Johnstown-Monroe Schools

Johnstown Intermediate School

BUILDING A BRIDGE TO THE FUTURE BY DEVELOPING CONFIDENCE, CHARACTER, AND CONNECTIONS

Student Handbook
2026-2027

Board approved on June 8, 2026

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Johnstown Monroe School District

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Transportation	614-486-4180
Community Bus Service	

Johnstown Intermediate School	740- 966-3055
Mr. Brad Wehrman	Intermediate Principal
Mrs. Amy Fauble	Administrative Secretary

This handbook has been prepared to answer many commonly asked questions and to provide students and parents with specific information about policies and procedures. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available from the building principals and on the district's website.

We are more than happy to answer any questions or concerns that you may have and encourage your active involvement in your child’s education. We look forward to working with you as we continue to provide a safe, positive, and rewarding experience for the children of Johnstown.

ADDRESS AND PHONE CHANGES

Any change of address or phone numbers (especially numbers used in emergencies) must be reported to our office. In the event of illness or injury it is vitally important that we have current valid emergency numbers.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal and/or Superintendent. A minimum of twenty-four hours' notice is required to ensure that the Superintendent has the opportunity to review the announcement or posting. Johnstown Intermediate will not make copies of the announcements to distribute and will only consider information provided by non-profit organizations.

ARRIVAL and DISMISSAL SCHEDULE

8:35-8:50 Arrival	Student arrival begins at 8:35 a.m. Supervision Provided Beginning at Student Arrival Time
8:50 Start Time	Students are considered tardy if they enter their classroom after the school start time. Parents are asked to report to the school office to sign the student in if after the start time.
3:20-3:35 Dismissal	3:20 Car line Dismissal begins 3:25-3:35 Bus Dismissal 3:20 Walker Dismissal

Children who walk to school or who are dropped off by parents should not arrive before the designated Arrival Time. Children must report home immediately after school before playing on or coming back to the school playground. Bus riders should go directly to their homes after exiting the bus. The school is not responsible for supervision of students before designated arrival times, after school dismissal times or following the completion of their bus route.

ASSEMBLIES

Assemblies will be presented periodically for the purpose of recognizing special achievements, presenting speakers, and encouraging school spirit. Student conduct should be appropriate. An indication of the cultural level of the school is the conduct of its student body at an assembly. Unacceptable conduct includes, but is not limited to: whistling, shouting, lying on the floor, inappropriate language, and talking during a program.

ATTENDANCE

Notification of Absence

Absences for any reason, whether excused or unexcused, reduce instructional time and have an adverse impact on student learning. If a student will be absent, the parents must notify the School and provide an explanation prior to the start of the school day. The parents must provide a written excuse as soon as possible after the student's absence. Parents will be notified in writing when the student's absences reach forty-five (45) or more hours in one school year, regardless of excused or unexcused. Students who are absent for 10% or more of the school year will be considered "chronically absent".

Excused Absences

The Board considers the following factors to be reasonable excuses for time missed at school: A. personal illness (a written physician's statement verifying the illness may be required)

B. illness in the family necessitating the presence of the child
C. quarantine of the home
D. death in the family
E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
F. observation or celebration of bona fide religious holiday
G. out-of-state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity.
H. Such good cause as may be acceptable to the Superintendent
I. Medically necessary leave for a pregnant student in accordance with Policy 5751

Truancy

Unexcused absence from school (truancy) is not acceptable. Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one school month, or seventy two (72) or more hours in one school year. If a student is habitually truant and the student's parents have failed to cause the student's attendance, the school will take appropriate intervention actions as set forth in Board Policy 5200.

The building administrator(s) reserves the right to place any student on medical only status for attendance purposes at any point in the school year. Notice of this attendance designation will be provided to the parent/guardian.

Homebound Instruction

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the Coordinator of Student Services.

Make-up of Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make up missed work. The parent should contact the school office by 10:00 am to obtain assignments. Work can be collected at the end of the school day. The number of days for completion of make-up work will be equivalent to the number of excused days of absence. If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time.

Tardiness

A student who is not in his/her assigned location at the start of the school day will be considered tardy, and the time missed will be counted against hours of attendance. After fifteen minutes, the tardy becomes an absence. Any student arriving late to school is to report to the school office before going to class.

Early Dismissal

If a student needs to be dismissed from school before the end of the school day, s/he must have a written request from his/her parent/guardian stating the reason for the early dismissal. Time missed from class will be counted against hours of attendance.

Vacations During the School Year

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. A vacation request must be submitted prior to the vacation. A maximum of five school days per school year will be excused for vacation. It may be possible for the student to receive certain assignments that may be completed during the trip.

Perfect Attendance

A student has perfect attendance if he/she has been in school all days that school is in session with no tardies, no leaves and returns, and no early dismissals.

BIRTHDAYS

Recognizing and celebrating the birthday of our students and their unique place in the school community is important to us. However, the incidence of students with dangerous food allergies and medical conditions such as diabetes has prompted us to be cautious about food consumption in our school. We will not participate in celebrating birthdays in the classroom with food or beverages. The principal recognizes students on their birthday during morning announcements and awards them a birthday book. Please refrain from sending balloons and flowers to school, as they are difficult to transport on the bus. To avoid hurt feelings, party invitations will not be passed out at school unless each child in the class receives one.

