

2011-2012

Back to School Guide



**JOHNSTON
COMMUNITY**
SCHOOL DISTRICT

2011-2012 BACK TO SCHOOL GUIDE

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Welcome!



July 2011

Dear Parents, Students and District Patrons:

The start of the 2011-2012 school year is just around the corner. As the month of August approaches, everyone is busy preparing for another outstanding year.

This Back to School Guide is provided with the purpose of sharing important information regarding registration, orientation, fees, key dates and critical information required by state code.

The tradition of excellence that is a hallmark of the Johnston Schools continues to flourish because of the cooperation of our students, staff, parents and community. All of our school personnel have prepared well for the coming year. We have every expectation that 2011-2012 will be another great year for the young people we serve.

We wish you much success during the coming school year.

Clay Guthmiller
Superintendent of Schools
cguthmiller@johnston.k12.ia.us

2011-2012 Johnston School Calendar

July 2011

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18*	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Aug 1-4	New Teacher Orientation
Aug 9	.5 Work Day
Aug 10-12	All Staff Professional Development
Aug 15	School Begins
Sept 5	No School (Labor Day)
Sept 19	No School (Prof. Dev.)
Oct 14	End 1st Qtr. (43 days)
Oct 18	6th-12th P/T Conf. (4:30pm-8pm)
Oct 20	Early Dismissal
	6th-12th P/T Conf.
	(dismissal-5pm & 5:30pm-8pm)
	K-5 Professional Development
Oct 21	No School (Prof. Dev./Work Day)
Nov 11	End 1st Trimester (63 days)
Nov 17	Early Dismissal
	K-5 P/T Conf.
	(dismissal-5pm & 5:30pm-8pm)
	6th-12th Staff Prof. Dev.
Nov 21	K-5 P/T Conf. (4:30pm-8pm)
Nov 23	No School (P/T Comp Day)
Nov 24-25	No School (Thanksgiving Break)
Dec 22	End 1st Semester (89 days)
Dec 23-Jan 2	No School (Winter Break)
Jan 3	No School Prof. Dev./Work Day
Jan 4	School Resumes/Begin 2nd Semester
Jan 16	No School (Prof. Dev.)
Jan 23	No School (Prof. Dev.)
Feb 1	Early Dismissal (Prof. Dev.)
Feb 20	No School (Prof. Dev./Work Day)
Feb 24	End 2nd Trimester (64 days)
Mar 8	Early Dismissal
	K-12 P/T Conf.
	(dismissal-5pm & 5:30pm-8pm)
Mar 12	K-12 P/T Conf. (4:30pm-8pm)
Mar 16	End 3rd Qtr. (52 days)
Mar 19	No School (P/T Comp Day)
Mar 20-23	No School (Spring Break)
April 9	Early Dismissal
May 18	Last Day of School
	One Hour Early Dismissal
	End 3rd Trimester (53 days)
	End 2nd Semester (91 days)
May 21	.5 Work Day
May 28	Memorial Day
	Snow days made up after May 18

Calendar Key

- No School Days
- Early Dismissals (3 hour)
- * One hour early release
- End of Quarter
- End of Trimester
- Staff Prof. Dev. &/or Work Day
- Parent/Teacher Conferences

BOARD OF EDUCATION

Tracey Orman, President
Julie Walter, Vice-President
Marci Cordaro
John Dutcher
Mike Farrell
Jackie Heiser
Jill Morrill
Julie Walter

DISTRICT MISSION STATEMENT

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

DISTRICT BELIEF STATEMENTS

We believe . . .

- . . . excellence is the hallmark of our school and our measure of accountability.
- . . . high expectations for students, staff, parents, and community lead to excellence.
- . . . all students can and must learn, though not all students learn at the same time or in the same manner.
- . . . learning is more likely to occur when facilitated through varied and challenging teaching strategies.
- . . . that the purpose of our district is to help each student reach and understand his or her potential.
- . . . the involvement of students, staff, parents, and community in cooperative planning at all levels is critical to our success.
- . . . learning is more likely to occur when students are presented with personally relevant and developmentally appropriate content.
- . . . a safe, supportive, and respectful environment promotes maximum learning.
- . . . learning is a life-long process with critical thinking, decision making, and problem solving as key components.
- . . . the learning environment should embrace diversity and promote mutual respect.
- . . . students share in the accountability for their own success.
- . . . that students, staff, parents and community should promote responsible citizenship.
- . . . students learn through the development of positive relationships with students, staff and the community.

