

Summit Middle School
Parent/Student
Handbook



2022-23

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

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Summit School Administration

Kaniesha Pettaway, Principal
Jerry Stratton, Associate Principal
Jessica Allen, Student Support Facilitator

Non-discrimination Statement:

It is the policy of the Johnston Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Dr. Nikki Roorda, Associate Superintendent
6510 NW 62nd Ave, Johnston, IA 50131
5150-278-047
studentservices@johnston.k12.ia.us

OR

Missy Brush
Interim Director of Human Resources
6510 NW 62nd Ave, Johnston, Iowa 50131
humanresources@johnston.k12.ia.us

Johnston Community School District

Summit Middle School

9500 Windsor Parkway

Johnston, Iowa 50131

515-986-0318

Business Hours

7:15 AM to 3:45 PM

Johnston CSD District Office

6510 NW 62nd Avenue

Johnston, Iowa 50131

515-278-0470

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STUDENT BEHAVIOR

The goal of behavioral expectations and discipline policies at Summit Middle School is to provide an environment that enables all students to pursue their education without unnecessary disruption by others. An important part of the education process is helping students become aware of their rights and the responsibilities that accompany those rights. Our school has the duty to create an atmosphere that ensures discipline is approached both positively and productively.

Summit Middle School Student Code of Conduct applies to students while on school premises, while attending extracurricular events in our district or at other districts, while on school buses or on chartered buses, and while participating in any school-sponsored activities. When student actions and behavior jeopardize the safety and welfare of others or disrupts the school day, disciplinary action may be taken. Regulations regarding special education are observed when working with special education students.

Behavioral expectations and discipline policies are defined in this handbook and are shared with students throughout the year. It is our goal that each student will exhibit safe, responsible, and respectful behavior. We exhibit this behavior when interacting with classmates, cafeteria staff, teachers, office secretaries, custodians, teacher associates, bus drivers, administrators, substitute teachers and visitors. For this purpose, we have implemented SOAR common behavior expectations for all Summit students and guests:

Dragons SOAR at Summit

Safe at Summit

- Walk safely
- Keep Hands/Objects to Self
- Use a Direct Route
- Use appropriate Language
- No Technology During Passing

On Time

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

Always Respectful

- Demonstrate Kind Words and Actions
- Respond Appropriately to Adults and Peers
- Pay Attention in Class
- Follow Classroom Expectations

Responsible with Technology

- Cell Phones and Smart Watches Should Not Be Used During the School Day
- Use iPads for Intended Use
- Keep iPad Covers Shut until Directed to Open
- Charge the iPad Every Day
- Follow the JCSD Technology Agreement

CAFETERIA

The school lunch program is a vital part of the school health program. To encourage good nutrition, a well-balanced school breakfast and lunch are offered to all students.

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

- The cost of the lunches and milk are published each fall. Ala carte items are available for additional charges. NOTE: Prices are subject to change.
- Please remember that the personal Keypad Number is confidential and should not be shared with other individuals.
- Payment for meal purchases may be done in the Quick Links (PayPams) area of the Johnston CSD website. Checks or cash for meal purchases may be dropped off in the main office or deposited in the lunch depository box located in or near the cafeteria. Payments should be in a sealed envelope with the student's name and grade clearly marked.

- If you are interested in the Free or Reduced Priced Meal Program, applications are available from the Nutrition Office or school office. Submit the completed form to the District Nutrition Office. The District office, prior to a student receiving free or reduced cost meals, must approve the application. Until approval, the student will pay full price for breakfast and/or lunch. Milk, as an individual item, is not available at a free or reduced price. There is absolutely no giving away of food or milk by students approved for this program. A new free or reduced application must be completed each school year.
- Students will have the choice of four meal options daily. These options are published on the district website, advertised on TV monitors at school, and posted in the cafeteria.
- Outside food brought in by parents must be eaten in a designated area outside of the cafeteria. Students are not allowed to order outside food to be delivered to the school.
- Paid free and reduced students purchasing a second lunch will be charged a full lunch price.
- 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.
- No more than 8 students will be permitted to sit at each circular table.
- Eating outside may be allowed with supervisor approval.
- Due to food allergies and other considerations, students should not share food from school or brought from home.

BREAKFAST RULES

- Serving time for breakfast is 7:20-7:42.
- Students wishing to utilize the breakfast program need to eat in the cafeteria and be on time to class. All students should be in class by 7:45 unless they have teacher permission. Students delivered to school late and in need of breakfast will be allowed to receive breakfast items to take with them to class.
- All trash and waste should be disposed of properly prior to leaving the cafeteria.