BREAKFAST

Students may purchase a school breakfast. Breakfast is served in the cafeteria from each morning (except on days where there is a late start).

BUS TRANSPORTATION

Bus transportation is provided for students more than one and one-half miles from school. Bus transportation is handled by Community Bus Service. If you have questions or concerns, please contact them at 614-486-4180.

Bus Conduct

Bus riding is a privilege, which may be revoked if proper behavior is not maintained at the bus stop, on the bus, and in the bus lane at school. While on the bus, students are under the direct authority of the bus driver. Bus rules are designed for student safety.

1. Students must remain in their assigned seat.
2. Students may only ride their assigned bus and be picked up and dropped off at their designated stop.
3. Students riding the bus will:
    a. Arrive at the bus stop 5 minutes prior to scheduled pick up time and wait for the bus in a designated place of safety as determined by the bus driver;
    b. Cross the street at least 10 feet in front of the school bus, pay attention to the driver's hand signals, and remain visible to the driver at all times;
    c. Board, leave, and ride the bus in an orderly and non-disruptive manner, waiting for the bus to come to a complete stop before boarding or disembarking from the bus;
    d. Remain in designated place of safety while waiting to board and after disembarking the bus;
    e. Sit forward facing from the time of boarding until disembarking;
    f. Use appropriate language at all times;
    g. Keep hands and feet to themselves, follow the driver's directions, and be respectful to the driver and other students;
    h. Remain seated while on the bus, keeping the aisle and exits clear;
    i. Refrain from conduct which interferes with the safety of passengers or with the bus driver's safe operation of the bus;
    j. Make no noise at railroad crossings or at any other point of danger as specified by the driver.
4. Excessive noise and loud talking is prohibited.
5. Students may not throw objects either out of or within the bus and may not extend any part of their body out of a window.
6. Eating, drinking, and littering on the bus is prohibited.
7. Students are not permitted to bring balls, toys, games, gadgets, radios, cell phones, or electronic devices on the bus unless special arrangements have been made with their classroom teacher. In this event, items will remain in backpacks while on the bus.
8. Students are not permitted to transport animals, balloons, large items (i.e. projects, instruments, and other belongings that take up space) on the school bus.
9. Pens and pencils shall remain in backpacks.
10. Weapons and harmful materials are prohibited.

Violation of the rules may result in suspension or termination of bus privileges, emergency removal, or other discipline, as determined by the building principal. When a student is being considered for suspension of bus privileges, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. If the decision is made to suspend the student, he/she and his/her parents will be given written notification of the suspension within one day setting forth the reason for the suspension and the length of the suspension.

CAFETERIA RULES

1. Students may choose to purchase ONE OF FOUR LUNCHES or pack a nutritious lunch. STUDENTS MAY NOT "SKIP" LUNCH without written parent permission.
2. Only school and home packed lunches will be eaten in the cafeteria. Food from restaurants may not be eaten in the cafeteria. A parent may take children out at lunchtime by signing him/her out in the office.
3. Glass containers are not permitted
4. Due to limited space, the number of cafeteria visitors may be restricted. Visitors to the cafeteria must notify the office by 9:45 a.m. the day of the visit.
5. NO FOOD MAY BE TAKEN FROM THE CAFETERIA to the playground or lockers.
6. Students must keep hands and feet to themselves.
7. Low talking/noise level must be maintained. When the signal is given, students are not to talk.
8. Students will sit at assigned tables and will remain seated unless given permission to do otherwise.

9. Students will clean their area before leaving the table.
10. Students will wait quietly in the serving line.

CHILD CUSTODY REGULATIONS

In cases of divorce/separation, a copy of the portion of the divorce decree/separation agreement or court order, which stipulates the custodial/residential provisions, must be provided to the school. Additional policies and regulations on child custody as established by state law and the Board of Education are available from the building principal.

CLASSROOM ASSIGNMENTS

The staff at Johnstown Intermediate regards the placement of children into classroom groups to be a very important educational task. Many factors impact the assignment of children to classes each fall. These factors include student performance, gender, emotional and behavioral needs, social and personality factors, and each child's unique needs. Class assignments are the responsibility of the principal. If you have something you wish to share relative to class placement, please put it in writing and submit it to the building principal. Teacher requests will not be accepted.

CONFERENCES

Conferences are scheduled in the fall and spring of each year for the purpose of encouraging parents and teachers to speak directly about the progress of the student. Appointment notices are sent home prior to the conference date.
Teachers are encouraged to request conferences on an "as needed" basis, and parents are welcome to initiate a conference. If a parent wishes to request a conference, he/she should:

1. Phone the office and request the teacher to return the call. It would be helpful to relate the intent of the call so when the teacher returns the call, he/she will have the necessary information available as a reference.
2. Send a note to the teacher requesting a conference.

