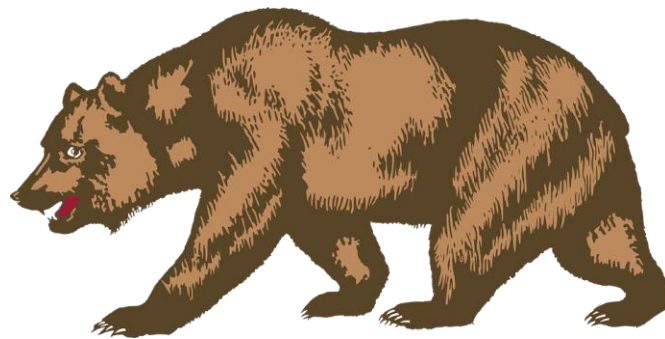


JOHNSTONVILLE ELEMENTARY SCHOOL STUDENT HANDBOOK 2019-2020



*“A tradition of performance,
a future of possibilities.”*

**JOHNSTONVILLE ELEMENTARY SCHOOL DISTRICT
2019-20 INSTRUCTIONAL CALENDAR**

SCHOOL YEAR

- **August 15, 2019**
 - FIRST DAY OF SCHOOL
- **June 4, 2020**
 - LAST DAY OF SCHOOL

REGULAR DAYS – 8:23 a.m.-2:40 p.m.

EARLY RELEASE –Dismissal 1:30

- August 19, 26
- September 9, 16, 23, 30
- October 7, 21, 28
- November 4, 18-22
- December 2, 9, 16, 19
- January 6, 13, 27
- February 3, 24
- March 2, 9, 23, 30
- April 3, 20, 27
- May 4, 11, 18
- June 1, 4

HOLIDAYS

- | | |
|------------------------|--|
| September 2 | Labor Day |
| October 14 | Columbus Day |
| November 11 | Veterans Day |
| November 25-29 | Thanksgiving Break |
| December 20– January 5 | Winter Break
<i>(School Resumes January 6th)</i> |
| January 20 | Martin Luther King Day |
| February 10 | Lincoln’s Birthday |
| February 17 | Presidents Day |
| March 16 | No School |
| April 6 – 13 | Spring Break |
| May 25 | Memorial Day |

Back to School Night - Sept 4th, 6:00pm

SMARTER BALANCED TESTING

- May 11-22, 2020

PARENT-TEACHER CONFERENCES

- November 18th – 22nd

Additional conferences arranged by teacher as needed.

TRIMESTER PERIODS

November 8

FIRST TRIMESTER ENDS

February 28

SECOND TRIMESTER ENDS

June 4

THIRD TRIMESTER ENDS

DEFICIENCY/AT RISK NOTIFICATION

SENT HOME

Mid Trimester

REPORT CARDS SENT HOME

November 15th

March 6th

June 4th

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
WEBSITE: Johnstonville.org	

SCHOOL HOURS:

Kindergarten- Eighth Grade 8:23 a.m. to 2:40 p.m.

Students **should not be arriving before 7:30 a.m. for safety reasons.** There will be no school staff on campus prior to this time. Supervision is not available after 3:30 p.m. The exception to this rule is when a student is involved in a 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. Office hours are 8:00 a.m. to 4:00 p.m.

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

*Johnstonville Elementary School
Guiding Principle:*

A tradition of performance, a future of possibilities...

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.
- Every student must have the opportunity to excel.
- Each student must be empowered to achieve a healthy physical, emotional, and social lifestyle.
- Every student must continue to learn beyond the traditional school day.
- All learners must have something to look forward to at the beginning and end of each school day.

JOHNSTONVILLE GOVERNING BOARD

Members

Reesa Rice, President
Krystle Hollandsworth, Board Clerk
Vacant, Board Trustee
Vacant, Board Trustee

Security Notice

This property is protected by electronic surveillance.

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.

GOVERNING BOARD MEETINGS

Trustee meetings are held on the second Thursday of each month at the school in room 502, 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 8th	January 9 th
September 12 th	February 13 th
October 10 th	March 12 th
November 14 th	April 16 th
December 12 th	May 14 th
	June 11 th & 16 th

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.

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)

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, steps may be skipped and student will automatically be referred to the office for consequences appropriate for the 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, 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, 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
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 inappropriately
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	Spreading gossip/rumors
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	Ignoring a consequence	Damage to school property
Unsafe behavior	Defiance	

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 substances	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), law enforcement contacted, and/or 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 or after school hours including activities.

Type of Suspension:

- There are two types of suspension:
1. In School Suspension – A student is sent to an area other than their regular classroom.
 2. Out of School Suspension – A student is suspended from school from one or more days.

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) 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 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 more than four (4) hours 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 a student was 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
- An attendance rate below 97%

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, the District's insurance provider does not allow skateboards, roller blades or foot scooters on the school campus during the school day and/or 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. 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 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/or 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 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.

In addition, Johnstonville uses Chromebook computers on a frequent basis. The student is responsible for any damages to technology while it is under their care.

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 shorts, skirts and spandex-type/tight shorts or pants. Shorts must reach mid-thigh (end of fingertips).
- Baggy pants, baggy shorts and pajama bottoms

- Jeans with holes above the tips of the student's hands when placed at their sides.
- Gang related apparel, including bandanas
- As a safety precaution, no dangling earrings, large loops or body piercing rings. (Studded earrings are permitted to be worn during P.E. or recesses).
- **Hats are not permitted to be worn indoors. This includes hallways, classrooms, and cafeteria.**

Please make sure your child's name is on their jackets & coats!