STUDENT LUNCH ACCOUNT BALANCES

- The cashier will verbally notify students when their lunch account balance reaches a low balance to remind student to bring money. A letter or email will also be sent home to notify families of a negative balance.
- If a lunch account balance is negative, that student will not be allowed to charge extra entrees or ala carte items. If money is not deposited in account for a positive balance, the student will be allowed to charge only one (1) meal per day up to a maximum negative balance of \$10.00.
- When a student lunch account balance reaches a negative \$10.00, students must pay cash or bring a lunch from home until funds are deposited and the account has a positive balance.
- We encourage parents to use the on-line payment system www.paypams.com to make lunch account payments and monitor their student's lunch account activity. Paypams also offers automatic low balance e-mail notification to help parents keep accounts current.

SELLING OF FOOD/DRINKS

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

TREATS AND SNACKS

It is our policy that middle school students do not bring treats and snacks for other students unless directed by a staff member as part of a PTO/classroom/community activity.

RULES REGARDING LEAVING SCHOOL AT LUNCH TIME

Students are not allowed to leave school campus for lunch unless accompanied by a parent. The parent needs to excuse the student in person or with a note, and follow sign out/in procedures.

ATTENDANCE

(Board Policy 501.10, 501.9, 501.10R1)

In order for a student to succeed at school, regular attendance is extremely important. Both home and school share a joint responsibility for regular attendance. To best accomplish this, it is essential to maintain good home/school communications. For all absences, notifications must be made to the Attendance Office, **not the classroom teacher**. Please complete the following procedure when your student will be absent from school:

- Call Summit School at 986-0941 to notify the attendance secretary each day your child is absent or tardy.
- For your convenience, we have an answering machine that will take your message if you call before 7:15 a.m. or after

3:45 p.m. Between the hours of 7:15 a.m. and 3:45 p.m. our secretaries will be happy to take your call and obtain the necessary information. When recording a message, please leave the following information: **your name, your child's name and the reason for the absence or tardiness.**

- If your student is reported absent or tardy, and the school has not received prior information or a phone call, an attempt will be made to contact a parent/guardian to verify the reason for the absence. If we cannot verify the absence, the student will be marked “unexcused.” The following day another attempt will be made to contact the parent. If unsuccessful, the student will be contacted and communicated possible consequences if parents do not contact the school. (See Board Policies 501.9, 501.10, and 501.10R1)
 - If a student needs to leave school early, the student should bring a note from his/her parents to the office or a parent should call the office by first period on that day. The student will be issued an early-dismissal slip. Parents must sign student out/in with the attendance secretary in the office. If a student becomes ill at school, he/she should receive permission from parents and the nurse in order to proceed home.
- If school is in session and a parent chooses to keep their student home due to weather or other reasons, which is their right, the absence will be marked as unexcused.

Throughout the school year, school vacations and teacher in-service days are scheduled. Parents are encouraged to use only these scheduled days for opportunities to take trips or plan special events. Trips and special events planned outside of scheduled school closures are considered unexcused absences unless it involves one of the following situations:

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

Absences from school will be addressed as follows:

- 6 Absences
 - Letter sent home and logged into Infinite Campus noting first contact made
- 12 Absences
 - Letter sent home and logged into Infinite Campus noting second contact made
 - Phone call home and logged into Infinite Campus
- 15 Absences
 - A student will be un-enrolled for non-attendance. They will be re-enrolled upon return to school.
- 18 Absences
 - Letter sent home and logged into Infinite Campus noting third contact made
 - Phone call home to set up a **required attendance meeting** with the Team
 - Team may include: Administrator, Counselor, Nurse, Student, Parents, Truancy Officer
 - An attendance contract (Attendance Cooperation Process – ACP) may be developed by the team including timeline and expectations

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

Truancy (as described in following sections) will be subject to disciplinary action including possible referral to County Attorney.

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

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

MAKE UP WORK POLICY

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

When a student is absent three (3) consecutive days, the parents may call the office before 8:30 to collect make up work in the office that afternoon. Parents may contact the teacher by e-mail if they wish to collect missed assignments for less than three consecutive days missed.

LONG TERM ABSENCE OTHER THAN ILLNESS

If a student must be absent from school for an extended period of time, parents are required to notify the attendance office or principal (515-986-0318) by phone or email. Students will be responsible prior to leaving for collecting their assignments. These absences may be unexcused as described in the JCSD attendance policy above.

ARRIVAL AT SCHOOL IN THE MORNING

Students who walk, ride bicycles or are transported by parents should arrive at school no earlier than 7:20 a.m. Any students who arrive earlier than 7:20 a.m. will wait outside the entrance doors. Prior to 7:20, no student supervision will be available.

