

JOHNSTON ELEMENTARY

STUDENT AND PARENT HANDBOOK



2012-2013

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TABLE OF CONTENTS

Administration of Medication.....	2
After School Detention of Students	2
Anti-Bullying/Harassment Policy	2
Attendance Policy.....	4
Birthday Celebrations.....	4
Books & Book Fees.....	5
Buses & Other School District Vehicles.....	5
Bus Permits	5
Care of School Property.....	5
Cell Phones and Other Electronic Devices	5
Character Counts Program	11
Check-In/Out	6
Citizenship.....	6
Definitions.....	2
Description of the District.....	1
District Website	6
Dress Code	6
Educational Records.....	6
Elementary Curriculum.....	12
Grades	6
Grievance Procedure.....	6
Guidance Counseling.....	7
Homework.....	7
Human Growth and Development.....	7
Illegal Items Found in School.....	7
Inclement Weather.....	7
Inspection of Educational Materials.....	7
Invitation to Parents	7
Jurisdictional Statement.....	1
Leaving School During School Hours.....	7
Lost and Found.....	8
Lunch	8
Maquoketa Valley Rules for Success	11
Message to Parents.....	1
Nonviolent Crisis Intervention Response	8
Philosophy of Discipline.....	8
Abuse/Harassment of students by School Employees	8
Plan in Time of Crisis	9
School Day	9
School Song, School Colors and School Mascot.....	1
Search and Seizure.....	9
Sportsmanship.....	10
Student Conduct	10
Student Illness or Injury at School.....	10
Threats of Violence	11
Visitors.....	11

OPENING STATEMENT TO STUDENTS and PARENTS

The patrons of this school district have provided you with educational facilities and a staff of competent teachers and other staff members who are interested in your welfare. The opportunities are many and varied for you to develop mentally, physically, socially, and emotionally while you are in the short years of elementary school. Make these years some of the most memorable of your life -- memories you will be happy to recall.

On the following pages you will find information that can be of help to you during the school year. If you have questions or problems, my office will always be open, feel free to come in.

Ms. JoAnn Swinton
Principal

School Song, School Colors and School Mascot

Maquoketa Valley's school song is the Iowa Fight Song. Our school colors are black and gold, and our mascot is a Wildcat.

Description of the District

The district has three elementary centers located in the towns of Delhi, Earlville, and Hopkinton. The middle school and high school are located in Delhi:

- Earlville Elementary is a preschool through fourth grade building.
- Delhi Elementary facility houses a junior kindergarten through fifth grade.
- Johnston Elementary, located in Hopkinton and named after Hopkinton native and former State Superintendent of Public Instruction Paul F. Johnston, serves students in preschool through first, third and fourth grade. Also located at Johnston is a Head Start program.
- Maquoketa Valley Middle School houses students in grades six, seven and eight on the central campus in Delhi.
- Also located in Delhi is Maquoketa Valley High School serving students in grades nine through twelve.

A Message to the Parents

It is only through your cooperation and support that our school can operate effectively and efficiently. In order for children to profit most from their school experiences and to develop into worthwhile citizens, it is necessary for their parents to:

- Realize that school is the chief business during the school year for the student and allow very few things to interfere with this important job.
- Feel free to visit the school at any time to discuss your child's educational progress.
- Check both sides of the story before condemning anyone. Teachers are not looking for an opportunity to pick on your child.
- Check your child's progress frequently. Learn the reasons for any unsatisfactory report from your child and the school.
- Know whether your child is working up to his/her ability. Encourage your child to set high goals.
- See that your child spends a proper amount of time in study.

Notice of Nondiscrimination

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Mrs. Tracy Morrison who can be reached at (563) 922-9411. Inquiries may also be directed in writing to Mr. Doug Tuetken, Maquoketa Valley Community Schools, P.O. Box 186, Delhi, Iowa 52223, (563) 922-9422.

