

**JOHNSTONVILLE
ELEMENTARY
SCHOOL
STUDENT
HANDBOOK
2023-24**



***ALL Grizzlies are ENGAGED,
EMPATHETIC, EMPOWERED, and
EDUCATED.***

**JOHNSTONVILLE ELEMENTARY
SCHOOL DISTRICT**

SCHOOL YEAR

- **August 17, 2023**
 - FIRST DAY OF SCHOOL
- **June 6, 2024**
 - LAST DAY OF SCHOOL

REGULAR DAYS – 8:25 a.m.-2:40 p.m.

EARLY RELEASE – Dismissal 1:30

- August 21, 28
- September 11, 18, 25
- October 2, 16, 23, 30, 31
- November 1, 2, 3, 6, 13, 27
- December 4, 11, 18
- January 8, 22, 29
- February 5, 26
- March 4, 11, 18, 25
- April 8, 15, 22, 29
- May 6, 13, 20
- June 3, 4, 5, 6

No School

September 4 th	Labor Day
September 22 nd	Professional Learning
October 9 th	Indigenous Peoples Day
November 10 th	Veterans Day
November 20 th -24 th	Thanksgiving Break
Dec. 22 nd -Jan. 5 th	Winter Break
<i>(School Resumes January 8th)</i>	
January 15 th	Martin Luther King Day
February 12 th	Lincoln’s Birthday
February 19 th	Presidents’ Day
March 29 th -April 5 th	Spring Break
<i>(School Resumes April 8th)</i>	
May 27 th	Memorial Day

Back to School Night – August 23rd at 5:30 pm
Winter Program – December 20th at 6:00 pm
Spring Concert – May 29th at 6:00 pm

SMARTER BALANCED TESTING

- May 6th – 17th

PARENT-TEACHER CONFERENCES

October 30th through November 3rd ~ Early Release Days

Additional conferences arranged by teachers as needed.

QUARTERS PERIODS

FIRST QUARTER ENDS ~ OCTOBER 20TH
 SECOND QUARTER ENDS ~ JANUARY 19TH
 THIRD QUARTER ENDS ~ MARCH 22ND
 FOURTH QUARTER ENDS ~ JUNE 6TH

REPORT CARDS SENT HOME

- Parent-Teacher Conferences (October 30th through November 3rd)
- January 26th
- March 29th
- June 6th

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:

Transitional Kindergarten- Eighth Grade
Monday ~ 8:25 a.m. to 1:30 p.m.
Tuesday – Friday ~ 8:25 a.m. to 2:40 p.m.

Students **should not arrive on campus before 8:00 a.m. for safety reasons.** There will be no school staff on campus prior to this time. Supervision is not available after 2:45 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 the 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:*

**ALL Grizzlies are ENGAGED, EMPATHETIC,
EMPOWERED, and EDUCATED.**

Mission Statements:

The Johnstonville Elementary School District, in partnership with parents and the 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 comprehensive, standards-based 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

Michelle Davenport, Board President
Cera Capron, Board Clerk
Bobbie Kirkpatrick, Board Trustee
Mitch Murphy, Board Trustee
James Vincent, Board Trustee

Security Notice

Johnstonville School is protected by electronic surveillance.

DRUG-FREE CAMPUS

Johnstonville is a drug and tobacco-free campus. The use of tobacco products, vape devices, and drugs 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 will be posted on the website. 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).

Grizzly Pride Pledge

I am here to learn, help others, and prepare for my future. Therefore I will:

- Listen and follow directions,
- Keep my hands, feet, and unkind words to myself,
- Treat others with respect and courtesy, and
- Take pride in myself, my work, and my school

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)

**BE RESPECTFUL, BE SAFE, BE RESPONSIBLE,
BE KIND**

**School-wide Behavior Consequences
Progressive Discipline Policy:**

Step 1: Error Correction (non-verbal/proximity)

Step 2: Private Redirect with the definition of problematic behavior

Step 3: Reset in class/break (Think Spot)

Step 4: Fair Warning/Private Conference with the student (If you continue ____ will happen)

Step 5: Parent contact and Staff choice (time in other room, loss of privilege...)

Step 6: Office referral

***Severe clause- If a behavior is severe and interferes with the safety and learning of others, steps may be skipped and the 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 (make morning announcements, extra computer time, first in line), Class Dojo points, treats, positive note or call home, Grizzly Bracelets, special recognition at school events, meetings, or assemblies.

