DPA's.
5. Middle Schools and elementary buildings and grounds unless prior permission is granted.
6. All other unsupervised areas of the campus (auditorium, greenhouse, practice fields, athletic stadium complex and tennis courts).

#### **U. FIREARMS (GUNS) POLICY (Board Policy 502.6)**

**UNDER NO CIRCUMSTANCES ARE STUDENTS TO BRING FIREARMS ONTO SCHOOL GROUNDS!**



## **V. ALCOHOL AND CONTROLLED SUBSTANCE POLICY (Board Policy 502.7)**

Guidelines for addressing students who violate this policy;

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or “look alike” substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action up to and including suspension or expulsion. Use, purchase or being in possession of tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline up to and including suspension or expulsion.

The board believes the substance abuse prevention program shall include: Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol; A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful; Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;

A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions; A statement that students may be required to successfully complete an appropriate rehabilitation program; Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students; A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and notification to parents and students that compliance with the standards of conduct is mandatory.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## **W. TOBACCO – FREE ENVIRONMENT POLICY (Board Policy 905.2)**

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

NOTE: According to Iowa law, all school grounds are smoke free. Boards have the authority to expand the policy to make the school facilities and grounds tobacco or nicotine free as well. For more detailed discussion of this issue, see IASB’s Policy Primer, Vol. 20 #5 -July 28, 2008.

## **X. GOOD CONDUCT POLICY EXTRA-CURRICULAR ACTIVITIES**

### **Philosophy**

A. Extracurricular activities are an integral part of the total educational opportunity for all students. The right to participate is open to all students. However, once students make a commitment to participate in an extracurricular activity, the right

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becomes a privilege. When the students are granted this privilege, they accept the responsibility of following behavior guidelines outlined in policies and rules established for administration of the extracurricular programs. Because the participants represent the school community of Johnston in extracurricular activities, they are expected to adhere to even more stringent and demanding behavior codes than non-participating students. These Good Conduct rules and regulations specifically apply 365 days per year while in school, out of school (any location), or at school events (either home or away).

### **Eligibility**

1. If they do not have a physician's certificate of fitness issued or if you are twenty years of age or older. To be eligible to participate in extra-curricular activities, a student must meet the requirements of the Iowa High School Athletic Association, Iowa High School Music Association, Iowa High School Speech 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 in the student handbook (listed in the Student Handbook under "Good Conduct Rules and Regulations for Extra-Curricular Activities").

### **Good Conduct Policy Violation**

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

1. Any student who admits to or is found by the administration to have violated the policy 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 policy 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 policy 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.  
\*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 and Regulations.
4. Any student who engage in any act(s) that would be in violation of local 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 Conduct Rules and 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, Snapchat, 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 for Rules and Regulations**

\*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 are in different categories).

### **Consequences for Violation of the Good Conduct Rules and Regulations (non-felonious act)**

#### **FIRST OFFENSE**

1. Honesty provision students who violate The Good Conduct Rules and Regulations and supporting rules and regulations (Board Policy 503.3 and 503.3R1) 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 become aware of a violation of the Good Conduct Rules and Regulations 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 Division 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 1<sup>st</sup> offense**

1. Honesty provision shall result in the following consequences:
  - 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 (an option for this service will be provided to the individual by the school, if the student chooses to use their resources, the student will be responsible for the expense).
2. Violation not self-reported within 2 days from the time of the incident.
  - a. The student shall be ineligible to participate in the next 40% of in-season activities.
  - b. The student shall be required to participate in counseling as determined by the school Administration.
  - c. The student shall be required to participate in 20 hours of school/community service 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 ((an option for this service will be provided to the individual by the school, if the student chooses to use their resources, the student will be responsible for the expense)).

#### **ANY ADDITIONAL OFFENSE**

- a. Suspension for remainder of extracurricular activities.

#### **Consequences for Violation of Good Conduct Rules and Regulations (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 and 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 Relation to a Suspension**

\*Coaches and activity advisors may establish more restrictive regulations for their respective students beyond the rules and regulations of the Good Conduct Rules and Regulations. 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 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 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 and 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 and Regulations in 7<sup>th</sup> or 8<sup>th</sup> grade, the student's violations will not carry over to 9<sup>th</sup> grade (student will begin with a clean Good Conduct record).

\* In athletics, the length of the season and number of events during that season will be used to calculate the number of events impacted by the Good Conduct Rules and Regulations violation.

\* 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 consequences, 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'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) 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 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 this 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.