Students should report to their first period class and be ready to begin at 7:45 a.m. Students may proceed to their community area as soon as they enter the building.

TARDINESS

You will be counted tardy after the bell rings at 7:45 a.m. unless an announcement is specifically made due to inclement weather or other extenuating circumstances. School is dismissed at 2:50 p.m. Students will remain on school grounds from time of arrival until time of dismissal. You may not return to the school grounds once you have left unless authorized to do so. If you are tardy (tardy bell rings at 7:45 a.m.) and come to school, other than by bus, you should check in at the office or it will be recorded as a tardy. Excessive tardiness may result in the following actions:

- 3 or more tardies in the same quarter for the same teacher—minor referral and parent contact
- 6 or more tardies in the same quarter for the same teacher—major referral and lunch detention

TRUANCY

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

You are truant if you:

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

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

PHYSICAL EDUCATION POLICIES AND EXPECTATIONS

DRESS – Students are expected to change out of their regular school clothes into appropriate physical education clothes unless directed otherwise by the PE teacher.

- T-Shirt
- Athletic Shorts or Sweats
- Socks and Tennis Shoes
- Swimsuit (one-piece for girls and trunk swimsuits for boys)

Students who forget or do not have proper PE attire will be given the opportunity to wear a “loaner uniform/ swimsuit” that day provided by the physical education department.

ATTENDANCE - State education laws require that all students be enrolled in and participate in a course of physical education. The physical education program at Summit Middle School is planned so that every student should be able to participate and benefit from some, if not all phases of the program. Students are required to participate in all PE classes unless excused by a physician with a written or the school nurse after contact from a parent. Students who do not participate or are not excused by a physician may be expected to make up the class time. Students who are unable to participate in swimming, but do not have an excusal note, may be expected to participate in alternative activity.

ACCIDENTS - Any accident during class should be reported to the nurse or teacher whether considered serious or not.

JEWELRY - In order to prevent accidents, ALL jewelry (except post earrings) must be taken off before gym class. Keep these possessions in your gym locker. (Do not expect your gym teacher to hold jewelry for you.)

VALUABLES - To avoid potential loss do not bring valuable items to P.E. unless they can be locked up or turned over to your teacher/coach’s office.

SWIMSUITS - A one-piece suit will be required for girls and trunk swimsuits for boys.

DETENTION - P.E. detentions will result in parent notification and will require a parent signature.

LOCKER ROOM – Appropriate behavior is expected in the locker room as follows:

- Respect the privacy and property of others
- Use appropriate language
- Harassment of any kind is prohibited
- Leave the locker room

SUMMIT SWIMMING POOL EXPECTATIONS

- No running on the deck
- No rough play in or around the pool
- No diving in the shallow end of pool
- Use of starting blocks is restricted to competitive swimmers with an instructor or coach present
- Appropriate swimsuits are required—one piece swimsuit and swim trunks
- Only towels, deck footwear, and items necessary for swimming are allowed on deck. Store other personal belongings in a locker or bleachers
- Do not enter the pool if you have a communicable disease or open wounds
- Do not bring food, drink, or gum into the pool
- No glass in the pool area
- **Use of the Summit Swimming Pool is allowed only when a lifeguard is on duty, and instructions of the lifeguard must be obeyed at all times – All Summit Phys. Ed. teachers are lifeguards and have had Water Safety Instruction.**

ASSEMBLIES

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

DISMISSAL

Students will be dismissed from the classrooms at 2:50. All students are expected to leave school immediately unless they attend a scheduled activity after school such as a practice, a game, or a community education program. Students will not be allowed to walk to any other school and ride a bus that loads there. Students who do not leave by 3:00 and do not have permission to be in the building will be asked to leave by the nearest exit.

One of our primary concerns is the protection and safety of our students. As a result, we ask parents to come to the office to pick up a student. Parents will be asked to sign their child out and state the reason for leaving. Summit Middle School is a closed campus. Students are not to leave the building during regular school hours without parental permission.

PARKING/PICK-UP/DROP-OFF

Parking is available for parents during the day and during activities in the north parking lot. The south drive should remain clear for **buses** dropping students off between 7:20-7:45 a.m. and picking students up between 2:30-3:00 p.m. Parents should enter the parent pick-up/drop-off loop on the north side of the building and wait in line until they are able to pick-up or drop-off their student. Parents should use this loop unless they have a legitimate reason to enter the building. **Dropping students in the inner lot to save time and not wait in line makes students unsafe and slows the line for other parents who are using the correct procedure.** Students should not be dropped off before 7:20 a.m. and students should be picked up by 3:00 p.m. unless arrangements have been made with a teacher, they are participating in extracurricular activities, or they are part of a community education activity.