**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	Roughhousing or rough play
Boundary violations	Playing in the bathroom or using the bathroom during class without a pass	Flicking or throwing items inappropriately
Yelling or Running in line	Inappropriate language	Out of seat at an inappropriate time or without permission
Pushing or shoving others	Talking out of turn	Using a loud voice in the hallway
In the hallway without an adult or pass	Excluding others	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

Potential Consequences: Each classroom will follow the School-wide Behavior Consequences Progressive Discipline Policy for behavior consequences listed above. All interventions must be followed up with parent contact via phone call/Class Dojo 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	Defiance
Bullying	Extreme disrespect to anyone	Cheating
Stealing	Ignoring a consequence	Damage to school property
Unsafe behavior		

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

Level Three Violations Include But Are Not Limited To:

Multiple Level One, or Level Two violations	Possession or distribution of illegal substances	Possession of weapon
Threatening others with intent to harm	Fighting	Sexual or physical assault
Bullying	Theft	Destruction of school property

Potential Consequences: Violation recorded on discipline record, parent contact/conference, behavior modification plan, alternative in-school placement (1- 5 days), law enforcement contacted, out-of-school placement (1-5 days), out-of-district students may be returned to their school of residency.

Office Protocol/Procedures:

- Step 1: A staff member calls the office if a student is sent over or to request assistance. Think Sheet is completed as students wait to see the administration.
- Step 2: Student meets with administration.
- Step 3: The administration will defuse, counsel, mediate and use the progressive discipline plan as appropriate.
- Step 4: Communication will occur between the administration and the teacher/staff referring

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 recess for 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 for one or more days.

Students with suspensions may lose eligibility for school activities, honors, awards, and/or 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, Interdistrict 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. On January 1, 1993, a California law was enacted stating 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

Comments:

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

Teasing:

- Students teasing other students about body development
- Whistling or catcalls
- Sexist remarks stereotyping one's gender or vulgar jokes
- Suggestive comments

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, depending on the situation, the following steps may be followed:

- 1) Conference with the parties involved and document the facts.
- 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 of 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 90%

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 of 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.

- Motivate students in a way that may lead to an immediate and significant risk of engaging in illegal actions on school property, or to violations that could interfere with 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.

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 that 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, ROLLERBLADES/SKATES AND SCOOTERS

For safety reasons, the District’s insurance provider does not allow skateboards, rollerblades, 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 properly locked in the bicycle rack 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 to 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 Chromebooks 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 for younger age students. Because styles constantly change, the District 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, fishnet-type tops, tops with excessively large armholes, or tops with bare midriffs. Underclothing may not show under tops or pants.
- Cut-off shorts and spandex-type/tight shorts or pants. Shorts must reach mid-thigh (end of fingertips).
- Baggy pants, baggy shorts, or pajama bottoms
- Jeans/pants with holes higher than 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. Hoods must be down while inside buildings.**

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

8th Grade Graduation

Eighth-grade students are required to meet the standards outlined in the eighth-grade promotion criterion handout. 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 other promotional activities, including the 8th-grade trip.

HOMEWORK

Parents, please help your child develop 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 Read & Respond 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.

INDEPENDENT STUDY

Students with planned absences of **five or more days** are encouraged to sign up for independent study. Parents request an independent study by completing an independent study contract **at least 48 hours before** the first date of the extended 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 emergencies, but require administrative approval. Independent study assignments must be completed and turned in within 5 school days of returning to school.

ACTIVITIES AND RECOGNITION

Honor Roll: 4th – 8th-grade 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 as having earned honor roll and students with a 3.5 to 3.9 will be recognized as having earned high honor roll. Students with a grade point average of 4.0 will be recognized for having earned the Principal’s 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. At this time, Johnstonville Elementary School receives support from the State of California to implement a universal free breakfast and lunch program. All students are eligible to receive free breakfast and lunch meals. However, if a student wishes to have only milk, a \$0.40 charge will be placed on their account.

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 avoid 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. Students leaving campus must be signed out at the office.

PARENT INVOLVEMENT

SCHOOL SITE COUNCIL (SSC)

The School Site Council is an advisory committee to the administration composed of staff members and parent/community members. The School Site Council is responsible for monitoring and evaluating the Local Control Accountability Plan (LCAP) as specified by California Education Code. Through the plan, the School Site Council 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.

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, school assemblies, classroom projects, sports, kindergarten and eighth-grade graduation, and sixth-grade environmental 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, chaperoning dances, assisting on field trips, helping with school athletics, or as guest speakers, etc. If you are interested in volunteering in the classroom, please notify your child’s teacher. A clear tuberculous (TB) test and a clean background check, conducted through fingerprinting, will be required. The Volunteer

Handbook will provide additional information and can be obtained in the office.

LIBRARY/MEDIA CENTER

The media center is composed of a 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.

