

JOHNSTONVILLE ELEMENTARY SCHOOL STUDENT HANDBOOK 2017-2018



***“Achieving Academic and Social
Success For All Students.”***

**JOHNSTONVILLE ELEMENTARY SCHOOL DISTRICT
2017-18 INSTRUCTIONAL CALENDAR**

SCHOOL YEAR

- **August 17, 2017**
 - FIRST DAY OF SCHOOL
- **June 6, 2018**
 - LAST DAY OF SCHOOL

REGULAR DAYS – 8:25 a.m.-2:40 p.m.

EARLY RELEASE –Dismissal 1:30

- August 21, 28
- September 11, 18, 25
- October 2, 16, 17, 18, 19, 20, 23, 30
- November 6, 13, 27
- December 4, 11
- January 8, 22, 29
- February 5, 26
- March 5, 12, 19, 26
- April 9, 16, 23, 30
- May 7, 14, 21
- June 4

HOLIDAYS

- September 4
Labor Day
- October 9
Columbus Day
- November 10
Veteran’s Day
- November 20-24
Thanksgiving Break
- December 18– January 1
Winter Break

School Resumes January 2

- January 15
Martin Luther King Day
- February 12
Lincoln’s Birthday
- February 19
President’s Day
- March 30 – April 6
Spring Break
- May 28
Memorial Day Weekend

Professional Development Days
Students DO NOT attend school

-

SMARTER BALANCED FIELD TESTING

- TBA

PARENT-TEACHER CONFERENCES

- October 16th – October 20th

Additional conferences arranged by teacher as needed

QUARTER PERIODS

October 13

FIRST QUARTER ENDS

January 19

SECOND QUARTER ENDS

March 16

THIRD QUARTER ENDS

June 6

FOURTH QUARTER ENDS

DEFICIENCY/AT RISK NOTIFICATION
SENT HOME

Mid Quarter

REPORT CARDS SENT HOME

October 31st

January 27th

March 31st

June 9th

**JOHNSTONVILLE ELEMENTARY SCHOOL
HOME OF THE GRIZZLIES
WELCOME TO OUR SCHOOL!!**

*Johnstonville Elementary School
Guiding Principle:*

" We Will Achieve Academic and Social Success For All Students."

Mission Statements:

The Johnstonville Elementary School District, in partnership with parents and community, will ensure that all students are competent in the basic skill areas, demonstrate continuous achievement toward educational excellence, and reach their highest potential as productive, responsible citizens.

The Johnstonville Community Believes:

- To move our community and nation forward, students must receive a world class education.
- Every student must be prepared for success in college and/or career.
- Students, families, schools, businesses, and the community must work in partnership to relentlessly pursue academic excellence.
- We must recruit, empower, and retain the most effective educators and staff.
- That every student must have the opportunity to excel.
- That each student must be empowered to achieve a healthy physical, emotional, and social lifestyle.
- That every student must continue to learn beyond the traditional school day.
- That all learners must have something to look forward to at the beginning and end of each school day.

JOHNSTONVILLE GOVERNING BOARD

Members

- Vacant, President
- Reesa Rice, Vice President
- Elizabeth Krier, Board Trustee
- Richard Roman, Board Trustee
- Holly Young, Board Trustee

DRUG FREE CAMPUS

Johnstonville is a drug and tobacco free campus. The use of tobacco products on district property by community members, students, and staff is not permitted. Failure to enforce this policy could jeopardize the school's federal funding.

SCHOOL DIRECTORY

School Mailing Address	Telephone
Johnstonville Elementary School District	(530)257-2471
704-795 Bangham Lane	FAX:
Susanville, CA 96130-7716	(530)251-5557

SCHOOL HOURS:

Kindergarten- Eighth Grade 8:25 a.m. to 2:40 p.m. Walkers or those children who are dropped off at school in the morning should not be arriving before 8:00 a.m. for safety reasons. Supervision is not available after 2:45 p.m. The exception to this rule is when a student is involved in an after school sponsored activity. School rules will be enforced for all students (spectator or participant) during school sponsored activities, and any misbehavior will result in loss of after-hour privileges.

GOVERNING BOARD MEETINGS

Trustee meetings are held on the second Thursday of each month at the school, beginning at 5:30 P.M. The agenda is posted in the display case in front of the school office building at least 72 hours before a regular meeting. The public is invited to attend. Parents or others wishing to be on the agenda should call the superintendent at least seven school days before the meeting. (Special meetings are held when necessary and are posted 24 hours in advance).

Board Meeting Schedule

August 10 th	January 11 th
September 14 th	February 8 th
October 12 th	March 8 th
November 9 th	April 12 th
December 14 th	May 10 th
	June 14 th

Security Notice

This property is protected by electronic surveillance.

ACHIEVING SOCIAL SUCCESS

Johnstonville Elementary School Behavior Guidelines

1. Follow Directions the first time they are given.
2. Do not tease or bully anyone. Use kind words and respectful actions
3. Be where an adult can see you at all times or have a pass in your hand from your teacher or other adult.
4. Use appropriate voices.
(Inside= inside voice, outside=outside voice)
5. Listen and respond appropriately. Wherever you are, watch and respond to the school-wide attention signal.