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.

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

Parents, please help your child develop a regular homework time in a quiet place within your home. By supervising homework and working with their children, parents will become aware of what their children are studying and what is happening in school.

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 make arrangements for **independent study** no less than **5 days in advance** of the expected absence. They will 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 allows the district to receive funding. 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.

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 or 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, 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 – 8:23 a.m. A student breakfast is \$1.75. Reduced breakfast is \$.30. Free student breakfasts are available for eligible students. Adult breakfast is \$2.75.

LUNCH

A student fully paid lunch is \$2.85. 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 10:00 a.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. **Per our Board Policy, any lunch debts accumulated over a negative balance of \$10.00, will receive an alternative lunch until the balance is paid in full.**

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. 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. **Gum is not allowed on campus.** 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

DISTRICT ADVISORY COMMITTEE

The District Advisory Committee is an advisory committee to the administration composed of staff members and parent/community members. The District Advisory Committee is responsible for the monitoring and evaluating Local Control Accountability Plan (LCAP) as specified by California Education Code. Through the plan, the District Advisory Committee actively targets ways to raise student achievement. The plan is aligned with school goals and based on data from student assessments. The meetings are open to the public and parents are encouraged to become involved. The agenda is also posted in the main building’s outside display case. Parents are welcome to attend all meetings.

JSCA

The Johnstonville School Community Association is a parent, student, and teacher organization. Meetings are held throughout the year to plan student activities and fundraisers. Funds raised by JSCA are for the students. Fundraisers are approved first by the Executive Board. In the past, the proceeds have been used for field trips for school assemblies, classroom projects, sports, kindergarten and eighth grade graduation, and sixth grade education programs. The success of the JSCA 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 are welcome at Johnstonville School! Volunteers are always needed in classrooms, in the library, working with JSCA activities, chaperoning dances, assisting on field trips, school athletics, as guest speakers, etc. If you are interested in volunteering in the classroom, please notify the school office or your child’s teacher. A clear tuberculous (TB) test and a clean background check, conducted through fingerprinting, will be required for overnight trips. The Volunteer Handbook will provide additional information and can be obtained in the office.

INNOVATION LAB

Johnstonville is excited to have an innovation lab on campus. This lab is designed to help students gain needed 21st century skills. Some of the equipment is delicate and requires careful handling. Parents/guardians will be responsible to pay will be charged for any damage their student causes.

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, 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 students who struggle academically. As a school-wide Title I school, all students and families will be provided opportunities 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. Parent drivers are needed. Please talk to the office about a driver's package, there is personal and insurance information that is necessary for participation.

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 behavioral incidents during the school year, and no suspensions. A student will have 10 (ten) school days to raise his/her GPA above 2.0 if his/her grades have fallen. Any suspension(s) will result in removal from the Student Council. 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 administration'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. The administration will gather a list of ineligible students from the other

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

COUNTY SPONSORED EVENTS:

Each year students may try-out and participate in 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 members with an emphasis on good sportsmanship. Student grades will be evaluated at the start of, and throughout, each sport season.

Johnstonville offers the following sports.

Fall: Cross Country

Winter: Girls and Boys Basketball

Spring: Volleyball

PHYSICALS

Annual 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 2019/2020

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. 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 administrative 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 2019-2020 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
- Attending non-school events
- 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.

AGAIN, Independent Study is available for students who will miss 5 or more days of school. (See the explanation on page 8).

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.

SATURDAY ACADEMY

Johnstonville offers several Saturday Academies throughout the school year to help students make up absences. Saturday Academies from September-December can make up an absence during that time period only. Saturday Academies from January-March can make-up an absence during that time period only. Saturday Academies from April-May can make up an absence during that time period only.

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 celebrations occur after the lunch hour.

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 Johnstonville.org

UNIFORM COMPLAINT PROCEDURES NOTICE

The Johnstonville Elementary School 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:

Dr. Scott Smith, Superintendent/Principal
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 no 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.

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:

Johnstonville.org

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 **CELL PHONE AGREEMENT** signed by 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.**
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.

The school is not responsible for any cell phone OR electronic device 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 school office with specific instructions from your physician, including dosage and frequency.
- 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 1-2 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. Please advise the nurse assistant of any serious health concerns your child might have.

GENERAL INFORMATION

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, seventh 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. **Your child must have the TDAP booster upon entering the 7th grade.** A reminder notice will be sent home.

PERSONAL PROPERTY

Please be sure to mark your child's articles with his/her name so we can return the clothing. The lost and found is located in the cafeteria, just outside of the main office. Items in the Lost and Found will be donated at the end of each trimester.

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

- November 18-22

PARKING & THE PARKING LOT

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. **PLEASE, PLEASE, PLEASE SLOW DOWN UPON ENTERING OUR CAMPUS! Children do not always look both ways before entering the roadway. IT'S IMPERATIVE THAT YOU SLOW DOWN! THANK YOU!**

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. Emergency procedures will be broadcast through 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 DECLARATION page), 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 on an annual basis 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.

FIELD TRIP 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 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.