SECURED BUILDINGS

After all the students have arrived, the exterior doors will be locked throughout the day. To enter Summit MS during school hours, our office staff will buzz each individual in the front door to the main office. The Raptor Visitor Management Software program has been installed at all schools to increase the safety of students, staff and visitors by establishing a consistent and uniform visitor sign-in process. Raptor has two main functions – to issue a dated visitor sign-in badge complete with a photo and to screen for sex offenders, as they are not allowed to be on or near school grounds.

All visitors during the school day (including parents and volunteers) should report to the main office to check-in. Please provide the office staff with your valid state-issued ID (driver's license). The bar code on the driver's license will be scanned and run through the Raptor system. 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 according to our procedures.

Once you have registered with Raptor Visitor Management Software, we will not need to scan your identification each time. However, you will still need to check-in at the office to receive a visitor badge containing your personal information. All visitors will be required to check-out through the main office when you leave the school.

We recognize this policy may cause some minor inconveniences for parents as far as building entrances and parking are concerned, but we believe that the safety of the students is a priority. We also prohibit students from bringing friends to school during the regular day. Friends and visitors may not accompany students to school.

LOCKERS/LOCKS

Each student is assigned a locker in their basecamp classroom. These lockers may be shared with another student. Lockers are provided to store belongings during the school day. It is the responsibility of each student to keep the locker clean, orderly, and in good condition. Fines for damaged lockers may be assessed depending on damage and/or the situation.

Valuable items such as money, AirPods, and jewelry should not be left in the lockers. This is especially important since the classroom lockers cannot be locked. Lockers should only be used for school related items or materials essential to school success.

POSTING OF SIGNS – DISTRIBUTION OF MATERIALS

Students who desire to post or distribute materials within Summit Middle School or on school grounds must present them to an administrator. Materials posted without administrator permission may be removed.

ELEVATOR

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

EVACUATION DRILLS

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

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

SHELTER-IN-PLACE DRILLS

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

LOCKDOWN DRILLS

Intruder drills will be conducted at least once during the year. Students and teachers will be notified of the drill over the intercom. All students and teachers will go into their classroom or the nearest classroom with all doors locked after students are inside room. Students and faculty should move to a part of the room away from the door and windows. Direction will be given over the intercom system to the extent possible. Students will be instructed that they may need to exit the room quickly or fight back against an intruder when necessary.

EMERGENCY EVACUATION

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

CELL PHONES/SMART WATCHES

Student phones are located in the office and are available to contact parents in case of emergency. Cell phones and smart watches should not be used during the school day beginning at 7:45 AM. If a student is found using a cell phone or smart watch during the school day, or the phone rings/vibrates during class or in the hallways, the following steps may be taken:

- Phone/watch will be confiscated and returned at the end of the day
- Phone/watch will be picked up by a parent
- Phone/watch will be kept in the office for the school day
- Phone/watch will not be allowed at school

The action taken will be dependent on how the cell phone/watch was used and/or the number of infractions.

Students using cameras or devices with a camera in a locker room or restroom area may be subject to any or all of the following:

- Parent contact/conference
- Confiscation of cell phone and/or camera
- Detention(s)
- In-school suspension
- Out of school suspension
- Johnston Police Department contacted
- Referral to student assistance program (SAP)
- Recommendation for expulsion from school

IPAD EXPECTATIONS

iPad Expectations are referenced and explained in the [JCS Digital Learning Environment Handbook](#).

STUDENT APPEARANCE (Board Policy 502.1)

Students are expected to be well groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are not allowed. Additionally, any form of expression that promotes violence, bigotry, hate, or abuse is unacceptable. The primary responsibility for appropriate appearance and dress is the responsibility of students and their parents/guardians. However, when student appearance or dress disrupts the educational process or constitutes a threat to health or safety the student may be required to change or modify their appearance or clothing.

SCHOOL COUNSELING

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

A qualified school counselor, who has met the certification and accreditation standards of the department of education as provided in section 256.11, subsection 10, who obtains information by reason of the counselor's employment as a qualified school guidance counselor shall not be allowed, in giving testimony, to disclose any confidential communications properly entrusted to the counselor by a pupil or the pupil's parent or guardian in the counselor's capacity as a qualified school guidance counselor and necessary and proper to enable the counselor to perform the counselor's duties as a qualified school guidance counselor.

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

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

Students may schedule a conference with a School Counselor and/or Administrator by using the counselor QR Code placed on posters throughout the building. The School Counselor and/or Administrator will then schedule an appointment. Students may not leave class to come see an administrator unless prior arrangements have been made and/or with teacher permission. The School Counselor and/or Administrator will provide information on free or low-cost legal services, resources and assistance agencies. One such program is the Student Assistance Program. If you or a family member are experiencing problems (school, family, substance use/abuse, emotional, relationships, etc.), a "Student Assistance Program" counselor can help.