Cooperative Work Expectations

1. Practice Active Listening-
 - a. Pay attention
 - b. Take turns
 - c. Ask questions
2. Help and Encourage Others
 - a. Use encouraging words
 - b. Clarify directions for self and others
 - c. Offer Help
3. Everyone Participates
 - a. Involve everyone
4. Explain Ideas and Tell Why
 - a. Explain thinking
 - b. Ask questions regarding thinking
5. Complete Tasks
 - a. Complete assignments/tasks
 - b. Prepare for Random Reporting (team reporting of ideas, thinking and learning)
 - c. Earn homework bonus points, being part of a team and contributing

School-wide Behavior Consequences Progressive Discipline Policy:

1st violation of school/class guidelines (Name on Board) – redirect, warning, private conference, change of seating arrangement or spot in line

2nd violation of school/class guidelines (Check after name) – teacher consequence, parent contact, loss of recess, time away, detention, behavior reflection

3rd violation of school/class guidelines (2nd Check after name)- Office referral

1st time- parent contact, student counseling and/or detention with community service (recess, before or after school)

2nd time- parent /administration conference, behavior reflection, student counseling, alternative in school placement (with teacher provided work)

3rd time- Parent/administration conference, alternative school placement (with teacher provided work), out of school placement, behavior plan, possible revoking of inter-district transfer.

***Severe clause-** If a behavior is severe and interferes with the safety and learning of others all other steps can be skipped and student will automatically be referred to the office for consequence appropriate for behavior displayed (Level 2 or 3 Violation).

School-wide Positive Behavior and Recognition:

Special privileges (morning announcements announcer, extra computer time, first in line), class points, treats, positive note or call home, Grizzly Bucks, Caught Being Kind award and prize, special recognition at school event, meeting or assembly.

Positive Office referrals- Special recognition at monthly board meeting, special recognition at award assemblies, prizes, positive call to home, Lunch with principal, recognition in school newsletter and possible local newspaper recognition, Student of the Month, Grizzly Bucks, Quarterly Teacher Choice Awards.

Johnstonville Elementary School School wide Behavior Guidelines and Consequences

Level One Violations Include But Are Not Limited To:

Touching others or their materials	Playing after the bell rings or yard duty blows the whistle	Chewing gum or eating candy
Not following directions, the first time	Playing in line	Rough housing or rough play
Boundary violations	Playing in bathroom or using bathroom during class without a pass	Flicking or throwing items at inappropriate times
Yelling or Running in line	Inappropriate language	Out of seat at inappropriate time or without permission
Pushing or shoving others	Talking out of turn	Loud voice in the hallway
In the hallway without an adult or pass	Excluding other	Invading others space
Arguing with others	Name Calling	Gossip
Tardiness	Inappropriate noises	Disruption of Learning
Sharpening pencil at inappropriate times	Toys, unnecessary items	Dress code violations
Littering	Loitering after school	Not following playground rules

Consequences: Each classroom will follow the school wide plan for behavior consequences (Name on board –WARNING, Check (teacher intervention), 2nd Check (teacher intervention), 3rd Check within a day (office referral). Teacher intervention that follows grade level behavior plan (K-2, 3-5, 6-8). All interventions must be followed up with parent contact via phone call or behavior log requiring parent signature.

Level Two Violations Include But Are Not Limited To:

3 level one violations within a day	Gang symbols/clothing	Extreme disrespect to anyone
Bullying	Extreme disrespect to anyone	Cheating
Stealing	Harmful to others	Damage to school property
Unsafe behavior	Defiance	Ignoring a consequence

Consequences: Parent contact, violation recorded on discipline record, counseling, detention (community service before or after school), alternative placement (with work from teacher) 1-5 days depending on number of previous referrals

Level Three Violations Include But Are Not Limited To:

Threatening others with intent to harm	Possession or Distribution of illegal substance	Possession of weapon
Sexual or physical assault	Fighting	Bullying
Theft	Destruction of school property	

Consequences: Violation recorded on discipline record, parent contact/conference, behavior modification plan, alternative in-school placement (1- 5 days), and out-of-school placement (1-5 days)

Recess Restriction and Detention:

Ed Code 44807 authorizes a teacher to restrict, for disciplinary purposes, the time a pupil is allowed for recess. It may be necessary to detain a pupil after school for disciplinary reasons or lack of academic effort. At the discretion of the teacher, a student may serve their detention during recesses up to 60 min. or for the same amount of time after school. By law, a pupil may be detained for one hour. (Title 5, section 353, Article IX; Specific authority cited for Section 350: Section 5 of Article IX, California Constitution). Normally, parents are notified 24 hours in advance so arrangements can be made for transportation. At times however, for major infractions, parents may be notified immediately to have the detention served that day. If a parent cannot have his/her child serve on the date of the detention for personal reasons, the detention may be served on an alternate date, within 3 days of the requested date. If the signed detention is not returned by the student, a second detention may be issued. When a parent refuses to have his/her child stay after school because it is an inconvenience, the student will be suspended for the school day. Suspension may result in the loss of eligibility for honors, awards and field trips.

Suspension:

Pupils may be suspended from school pursuant to Education Code 48900. Parent(s) will be contacted and the reasons explained. Students will be counted absent and their grades may be affected unless pre-arrangements are made between the student and the teacher. A follow up letter is sent home for all suspensions. A suspended student is not permitted on the school grounds, during and after school hours including activities (exception – bus suspension).

Type of Suspension:

There are three types of suspension:

1. In School Suspension – A student is isolated to an area other than the classroom.
2. A student is suspended from school from one or more days.
3. A student is suspended from riding the bus and parents are responsible for their child's transportation to and from school.

Students with suspensions may lose eligibility for school honors, awards and field trips.

Parent Involvement/Visitation:

Pursuant to Education Code #48900.1 a parent can be required to attend their child's class when the student disrupts school or classroom activities. This policy includes the following procedures:

- 1) Conference with the administration
- 2) A parent will be notified that their attendance is required under Education Code #48900.1
- 3) The scheduled visitation should not exceed one hour
- 4) This policy may be implemented in lieu of a student suspension or as a follow up to a suspension.

Expulsion:

The Superintendent notifies a parent in writing that their child is being recommended to the Board of Trustees for expulsion for violation of Education Code #48900. A hearing is held and only the Board may expel. Other parental options subject to Board approval may include Community School, Inter district transfer, shortened day, or independent study. Out of district students may be returned to their school of residency.