*Adopted by the Johnston Board of Education on October 9, 1995
Revised: June, 2000; July, 2005; October, 2005*

DISTRICT ADMINISTRATION

Administrative Resource Center (ARC)

5608 Merle Hay Road
P.O. Box 10
Johnston, IA 50131
Phone: 278-0470
Fax: 278-5884
Web: www.johnston.k12.ia.us

Clay Guthmiller, Superintendent
Jim Casey, Associate Superintendent of Human Resources
Janice Miller-Hook, Exec. Director of Financial Services
Bruce Amendt, Executive Director of Academic Services

DISTRICT DEPARTMENTS

Activities/Athletics

Gary Ross, Director (JHS)
6501 NW 62nd Avenue
Phone: 278-2407
Fax: 278-8183

Nate Zittergruen, Director (Grades 7-8)
6207 NW 62nd Avenue
Phone: 278-0476
Fax: 278-0130

Buildings & Grounds

Tim Kline, Director
6350 NW Beaver
Phone: 278-5874
Fax: 276-2378

Johnston Community Education (JCE)

Nancy Buryanek, Director
5608 Merle Hay Road
Phone: 278-0552
Fax: 278-6303
KTC-Main Office: 252-8490
KTC-Beaver Creek: 278-6668
KTC-Horizon: 986-1321
KTC-Lawson: 278-4889
KTC-Timber Ridge: 331-6594
KTC-Wallace: 278-0137
Summit After School (SAS): 986-0929
Summit Pool: 986-0951

Nutrition Services

LaRae Doll, Director
5608 Merle Hay Road
Phone: 278-0278
Fax: 278-6303

Special Education

Vickie McCool, Director of Special Education
Barb Rankin, Director of Behavioral Programming
5608 Merle Hay Road
Phone: 278-0335
Fax: 278-6303

Technology Services

Tony Sparks, Director
5608 Merle Hay Road
Phone: 278-0470
Fax: 278-5884

Transportation

Mike Volz, Director
6350 NW Beaver
Phone: 278-8149
Fax: 278-1320

Youth Homes of Mid-America

Barb Rankin, Associate Principal
5608 Merle Hay Road
Phone: 278-0335
Fax: 278-6303

SCHOOL CONTACTS

Most of our school office employees and principals will be in the school buildings on or around **August 9, 2010** and should be available to assist you with any questions you might have regarding registration. Please call the school that can help you with your questions or visit the office for assistance.

Johnston High School (JHS)

Brent Riessen, Principal
6501 NW 62nd Avenue
Phone: 278-0449
Fax: 276-5795
Activities/Athletics: 278-2407
Attendance: 278-6786

Guidance: 278-0779
Nurse: 278-0382

Johnston Middle School (JMS)

Brian Carico, Principal
6207 NW 62nd Avenue
Phone: 278-0476
Fax: 278-0130
Attendance: 278-4495
Guidance: 278-1544
Nurse: 331-0909

Summit Middle School (SMS)

Linda Hansen, Principal
9500 Windsor Parkway
Phone: 986-0318
Fax: 986-0952
Attendance: 986-0941
Guidance: 986-3953
Nurse: 986-0931
Pool: 986-0951
Parent/Teacher Conference Schedule: 986-3341

Beaver Creek Elementary (BCE)

Eric Toot, Principal
8701 Lyndhurst Drive
Phone: 278-6228
Fax: 278-1049
Nurse: 278-6016

Horizon Elementary (HZE)

Tim Salmon, Principal
5905 NW 100th
Phone: 986-1121
Fax: 986-1131
Nurse: 986-1122

Lawson Elementary (LAE)

Trisha Lenarz-Garmoe, Principal
5450 NW 62nd Avenue
Phone: 278-0478
Fax: 278-4851
Nurse: 278-4849

Timber Ridge Elementary (TRE)

Cheryl Henkenius, Principal
 7370 NW 54th Avenue
 Phone: 331-4379
 Fax: 331-9093
 Nurse: 331-8068

Wallace Elementary (WAE)

Suzie Pearson, Principal
 6510 NW 62nd Avenue
 Phone: 278-6977
 Fax: 278-9894
 Nurse: 278-1251

OFFICE HOURS

Administration	7:45 a.m.-4:15 p.m.
Elementary	7:45 a.m.-4:15 p.m.
JHS/JMS/SMS	7:15 a.m.-3:45 p.m.

SCHOOL DAY SCHEDULES

Half-Day Kindergarten	8:50-11:35 a.m.
All Elementaries (All-Day Kindergarten & Grades 1-5)	8:50 a.m.-3:35 p.m.
Summit Middle School (Grades 6-7)	7:50 a.m.-2:45 p.m.
Johnston Middle School (Grades 8-9)	7:50 a.m.-2:45 p.m.
Johnston High School (Grades 10-12)	7:55 a.m.-2:50 p.m.
Normal Schedule	
Johnston High School (Grades 10-12)	8:30 a.m.-2:50 p.m.
Late-start Wed.	
KTC School Day	6:30-8:50 a.m. and 3:35-6:00 p.m.
KTC No-School Day	6:30 a.m.-6:00 p.m.
SAS	2:45-6:00 p.m.