Impromptu conferences during the day are not permitted, as classroom instruction must not be interrupted. As a practical matter, conferences generally focus on student performance as reflected in school records. Since records are disclosed during the conference, the Federal Education Rights and Privacy Act (FERPA) prohibits disclosure to any non-parent without parent approval. Therefore, FERPA would exclude a neighbor, stepparent, relatives, or significant other that a parent might want to bring to the conference. A custodial stepparent, who is present in the home on a day-to-day basis, may have records access rights under FERPA as long as the custodial parent gives written documentation to the school noting who is authorized to have parental rights in the parent's absence.
Another exception to this general exclusion would be for special education students, in as much as the Individuals with Disabilities Act expands the definition of parent to include virtually anyone who has an interest in the well-being of the child.

CODE OF CONDUCT

It is recognized that no list of prohibited conduct can encompass every action that may be subject to discipline. The Administration shall have the authority to impose discipline for conduct not set forth herein that involves the violent, disruptive or inappropriate behavior of students and based on the individual circumstances of each situation.

Violations of the Discipline Code may result in disciplinary action including, but not limited to, consultation with student, parent conferences, detentions, in school suspension, out-of-school suspension, expulsion, loss of privileges, or removal from school. A recommendation for an expulsion hearing may occur at any time for major offense violations.

Student Rules of Conduct: Jurisdiction and First Warning

These discipline regulations apply to conduct while school is in session, at school sponsored activities, on school premises, off school premises at any school sponsored activity or event, in any vehicle whose use is controlled or organized or arranged by the school, or at any time when the student is subject to the authority of the Board of Education or school personnel including bus stops and the immediate area around those stops.

Authorization

The principal/designee shall have the power and the responsibility to regulate student behavior and to discipline students whose behavior is judged unacceptable. Disciplinary action may be adjusted at the discretion of the principal/designee.

1. Narcotics, Alcoholic Beverages, Stimulant Drugs, Mind Altering Substances, Non-alcoholic Beer, or any Drug Paraphernalia

No student while on school premises, or authorized transportation, or any school sponsored activity held on or off the school premises, shall knowingly possess, use, sell, offer to sell, offer to purchase, supply, or transmit; alcohol, non-alcoholic beer, and/or other drugs or drug paraphernalia. Students who possess large sums of money may cause the administration to have reasonable suspicion of drug related activities. The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries.

Possession - includes, without limitation, retention on the student person, in purses, wallets, lockers, desks, automobiles parked on home school property or at any other school sponsored events.

Use of - is defined as showing signs of chemical misuse such as staggering, reddened eyes, odor of chemicals or alcohol, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other abnormal behavior.

Drugs/Drug paraphernalia - includes, without limitations, steroids, poisonous intoxicants, anabolic steroids, or any other body building drugs, look-a-like substances, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, and prescription drugs, (unless prescription was authorized by a licensed physician, and drugs are kept in the original container. The original container must contain the student's name and the directions for the proper use of the medication, or any drug type paraphernalia. Students may be required to submit to a breathalyzer test when deemed appropriate by the administration.

2. Distributing, Selling, or Offering to Sell Drugs or Alcohol

A student shall not have in his/her possession a quantity that can be construed as being possessed for sale or transmittal by that student. Any student caught distributing, selling, or offering to sell drugs or alcohol on the school grounds or at any school sponsored event may be recommended for expulsion for the 1st offense.

3. Counterfeit Controlled Substances

A student shall not possess, make, conceal, supply, transmit, sell or offer to sell, give, or deliver a counterfeit controlled substance. "Possession" is defined in Section 1 above. A student shall not directly or indirectly represent or describe a "counterfeit controlled substance" as a "controlled substance." Counterfeit controlled substances includes, but is not limited to the following:

a. Any drug that is identified by a trade name or trademark without authorization of the owner of the trade name or trademark.
b. Any unmarked or unlabeled substance that is represented to be a controlled substance with a specific trade name or trademark.
c. Any substance that is represented to be a controlled substance, but in fact is not a controlled substance, or is different than the substance being represented.
d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

4. Possession or Use of Weapons or Dangerous Instruments

A student shall not possess, transmit or conceal a dangerous weapon, dangerous instrument or "look-alike" counterfeit weapon or instrument. Such items include, but are not limited to, explosives, mace, firearms, knives, razor blades, brass knuckles, or any object that can reasonably be considered a dangerous instrument. Look-alike weapons could include, but are not limited to, starter pistols, stun guns, or any other object indistinguishable from a weapon, may be considered a weapon or dangerous instrument. In addition, any student who creates panic by making statements about the possibility of a weapon in school may be disciplined per this rule. Additionally, Section 2923.122 of the Ohio Revised Code makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by, or controlled by, or to any property actively held under the auspices of a school. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to disciplinary action.

5. Use of an Object as a Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers and jewelry.

6. Knowledge of Dangerous Weapons or Threats of Violence

Students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

7. Disruption of the Educational Process

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, or any other conduct that causes the disruption or obstruction of any lawful mission, process, or function of the school, or urge other students to engage in such conduct.