Sexual Harassment:

Sexual discrimination can be a violation of Title IX of the Education Act of 1972. Both males and females are protected under this law. Beginning January 1, 1993, a new California law was enacted which states that pupils who harass another student may be suspended and/or expelled from school. Following the guidelines of this law, sexual harassment will not be tolerated. Below are some examples that can result in student-to-student sexual harassment.

Activities:

- Pulling down pants or pulling up skirts
- Students "rating" other students
- Inappropriate touching of students of either sex (Note: Touch does not necessarily have to be sexual to constitute sexual harassment).
- Displays of open affection between students (i.e. "Making out" may offend others).
- A student "cornering" a student in an intimidating manner
- Students wearing sexually offensive T-shirts, hats or pins
- Students spreading sexual rumors about other students
- Students pressuring other students for dates, especially when it involves an older student pressuring a younger student

Gestures:

Students making sexual gestures

Writings:

Students possessing sexually explicit materials in front of others

Publications:

- "Slam books," which include sexual commentary and/or remarks about a student's sexual reputation
- Sexually descriptive letters or notes
- Sexually descriptive or suggestive graffiti on desks, marker boards, or on walls

Comments:

Students referring to another student inappropriately or other name calling of a sexual nature

Teasing:

- Students teasing other students about body development Whistling or catcalls, and name calling using sexual descriptions
- Sexist remarks stereotyping one's gender or vulgar jokes, Suggestive comments about clothing

It is recommended that a student record in writing when they believe they are being sexually harassed and report the situation to a staff member. Record the date, time, the individual(s) involved and any witnesses. Students who withhold or present false information will be disciplined. The case will be turned over to the sheriff's office if any witness is harassed, intimidated or threatened.

Procedures:

When a written or verbal allegation is brought to the office and depending on the situation, the following steps may be followed:

- 1) Conference with the parties involved and the facts documented.
- 2) Parent notification.
- 3) Student discipline up to and including expulsion.
- 4) Intervention by law enforcement

Eligibility Clarification

Students who are absent during the school day are ineligible to participate in an event scheduled for the same day. In order for a student to participate in an event scheduled for a Saturday when absent the previous school day, she/he must have written parental permission excusing that absence. A scheduled dental or medical appointment signed by the medical office excusing the student for being absent will be accepted. Student participation may be terminated from student dances, field trips, extra-curricular activities, interscholastic activities and the student council if any of the following occur:

- Grade point average of less than 2.0 on a scale of 4.0 or an "F" in any subject area.
- Inappropriate Behavior

Student Relationships

Good Judgment should be used in personal relationships. The following behavior is not permitted on campus or during school functions because of the wide range in ages of the students.

- Holding hands
- Putting arms around each other
- Kissing
- Placing hands inside another person's clothing
- Any other inappropriate behavior as viewed by the administration

Circulation of Materials

The school does recognize the rights of students. However, students are not permitted to distribute materials, wear buttons or displays, post notices or other materials which:

- Are obscene to minors according to legal descriptions.
- Are libelous or slanderous according to current legal cases.
- Incite students so as to create a clear and present danger of the imminent commission of unlawful acts on the school premises or of the violation to disrupt school activities or other acts described under Education Code §48900.
- Express or advocate racial, ethnic, or religious prejudice which disrupts school activities or emotionally harms others.
- Does not identify the person or persons responsible for the publication and the place of publication.

Bicycle Safety

California law (Vehicle Code Sections 21204/21212) requires children under the age of 18 to wear an approved helmet when riding. Each year, nearly 16,000 California children, ages 5 – 14, are seen in hospital emergency rooms for bicycle mishaps. Most deaths are the result of head related injuries. Wearing a properly fitted, safety approved helmet, can reduce head injuries by as much as 85 percent. To comply with the California Bicycle Helmet Law and reduce the number of bicycle-related injuries, all students are required to wear a bicycle helmet while riding to and from school. Bicycles may be held for parents to pick up if a student arrives without a helmet.

SKATEBOARDS, ROLLER BLADES/SKATES AND SCOOTERS

For safety reasons and to avoid potential injuries, the District's insurance provider does not allow skateboards, roller blades or foot scooters on the school campus during the school day and during after school hours (Board Policy 7050).

PARKING AND RIDING

Bicycles should be parked in the bicycle rack properly locked, and not left at school overnight. Bicycle riders must wait until after the buses have left before leaving campus. This is for your safety from moving buses or automobiles. In addition, only one passenger per bike is permitted. Violation of these rules can result in a student not being permitted to ride his/her bike on campus.

Care of school campus and materials

SCHOOL CAMPUS

Johnstonville School is the focal point of our community and we should all "pitch in" to keep the school neat and clean at all times. Please remember that the student and his/her parents are responsible for any school vandalism caused by a student during and after school hours.

MATERIALS

The school district loans student textbooks with a total replacement value of approximately \$700. In general, each non consumable textbook should have a useful life of six years. If a student's textbook is damaged or lost, the student is responsible for the damages unless there is reasonable proof the damage was done by another student. A prorated replacement fee will be charged for all lost or damaged books. The following guidelines will help maintain the condition of the books.

- Your name should be clearly written in ink on the inside cover of each book.
- Your textbooks should be covered.
- Make no marks in the books unless directed by the teacher.
- Know where your books are at all times.
- Keep your books away from your pets and younger brothers/sisters.

Dress Code

School dress should be clean, seasonal for the weather, in good repair, and appropriate for both class and physical education. All students must wear shoes at all times. All students should have shoes appropriate for P.E. Any clothing that interferes with learning and safety by distracting other students is not appropriate. The school reserves the right to inform parents that their child's clothing may be inappropriate especially around younger age students. Because styles constantly change, the staff may need to update this page during the school year.