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

Employee & Family Resources

Program Call: 515-244-6090

Website: www.efr.org/sap

PARENT REQUEST FOR NEXT YEAR

Careful attention needs to be given to the process of determining class sections and building schedules. The number one priority at Summit is to create class sections which will best fit the needs of the individual students involved. Examples of considerations when scheduling students include ensuring a balance of numbers of students in basecamp, scheduling students with special needs, placing students in advanced courses, and the separation of students who may have struggled with each other in the past. The intent is to create a classroom setting that is beneficial to the students and allows teaching staff to do the best possible job. Placement of students is a task that is not taken lightly but it is sometimes impossible to meet every student/parent request. As a result, we discourage parents from requesting an individual teacher or team. If parents feel their child has special needs that could affect scheduling and membership in a particular class, they should contact principal or associate principal prior to June 1.

SCHEDULE CHANGES

Schedule changes after the first school week will be made at the end of the quarter, semester, or rotation (related arts). Notice of a desire to change should be in writing and submitted to an administrator to discuss reasons for scheduling change. All attempts to resolve any conflicts should be exhausted before a schedule change. Many schedule changes are difficult because one change typically impacts 2 - 4 other teachers and classrooms. A schedule change is usually done only as a last resort to end future problems.

HEALTH SERVICES

The Health Services program is designed to help each student protect, improve, and maintain physical, emotional and social well-being. The office is staffed daily by a registered nurse. The nurse is available for accidents, acute illnesses or emergencies.

Eileen Kurth, Nurse
Phone - 986-0931
Located in the main office.
Hours - 7:30-3:30

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

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

HEALTH CERTIFICATE (IMMUNIZATIONS)

Per Iowa law, **all students entering the 7th grade must have a Tdap (Tetanus, Diphtheria, and Pertussis) booster and meningococcal vaccine prior to the first day of school.** Students who do not turn in documentation of these immunizations or a wavier sheet may be excluded from school until documentation is received.

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

HEALTH EDUCATION EXPECTATIONS

Health classes in the Johnston Community Schools provide students valuable information about health topics. At Summit, health class is taught in 7th grade and other health topics are covered in 6th grade. As in the past, all health materials are available for your review upon request. Please ask your student's teacher or any administrator if you have any questions.

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

PHYSICALS: Students are required to have physicals to be eligible to participate in our school sports program(s). These physical forms are found on the [JCSD website](#). Students may participate in any sport that falls within 13 months of the physical's date of issue. It is also recommended that students receive a physical prior to 6th grade. This physical should be given to the school nurse for more complete health records. Information regarding low cost medical, dental and vision services is also available from the nurse.

SCREENING PROGRAM:

- Vision: Students can be screened upon referral by a parent or teacher. Please contact the school nurse. Height/Weight: Will be done at the request of student, parent or teacher.
- Blood Pressure: Currently not done at any grade level but is available to any student referred by parent or teacher.
- Scoliosis (back/spine screening): Students can be screened upon referral by a parent or teacher. Please contact the school nurse.
- Hearing: Will be done yearly by Heartland Area Education Agency. Only students with known hearing concerns will be screened. An audiologist from AEA will conduct the screenings. Other students can be screened with teacher or parent referral. Please contact the school nurse.

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

ILLNESS:

Students with the following symptoms may be sent home.

- Temperature of 100.4 or above
- Vomiting
- Diarrhea
- Unexplained abdominal pain

- Severe cold and/or cough
- Unexplained skin eruptions or rash
- Swelling, redness, tenderness, discharge of eyes
- Communicable disease
- Any health condition that in the nurse's judgment is of concern for the child's or other's health.

A student must be in attendance the 1/2 day prior to an extra-curricular activity (band, chorus, athletics, T.S.A., Mock Trial contests, dances, other contests or competitions etc.) to be eligible to participate.

DISMISSAL PROCEDURE FOR ILL OR INJURED STUDENTS

- Students must see the nurse or office staff to go home ill
- Students should not call parents from their cell phone to go home ill
- Parents or their designee will be notified that a student is being sent home.
- Transportation will be approved or arranged by the parent or designee.
- Parents or designee should make every effort to pick up their ill student as soon as possible.
- A parent or designee must sign the student out in the office.
- Teacher and/or attendance person will be notified by the nurse that the student will be dismissed.

READMISSION

- Students should be fever free for 72 hours before re-entry to school.
- Medical absences of 5 consecutive school days requires written verification from a physician including any restrictions, for readmission to school.