The following actions are prohibited:

a. Occupying any school building, school grounds, or part thereof, to deprive others of its use.
b. Blocking the entrance or exit of any school building or corridor or room therein, to deprive others of lawful access to or from, or use of, the building, corridor or room.
c. Preventing or attempting to prevent the convening or the continued functioning of any school, class, activity, or of any lawful meeting or assembly on the school grounds.
d. Any communication (oral, written or electronic) of a bomb threat or any other threat of violence.
e. Blocking normal pedestrian or vehicular traffic.
f. Starting or attempting to start any unauthorized fires on school grounds.
g. Pulling a fire alarm without proper provocation
h. Placing a false 911 call
i. Inappropriate use of social media that disrupts the educational setting.

8. Physical Abuse of a School Employee, School Employee's Family Member, or a Person Working for the School District in an Official Capacity and/or their Property

A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause physical injury to a school employee, employee's family member, or person working for the school district in an official capacity and/or damaging their property will have disciplinary action.

9. Sexual Misconduct

No student shall engage in any sexual misconduct while on school premises, under school authority, or while attending any school sponsored activities. Sexual misconduct includes public indecency, sexual contact with another with person with or without consent, and sexually harassing comments and behavior.

10. Possession/Use of Tobacco

No student shall carry, posses, distribute, purchase, attempt to purchase, or use any tobacco product, cigarette lighter, electronic cigarettes or similar devices, in school, on school grounds, on school buses, or at any interscholastic event/competition, extracurricular event, or other school sponsored event, both home and away. Tobacco products include, but are not limited to, cigarettes, cigars, pipe tobacco, chew tobacco, snuff, or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes are not permitted.

11. Harassing or Threatening a Staff Member or Staff Member's Family on or off the School Grounds

No student shall direct to a school employee or employee's family member(s) words or phrases which are considered to be slanderous, degrading in nature, obscene or profane. This may also include communication that implies a threat or harassment of another individual.

12. Extortion

No student shall commit an act of extortion, threatened extortion or threaten reprisals in order to secure an object, benefit, or service from another person. Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else.

13. Unauthorized Bodily Contact

No student shall physically touch, hit, or make physical threats to a student or employee of the school system or any person while on school property or while attending a school-sponsored event.

14. Fighting and Physical Abuse of Another Student While on the School Grounds, School Property, or at any School Function (home or away)

A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause physical injury to another student may have disciplinary action.

Any student who has been physically abused should report the incident to the principal or any other faculty member immediately. Fighting will not be tolerated on school grounds, on any school transportation vehicle, or at any school-sanctioned event.

15. Harassment

Students are prohibited against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any unlawful basis. Students who are found to have engaged in unlawful harassment will be subject to disciplinary action. Any student who believes they have been unlawfully harassed by another member of the School District community should contact the Superintendent or other District Administrator.

16. Endangering Another

No student shall endanger another student while on school grounds, during any school function (home or away), or while riding any school transportation vehicle. Endangering shall be defined as any act that could or may cause harm to another person.

17. Harassment/Intimidation/Bullying

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions

which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

> A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above. Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.
This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).
The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.
If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints
Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed, and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality
The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement
At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at schoolsponsored events. Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

18. Attendance

Students shall comply with school attendance requirements. No student shall be absent without school authorization and parental consent. Unexcused absences and repeated tardiness to school or classes may result in disciplinary action.

19. Forgery/Falsification/Misrepresentation

No student shall forge the name of another person or falsify other information whether orally or in writing.

20. Unauthorized Entry to any Part of District Buildings without Permission

No student shall be in any part of the intermediate school outside of regular school hours without the authorization of a staff member. No student shall be in any area of the high school, middle school, intermediate school, or elementary school that is not designated for student use without the permission of an authorized school employee.

21. Academic Misconduct

No student shall cheat or plagiarize on any school assignment. Cheating/plagiarizing includes, but is not limited to possession of unauthorized material, submission of another student's material (whether graded or not), false claims or

fabricated references, copying someone else's exam/test/quiz, or passing answers from an exam/test/quiz to another student. When a student is found to have cheated or plagiarized, the principal may impose any of the following sanctions:

- The student will redo the assignment or complete another substitute assignment on his/her own time (lunch intervention, recess detention, before or after school detention).
- The student may be denied participation in academic and non-academic activities and events.
- Second offenses will warrant more severe consequences.
- Students will be held accountable for the completion of the assignment.

22. Failure to Serve an Assigned Detention

Any requested changes of an assigned detention must be approved by the Principal or his/her designee Failure to serve the assigned detention may result in additional penalties.

23. Insubordination

No student shall be disrespectful or insubordinate to any teacher, student teacher, substitute teacher, principal, or authorized personnel. Students shall comply with directives and issued discipline. Failure to comply may result in additional penalties.

24. Throwing Food in the Cafeteria/Stealing Food/Littering

No student shall throw food in the cafeteria or at another student, teacher, or staff member. All food taken from the serving area must be purchased. There should be no food, paper, or trays/utensils remaining when a student leaves his/her seating area.

25. Bus Conduct

Students utilizing district transportation are under the authority of, and directly responsible to, the driver of the bus. Any student who repeatedly violates safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action as determined by the principal.