The following items are NOT permitted:

- Clothing with logos/pictures with any inappropriate language or suggestion, drugs, tobacco or sex
- Sandals without backs, high heels, platforms or flimsy slippery-soled shoes, such as slippers.
- Halter tops, clothing with spaghetti straps, fish net type tops, tops with excessively large armholes, or tops with bare midriffs. Underclothing may not show under tops or pants.
- Cut-offs and spandex-type/tight shorts or pants. Shorts must reach mid-thigh (end of fingertips).
- Baggy pants, baggy shorts and pajama bottoms
- Gang related apparel, including bandanas
- As a safety precaution, no dangling earrings, large loops or body piercing rings or studs are permitted to be worn during P.E., recesses, or school athletic events.
- Hats are not permitted to be worn indoor. This includes hallways, classrooms and cafeteria.

ACHIEVING ACADEMIC SUCCESS

PROMOTION STANDARDS

The members of the Johnstonville School Board of Trustees recognize that individual students learn at various rates and effort, therefore all students may not necessarily experience annual grade level promotions. Legislation has been passed eliminating social promotions. Parents will be notified as early in the school year as possible that their child is at risk of retention. Students shall be considered for promotion and retention in specific subject areas and between certain grade levels:

- First and third grade in reading
- Third and fourth grade in reading and math
- Fourth, fifth, sixth, seventh and eighth grade in reading, language arts, and math – Ed. Code #48900.5

The Johnstonville School Board has adopted COMMON CORE STATE standards. Students may be considered for retention at any grade level. However, students must meet the district’s minimum standards or be retained. Retention will be based on state and school-wide assessments, classroom grades and attendance.

Once parents have been notified that their child is at “risk” for retention, students may enroll in after school or summer school skill building programs with parental permission (if the programs are offered). Eighth grade students are still required to pass the United States Constitution Test with a 75% score. Students identified with specific learning disabilities, may be exempt from this policy. Parents or students requesting specific information should obtain a copy of Board Policy #5121. Eighth grade students not meeting graduation standards are not eligible to participate in graduation ceremonies or the year end field trip.

HOMEWORK

The hours spent on homework builds habits and skill to help students compete in the 21st Century. Parents, please help your child develop a regular homework time in as quiet a place as possible in your home. Check that your child writes down homework assignments regularly and puts his/her homework in a folder and in the backpack when it is completed.

Homework helps students do the following:

- Review and practice their lesson
- Prepare for the next day’s class.
- Learn to utilize available resources. For example, libraries reference books, etc.
- Study assignments more thoroughly than is possible in the time allotted in class.

Homework develops good work habits and attitudes. Some example of these are:

- The ability to work on their own
- A feeling of responsibility and discipline; for many students, homework represents the first opportunity in their life to program their time and work within given time frames.
- A thirst for knowledge.

Homework can also strengthen the bond between teachers and parents. Also, by supervising homework and working with their children, parents will become aware of what their children are studying and what is happening in school.

Homework should be a positive experience that helps children learn. Homework should not be viewed as a punishment but as an exercise that will provide rewards for a lifetime. Some ways parents can partner with the school to realize the benefits of homework are:

- Cooperate with the school in making homework effective by having your child complete their assignments on time.
- Provide adequate study conditions (table, lighting, and a quiet area). Reserve time for homework by restricting telephone calls, TV, and visitors
- Encourage your child but avoid undue pressure. Take an interest; do not complete their homework for them. Homework should take a precedent over extra-curricular activities.

HOMEWORK EXPECTATIONS

Students and parents should anticipate NIGHTLY READING of 20-30 minutes with a Reading Log/Summary required for reflection and development of reading strategies. In addition, basic fact practice and math review may be assigned each night.

***If homework is not completed, students will be given the opportunity to complete homework before school**

INDEPENDENT STUDY

Students who will be absent for five or more days are encouraged to have their parents complete the independent study forms no less than 5 days in advance of the expected absence, receive their child’s assignments, and have their child complete his/her required work while absent. This allows the student to keep up with his/her class and also allows the district to receive funding. Arrangements should be made at least 5 days in advance with the school office and teacher. Short notice may be accepted for unforeseen circumstances or family emergency but require administrative approval. Independent study assignments must be completed and turned in within 5 school days upon returning to school. (Please see the section on Independent Study in the Attendance section is on page nine of the handbook for more information on Independent Study).

ACTIVITIES AND RECOGNITION

Honor Roll: Students will be recognized during the school’s awards ceremonies for earning honor roll. Students with a grade point average of 3.00-3.49 will be recognized having earned honor roll and students with a 3.5 to 4.0 will be recognized having earned high honor roll. GPA is based on the following point scale.

A+ to A- = 4.0	P = Passing
B+ to B- = 3.0	U = Unsatisfactory
C+ to C- = 2.0	INC = Incomplete
D+ to D- = 1.0	NG = No Grade
F = 0	

Students receiving an incomplete have 3 calendar days after each grading period to make up the work, at which point a letter grade is given. Students receive a “no grade” mark when attendance at Johnstonville School is not long enough to earn a letter grade.

PROGRAMS/SERVICES

NATIONAL SCHOOL NUTRITION PROGRAMS

Johnstonville School participates in the National Child Nutrition Programs. Meal prices are dependent on family income. Free and reduced programs are available for eligible children. Forms are sent home at the beginning of each year to determine eligibility. **It is important to complete the forms.** Additional forms are available at the school office.

In the operation of our meals, no child will be discriminated against because of race, sex, color, national origin, and age or handicapping conditions. In the event you have supporting evidence that your child is being discriminated against, contact the USDA's TARGET Center at (292) 720-2600.

Since most costs for school lunches are supported with state and federal funding, their guidelines prohibit schools from allowing food to be removed from the cafeteria by both students and adults.

BREAKFAST

Breakfast is served daily in the cafeteria from 8:00 – 8:25 a.m. A student breakfast is \$1.60. Reduced breakfast is \$.30. Free student breakfasts are available for eligible students. Adult breakfast is \$2.25.