PARENT RESPONSIBILITY

- Parents will communicate vital information to the school nurse regarding illnesses, accidents, medication, P.E. restrictions, communicable diseases, and any other medical or dental information.
- Parents will update any contact information or health records immediately when changes occur.
- In the event that school authorities must call an ambulance for a student due to illness or injury at school, the cost of that service shall be borne by the parent or guardian of that student.

ASSISTANCE TEAMS

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

Building Referral Team

This team is designed to facilitate student interventions through the cooperative efforts of all school personnel. This team is made up of teachers, administrators, counselors, Area Education Agency staff, and other professionals who collaborate in a confidential setting to assist students with academic and behavioral needs. The team uses a problem-solving process to assist at-risk students to receive necessary services and interventions. Parents, teachers, and other staff may refer a student to this team. To make a referral please contact any administrator at Summit Middle School.

Student Assistance Program

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

Other Toll Free or Local Numbers that may be important for students and/or parents to utilize follow:

Dialing 211 reaches United Way (formerly First Call for Help) for access to community resources such as Crisis Intervention, Medical Care, Financial Assistance, Counseling, Housing and/or other resources.

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

CONCERT ATTIRE

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

Disciplinary Procedures

DUE PROCESS

To ensure the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions or recommendations for expulsions include the following procedures:

A student may be suspended and/or expelled by an administrator for 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 or the normal operation of the school. The administrator shall conduct an 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.

The following list of serious infractions of school rules is representative that may result in suspensions and/or expulsion.

- Possession of any controlled substance, anything that contains a controlled substance, or any substance that is used in an illegal way in any school setting will result in any or all of the following actions:
 - Parents contacted.
 - Law enforcement contacted.
 - In-school suspension
 - Suspension from school.
 - Referred for drug evaluation.
 - Required visit to Iowa Health Assistance Program.
 - Recommendation for expulsion from school.
 - Students may be referred and required to attend educational classes related to the behavior.
 - Possible exclusion/suspension from extra-curricular activities.
- Selling of any controlled substance or substances, anything that contains a controlled substance, or any substance that is used in an illegal way in any school setting will result in any or all of the following actions:
 - Parents contacted.
 - Law enforcement contacted.
 - In-school suspension
 - Suspension from School.
 - Referred for drug evaluation.
 - Required visit to Iowa Health Assistance Program.
 - Recommendation for expulsion from school.
 - Students may be referred and required to attend educational classes related to the behavior.
 - Possible exclusion/suspension from extra-curricular activities.
- Stealing will result in any or all of the following actions:
 - Parents contacted
 - Replace items or money taken.
 - Contact Johnston Police Department.
 - In-school suspension
 - Suspension from school
 - Required visit to Iowa Health Assistance Program
 - Perform Community Service Hour/s commensurate with theft
 - Recommendation for expulsion from school

- Physical abuse or fighting will result in any or all of the following actions:
 - Office referral for counseling and settling of the dispute
 - Parents contacted
 - Detention (s)
 - In-school suspension
 - Suspension from school
 - Required visit to Iowa Health Assistance Program
 - Recommendation for expulsion from school
 - Contact law enforcement

- Vandalism will result in any or all of the following actions:
 - Parents contacted
 - Student and parents to assume the cost and/or labor of repairing the damage
 - Detention(s)
 - In-school suspension
 - Suspension from school
 - Required visit to Iowa Health Assistance Program
 - Recommendation for expulsion from school
 - Contact law enforcement

- Profanity, verbal abuse, and inappropriate gestures will result in any or all of the following actions:
 - Contact parents
 - Conference held with student and teacher.
 - Detention(s)
 - In-school suspension
 - Suspension from school

- Smoking use or possession of any tobacco including possession of or use of any vaping device will result in any or all of the following actions:
 - Parents contacted
 - The police department contacted
 - In-school suspension
 - Suspension from school
 - Required visit to Iowa Health Assistance Program
 - Recommendation for expulsion from school
 - Students may be referred and required to attend educational classes related to the behavior
 - Possible exclusion/suspension from extra-curricular activities

- Disrespectful or disruptive attitude or behavior, talking back, refusing to do what is asked, and excessive displays of affection will result in any or all of the following actions:
 - Teacher uses classroom management plan
 - Parent contact/conference
 - Detention/school service duties
 - In-school suspension
 - Suspension from school
 - Recommendation for possible expulsion from school

- Cutting classes will result in any or all of the following actions:
 - Discussion with an administrator
 - Parents contacted/possible conference
 - Make up the time
 - In-school suspension
 - Suspension from school
 - Involvement of outside/resources/agencies