- Students must remain in their assigned seat.
- Students may only ride their assigned bus and be picked up and dropped off at their designated stop.
- Students riding the bus will:
- Arrive at the bus stop 5 minutes prior to scheduled pick up time and wait for the bus in a designated place of safety as determined by the bus driver;
- Cross the street at least 10 feet in front of the school bus, pay attention to the driver's hand signals, and remain visible to the driver at all times;
- Board, leave, and ride the bus in an orderly and non-disruptive manner, waiting for the bus to come to a complete stop before boarding or disembarking from the bus;
- Remain in designated place of safety while waiting to board and after disembarking the bus;
- Sit forward facing from the time of boarding until disembarking;
- Use appropriate language at all times;
- Keep hands and feet to themselves, follow the driver's directions, and be respectful to the driver and other students; Remain seated while on the bus, keeping the aisle and exits clear;
- Refrain from conduct which interferes with the safety of passengers or with the bus driver's safe operation of the bus; Make no noise at railroad crossings or at any other point of danger as specified by the driver.
- Excessive noise and loud talking is prohibited.
- Students may not throw objects either out of or within the bus and may not extend any part of their body out of a window.
- Eating, drinking, and littering on the bus is prohibited.
- Students are not permitted to bring balls, toys, games, gadgets, radios, cell phones, or electronic devices on the bus unless special arrangements have been made with their classroom teacher. In this event, items will remain in backpacks while on the bus.
- Students are not permitted to transport animals, balloons, large items (i.e. projects, instruments, and other belongings that take up space) on the school bus.
- Pens and pencils shall remain in backpacks.
- Weapons and harmful materials are prohibited.

26. Profane/Obscene Language, Gestures and Inappropriate Material

No student shall use profane, obscene or vulgar language, gestures, or possess inappropriate material.

27. Public Displays of Affection

Students shall not engage in inappropriate displays of public affection.

28. Vandalism

1. Any act of vandalism on a minor scale such as: tampering with another student's locker; writing on a desktop, walls, locker, restroom facility, table, or school equipment; and/or any kind of damage done to any books or property of the school.
2. Vandalism of computer network
3. A student shall not knowingly attempt to disrupt operations of the computer network by "hacking" into or vandalizing the network resources. This may include but is not limited to malicious attempts to:
    a. Hack, alter, harm or destroy any software, hardware or data
    b. Upload, download create or transmit any computer virus, worm, Trojan Horse or other harmful component or corrupted data
    c. Gain access to other user's files and information
    d. Disrupt or degrade the operation of the network through any means intended for that purpose.

   Note: Students may also be required to reimburse the school for any costs incurred as a result of repair, cleaning, or replacement of vandalized property, including damage to computers and/or network.

29. Gambling

No student shall participate or initiate any type of gambling for money or valuables while on the school grounds, on an authorized school vehicle, or attending a school related function.

30. Possession of Electronic Devices

Students are not to use CD players, radios, video games, cellular phones, smart watches, (cell phone and smart watches may be used before and after school but must remain silenced and in backpacks during school hours), MP3s, pagers, etc. during the school day. Usage and/or a classroom disturbance, even minor, created by an electronic device will result in the item being confiscated. If a student's electronic device is confiscated due to misuse, the student's parent must pick up the item at the end of the school day. Students shall not take photographs, video recordings, or audio recordings of other students and/or staff members without permission.

31. Multiple Violations of Student Code of Conduct

Students who repeatedly violate the Student Code of Conduct may be subject to additional disciplinary action.

32. Other Types of Misconduct

No student shall engage in any similar misbehavior or activity as those listed even though not specifically addressed.

DRESS AND APPEARANCE AT SCHOOL AND SCHOOL ACTIVITIES

Johnstown Intermediate is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Johnstown Intermediate views the Dress Code as a serious issue and expects parents to promote the observance of this policy. The building administrator has the final decision as to the appropriateness of all clothing and attire.

A student who violates the dress code may be required to:

- remove and replace inappropriate apparel or items (the parent may be called to bring appropriate clothing)
- turn the clothing inside out
- wear clothing provided by the office

Repeated violations will result in disciplinary consequences. Exceptions may be granted for special days, if the principal grants permission.

The following are violations of the dress code:

- See-through clothing and clothing that has excessive rips, tears, or holes
- Undergarments that are visible
- Clothing with profane, vulgar, illegal pictures, statements, or suggestions (including alcohol, drugs, tobacco)
- Clothing with sexually oriented pictures, statements, or suggestions
- Clothing with political statements or those that may cause a hostile, intimidating, degrading, disrespectful, harassing or discriminatory environment
- Clothing with death/violent pictures, statements, or suggestions
- Swimwear and sleepwear
- Pants worn below the hip
- Halter-tops, muscle shirts, or spaghetti straps (Straps on tops need to be as wide as two adult fingers or no less than 1 ½")