LATE BREAKFAST

Late Breakfast for grades 6th – 8th is served daily from 10:10 – 10:20 a.m.

LUNCH

A student fully paid lunch is \$2.75. Reduced price is \$.40 for eligible students. We encourage parents/guardians to visit the school and share a meal with their child. **PLEASE RSVP by 10:00a.m.** Adult lunch is \$3.25.

EXTRA MILK- Extra milk is \$.40

CHARGED LUNCHES

Small school lunch programs are not self-supporting. When families do not pay for their charges, the school must transfer the cost from other educational programs. This takes away from funds designated for other uses. **School lunches are to be paid for in advance.** It is recommended to pay the estimated monthly amount at the first of each month. Student meal tickets are automated and students will be given a computerized receipt when their balance falls below zero. Lack of timely payment of any lunch charges may result in the loss of the school lunch program.

CAFETERIA ETIQUETTE

Children eating in the cafeteria are expected to use good table manners, use low voices, **keep their area clean,** and remain seated until excused unless they are having a second item from the serving area. In order to be in compliance with federal guidelines, **purchased food is not to be taken out of the cafeteria.** No carbonated soda pop is allowed. Fruit juices are allowed if they contain a minimum of 10% real fruit juice. Gum or candy is not allowed. The National School Lunch Program does not allow for food sharing, and for sanitation reasons, students eating cold lunches should also not be sharing food items.

CLOSED CAMPUS

Students are not permitted to leave the campus during lunch period unless accompanied by a parent/guardian. **Students are not permitted to leave campus during school hours without permission from a school official.**

PARENT INVOLVEMENT

SCHOOL SITE COUNCIL (SSC)

The School Site Council (SSC) is an advisory committee to the administration composed of staff members and parents'/community members. The SSC is responsible for monitoring and evaluating Local Control Accountability Plan (LCAP) and the school's *Single Plan for Student Achievement*, including a budget, as specified by California Education Code. Through the plan, the SSC actively targets ways to raise student achievement. The plan is aligned with school goals and based on data from student testing. The Council works in conjunction with JSCA and the Community/Parent Involvement Component Teams to collaborate efforts and create monitor and revise Schoolwide Safety Plan. Meetings are held monthly/bimonthly throughout the school year and are listed in the newsletter and on the school website. The meetings are open to the public and parents are encouraged to become involved. The agenda is also posted in the main buildings outside display case. Parents are welcome to attend all meetings. Elections are held in the FALL for a 2-year term.

JSCA

The Johnstonville School Community Association is a parent, student and teacher organization. Meetings are held throughout the year to plan children's activities and fundraisers. Funds raised by JSCA are for the children. Fundraisers are approved first by the Executive Board. In the past the proceeds have been used for field trips for children to watch professional plays, school assemblies, classroom projects, sports, kindergarten and eighth grade graduation, and sixth grade education programs. The success of the PTSA is dependent upon your commitment to be actively involved in your child's education. This is a great opportunity to become involved with the school by volunteering.

VOLUNTEERS

Volunteers can count on a welcome at Johnstonville School! Volunteers are always needed in classrooms (one or two hours per week in the classroom is greatly appreciated), in the library, working with PTSA activities, in your home, chaperoning dances, assisting on field trips, school athletics or as guest speakers, and **BEING PART OF OUR SCHOOL SOLUTIONS TEAMS.** If you are interested in volunteering in the classroom, please notify the school office or your child's teacher. Volunteer names may be screened as a precaution against any person convicted of violations of law such as sex offenses against children. All volunteers must be fingerprinted before volunteering. The Volunteer Handbook will provide additional information and can be obtained in the office.

LIBRARY/MEDIA CENTER

The media center is composed of the library and computer lab. All books and reference materials are on an automated check-in and check-out system with more than 10,000 written and software selections. Students will be learning the enjoyment of reading, story time, and basic library skills. The computer lab consists of networked computers. Students learn skills in keyboarding, software programs and internet searches and safety.

STUDENT SUCCESS TEAM (SST)

The Student Success Team is a follow-up intervention when a student is still struggling behaviorally or academically after regular teacher conferences. The Student Success Team is designed to provide early intervention for students who may need additional help or enrichment. The purpose of the team is to bring together school personnel and parents to create a plan of action to help a student achieve at his or her greatest potential. Student success team meetings may be requested by the parent or school staff.

CLASS SIZE REDUCTION:

KINDERGARTEN THROUGH THIRD GRADES

Our school is involved in both the state and federal Class Size Reduction Program. Funding for this program comes from the state and federal government.

TITLE I

The Title I funding is used to support struggling learners. As a school-wide Title I school, all students and families will be provided opportunity to learn strategies to support learning and success at school.

FIELD TRIPS/ TRAVEL TO ATHLETIC EVENTS

Each year most students will have the opportunity to participate in field trips or other school sponsored activities. Some of the activities may include the Third Grade Isaac Roop Days, Fourth Grade California Days, Fifth Grade Day in the Forest, Sixth Grade outdoor camp, Track, Cross Country, Basketball or other related activities.

STUDENT COUNCIL

The student Council elected by the student body will consist of four elected officers: president, vice-president, secretary and treasurer. Elected students must have a 2.0 GPA from the previous year. Each classroom will vote on a class representative to attend the meetings and report to his/her class. Since the student council officers are representing our school and student body, each officer must maintain a 2.0 GPA; have three or fewer behavior detentions during the school year, and no more than one school or bus suspension. A student will have 10 (ten) school days to raise his/her GPA above 2.0 if his/her grades have fallen. If a student is removed from office, or is not available, the class will vote on a new officer/representative.