Jurisdiction Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age, level of maturity, and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the

education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the school office for information about the current enforcement of the policies, rules or regulations of the school district.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Administration of Medication

Students may need to take prescription or nonprescription medication during school hours. Students may carry prescription medication only with the permission of the parents, school nurse and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in the office and distributed by office personnel. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy; date of the prescription; name of the physician; potential side effects; and emergency number for parents.

After-School Detention of Students

A teacher may keep a student after 3:10 p.m. for detention purposes, as well provide extra help with school work. Students who are transported by school bus are to be given 48 hours notice before their detention. This is to permit them to make transportation arrangements. However, the 48 hour requirement notice may be waived by the parent.

Anti-Bullying/Harassment Policy

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. (Policy 104.00, 104.000R1, 104.000R2) Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;

- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment and will report this information to the board. The superintendent shall report to the board on the progress of reducing bullying and harassment.

Anti-Bullying/Harassment Investigation Procedures

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

Complaint Procedure

An individual who believes that the individual has been harassed or bullied will notify the superintendent. The superintendent or designated investigator will be in charge of the investigation. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator has the authority to initiate an investigation in the absence of a written complaint.

Investigation Procedure

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the superintendent. The investigator will provide a copy of the findings of the investigation to the superintendent.

Resolution of the Complaint

Following receipt of the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Attendance

If a child is going to be absent, parents are asked to telephone the school as soon as possible after 7:30 AM or send a message with a brother or sister. By about 9:00 AM, if no contact has been made by the parents, the school secretary will try to reach the child's parent or guardian. If no parental contact is made, parents are requested to send a note concerning the child's absence.

If a child arrives after 8:15 he or she is considered tardy. If a child arrives after 9:15 AM or leaves before 1:45 PM he or she will be counted absent for a half day.

A student may not leave the school grounds without permission once he/she arrives at school. To be excused, permission must be obtained from the principal's office before the student leaves school. A call or a note must be received by office personnel prior to a student's leaving.

If a child's absences seem excessive we will work with families using these procedures:

- If a student misses 7 days in any given quarter, a letter will be sent to the parent/guardian. Each case will be looked at on an individual basis to determine the cause for the absences or the absences.
- At the time a student accumulates 10 days of absence in a school year, a letter will be sent to the parent/guardian. Again, this will be looked at on an individual basis to determine cause.
- If a student accumulates 13-15 or more days in a school year, the building principal, at risk liaison/RN, and others as needed, will determine how to proceed. It may be necessary to involve the County Attorney or Asst. County Attorney.

Birthdays

Students may bring treats to celebrate their birthdays at school. We are encouraging families who want to bring treats to bring prepackaged items or whole fruit that can be prepared for the students here at school. If a child has a summer birthday he or she may celebrate it at any time, however, we try to recognize students with summer birthdays on their half-birthdays. If your child is going to have a birthday party, we ask that invitations be handled outside of school unless all of the girls, or all of the boys, or the entire class is invited.

Books & Book Fees

Books are placed on a rental basis at Maquoketa Valley so as to provide each student with an adequate book of the same edition. Students are responsible for the condition of these books. Excessive wear on a book will require an extra payment at the end of the year. A lost book will result in the full payment for the book. Students should not write in any book that is not intended to be a workbook.

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. Persons riding in school district vehicles shall adhere to the following rules:

1. School buses are provided by the Maquoketa Valley Community School District for the safety and convenience in transporting students to and from school. Riding a school bus is a PRIVILEGE, not a RIGHT.
2. The driver of the school bus in charge. Students must obey the driver.
3. Students must sit down and face forward in their seat when the school bus is in motion.
4. Students must not extend their arms or head out of the bus windows. Students should never throw anything out of the windows.
5. Students should be courteous and kind to each other on the bus.
6. Students must not do anything to distract the driver. Student safety is dependent upon him/her.
7. Students must not throw anything on the floor. Help keep the bus clean at all times. It is up to the driver whether to allow eating or drinking while riding on the bus.
8. The driver may assign seats if necessary.
9. Any student causing vandalism of any kind on the bus will be charged for the repairs and disciplined appropriately.
10. Students who must cross the road before entering or after leaving the bus must do so in front of the bus after making sure the road is clear.
11. Students must be on time. The bus cannot wait for those who are tardy.