TITLE I

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. Parent drivers are frequently 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 seven elected officers: president, vice-president, secretary, treasurer, public relations, and the Grizz mascot team. 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. Special dance events may occur in which guests from other schools in the same grade levels may attend with the administration’s approval. 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 for, and participate in county-wide competitions under the supervision of an 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’s student-athletes must adhere to eligibility requirements for extracurricular activities and 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.

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 their behavior is not according to school-wide behavior guidelines.

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

JOHNSTONVILLE ELEMENTARY SCHOOL ATTENDANCE POLICY

Education Code 48200 requires students between the ages of 6 through 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 the student’s immediate family
 - a. One day if services are within California
 - b. Three days if services are outside of California
- 4) Medical, dental, optometry & chiropractic services
- 5) Court appearance by the student
- 6) Observing a religious holiday ~ **requires advanced notification**
- 7) Independent Study

The Parent/Guardian of the student must communicate with the school to clear any excusable absences. A Parent/Guardian may call the school before or after school office hours and leave a message with their student’s first and last name, teacher, and reason for absence. As an alternative, a Parent/Guardian may send a note with the student upon their return to school. Failure to excuse the absence results in a recorded truancy on the student’s record.

A good way to ensure your child’s daily attendance is by reviewing the school district’s annual 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
- Providing childcare for other children
- Family vacation

TRUANCY NOTICES – EDUCATION CODE 48264.5

Johnstonville School is partnering with Lassen County Probation Department’s Truancy Reduction Program. This program 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 are the most effective ways 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 counts toward your child’s continued academic success.

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 an 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.

APPOINTMENTS

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 a phone call to the office. Children waiting to be picked up will remain in class until their parent arrives. A medical or dental excuse signed by the medical provider will be considered an excused absence. Students must be signed out in the front office.

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 the placement of a certificated employee in a teaching or service position for which the employee does not hold a legally recognized certificate or 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. Forms can also be downloaded from the school district's website at Johnstonville.org.

UNIFORM COMPLAINT PROCEDURES NOTICE

The Johnstonville Elementary School District has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs (EC 35160.5, SCCR 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, 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's 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.

GENERAL INFORMATION

NEWSLETTERS

School newsletters will be sent 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 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 their cell phones in the off position and in their backpacks or sports 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 the cell phone during regular office 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

Any electronic device 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 regard 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 the 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.

Johnstonville Elementary School does not have a school nurse or a nurse assistant. Please advise the front office staff and your student's teacher of any serious health concerns your child might have.

EMERGENCY CARDS

Please notify the school of any changes of address, telephone numbers, or 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 transitional kindergarten, or their first year of attending public school. In addition, seventh-grade students are required by law to have the Varicella 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.

The Lost and Found is in the cafeteria, just outside the main office. Items in the Lost and Found will be donated to a local charity at the end of each quarter.

VISITORS

All visitors are required to report to the office. The campus is closed to the general public until 4:00 p.m., or later when there is a school activity being held. Parents are welcome when prior arrangements are made with the Superintendent/Principal.

PARKING & THE PARKING LOT

Parents are asked to park near the gym when picking up their children 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 through our all-call system. **Please be sure your contact information is updated for our all-call system to be able to reach you in an emergency.**

WITHDRAWAL OF STUDENTS

Please advise the school three (3) days before the withdrawal date. This will allow adequate time for the teacher and office to prepare the transfer records and to refund any money the school may owe

the parents. Please turn in all schoolbooks 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 declarations page), and be fingerprinted.

STUDENT RECORDS

All student records are confidential and will be open for inspection in accordance with the 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 into Johnstonville Elementary School District must complete the proper application process with their original district of residency. The transfer agreement includes a behavior contract and details about acceptance as an inter-district transfer student.

Johnstonville Elementary School District Behavior Expectations

	Be Respectful	Be Responsible	Be Safe	Be Kind
Classroom	<ul style="list-style-type: none"> ● Practice active listening when others are speaking ● Complete tasks 	<ul style="list-style-type: none"> ● Have materials ready and take care of them (clean up, put away) ● Be prepared and ready to learn ● Home items stay home ● Turn in Read and Respond and homework as assigned ● Everyone participates 	<ul style="list-style-type: none"> ● Push in chairs before exiting ● Walk ● Wait to be dismissed by the teacher at end of day ● Follow adult directions the first time ● Keep your chair on the floor at all times ● Keep hands and feet to yourself 	<ul style="list-style-type: none"> ● Smile and greet others ● Help and encourage others ● Treat others with empathy ● Use your “I” messages ● Use the Peace Path to solve problems ● Use a kind, thoughtful tone ● Give compliments
Hallway	<ul style="list-style-type: none"> ● Use inside voices ● Wait your turn ● Respect school property ● Place trash in a trash can ● Hang your backpack and your jacket/coat ● Only touch your items 	<ul style="list-style-type: none"> ● Move through the hallway quickly and quietly ● When with your class use a “5-S” line (Silent, Still, Straight, Spaced, Smiling) ● Make sure to use a hall pass when in the hall by yourself ● Hang up your backpack, jackets, etc. 	<ul style="list-style-type: none"> ● Keep hands, feet, and other objects to yourself ● Walk at all times ● Wait for your turn 	<ul style="list-style-type: none"> ● Stop and Think before speaking/acting- Ask yourself if your words and actions are helpful, encouraging and kind ● Help others in need ● Hold the door open for others ● If someone’s stuff is on the floor, pick it up, and put it on the shelf or hook