SCHOOL DANCES

Dances are organized and sponsored by the student council and are open to students in grades 6th – 8th. Guests from other schools in the same grade levels may attend with the principal's approval, written parental permission and written permission from the guest's school principal. A form is available from the office. This form must be returned at least one day before the dance. The school reserves the right to deny admission to outside guests.

Students in grade 6th – 8th grades are subject to all eligibility requirements for extracurricular activities.

COUNTY SPONSORED EVENTS:

Each year students may try-out and participate in the County wide programs under the supervision of the advisor. These programs are open for students in grades 4 – 8. Participating students must adhere to eligibility requirements for extracurricular activities.

INTERSCHOLASTIC ATHLETICS

Johnstonville School requires that student athletes adhere to eligibility requirements for extracurricular activities and must have a signed Athletic Agreement on file. Teams are to be coached by members of the staff or community volunteers with an emphasis on good sportsmanship. Students will be evaluated at the start of each Sport Season. Quarter report cards will be the primary form of evaluation; however, progress reports will be acceptable for sports played within the quarter.

Johnstonville offers the following sports.

Fall: Cross Country

Winter: Girls and Boys Basketball

Spring: Volleyball/ Track and Field

PHYSICALS

Student physicals are required for participation in sports. This helps provide protection for your child and assists with detecting possible impairments. Clearance must be given by a medical doctor. Students are not allowed to practice until their medical application is turned in and cleared by the coach and by the office. If your family requires assistance in obtaining or scheduling a sports physical, please contact administration for assistance.

ATTENDANCE DURING ATHLETIC EVENTS

The school's gymnasium is a beautiful facility. We ask all attending any school event in the gym to help to keep it clean and nice. The following rules apply to sporting events.

- All students are to leave the campus upon dismissal (2:40 p.m.) unless they are involved in an after school activity. Students involved in the activity are to report to the supervising adult immediately after dismissal.
- Students may return when an event begins as a spectator. As, supervision is limited, students will be asked to leave if behavior is not according to school-wide behavior guidelines.

With these rules, we hope that the activities can be enjoyed by the players, parents, and the spectators.

**JOHNSTONVILLE ELEMENTARY SCHOOL
ATTENDANCE POLICY 2016-2017**

Education Code 48200 requires students between the ages of 6 – 18 years to attend school daily. Johnstonville School is committed to improving student achievement. Improvement in our children's achievement must start with daily school attendance. Good school attendance is everyone's responsibility. It begins at home with your motivation for and valuing of education. We are committed to making sure all our students are present every day school is in session for the entire school day. Johnstonville Elementary School has an attendance team that meets on a regular basis to identify students with poor attendance in order to provide intervention and support.

California Education Code 48205 excusable absences:

1. Personal illness
2. Quarantine of student or student's family
3. Funeral services for student's immediate family
 - a. 1 day in California
 - b. 3 days outside California
4. Medical, dental, optometry & chiropractic services
5. Court appearance by the student
6. Observing a religious holiday ***requires advanced notification**
7. Independent Study ***requires a letter of request and the principal's approval and must be requested at least 5 days in advance of absence**

The Parent/Guardian of the student must send a note and/or phone the school to clear any excusable absences. Failure to excuse the absence results in a recorded truancy on the student's record. Without a note or phone call notifying the school of a student's absence, the parent will receive an automated phone call as a reminder to clear the absence.

A good way to ensure your child's daily attendance is by reviewing the school district's 2016-2017 calendar and planning family holidays and vacations to occur during school holidays and vacations.

Unexcused absences (including but not limited to):

- Going shopping
- Student's birthday
- Visiting relatives
- Oversleeping
- Family moving (locally)
- Attending non-school events
- Minor illness
- Excessive absences and tardiness
- Providing child care for other children
- Family vacation

TRUANCY NOTICES – EDUCATION CODE 48264.5

Johnstonville School will send a formal letter to the parents/guardians of students who accumulate **3 days of unexcused absences**. This letter will inform the family of a declaration of truancy. The **parent/guardian** who fails to ensure compulsory attendance of his/her child **may be prosecuted** pursuant to Education Code 48290-48296. Please contact the school any time your child is absent. Communication and teamwork is the most effective way to solve problems and help support one another so that students can be at school each day. Call or stop by whenever you have a question or problem that will result in your child not being able to attend school.

After a student has had **10 absences** in the school year for illness verified by parental notes or phone calls, any **further absences** for illness may **require a physician's note**.

The district's goal is to continue improving our district's student attendance. We appreciate your assistance in this goal, since every day of good attendance can count toward your child's continued academic success.

Independent Study is available for students who will miss 5 or more days of school. The request form, available in the office, must be submitted to the principal and approval must be given. Approval is based on the number of previous absences and the student's ability to complete assignments and maintain good grades. Failure to obtain approval will result in marking the student truant for the absences. Arrangements should be made at least 5 days in advance with the school office and teacher. This provides the teacher adequate time to prepare for your child's absence. If the assignments are completed during your child's absence and turned in within 5 school days after the student returns from independent study, credit/grades will be given for completed assignments and your child's absence will be marked accordingly.

ABSENCE NOTES

All absences must be verified by a phone call or note from a parent, guardian, or doctor. Please include on the note the following:

- Child's name and date
- Reason for absence
- Number of days absent
- Parent's signature

If the illness or injury affects a child's ability to participate in physical education or recess for one day, a parent note is required. If this inability to participate extends beyond three days, state law requires a doctor's note. This note should explain the reason and the duration of non-participation.

MEDICAL EXCUSE TO LEAVE THE SCHOOL CAMPUS

Medical appointments or other family matters may require a pupil to leave school during the day. Please send a note with your child giving the date, time and reason for your child to leave class. Under no circumstances may a child leave school without parental permission in writing or phone call to the office. Children waiting to be picked up will remain in class until parent arrives. A medical or dental excuse signed by the medical provider will be considered an excused absence.