- Shorts and skirts shorter than the middle of the thigh
- Excessively tight clothing
- Face paint and temporary tattoos
- Body piercings (other than ears)
- Low-cut, scoop, or plunging necklines
- Midriffs showing (even when seated)
- Unnatural hair colors (hair paint or dyes) or styles that draw attention away from instruction
- Headgear (hats, sweatbands, bandanas, etc.in the building)
- Chains and/or studded accessories
- Accessories that increase a student's risk for accidents or cause a distraction
- Non-secure footwear will not be permitted for PE class, sporting games, or on playground equipment.
- See-through or revealing clothing

DISCIPLINARY ACTIONS

Johnstown Intermediate is a place where children, parents, and educators work together to create an atmosphere that encourages and promotes learning. Effective discipline comes from the belief that teaching students to take responsibility for their behavior is more important than simply enforcing the rules. Educators at Johnstown Intermediate promote and implement a positive discipline plan that identifies and teaches behaviors allowing students to become effective problem solvers and decision makers.

Each child is responsible for his or her own behavior choices. Good discipline is essential for learning and should be based upon mutual respect for the rights and property of others, respect for those placed in positions of authority, and respect for fellow students. No one will be allowed to jeopardize the health, safety, well-being, or learning environment of a fellow student, staff member or guest. We expect students to show proper behavior at all times at school, in the cafeteria, on the playground, and on the way to and from school.
Disciplinary action may be used in conjunction with violations of the school, classroom, cafeteria, school bus, playground rules. Disciplinary measures may be used in combinations without constituting double jeopardy. A violation of any rule may result in disciplinary action including:

- verbal warning
- conference with student and/or parent
- assigned work
- loss of privilege
- detention
- written notice
- emergency removal of student
- in school suspension
- out of school suspension
- recommend expulsion to Superintendent
- require restitution
- compensatory payment of damages
- referral to police, Children's Services, and/or Juvenile Court

IN-SCHOOL SUSPENSION

In-school suspensions will be held every day. Students should report directly to ISS for attendance. The same rules for student behavior in Wednesday School apply to in-school suspension.

OUT-OF-SCHOOL SUSPENSION

Suspensions occur only during days when students are in attendance. Calamity or snow days will not count towards days of suspension.

Please see Board Policies 5610 (Removal, Suspension, Expulsion and Permanent Expulsion of Students) and 5611 (Due Process Rights) for a description of procedures applicable to out-of-school suspensions.

EMERGENCY REMOVALS

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, the student may be removed from curricular activities or from the school premises.
Please see Board Policy 5610.03 (Emergency Removal of Students) for a description of procedures applicable to emergency removals.

EXPULSION
The Superintendent may expel a student from school for up to 80 days. Students, unless identified as a Student with Disabilities, cannot make up academic work during the expulsion period. An alternative online option can be provided at the cost of the student. The school district would not be liable for internet access or use of school computers for the option. All opportunity to earn grades or credit ends when a student is expelled. Additionally, a student who is expelled will be denied high school credit for college courses taken while serving his/her expulsion.
Please see Board Policies 5610 (Removal, Suspension, Expulsion and Permanent Expulsion of Students) and 5611 (Due Process Rights) for a description of procedures applicable to expulsions.

PERMANENT EXCLUSION
In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

A. Carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the
B. Possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board.
C. Complicity to commit any of the above offenses, regardless of where the complicity occurred.

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

A. Rape, gross sexual imposition or felonious sexual penetration.
B. Murder, manslaughter, felonious or aggravated assault.
C. Complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs.

Please see Board Policies 5610 (Removal, Suspension, Expulsion and Permanent Expulsion of Students) and 5611 (Due Process Rights) for a description of procedures applicable to expulsions.

DISMISSAL

Three dismissal methods will be used: Walkers, Carline, or Bus. All students must be picked up by 3:40. Students should know his/her arrangements prior to coming to school to assist in a smooth dismissal process and know where to report each day. Please refrain from last minute phone calls for dismissal changes. We cannot assure that your child will receive instructions if you phone the office after 2:00 P.M.

Walkers: Any guardian meeting a student should wait in a designated area away from the exit doors. Walker traffic will be escorted to the crosswalk at the end of the loop (on the north side of the building). A staff member will help students cross at this designated crosswalk. Students will dismiss by grade to the designated exit.

- Students will exit from the main doors.

Students may not cross the parking lot during dismissal.

Bus Students: Bus students will report directly to the buses, using the main doors.

Carline

- Students dismissed by car will report to Multi-Purpose Room to await dismissal and exit out the back entrance when called.
- Students must remain on the sidewalk and wait until all wheels have stopped before entering the vehicle.
- Vehicles will be directed to follow the established traffic plan. Please DRIVE SLOWLY AND PAY CLOSE ATTENTION. FOR THE SAFETY OF STAFF AND STUDENTS, PLEASE REFRAIN FROM CELL PHONE USE/TEXTING WHILE IN THE CARLINE.
- Vehicles entering the carline must have a pick-up card displayed in the passenger window or right dashboard of the vehicle.

- Those using the carline must remain in their vehicles so traffic will not be detained and must have the pickup card.
- Adults picking up more than two students by vehicle may request a card with multiple names from the office. Pickup cards will be given to all students at Open House. Special requests for additional cards may be made in the office.