Bus Permits

Students need to bring a written note from their parents giving them permission to ride a bus not which is not typically their assigned bus.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Cell Phones and Other Electronic Devices

For the purpose of this handbook, “remotely activated, or activating communication devices” are defined to include portable two-way telecommunication devices, including but not limited to cellular telephones, with or without cameras, beepers, walkie talkies, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and ; transmitting or receiving images, such as cameras, as well as any new technology developed for similar purposes.

At Maquoketa Valley schools, remotely activated or activating communication devices are to be turned off or turned on silent and kept in a student's book bag or locker; and are totally out of view during the regular school day and are not to be used during the instructional hours of the school day from 8:00 AM - 3:10 PM.

Consequences for not following the rules as set forth:

As required, the response to students use of these devices includes:

First Offense - Upon the first offense, the student's remotely activated, or activating communication device(s) will be confiscated by a staff member and taken to the principal's office. After reviewing the policy with the principal or principal's designee, the device will be given back to the student.

Second Offense - Upon the second offense, the student's remotely activated, or activating communication device(s) will be confiscated by a staff member and taken to the principal's office. After reviewing the policy with the principal or principal's designee, the device will be kept in safe keeping until the students parent/guardian comes to school to pick up the device.

Third Offense - Upon the third offense, the student's remotely activated, or activating communication device(s) will be confiscated by a staff member and taken to the principal's office. After reviewing the policy with the principal or principal's designee, the device will be kept in safe keeping for a period of one week and then the student's parent/guardian will be required to come to school to pick up the device.

Fourth Offense - Student will not be allowed to bring his or her remotely activated, or activating communication devices to school during the school day.

Inappropriate use of electronic devices

Cell phones with cameras and other portable “remotely activated, or activating communication devices” capable of storing, and transmitting or receiving images are banned from locker rooms and rest rooms at ALL times. Students will be disciplined for the possession of cell phones with cameras in school locker rooms or rest rooms with an immediate suspension plus one day for a first

time violation. A second violation will be an immediate plus 3 day suspension and a third offense could result in a recommendation for expulsion.

Check-In/Out

Students will need to go to the office to check in whenever they arrive late to school or upon returning from an appointment during the day. In addition, whenever a student leaves during the day, he or she will need to check out prior to their departure.

Citizenship

Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections. It also requires the students to assume civic, economic and social responsibilities, and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district.

District Website

Parents may access the district's student management system and their child's lunch account on our website:

www.maquoketa-v.k12.ia.us

Dress Code

The students of Maquoketa Valley shall be dressed and groomed in a fashion that is complimentary to the school and to themselves. Cleanliness and neatness in both hair and clothes is essential. State law requires all students to wear shirts and shoes for health reasons. If the dress of a student is offensive to a fellow student or a faculty member then it is disruptive in some degree to the educational progress. Clothing with profanity, suggestive wording, or controlled substances depicted will not be allowed. In addition, tops which allow midriff or underwear to show and shorts/skirts that are too revealing, will not be allowed. We ask that as students mature, parents use discretion in the clothing students wear to school. The Maquoketa Valley Board of Education recognizes that the administration must be the final judge of what is appropriate dress. Please: No hats or caps are to be worn inside the building.

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

Grades

Report cards will be distributed at the completion of each quarter. Students will be assessed using the following:

Kindergarten and first grade children will be assessed using the following:

- 3** = Meets grade level expectations
- 2** = Shows evidence toward grade level expectations
- 1** = Needs development

Second through fourth grade children will be assessed using the following:

- | | |
|----------------------|--------------------------|
| A = 90 - 100% | D = 60 - 69% |
| B = 80 - 89% | F = 59% and below |
| C = 70 - 79% | |

In addition, students' effort will be assessed using the following:

- +** = meets expectations
- = needs improvement

Grievance Procedure

Grievances may involve almost any issue relating to sex, race, religion, color, national origin, marital status or disability in the treatment of students or employees in education programs or activities. They may relate to the actions of a particular individual, to the practices or policies of a particular school or unit within an education agency or institution, or the practices or policies of the agency or institution as a whole.