ABSENCES FOR RELIGIOUS REASONS

The school recognizes that certain religious observances may not permit your child to participate in certain school functions. We respect your rights and observances. We would, however, like to request that you send your child to school in the mornings since parties and celebrations occur after the lunch hour. Kindergarten parties occur after 11:00 a.m.

HOME STUDY

Occasionally some families prefer to have their child educated at home rather than in a public school setting. If you are planning on a home study program, please contact the Johnstonville School. There is a possibility that Johnstonville's curriculum and extended school activities might meet your child's individual needs for a home study program.

NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS

Education Code 35186 requires that the following notice be posted in each classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or misassignments as defined in Education Code 35186(h) (2) and (3).

Misassignment means that placement of a certificated employee in a teaching or service position for which the employee does not hold a legally recognized certificate of credential or the placement of a certificated employee in a teaching or service position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year, or if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. To file a complaint regarding any of the above matters, complaint forms can be obtained at the principal's office at

Johnstonville Elementary School, 704-795 Bangham Lane, Susanville, CA 96130, or can be downloaded from the school district's website at www.Johnstonville-ca.schoolloop.com

UNIFORM COMPLAINT PROCEDURES NOTICE

The Johnstonville district is responsible for and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs (EC 35160.5, 5CCR 4610, 4622).

Complaints made under this procedure shall be directed to:

Johnstonville School, Attn:

Danny Whetton, Ed.D, Principal/Superintendent
704-795 Bangham Lane, Susanville, CA 96130
Telephone number: (530) 257-2471

Copies of the district's UCP Policies and Complaint forms are available at the Johnstonville School District Office.

The district shall investigate and seek to resolve complaints using policies and procedures adopted by the local board known as the Uniform Complaint Procedures. These procedures shall be used when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color or physical or mental disability, or failure to comply with state and/or federal laws in adult education and training programs, Indian education, migrant education, child care and development programs, child nutrition programs, and special education programs.

The district complaint review shall be completed within 60 calendar days from the date of receipt of the complaint, unless the parties have agreed in writing to an extension of the timeline.

An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.

The complainant has a right to appeal the district's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the district decision. The appeal must include a copy of the complaint filed with the district and a copy of the district's decision.

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

You may appeal the district's decision to the CDE by filing a written appeal with the State Superintendent within 15 days after receiving the district decision. The appeal must: a) Specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law is misapplied. b) Include copies of the original complaint and of the district's decision.

CIVIL LAW REMEDIES

Civil law remedies may be available under state or federal discrimination laws, if applicable. A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

GENERAL INFORMATION

NEWSLETTERS

School newsletters will be sent home monthly and contain important information about school activities and important dates to remember. Newsletters can also be found at our website: www.johnstonville-ca.schoolloop.com

TELEPHONE USE

With staff permission students may use the classroom phones or office phones for school related business during breaks, after school or after school related events. Students may bring cell phones on the Johnstonville Campus and to school related events under the following conditions:

CELL PHONES

1. Students must provide a signed CELL PHONE APPLICATION from the student's parent/guardian with the listed cell phone number and be approved by the superintendent/principal.
2. Students must keep the cell phone in the off position and in their backpacks or sport bags.
3. A cell phone may not be used during school hours or on the bus.
4. The school staff may confiscate the cell phone when a student is not authorized to use the phone. Parents must arrange with office staff to pick up during normal business hours.
5. Arranging a time for a parent/guardian to pick up their child from school should NOT be done on the cell phone during instructional hours.
6. Cell phones must remain in the off position and in the student's backpack while on the bus. Use of the cell phone on the bus may result in school and bus suspension and loss of the privilege of having a cell phone on the bus or at school.

The school is not responsible for any cell phone that is stolen or damaged.

ELECTRONIC DEVICES

Many students own electronic gear, such as Kindles, iPads, iPods and MP3 players, video devices and game players. These types of items can be a tool if used appropriately in the classroom during instruction. Any electronic devices must only be used with the direct and explicit permission of the teacher or supervising adult. The device must be used for learning purposes and in accordance with the student use policy for technology. Any electronic devices brought to school by students are brought at the student and family's own risk. The school is not liable for any lost, stolen or damaged electronic devices brought to school. Students not following the rules or direction of the teacher or supervising adult in regards to electronic devices may have the item confiscated and returned to the parent.

INJURIES AND ILLNESS

The school is prohibited from providing any treatment other than first aid. The school will make every effort to contact parent(s) of an injured child who requires more than first aid or who becomes ill at school. The school is also prohibited from administering medicines, including aspirin or other non-prescription drugs without specific instructions from a physician. If it becomes necessary for a child to take medication while at school, the following safety measures are required.

- The medicines must be kept in the office
- Specific instructions from your physician, including dosage and frequency must be kept in the office
- The child is responsible to report to the office at the correct time the medicine is to be taken.

A school nurse assistant is on campus two days each week. The nurse assistant is interested in any health problems your child might have. The nurse assistant also gives vision and hearing screening tests for certain grade levels and for any pupil who is referred by the parent or teacher. The nurse assistant needs to know of any serious health concerns your child might have.

EMERGENCY CARDS

Please notify the school of any changes of address, telephone numbers, and people to contact or to pick up your child after school or when there is an emergency. Students will not be permitted to be picked up by an adult whose name is not listed on the emergency card unless there is a written note.

IMMUNIZATIONS

Immunizations are required of all students entering kindergarten. In addition, sixth grade students are required by law to have the Hepatitis B series of shots. These shots are available during the school year by the Health Department. Information will be sent home in the fall each year.

PERSONAL PROPERTY

Each year parents lose thousands of dollars in lost clothing. Please be sure to mark your child's articles with his/her name so we can return the clothing. Most of the lost articles include gloves, jackets, sweaters, and lunchboxes. The lost and found is located in the lunch room, outside of the main office.