End of the Day Non-Parent Pick-up
Should you wish to have someone other than the parent pick up your child at dismissal, we must have your written permission to release him or her. If a child's dismissal plan changes, we must have notification from the parent. We will follow the child's normal routine without a parent notification.

Dismissal During the School Day
Anyone picking up a child during the school day must come to the office and sign the child out. Someone other than the parent must have your written permission before we can release your child. We will ask to see identification from any person we do recognize.
All student pick-up policies are for the protection of your child and are in no way intended to infringe on your rights. If you have not done so recently, take a moment today and discuss with your child the dangers of going with strangers. Make your child aware that it is all right to say, "I don't know who this is" or "Mom said not to go with them." While child abduction is not a pleasant topic, it is a reality. We all hope it never happens to our children; an ounce of prevention or precaution may be immeasurably valuable.

Early Dismissal of School Day/School Closing Announcements
Each student must have an early dismissal plan on file at school. In case the school must be closed early, we need to know where your child is to go. If circumstances change, please update your information with the school office. If school must be closed or the opening delayed because of inclement weather or other conditions, district officials will notify the local radio and television stations. Parents will also be notified by the Auto Call Telephone Notification System. Parents and students are responsible for knowing about emergency closings and delays. When school is cancelled, all school activities and meetings will also be cancelled.

DRUG PREVENTION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means. For purposes of this policy, "drugs" shall mean:

A. All dangerous controlled substances as so designated and prohibited by Ohio statute
B. All chemicals which release toxic vapors C. All alcoholic beverages
D. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy
E. Anabolic steroids
F. Any substance that is a "look-alike" to any of the above

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, and at any school-sponsored event (home or away). It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes. The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools.

EMERGENCY MEDICAL AUTHORIZATION

State law requires all students to have an emergency authorization form complete and signed by his/her parent or guardian. A student may be excluded from school until this requirement is fulfilled. EMAs shall be completed electronically prior to the start of each school year.

ENROLLMENT

Students that are new to Johnstown-Monroe Schools are required to enroll with their parents or legal guardian at the District Office. When enrolling, the parents will need to bring:

- a birth certificate or similar document, Social Security Card
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete. The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

EQUAL EDUCATIONAL OPPORTUNITY

This District provides an equal educational opportunity for all students pursuant to Board Policy 2260. Any person who believes s/he has been discriminated against, while at school or a school activity, should immediately contact the school district's compliance officers

FEES

The Johnstown-Monroe Local School Board of Education suspended some student fees for the 2026-27 school year. The applicable fee(s) for the 2026-27 school year are listed below.

4th and 5th Grades**	
Technology Fee	$20.00
Total	$20.00

**Fifth-grade camp fees will be communicated to parents/guardians once the school year has begun.

FIELD TRIPS

Field trips may be conducted throughout the school year and will correlate with students' educational experiences in the classroom. To help make this activity worthwhile and positive for our students the following rules prevail:

1. Parents must sign a field trip permission form for each field trip. The parent's signature acknowledges that the parents are aware that their child may participate in the field trip and grants parental permission
2. Parents will be notified by their child's teacher prior to taking a class field trip.
3. Parents have the right to deny participation.
4. The school reserves the right to deny individual student participation in a field trip due to the student's record of misconduct.
5. School fees must be paid in order for students to participate in any class field trips.
6. All school fees must be current for 5th grade students to attend Fifth Grade Camp.

GRADING MARKS

The Johnstown Intermediate report card uses descriptive terms of Mastery, Approaching Mastery, Developing, and Limited to report student progress. These descriptive terms allow the opportunity to assess a child's mastery of a wide range of standards using both formative and summative assessments including data from classroom observations, (checklists and anecdotal records), project based assignments, class work, quizzes, and tests. At various times throughout the school year, your child may begin new concepts and may receive a Limited in a skill/standard area. He/she may quickly demonstrate Mastery in a skill area as more practice is provided. Once students have achieved Mastery in a skill or standard, teachers can expand learning opportunities for a deeper understanding. Assessments will determine the level of mastery for each standard.

M (Mastery) Student performance meets the demands of the standard and/or benchmark, while demonstrating a firm grasp of the concepts and procedures involved.

AM (Approaching Mastery) Student understands relevant foundational concepts, but requires support to meet the demands of the standard and/or benchmark.

DV (Developing) Student is developing understanding of foundational concepts.

L (Limited) Student has limited understanding of the foundational concepts, requiring consistent support.

Because the Intermediate School is the bridge between elementary and middle school, students will also receive a traditional letter grade for each core subject (Reading, L. Arts, Math, Science, Social Studies). A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below

Marks for Behavior, Social and Work Skills:

4= Always
3 = Needs occasional reminders 2 = Needs frequent reminders
1 = Has received consequences

GRADE REPORTING

Students will receive a report card one week after the grading period has ended. Interim reports will only be issued to identify problem areas.