Students may file a written complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases:

- If an employee is involved, discuss the written complaint with the employee within three days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, file the written complaint with the principal within one school day of the employee's response or the incident.

- If unsatisfied with the principal's response, file the written complaint with the superintendent within two days of the principal's response;
- If unsatisfied with the superintendent's response, students may request in writing to speak to the board within three days of the superintendent's response. The board determines whether it will address the complaint.
-

Guidance & Counseling

Sometime in a child's school life, assistance concerning personal, social, and educational growth would be helpful. The counseling department will assist students or refer students to those who can. Additional resources for parents are available through the guidance office and Keystone AEA. Requests can be made in person, through phone calls or emails.

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Homework in most cases should not take more than one hour for upper elementary students, and less for lower elementary students.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and request their child be excused from human growth and development instruction. Parents should contact the principal with any questions or concerns

Illegal Items Found in School or in Students' Possessions

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances.

Weapons and other dangerous objects are not allowed on school grounds or at school events. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous object on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students bringing a firearm to school and/or possessing a firearm at school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis when extremely unusual circumstances exist. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any weapon, or explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. Toy weapons are also not allowed on or in school property.

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over the radio and/or television stations. The missed day will be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the radio/television. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they may follow emergency routes or parents may be responsible for picking up their children at school. Parents of students who ride the bus will be notified how students will be returned home with the notification that school has been dismissed.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal.

Invitation to Parents

Parents are encouraged to take a few hours and visit their child's classroom and/or eat lunch with the class. When planning a visit in the classroom, we do ask that parents call and inquire as to a good time for the visit. We also ask that other arrangements be made for younger children. Visitation is discouraged during the first two and last two weeks of the year. If planning to stay for lunch, please let the office know so we can turn in the correct lunch count to the cooks. We sincerely hope you can visit us!

Lost and Found

Lost and/or found items are turned in to the office. Students and parents, please check the office if an item of clothing has been lost. Every year we have many items of clothing that go unclaimed.

Lunch

Students who live in town may walk home for lunch if they receive permission from their parents through a note or call to the office. All students bringing sack lunch are expected to eat their lunches seated at a table in the lunchroom and may purchase milk. In addition, students may purchase a snack milk to drink with their classmates during a break during the morning or afternoon.

Nonviolent Crises Intervention Response

Several of our staff members have been trained in nonviolent Crisis Intervention Response. We have learned several strategies to help calm an upset student. We also learned appropriate ways to subdue a child whose physically aggressive behavior is endangering that child, other children, and/or adults. The child's parents will be notified if we need to subdue a child in this manner. Our staff members who are currently trained receive an annual training update.

Philosophy of Discipline

Good discipline includes a responsibility for one's actions in accordance with socially accepted behavior as well as respect and proper response to rules, laws and order. Although discipline training begins in the home and continues in school, it must be remembered that other factors of environment and associations have significant influence upon the behavior of students. Therefore, it is imperative that both school and home cooperate to govern or guide young people to combat undesirable effects of other factors.

As individual homes set their own patterns of rules and conducts, the school also outlines its policy on discipline and attempts to regulate it through a joint responsibility of the Board, staff and pupils. The purpose is to ensure an orderly and efficient operation of school in order to provide a scholarly discipline attitude to achieve educational benefits for all students. The school will exercise the greatest effort on disciplinary control of students on school property, however, it will also govern behavior at school activities away from the school grounds. It is imperative that the school and parents work together in order to give children the best possible education. Please feel free to call or stop by the school office whenever you have a concern or a question.