VISITORS

Parents are encouraged to visit their child's classroom from time to time. During class time, please do not disturb the children or lesson instruction. Allow the teacher to direct his/her attention to the students. All conferences and visits should be prearranged with the teacher during non-instructional time. **All visitors are required to report to the office.** The campus is closed to the general public until 4:00 p.m. or longer when there is a school activity being held. Students are discouraged from inviting guests (visiting relatives or friends) to spend the day with them at school.

PARENT CONFERENCES

Parent/teacher conferences are held throughout the school year. School is dismissed early during conferences. Parents are always encouraged to call for a conference if the need occurs.

SCHEDULED PARENT/TEACHER CONFERENCES

- October

PARKING

During the school day there generally is parking space available. Parents are asked to park near the gym when picking up their child after school. Always remember that the speed limit is 5 MPH in the parking lot.

EMERGENCY SCHOOL CLOSURE

During the school year, situations might arise making it necessary to close school for the day or to dismiss early. Severe weather conditions are common reasons for school closure. In such an event, the announcement will be broadcast on the local radio station, KSUE, 1240 AM and by telephone through ALERT NOW. **Please be sure you are updated with current information in the event school is closed during the day. Students that do not take the bus will remain at school until parents pick them up. Emergency procedures will be broadcast thru an Alert Now phone call and KSUE, 1240 AM radio.**

WITHDRAWAL OF STUDENTS

Please advise the school three (3) days before the withdraw date. This will allow adequate time for the teacher and office to prepare the transfer records and to refund any money that the school may owe the parents. Please turn in all school books and supplies and pay any outstanding bills before leaving.

PRIVATE VEHICLE USAGE

Parents volunteering to drive students for school activities must complete a short application, present proof of insurance coverage (policy) and be fingerprinted.

STUDENT RECORDS

All student records are confidential and will be open for inspection in accordance to law. Student records are available for inspection by any parent or guardian. Arrangements should be made to review the records in advance.

INTERDISTRICT TRANSFER REQUESTS

Parents of all students accepted on an inter district agreement must complete the proper application process once every 5 years prior to the start of school in August. The transfer agreement includes a behavior contract and details about acceptance as an inter-district transfer student.

SCHOOL BUS TRANSPORTATION

Bus transportation is provided free by the District as a convenience to the parents. Our primary concern is safety. **Students should not cross Highway 395 without parental supervision, even though he/she may feel that his/her home is within easy walking or cycling distance.** Bus transportation is a privilege extended to students who display good conduct while preparing to ride, riding, or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

NOTE: Parents/Guardians may not drop off or pick up students adjacent to the school's fence on Highway 395

PERMISSION TO EXIT AT AN ALTERNATE BUS STOP

It may be necessary for a student to ride a different bus or to get off at another bus stop. **A note signed by a child's parent and counter-signed in the office must be given to the bus driver when boarding the bus.**

SCHOOL BUS DISCIPLINE

In order to be fair and correct in determining and disciplining for unacceptable behavior, the Johnstonville School District buses have been fitted with inside "Black Boxes" with video cameras. This equipment will record the behavior of students while on the buses. Students will be made aware that the cameras are on the buses.

If a student is disruptive, the driver may issue citations. Following the first citation (warning) a student may be suspended from riding the bus. Following is a list of acts which constitute violations of reasonable behavior:

- Misconduct or fighting on the bus or at bus stops.
- Unauthorized use of emergency doors or windows
- Movement out of seats while bus is in motion.
- Unauthorized opening or closing of doors or windows or tampering with radio or bus controls.
- Throwing objects in, out of, or at bus, or littering of any kind.
- Using profane language or making obscene gestures.
- Creating excessive noise in any situation, or any noise at railroad crossings, or when quiet is requested by the driver.
- Putting any part of the body out of the bus window at any time.
- Obstructing the aisle in any manner or using seats in unconventional manner
- Transporting live animals, reptiles, and insects.
- No glass of any kind.
- Improper bus procedures: not lining up, rock throwing, playing in road, property damage or using other than regularly designated stops.
- Use of tobacco in any form, lighting matches.
- Failure to obey driver, riding while suspended from bus service, giving improper identification to driver or any disrespect of driver.
- Any type of damage to the bus.
- Any action which is a threat to the safety or dignity of others.
- Use of cell phone

NOTE: Eating or drinking will not normally be allowed on the bus and will occur only when the driver and chaperone agree on the time and manner in which eating will occur and the procedures for keeping the bus clean and presentable.

2017 - 2018 BUS SCHEDULE	
Morning Bus Route	
7:32	Johnstonville Road – Dr. McKee DDS
7:34	Corner of Johnstonville Road and Wolf Creek Road
7:36	Johnstonville Road - Susanville Village Mobile Park
7:37	USA Recycling – across from Amerigas @ Commercial Road
7:57	Richmond Road – at Singletree Lane
8:00	Richmond Road – at Bantley Drive
8:00	Richmond Road – at Jacobs Lane
8:00	Richmond Road – at Diamond Crest
8:05	Diane Drive – at Susan Drive
8:10	Johnstonville Road – at Valley High Villa Apartments
8:10	Johnstonville Road – at Sit Spot Kennel
8:15	Johnstonville Elementary School
Afternoon Bus Route	
2:45	Leaving Johnstonville Elementary School
2:47	Mallery's Ranch
2:48	Richmond Road – at Singletree Lane
2:52	Richmond Road – at Bantley Drive
2:52	Richmond Road – at Jacobs Lane
2:52	Richmond Road – at Diamond Crest
2:55	Diane Drive – at Susan Drive
2:56	Johnstonville Road – Lassen County Office of Education
2:57	Johnstonville Road – Between the Valley High Villa Apartments & The Wagon Wheel
2:58	Travis Lane
3:00	Johnstonville Road – at Susan Village Mobile Home Park
3:00	Amerigas – at Commercial Road