EARLY DISMISSAL

Elementary	12:35 p.m.
SMS/JMS	11:45 a.m.
JHS	11:30 a.m.

DISTRICT NEWSLETTER

www.johnston.k12.ia.us/communications/theconnection

The Connection contains articles about what is happening in our district as well as a schedule of Johnston Community Education (JCE) programs for adult, youth and recreation. It is published in four times a year - Fall, Winter, Spring and Summer. The online version of the newsletter is available at www.johnston.k12.ia.us/communications/theconnection.

EMERGENCY ANNOUNCEMENTS

www.johnston.k12.ia.us/communications/alertnow

The Johnston school district uses a service called AlertNow to help broadcast information regarding school closings and delays. AlertNow is a free service to parents that will alert you via your home phone (cell phone if no home phone) and email when school is cancelled or postponed. If school is dismissed early, then contact will be made by home phone, cell phone, work phone and email.

Instead of calling the schools or administration office, please listen to the news broadcasts and special announcements on the stations listed below or check the district Web site or wait for your AlertNow notification. Also, make a plan now so that your children know where to go if school is closed early and you are not at home.

Radio: KPSZ (940AM), WHO (1040AM), KIOA (93.3FM), KSTZ (102.5FM), KAZR (103.3FM), KLTI (104.1FM)

Television: WHO (Channel 13), KCCI (Channel 8), WOI (Channel 5)

JCE PROGRAMS & INCLEMENT WEATHER

Call 278-0552 or check the district Web site to see if Johnston Community Education (JCE) programs/classes are cancelled. After 4:00 p.m. and on weekends, call 278-0522 and press extension 199 for a recording. If school is closed or dismissed early due to weather, then all JCE classes/activities (adult & youth) will also be cancelled for that day. KTC will remain open even if school cancels unless weather is extremely severe.

REGISTRATION INFORMATION

www.johnston.k12.ia.us/schools/registration

It is important that ALL STUDENTS be registered and enrolled so that the necessary miscellaneous details can be taken care of before school begins on August 15. If you have not already registered, please contact the school your children will attend. Once again, this year we are expecting many new students and it will help school personnel considerably if you make every effort to register your children. If you know of any family new to this area, please pass this information on to them.

HIGH SCHOOL REGISTRATION

New students and families to the district can register for classes on July 27, 28, 29 and August 1, 2, 3, 4, 5 from 8 a.m. to 4 p.m. Please call the high school office to set-up an appointment with a counselor.

Returning students, if you have a schedule change, visit the counselors in the Guidance office on August 8 or 9. The office hours for the Guidance Office during that week will be 8 a.m. to noon and 1-4 p.m. No changes will be made August 10-15. Students should follow their schedules they have on the first day of school. Changes will be made beginning on August 16.

ORIENTATION

Entering a new school can be overwhelming for students. In any new situation, along with the excitement, there is apprehension in meeting a new teacher, finding the classroom, and making new friends. To help ease this transition, teachers have scheduled a time for parents to come to school with their child prior to the first day of school. At the time scheduled

below, you will have the opportunity to meet your child's teacher and tour your child's school. We look forward to the new school year and want to provide every opportunity for a smooth transition.

SMS (Grade 6)	August 11 from 6:30-7:15 p.m.
SMS (Grade 7)	August 11 from 5:30-6:15 p.m.
JMS (Grade 8)	August 12 from 1:00-2:30 p.m.
JHS (Grade 10)	August 12 at 12:00-3:00 p.m.

Orientation

For Students & Families who are new to the district

An orientation session for students/families new to our school district will acquaint you with our school and help to get you ready for the first day of school.

All Elementaries	August 12 from 2:00-2:30 p.m. at the school your child attends
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***Note for elementary students only:** We request you bring your child's supplies with you so that on the first day of school your child will not need to bring them.

SMS	August 10 from 1:00-2:00 p.m.
JMS	August 11 from 1:00-3:00 p.m.
JHS	August 12 at 12:00-3:00 p.m.

MEET THE TEACHER

All Elementaries	August 12 from 2:30-3:30 p.m. at the school your child attends
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***Note for elementary students only:** We request you bring your child's supplies with you so that on the first day of school your child will not need to bring them.

OPEN HOUSE

JMS	August 16 from 6:00-8:00 p.m.
JHS	August 18 at 6:30-8:30 p.m.