Physical/Sexual Abuse And Harassment of Students By School Employees

The school district does not tolerate employees' physically or sexually abusing or harassing students. Students who are physically or sexually abused by an employee should notify their parents, teacher, principal or another employee. Sexual abuse means sexual acts involving a student, acts that encourage the student to engage in prostitution, as well as inappropriate, intentional sexual behavior or sexual harassment by the employee toward a student. Sexual harassment are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

The Iowa Department of Education has established a two-step procedure for investigating allegations of sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Ms. JoAnn Swinton(926-2701 or 923-3225) as its Level I investigator. Mrs. Tracy Morrison (922-9411) is the alternate Level I investigator. Ms. Swinton or Mrs. Morrison may be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Ms. JoAnn Swinton(926-2701 or 923-3225) as its Level I investigator. Mrs. Tracy Morrison (922-9411) is the alternate Level I investigator. Ms. Swinton or Mrs. Morrison may be contacted directly.

While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force are appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Plan in Time of Crisis

Johnston Elementary School has a plan in place for use in case of fire, tornado, hazardous material, and a threat of violence. Some of these plans were developed in conjunction with the local and county law enforcement agencies, emergency management and local fire and EMT personnel. Each of these plans is explained to staff and students. Practice drills will be held to allow staff and students to know what steps to take if a real emergency should develop.

The first priority of school personnel will be accounting for all children and staff in the building.

A plan for parents is also an important component to these crisis situations when their children may be involved. If students have been evacuated from school grounds, parents will be directed through KMCH radio station (94.7 FM) as to when and where to pick up their children.

Parents will be asked to NOT call school during an emergency because this will tie up the phone lines that will be needed to communicate with law enforcement. As difficult and stressful as the situation might be, it is imperative to cooperate with law enforcement as they work to secure the building and move children and staff to a safe place.

Our hope is that we never will have the need to implement any one of these plans for a real emergency but being prepared is critical to everyone's safety. Please help us carry these plans out by noting your role in these crisis situations.

School Day

All students may enter the building with the arrival of the bus students. The school day begins at 8:15 AM. At the end of the day, shuttle bus students are dismissed at 2:40, Students not riding the bus are dismissed at 3:05, and bus students at 3:10 PM. Parents are asked to contact the school no later than 2:00 if there is a change in their child's transportation plans at the conclusion of the school day. When school is dismissed, all students are expected to leave the school grounds whether by bus, car, bike, or on foot.

If we should have a late start due to weather, we do not serve breakfast or have a morning recess.

Search and Seizure

Searches, in General

Reasonable and Articulate Suspicion: A search of a student or a student's Remotely Activated or Activating Communication Device will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules or regulations affecting school order. Reasonable suspicion may be formed by considering factors such as the following:

1. eyewitness observation by employees;
2. information received from reliable sources;
3. suspicious behavior by the student; or,
4. the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

1. the age of the student;
2. the sex of the student;
3. the nature of the infraction; and
4. exigency requiring the search without delay.

Types of Searches

Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - (a) Pat-down searches: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student, with another adult witness of the same sex present, when feasible.
 - (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Locker and Desk inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in

the locker or desk. Periodic inspections of all or random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy rule. Such searches should be conducted in the presence of another adult witness when feasible.

Sportsmanship

A good booster of Maquoketa Valley wants the team to win fairly and cleanly. He or she respects the decision of the referee, even if he or she believes it to be wrong. All officials are honest; some make mistakes, but so does everyone. It might also be said that an official makes far fewer mistakes than people think he or she makes. When you come to Maquoketa Valley activities, enter into them wholeheartedly and cheer for our team in defeat, as well as, victory. Treat the opposing team and its spectators with respect. Be a modest winner and a good loser.

Student Conduct

The Maquoketa Valley School Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others 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 home or away school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered buses; while attending or engaged in home or away school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to impose further sanctions against the student which may include expulsion. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Definitions

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non school hours for disciplinary purposes.

Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities.