- Leaving school without permission will result in any or all of the following actions:
 - Suspension from school
 - Discussion with an administrator
 - Parents contacted/possible conference
 - Make up the time
 - In-school suspension

- Suspension from school
- Involvement of outside resources/agencies
- Physical threat, harassment, or assault directed at an employee will result in any or all of the following actions:
 - Discussion with an administrator
 - Parents contacted
 - Suspension from school
 - Recommendation for possible expulsion from school
 - Contact law enforcement
- Possession or use of items considered dangerous such as knives, laser pointers, fireworks, stink bombs, stars, nun chucks, and other dangerous items will result in any or all of the following actions:
 - Items taken from student.
 - Discussion with an administrator
 - The police department contacted
 - Parent contact/conference
 - In-school suspension
 - Required visit to Iowa Health Assistance Program
 - Suspension from school
 - Recommendation for expulsion from school
- Use of any item in a dangerous or threatening manner will result in any or all of the following actions:
 - Items taken from student
 - Discussion with an administrator
 - The police department contacted.
 - Parent contact/conference
 - In-school suspension
 - Suspension from school
 - Required visit to Iowa Health Assistance Program
 - Recommendation for expulsion from school
- Setting a fire, activating a fire or safety alarm, or tampering with safety equipment will result in any or all of the following actions:
 - Notification of Police/Fire Department
 - Discussion with an administrator
 - Parent contact/conference
 - In-school suspension
 - Suspension from School
 - Required visit to Iowa Health Assistance Program
 - Recommendation for expulsion from school
- Gambling for money will result in any or all of the following actions:
 - Discussion with an administrator
 - Parents contacted, possible conference
 - In-school suspension
 - Suspension from school
 - Involvement of outside resources/agencies
 - Contact law enforcement
- Extorting money or property from another person will result in any or all of the following actions:
 - Discussion with an administrator
 - Parents contacted, possible conference
 - In-school suspension
 - Suspension from school.
 - Required visit to Iowa Health Assistance Program.
 - Recommendation for expulsion from school.
 - Contact law enforcement
- Possession or use of firearms or explosives in any school setting will result in any or all of the following actions:
 - Confiscation of the weapon or dangerous object
 - Discussion with an administrator
 - Parent contacted/conference
 - Immediate suspension

- Required visit to Iowa Health Assistance Program
 - Recommendation for expulsion from school
 - The police department/juvenile authorities contacted
- Possession of Toy weapons or "lookalikes" in any school setting without the knowledge and permission of a teacher, coach, or administrator, and then, only for school or educational purposes will result in any or all of the following actions:
 - Confiscation of the toy or lookalike weapon
 - Discussion with an administrator
 - Parent contact/conference
 - Suspension from school
 - Required visit to Iowa Health Assistance Program
 - Recommendation for expulsion from school
 - The police department/juvenile authorities contacted
- Not reporting knowledge or belief of existence of a weapon, explosives, or "lookalikes" on school grounds or at a school activity to a school official. Not reporting knowledge of thefts of school property or existence of any items or substances that may pose a threat to the safety of life, or may cause a disturbance in school procedures will result in any or all of the following actions:
 - Discussion with an administrator
 - Parent contacted/conference
 - The police department contacted
 - In-school suspension
 - Suspension from school
 - Required visit to Iowa Health Assistance Program
 - Recommendation for expulsion from school
- Racial slurs or any other demeaning language or acts stated or designed to reduce the dignity of any individual with respect to race, color, creed, religion, nationality, origin, gender, age, sexual orientation, disability will result in any or all of the following actions:
 - Discussion with an administrator
 - Parent contacted/conference
 - The police department contacted
 - In school suspension
 - Suspension from school
 - Required visit to Iowa Health Assistance Program
 - Recommendation for expulsion from school
- Written, verbal, or online threats, bullying or harassment directed at another student will result in any or all of the following actions:
 - Discussion with an administrator
 - Parent contact/conference
 - Detention(s)
 - In-School suspension
 - Out of School Suspension
 - Police contacted
 - Required visit to Iowa Health Assistance Program
 - Recommendation for expulsion from school

Any bullying/harassment of any kind may be reported in writing by using the [district complaint form](#) found on our school website. Further policy regarding bullying and harassment is also found at this same link.

In all suspension and/or expulsion cases parents are notified and if possible, a parent conference is held. The administration reserves the right to discretion in determining the consequence for any violation of school rules based on severity, intent, or other extenuating circumstances. The consequences listed also may not be followed sequentially due to the varying degree violations. Some consequences may include other or additional interventions to best fit the situation or better promote changed behavior.