PARENT NIGHT

Grades K-2-4 at All Elementaries	August 22 from 6:30-8:00 p.m. at the school your child attends
Grades 1-3-5 at All Elementaries	August 23 from 6:30-8:00 p.m. at the school your child attends

FIRST DAY OF SCHOOL AUGUST 15, 2010

All Elementaries	Elementary doors open at 8:40 a.m. Students should report to the homeroom they visited on Meet the Teacher day. The tardy bell rings at 8:50 a.m. at which time any parents still in classrooms will be asked to leave, so that the first day of school can begin. School is dismissed at 3:35 p.m.
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SMS	On August 15, students will report to their "Base Camp" (homeroom) upon arriving at school anytime after 7:30 a.m. Classes will begin at 7:50 a.m. Attendance will be taken, questions answered and schedules explained. The morning will be spent going over safety drills, school rules and expectations, as well as other necessary information about starting the year at Summit.
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JMS	Classes begin August 15 at 7:50 a.m. and students should report to their first hour class. Students who do not have their schedules need to report to the Student Services Office. Middle School supply lists will be mailed out with schedules. Supply lists are also available in the office and on the district Web site.
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JHS

School starts August 15 at 7:55 a.m. Students will follow the schedule they received in the mail. Student/parent handbooks will be available online and advisory teachers will discuss portions of the handbook with students during the first week of school.

SUPPLY LISTS

www.johnston.k12.ia.us/schools/supplies.html

A list may be picked up at the schools or can be printed online. There is no supply list for the high school. Please bring notebooks, pen/pencil and the teachers will let you know the first week of class what supplies are needed.

WALL CALENDAR

www.johnston.k12.ia.us/calendars/jcsd

Payment of the school fee entitles families to one wall calendar per family. The cost to purchase additional wall calendars is \$3 each. Calendars will be sent home with the youngest child in each family. An online calendar, with the most up-to-date information, may be viewed and printed at the district's Web site at www.johnston.k12.ia.us/calendars/jcsd.

SCHOOL FEES

johnston.revtrak.net

School registration and school-related fees may be paid with VISA, MasterCard or Discover credit or debit cards through the JCSD's convenient online payment system, RevTrak. Please visit johnston.revtrak.net to make payments.

Required

Textbook rental and material fee.

Elementary (K)	\$45
Elementary (1-5)	\$45
SMS (6-7)	\$60
JMS (8-9)	\$60
JHS (10-12)	\$65

Iowa Code Section 256.7(20) requires the State Board of Education to adopt rules that require school districts to waive school registration fees for indigent families. If you believe your financial situation would qualify for this waiver of registration fees (not optional fees), please contact the appropriate building principal. (Date of adoption: April 8, 1996)

Optional

Daily planner	\$14
Wall calendar	\$3

Parent/Teacher (PTO) Membership (per family, per building)

Elementary	\$3
SMS	\$3
JMS	\$3
JHS	\$3

Student Assignment Book

SMS	\$7
JMS	\$7

Yearbook

SMS	\$28
JMS	\$28
JHS	\$52 (without name plate)
JHS	\$57 (with name plate)

Activity Ticket

(Admission to all home athletic, music & drama events.)

Elementary	\$25 per student
SMS (grades 6-7)	\$30 per student
JMS (grade 8)	\$30 per student

(Admission to all CIML athletic events, home music & drama events.)

JMS (grade 9)	\$50 per student
JHS (grades 10-12)	\$50 per student

Booster Club Membership

(Register one time per family.)

Individual	\$30
Golden Dragon	\$130
Business	\$200

SCHOOL PICTURE SCHEDULES

Beaver Creek	September 15
Horizon	September 15
Lawson	September 22
Timber Ridge	September 27
Wallace	September 22
JMS	August 23
SMS	August 24
JHS	August 30
JHS S/P/Special Education	September 6

STANDARDIZED TESTS

Iowa Test of Basic Skills (ITBS)

January 30–February 10, 2012 (Grades 2-9)

Iowa Test of Educational Development (ITED)

November 14–16, 2011 (Grades 10-11)

January 30–February 10, 2012 (Grades 2-9)

Measures of Academic Progress (MAP)

Fall: September 12–October 7, 2011

Spring: April 2–20, 2012

BREAKFAST PROGRAM

Breakfast is served each day in the school cafeterias during the following times:

Elementary	8:35-8:50 a.m.
SMS/JMS	7:30-7:50 a.m.
JHS	7:25-7:50 a.m. (Monday, Tuesday, Thursday & Friday)
JHS	7:55-8:25 a.m. (Wednesday)

LUNCH PROGRAM

The school lunch program offers a nutritious, well-balanced meal encouraging good nutrition and a healthy lifestyle. Lunch menus are planned to meet federal guidelines which include age appropriate servings of meat/meat alternative, breads/grains, fruits/vegetables and milk. Elementary students have a choice of two entrees/meals daily, Middle School and Summit students have a choice of at least three entrees/meals and miscellaneous snack items daily, and High School students have a choice of 6 entrees/meals, ala carte meals, and miscellaneous snack items daily. Extra entrees and second lunches are available daily at all schools.