	Be Respectful	Be Responsible	Be Safe	Be Kind
Cafeteria	<ul style="list-style-type: none"> ● Use inside voices ● Raise your hand for questions ● Use best manners- chew with your mouth closed, say please, thank you, excuse me, no belching, etc. at the table 	<ul style="list-style-type: none"> ● Keep feet under the table ● Clean up after yourself ● Throw trash away ● Keep food on your tray ● Be sure to eat 	<ul style="list-style-type: none"> ● Sit at the table until dismissed by lunchroom staff ● Use a 5-S line (Silent, Still, Straight, Spaced, and Smiling) ● Wait patiently for your turn ● Follow all instructions given by adults the first time ● Keep hands to yourself ● Sanitize when you enter 	<ul style="list-style-type: none"> ● Offer to help if someone needs assistance ● Even if it is not your trash, pick it up and throw it away ● Invite others to sit with you; include others ● Give compliments and be positive about the food and/or food choices others make
Playground	<ul style="list-style-type: none"> ● Use school property and equipment appropriately ● Demonstrate good sportsmanship ● Do not look into classroom windows or disturb classes ● Play fairly 	<ul style="list-style-type: none"> ● Throw trash in trash cans ● Report accidents to the playground monitors ● Use a 5-S line (Silent, Still, Straight, Spaced and Smiling) ● Play and use the restroom during recess 	<ul style="list-style-type: none"> ● Avoid dangerous activities ● Follow directions the first time ● Keep hands, feet, and other objects to yourself ● Wait your turn ● Stay on school grounds ● Sticks stay on the ground 	<ul style="list-style-type: none"> ● Help others ● Everyone is included ● Offer to pick up play equipment when recess is over ● Take lost items to the adult on duty ● Share and take turns ● Help others come up with solutions when conflicts happen
Assemblies	<ul style="list-style-type: none"> ● Focus on the speaker ● Remain seated ● Be quiet during the presentation ● Applaud and participate appropriately 	<ul style="list-style-type: none"> ● Enjoy the presentation and engage with the speaker when asked to participate ● Stay with your class ● Remain seated until dismissed ● Watch for the active listening signal and be ready to listen 	<ul style="list-style-type: none"> ● Enter and Exit quietly ● Use a 5-S line (Silent, Still, Straight, Spaced and Smiling) ● Follow all instructions given by adults the first time ● Keep hands, feet, and other objects to yourself ● Leave materials in the classroom 	<ul style="list-style-type: none"> ● Thank the presenter ● Smile and greet others ● Include others so no one sits alone or is left out ● Encourage others to do the right thing (quiet signal, whisper, do the right thing yourself-model)

	Be Respectful	Be Responsible	Be Safe	Be Kind
Restroom	<ul style="list-style-type: none"> • Respect others' privacy • Use only one squirt of soap 	<ul style="list-style-type: none"> • Wash your hands • Flush the toilet • Keep water in the sinks • Report vandalism to an adult • Use the toilet appropriately • Make sure to use a hall pass when in the restroom by yourself 	<ul style="list-style-type: none"> • Avoid gathering in the bathrooms • Go directly to the bathroom and return to class or the playground • Wait your turn • Keep water in the sinks 	<ul style="list-style-type: none"> • Encourage others to do the right thing • Help someone who may be lost or having problems
Library/ Computer Lab	<ul style="list-style-type: none"> • Use your inside voice • Enter the room quietly and have a seat • Give others personal space 	<ul style="list-style-type: none"> • Use your inside voice. • Enter the computer lab quietly • Check out and return your library book(s) on time • Report any damage or misuse of equipment/books • Only go to the sites and assignments that you are directed to and stay on task 	<ul style="list-style-type: none"> • Use equipment appropriately • Follow directions the first time • Give others personal space • Keep chairs flat on the floor • Ask before leaving the room 	<ul style="list-style-type: none"> • Be polite and kind • Help others • Encourage others to do the right thing (quiet signal, whisper, do the right thing yourself-model)