Special Education Students

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

Student Illness or Injury at School

Parents or the parents' designee will be notified if a child becomes ill or is injured at school. The family doctor or ambulance will be called if it is felt that immediate medical care is needed. When we call about an illness at school and we ask the parents to come and pick the child up, we do so not only to help the child who is ill, but also to prevent the spread of illness to those that the child comes in contact with. If your child is sent home due to a fever, we expect that they will stay home a minimum of 24 hours, fever-free. If you question whether to send your child or not, please contact the nurse. If a student is absent due to illness, he/she may not participate in any evening activities on that day.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Student engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including threatening behavior; the student's access to weapons of any kind; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Visitors

Visitors to the school grounds are asked to check in at the principal's office and to wear an identification badge.

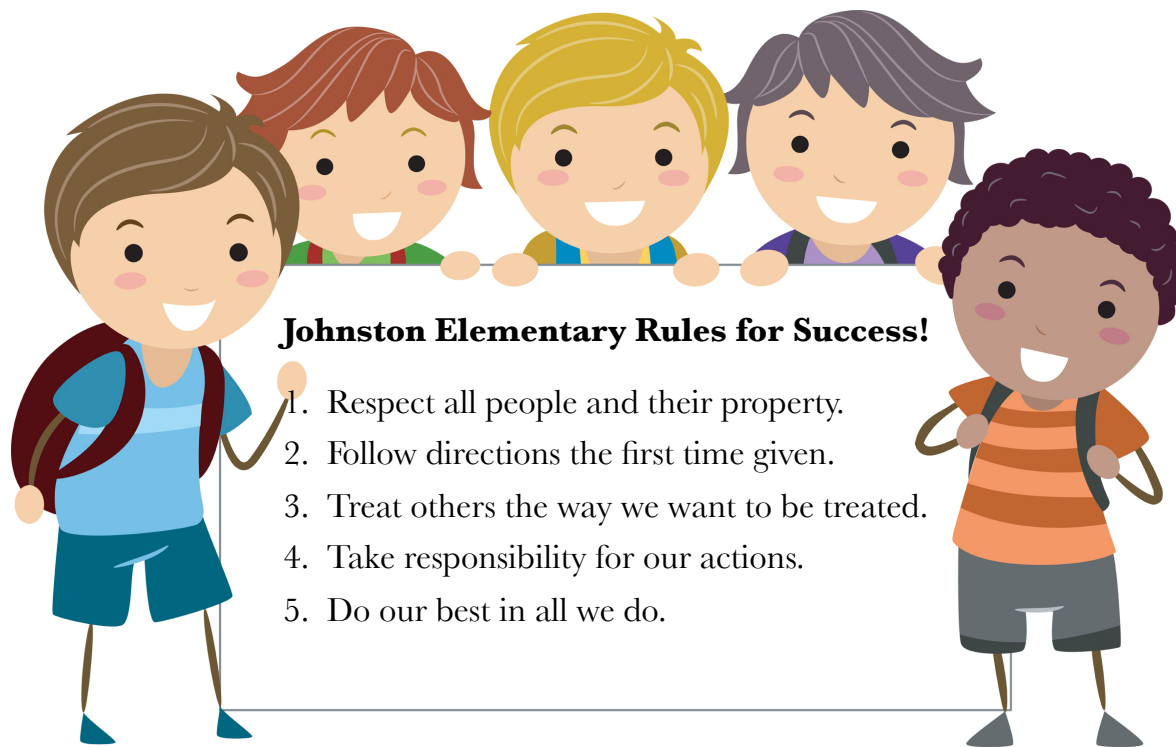
CHARACTER COUNTS PROGRAM

Johnston Elementary continues to implement Character Counts in all grades. The purpose of the program is to provide structure in developing a more cohesive community of learners who respect and value each other. The success of this program is dependent upon a network of involvement including students, parents, staff and community members working together. The six pillars of the program include:

Respect
Responsibility

Citizenship
Trustworthiness

Caring
Fairness



Johnston Elementary Rules for Success!

1. Respect all people and their property.
2. Follow directions the first time given.
3. Treat others the way we want to be treated.
4. Take responsibility for our actions.
5. Do our best in all we do.