MEAL PRICES

(Prices are subject to change)

	Breakfast	Lunch
Elementary	\$1.35	\$2.20
Secondary	\$1.60	\$2.30
Adult	\$1.75	\$3.10
Reduced Meal	\$0.30	\$0.40
	Extras	
Milk	\$.45	
Fruit/Veggie	\$.60	
Bread/Dessert	\$.60	
Cookie	\$.60	
Entree	\$1.90	

All students and staff participating in the lunch program will purchase lunches through a computerized lunch accounting system. Lunch deposit payments cannot be included with registration fees. Deposits may also be made to student lunch accounts at the District Nutrition Office at 5608 Merle Hay Road, P.O. Box 10, Johnston, Iowa 50131 or online at www.paypams.com.

Free or reduced-cost lunches are available to students. To qualify, a Free and Reduced Meal application must be filled out and submitted each year. In August, an application will be mailed to each household and will also be available from the nutrition office, school offices or district Web site. Free or reduced-cost meals cannot be served until an approved application for the family is on file in the district. Until approval, the student will purchase full priced lunches.

BUS TRANSPORTATION

Bus route numbers, stop locations, and approximate stop time information will be mailed to you during the second week of August. If you do not receive your information or if you think your information is incorrect or incomplete, contact the Transportation Office at 278-8149. (Please see Bus Policy and Bus Discipline Procedures in the back of this publication.)

KIDS/TEEN CONNECTION (KTC) BEFORE & AFTER SCHOOL CARE

www.johnston.k12.ia.us/jce/ktc

Kids/Teen Connection (KTC) is the Johnston school district's school-age childcare program. The focus of KTC is to provide enjoyable, motivating and stimulating structured activities for the students, along with offering enriching fieldtrips.

KTC offers both a balanced breakfast and an afternoon snack daily.

KTC provides quality, caring staff to meet the individual needs of each child and fosters open communication. Care is offered on school days from 6:30-8:50 a.m. and again from 3:35-6:00 p.m. Care is also offered on no-school days from 6:30 a.m. to 6:00 p.m. Call 252-8490 for more information.

SUMMIT AFTER SCHOOL (SAS)

SAS is Summit's After School program, available from 2:45 to 6:00 p.m., where students can go after school or until another after school activity starts. SAS has daily activities such as cooking, games, crafts, scavenger hunts and more. SAS is open on early dismissal days and offers a variety of field trips. For more information, call 986-0929.

ATHLETIC PHYSICALS

State rules require that all student athletes have a physical examination before starting athletic practices each year.

The Johnston Booster Club has arranged for volunteer physicians to provide screening of athletic physicals as a fundraiser. This will satisfy the requirements for athletic physical exams, but should not be considered as taking the place of an ongoing relationship with your personal physician. Any problems identified will be referred to your personal physician.

The exams will take place at the Johnston High School main offices on July 23, 2011 from 9:00-11:00 a.m. The cost of the exam is \$50 and all proceeds will go to the Johnston Booster Club, thus back to the student athlete.

At your discretion, the physical can be performed by your physician. Have him/her complete the form and return it to the Activities Office, P.O. Box 10, Johnston, IA 50131.

Please complete the information on the physical form and bring with you on July 23 (there will be forms available that day). Be sure to complete the insurance waiver information also on the back of the physical form.

If you have any questions, please contact the Johnston Athletic Office at 278-2407.

SPORTS PRACTICE START DATES

This year each team will be having individually-scheduled meetings with the team in which your son/daughter is participating. The school will be sending information home describing the time and place. The purpose of these meetings will be to allow you to see one of the practices or visit about the upcoming season. Following the practice session, the coaches will be discussing expectations and answering questions. If you have any questions, please contact Gary Ross, Activities/Athletic Director at 278-2407.