Students who continue to display a habitual disregard for school rules (even if they are not listed above) and have been through several interventions in both the teacher classroom management plans and the office referral system will be subject to any or all of the following actions:

- Parents will be asked to attend problem-solving meeting.
- School and/or community service work.
- Changing basecamp, team, or community assignment.

- Involvement of outside resources/agencies.
- In-School suspension
- Suspension from school
- Recommendation for alternative programming or individualized intervention plan.
- Recommendation for expulsion from school.

SCHOOL DETENTIONS (Given by the Administration)

School detentions will be during lunch/recess or after school from 2:55-3:25. Students should come to the main office. Parents will be notified by phone and/or referral about the consequence. The students will report promptly at 2:55 and be prepared (with pen/pencil) to complete assigned work. It will be the office's intent to remind students before the end of the day of their detention for that night. Failure to comply may result in further detentions or a suspension. It is the responsibility of the parent to provide transportation for their son/daughter at the conclusion of this detention unless other arrangements have been made.

IN-SCHOOL SUSPENSION - I.S.S.

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

OUT OF SCHOOL SUSPENSION - O.S.S.

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

Expulsion

Expulsion is recommended only in the most serious violations of school rules and means the student is removed from the school environment set by the board. Administrators do not expel students, but only recommend expulsion to the board of education. After a thorough investigation and due process, a student may be recommended by administration to the board of education for expulsion. In some cases, other educational options are offered to parents and students in lieu of expulsion. For a complete explanation of the expulsion process see [Board Policy 503.2](#)

Local Appeals:

Parents, guardians, and community members should work with district staff to resolve disagreements or concerns. Potential actions include:

- Contact the teacher or service provider
- Contact the principal or direct supervisor for assistance
- Contact the superintendent
- Contact the school board
- Make a formal request of or complaint to the school board

Some formal requests are made of local boards on a routine basis, such as open-enrollment. School boards may also take action on requests made of them by parents, guardians, and community members that are not routinely found on the agenda. An example might be a request to review curricular materials. Parents, guardians, and community members should read and understand their local board's policies on making requests or filing complaints.

If a local school board makes a decision on a formal request, it may be subject to administrative review by the state board or the director of the Department and/or to further challenge in district court. [[Iowa Code 290.1](#)]

Calls to the Department of Education:

These are the general steps that may be taken by parents, guardians, and community members when they have concerns about public school districts or their governing boards.

Parents or guardians who call the Department are generally provided with the contact information for the [School Improvement Consultant](#) who serves their area of the state. Consultants ask the same questions of all parents to determine how to handle their concerns, many of which help inform parents of potential next steps. In general, before the Department can or should take action that interferes with the local process for dispute resolution, parents should exhaust all opportunities available to them to settle disagreements by engaging with the district.

If the Department is contacted about any of the following, intervention may be required:

- Potential violation of the rights of a student with a disability, including bullying
- Potential bullying or harassment of a student on the part of a staff member
- Potential harm to a child or student
- Any other act in disregard of legal requirements that places students or staff at risk

District Court:

Certain final decisions by a local school board will give rise to a right for the injured party to pursue the issue in district court. This is only true for final action of the local board for some decisions.

Only individuals sufficiently impacted by the board's decision will have the ability to challenge the decision in district court.

Board of Educational Examiners:

Parents and guardians may file a complaint with the Board of Educational Examiners (BOEE), if appropriate. Department of Education staff are required to file a report of any misconduct suspected of an educator licensed by the BOEE. [[Iowa Code 272.15\(2\)](#)]

State Board:

The State Board of Education may hear from parents, guardians, and community members if they have exhausted their local remedies. There are formal and informal options for bringing issues before the state board.

Informal:

- Parents, guardians, or community members may always speak during public comment at state board meetings. Public comment may also be taken in print and read at the meeting if the board president chooses to do so.
- State board members have iowa.gov email addresses and receive messages from members of the public regularly.
- Community members may provide information to the state board as a group, such as a letter or informal petition.

Formal:

The state board hears formal appeals from students, parents, or guardians. [View specific Iowa Code and Iowa Administrative Code references and timelines for formal appeals.](#)

Appeals:

Certain decisions may be appealed to the director of the Iowa Department of Education as outlined in specific state statutes. [View specific Iowa Code references, procedures and timelines for specific appeal types.](#)

Petition for Review of Accreditation:

[Iowa Code 256.11\(10\)\(b\)](#) requires the Department to conduct an accreditation review for any district or accredited nonpublic school if:

1. A petition is filed with the director of the department signed by a number of eligible electors residing in the district equal to at least 20% of the registered voters of the school district, or
2. A petition is filed with the director of the department signed by 20% or more of the parents or guardians who have children enrolled in the school or school district.