August 3	Football (Grade 9)
August 8	All other fall practices (Grades 9-12)
August 15	Football (Grades 7-8) Volleyball (Grades 7-8) Cross Country (Grades 7-8)
October 17	Wrestling (Grade 7-8) Girls' Basketball (Grade 7-8)
November 7	Girls' Basketball (Grades 9-12) Boys' Swimming (Grades 9-12) Boys'/Girls' Bowling (Grades 9-12)
January 4	Boys' Basketball (Grades 7-8)
February 13	Girls' Swimming (Grades 7-8) Boys'/Girls' Track (Grades 9-12)
March 12	Boys'/Girls' Soccer (Grades 9-12) Boys'/Girls' Tennis (Grades 9-12) Girls' Golf (Grades 9-12)
March 26	Boys'/Girls' Track (Grades 7-8)
April 30	Baseball (Grades 9-12)
May 7	Softball (Grades 9-12)
May 14	Softball (Grade 8)

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ACCESS TO STUDENT RECORDS

The Johnston Community School District maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. Student records may be maintained in the Central Administration Office or housed by the building in which the student last attended.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

(2) The right to contest placement of a controversial record in the student’s education records.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Student records may be disclosed in limited circumstances without parental or eligible student’s written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances; to school officials within the school district whom the Superintendent has determined have a legitimate educational interest; to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records; to the U.S. Comptroller General, the U.S. Secretary of Education or state and local educational authorities; in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid; to organization conducting educational studies and the study does not release personally identifiable information; to accrediting organizations; to parents of a dependent student as defined in the Internal Revenue Code to comply with a court order or judicially issued subpoena; in connection with a health or safety emergency; or, as directory information.

(4) The right to inform the District that the parent or eligible student does not want the District’s designated directory information, as defined below, to be released to the public. Student directory information designed to be used internally to assist certified personnel is not accessible to the public. Student pictures on the web, student work on the web, student directory and general student information will be provided to the public for school related activities and/or educational opportunities without

parents’/guardians’ consent unless the parents/guardians have notified the administration September 15 of each year that they do not want their minor student’s information published without their consent. These rights transfer to the student when he or she reaches the age of 18.

Directory information include, but not be limited to, the student’s name, photograph or likeness, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. (Policy506.1E2)

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Drivers Education-Secondary

FERPA regulations now allow a district to disclose education records to contractors used by a district to perform a service or function of the District. Johnston contracts with Street Smarts to provide driver education. Parents and students need to be aware that with this change Johnston schools will be releasing a student’s name, address, phone number and eligibility for a full or partial waiver of school fees to Street Smarts as based on qualification for free or reduced lunch. If a student qualifies for a fee waiver, their fees for drivers education will be reduced or waived. A parent has the right to opt out of this disclosure to Street Smarts, but would then be responsible to pay 100 % of the cost of the driver education course. Forms to opt out of this release are available at the administrative office of Johnston High School, Johnston Middle School and the Administrative Resource Center.

Military-Secondary

Student directory information will also be released to military recruiters upon request. Parents and students need to be aware that they may opt out of the release of this information to military recruiters by so marking on the Release of Information form, which is available at any administrative office.

ANTI-HARASSMENT AND BULLYING

Harassment and/or bullying of students, employees, officers, board directors, and volunteers are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students, employees, officers, board directors, and volunteers with a safe and civil school

and work environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students, employees, officers, board directors, or volunteers by other students, or by others such as parents, vendors, and persons doing business with the school district, will not be tolerated in the school or school district. Please review the full harassment and bullying policy (107.1) and appropriate forms (107.2 and 107.3) available on the district website under board of education. Student handbooks also include more information in regards to harassment and bullying and their addendum includes appropriate forms.

An individual who believes that he/she has been harassed or bullied should notify a building or district administrator. The complaint procedure can be found in board policy 107.4. The building principal (or designee), for harassment or bullying occurring at the school building level, and the superintendent (or designee), for harassment or bullying occurring at the district administration or board level, will assign an investigator. The investigator can be a supervisor, a building or district administrator, or a designated level 1 investigator for Chapter 102 complaints.

Chapter 102 Level One Investigators are:

Cheryl Henkenius, Principal
Timber Ridge Elementary School
331-4379

Kevin Blackburn, Associate Principal
Summit Middle School
986-0318

Suzie Pearson, Principal
Wallace Elementary
278-6977

The district's procedure in no way denies the right of a grievant to file formal complaints with the Iowa Civil Rights Commission, the Federal Office of Civil Rights, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to see private counsel for complaints alleging bullying, harassment, or discrimination.

The Educational Equity Coordinator is: James A. Casey, Associate Superintendent; PO Box 10. 5608 Merle Hay Rd, Johnston, IA 50131; (515) 278-0470

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Johnston Community School District has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted on July 14, 2006, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition. The law further requires an asbestos management plan to be in place by July 1989. Johnston Community

School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

During the past year, all asbestos floor tile was removed in the Family Consumer Science room and the High School locker room restrooms (built in 1972). It is the intention of Johnston Community School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work.

You are welcome to review a copy of the asbestos management plan which contains all past, present and future asbestos activity at the Buildings and Grounds office located at 5608 Merle Hay Road, Johnston, Iowa. Tim Kline is the District's asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at (515) 278-5982.

BUS DISCIPLINE PROCEDURES

Johnston Community School District strives to provide transportation services that reflect an emphasis on safety. Riding a school bus is a privilege that requires responsibility on the part of those who ride to follow the directions of the driver, stay seated, keep hands and feet to self and to keep voice to an “inside” level.

Primary responsibility for bus discipline rests with the bus driver.

Serious infractions or repeated infractions will be referred to the building principals. Consequences shall be administered in the following manner:

- First Infraction: Verbal reprimand by bus driver

Explain what rule was broken - what the changed behavior should be and go over bus rules.

- Second Infraction: Verbal reprimand by bus driver

Explain rules again and letter or phone call (depending on circumstance of infraction) to parents from Transportation Department explaining what rule violation has occurred and what action the driver has taken to change behavior and enlisting parent assistance to help solve problem.

- Third Infraction: Bus referral 1

Conference which may include parent, student, principal, transportation director and/or bus driver.

- Fourth Infraction: Bus referral 2

Three to five day suspension from the buses.

- Fifth Infraction: Bus Referral 3

Five to ten day suspension from the buses.

- Sixth and subsequent referrals: Bus Referral 4

Ten to fifteen days suspension from bus to consider expulsion from buses for remainder of semester.

Principals may deviate from the above schedule, depending on seriousness of referral, age appropriateness, time between referrals, and other extenuating circumstances.

BUS POLICY

Regulations for Students Riding Buses (Board Policy 702.7)

Bus transportation for students enrolled in the School District is one of the requirements set forth by the Iowa Department of Education. In complying with this requirement, the School Board is authorized to establish policies and regulations that will ensure safe transportation for all students.

Although the law requires the District to provide transportation, it does not relieve parents from the responsibility of supervision until such time as the child boards the bus and after the child leaves the bus at the end of the school day. Nor does it relieve students from the responsibility to behave in an orderly and safe manner on the bus. School bus transportation is a privilege that can be taken away any time a student’s inappropriate conduct jeopardizes the safety of the other passengers.

Those students guilty of flagrant, repeated or gross

misconduct on school buses are subject to suspension within the guidelines of the District’s bus conduct policy and Student Suspension Policy, Code No. 502.2. Continued violation of bus rules will be considered sufficient cause for refusing to transport the student(s) involved, and may lead to suspension from school, depending upon the seriousness of the matter.

The bus driver will have complete control of the bus and the students he/she is transporting for the duration of the bus ride. Any problem arising with a student will be promptly reported to the Director of Transportation and the building principal, who will discipline the student in accordance with procedures developed by the Superintendent and approved by the Board.

Guidelines for School Bus Riders

1. There should be mutual respect between the driver and students.
2. Follow the instructions of the driver.
3. Be on time.
4. Please remain seated at all times.
5. Keep your voice at an inside tone - no profanity.
6. Don’t be a litterbug!
7. Person causing damage to seats will be expected to pay cost of repair.
8. Please ask permission from the driver before opening the windows.
9. Enter and leave the bus in an orderly fashion/no fighting, pushing or tripping.
10. If it is necessary to cross the road in front of the school bus, look both directions and wait for the driver to signal you to cross the road.
11. When waiting for the bus, stay back from the curb and line up in an orderly fashion.
12. Do not leave your seat until the bus has stopped.
13. Keep the aisle clear at all times.
14. Do not throw things in/out/at the bus.
15. No lighters or matches/no smoking or spitting.
16. Keep hands and feet to yourself.
17. Follow the Golden Rule - “Do unto others as you would have them do unto you.”

CHILD NUTRITION PROGRAMS

If your total household income is within the limit set by the federal government, you may be eligible for either free or reduced-price school meals. If you qualify for free or reduced-price meals, you may also be eligible for food assistance benefits from the State of Iowa, Department of Human Services (DHS).

If you need an application or information about free and reduced food guidelines, please contact Nutrition Services at 278-0278 or it can be found on the district website under Nutrition Services (link).

For information about state food assistance benefits, contact

MEAL PRICES

(Prices are subject to change)

	Breakfast	Lunch
Elementary	\$1.35	\$2.20
Secondary	\$1.60	\$2.30
Adult	\$1.75	\$3.10
Reduced Meal	\$0.30	\$0.40
Extras		
Milk	\$.45	
Fruit/Veggie	\$.60	
Bread/Dessert	\$.60	
Cookie	\$.60	
Entree	\$1.90	

FEES AND CHARGES

STUDENT FEE WAIVER AND REDUCTION

The board recognizes that while fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. Students whose families meet the income guidelines for free and reduced price lunch, the Family

Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under Open Enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal or secretary. This waiver does not carry over from year to year and must be completed annually. The school district will grant full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria. Forms and waivers can be found on the district website under Nutrition Services or are available in school offices. The school district will treat the application and application process, as any other student record with student confidentiality and access provisions being followed.

Textbook Rental & Material Fee

Elementary: Kindergarten	\$40
Elementary: Grades 1-5	\$45
Summit: Grades 6-7	\$60
Middle School: Grades 8-9	\$60
High School: Grades 10-12	\$65

HEALTH EDUCATION

Health classes in the Johnston Community Schools provide students in kindergarten through 12th grade valuable information about health topics. As in the past, all health materials are available for your review upon request. Please ask your child's teacher if you have any questions. Parent letters will be sent home to promote parent awareness and your participation in discussions at home with your child about health topics. As a parent, you do have the option of having your child excused from instruction on a specific health topic, if you so choose. Any such request must be in written form and filed with your child's principal. In addition, a student may not be required to enroll in health or physical education classes if the child's parent or guardian files a written statement with the principal that the course conflicts with the child's religious beliefs pursuant to Iowa Code Section 256.11 (6). If you should have any specific question in regard to Johnston's health curriculum, please contact your child's teacher or building principal.

HOMELESS CHILDREN & YOUTH

The board shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices. A homeless child or youth as defined by law as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

- a child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
- a child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
- a migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described above.

The district shall make available to the homeless child or youth all services and assistance including, but not limited to, compensatory education, special education, English as a second language, vocational courses or programs, programs for gifted and talented, health services, and food and nutrition programs, on the same basis as those services and assistance provided to resident pupils.

If you need further assistance/information, please contact the building principal, counselor or Dr. Bruce Amendt, Executive

NO CHILD LEFT BEHIND ACT

Under NCLB, parents have a right to know the professional qualifications of their children's teacher(s). It is the right of a parent to ask for the following information about each of his/her child's classroom teachers:

1. Whether the State of Iowa has licensed or qualified the teacher for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under an emergency or provisional status for which the State of Iowa licensing criteria have been waived.
3. The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
4. Under Title I legislation, Title I teachers are required to have their reading endorsements. All our K-5 reading teachers fulfill this requirement.

If any parent or guardian would like to receive information in these areas regarding his/her child's teacher, he/she should contact the Office of Human Resources at the Administrative Resource Center at 515-278-0470. The Johnston Community School District is committed to the success of all children and appreciates partnerships in these efforts.

NON-DISCRIMINATION STATEMENT

It is the policy of the Johnston Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Dr. James Casey, Associate Superintendent, 5608 Merle Hay Road, Johnston, Iowa 50131, (515) 278-0470, jcasey@johnston.k12.ia.us.

OPEN ENROLLMENT POLICY

Formal open enrollment notification shall be made on a form prescribed by the Department of Education and are available at the Office of the Superintendent. A completed form must be filed with both the resident and receiving district by March 1 of the year preceding the school year for which open enrollment is desired. An open enrollment request for a prospective kindergarten student may be filed with the resident and receiving district up to September 1 of the school year of enrollment into kindergarten. Open enrollment may result in the loss of athletic eligibility for varsity competition. For more information on Open Enrollment, please call 278-0470.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

The following provisions will be in effect only as provided by the Iowa Legislature.

Junior and Senior students are eligible to enroll for high school/college credit under the Post Secondary Enrollment Act. In addition ninth or tenth grade students who are identified as a gifted and talented student according to the school district's criteria and procedures may now participate under this. Credit earned under this act will count for both high school and college credit. Students may enroll at Iowa regent's universities, Iowa community colleges or Iowa private colleges. The courses that students select must not be offered at Johnston High School. The cost for taking these courses will be paid for by the Johnston Community Schools. However, a student enrolling in a course who drops or fails the class, will be responsible for reimbursing the district for the cost of the class. High school credit earned will be based on the college credit awarded. Each semester hour of college credit will be worth 1/6 unit of high school credit. Each quarter hour of college credit earned will be worth 1/9 unit of high school credit. These credits will count toward graduation as though they were taken in the high school.

Students enrolling under this process must provide their own transportation. It is also the responsibility of each student to plan a schedule that will work. However, counseling services are available to students both in the high school and through the post-secondary institution. Students and parents are encouraged to get a more detailed description of this Act in the Guidance Office prior to enrolling in courses. Students must contact the Post Secondary Enrollment Option Coordinator at Johnston High School to secure forms and to enroll. The Coordinator is located in the Guidance Office. Registration and enrollment depends on notification and regulation provided by each post-secondary institution.

It is the intent of Johnston High School to help students take courses at post secondary institutions if they are eligible, but post secondary institutions may not all agree to participate in the program. Please contact a Guidance Counselor for assistance in enrolling.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Johnston Community School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Johnston Community School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Johnston Community School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the

specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202