HEALTHFUL ENVIRONMENT

Anyone with symptoms of possible communicable diseases should not attend school. We plan on your cooperation by keeping your child at home if vomiting, diarrhea, or a temperature of 100.4 or above occurs. A child must be fever free, without the aid of a fever reducing medication, for 24 hours before returning to school. Please do not administer a fever reducing medication and send the child to school. The fever will probably return within 3-4 hours and then a parent must be called to take their child home. Also, by that time they may have infected many other children. Additionally, a child must be free from vomiting for 24 hours before returning to school.

HEALTH SCREENING

The district is concerned about the welfare and progress of children in the school. In an effort to consider your child's educational needs, the school conducts a variety of health screenings under the supervision of the school nurse and/or speech/language pathologist. You will be notified if a screening indicates problems or if there is a need for further medical advice. If you do not wish your child to participate in any of these screening programs, please contact the school principal immediately. Screenings may include speech/language, hearing, vision, and dental.

HOMEWORK

Homework is an important part of the educational program, and each teacher is at liberty to assign homework to aid students in advancing their studies. In no way, however, does homework duplicate or act as a substitute for the learning process taking place at school. The amount and frequency of homework will vary according to the pupils' needs and at the discretion of the teacher. If your child is spending more than one hour nightly on homework, you might wish to contact the classroom teacher.

Homework may be given for the following reasons:

- to complete assignments not finished in class
- to practice on material essential to the educational process
- for remedial activity to strengthen weaknesses
- for special projects and assignments

Parents will find it most helpful to have a regular time assigned for homework or free reading early in the evening in a regular location away from any distractions. We encourage you to assist your children by seeing that homework is done and returned the next school day. Here are some ways you can assist:

- provide a quiet, well-lit and comfortable place to study
- keep distractions to a minimum
- reserve a certain period of time for study and homework

- check from time-to-time during this study period to see if help is needed
- be sure all necessary materials are available for homework

Please note the following consequences for grades 4 and 5:

- 4th and 5th grade students who do not complete their homework on the assigned day will complete it in the homework room—a work room supervised by a teacher during the students' recess times. This will give students an opportunity to complete the work and have support while doing so.

- A 4th grade student who attends the homework room 5 times in a grading period will serve a 30-minute recess detention.

- If a 5th grade student attends the homework room 5 times in a grading period s/he will serve a 30-minute recess detention.

IMMUNIZATIONS

Students must be current with all immunizations required by law. Ohio law requires all students to be in compliance with the immunization requirements by the 14th day after entering school. The student who does not meet the requirement after the 14th day will be excluded until requirements are met. Any questions regarding immunizations and exemptions should be directed to the school nurse or the Licking County Health Department.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The school nurse, principal, or designee will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

INTERNET / COMPUTER USE

The Johnstown-Monroe School District has established a board adopted "Acceptable Use Policy and Agreement" which must be completed online each year before access to the Internet will be granted. Permission may be withdrawn by the parents at any time. Computer privileges may be revoked by the school if they are abused.

LOCKER SEARCH

Lockers, cubbies, school furniture and their contents are subject to search at any time by school administration and law enforcement authorities. Students are responsible for the contents in their lockers and desks. Students will not use locks on the lockers. In order to preserve and maintain the conditions of lockers, only nametags provided by the teacher will be placed on lockers. Lockers may not be decorated.

LOST AND FOUND

The Lost and Found is located in the hallway by the office. All students should check there when an item is missing. Items of value (money, jewelry, etc.) will be kept in the office. Items not claimed within a reasonable period of time will be donated to charitable organizations. Parents should mark all personal items, coats, hats, gloves, etc. with a permanent marker. The school cannot assume responsibility for lost articles. However, if the loss is reported immediately, every reasonable effort will be made to help locate the missing item(s).

LUNCH INFORMATION

A nutritious hot lunch is available to elementary students. Students bringing their lunch may purchase milk. Our district participates in the Federally Funded Free and Federally Subsidized Reduced Lunch Program. Applications for lunch benefits are available online. All applications are confidential and are subject to federally mandated verification.
Menus are sent home monthly and are posted on the school website. If students lose or forget their lunch money, they will be allowed to charge for a limited period of time. Charge notices will be sent home and the charge must be paid the next school day. Students may prepay for lunches. Online payment is also available. If a child is allergic to milk or any food item, the cafeteria must have a doctor's statement on file and another food item may be substituted for the item. Fruit juice will be substituted for milk allergies. Only school and home packed lunches will be eaten in the cafeteria. Parents may sign out students in the office to take them to lunch.

MEDICATION AT SCHOOL

The Johnstown School System has a policy, based on law, for dispensing medication to students. If a student needs to take medicine at school, the following procedures must be followed:

- The only persons to administer the medicine will be the school nurse, the principal, the office secretary, educational aide, teacher, or other adult designated by the principal.
- The medicine must be in the original prescription container clearly marked. Written instructions from the doctor on the proper form must accompany the medication. Forms are available in the school office and at most doctors' offices.
- School personnel may not dispense non-prescription, including cough drops or over the counter medications, without the prior written consent of the parent along with a waiver of liability of the district for administration of the medication
- Written permission must be received from the parent or guardian requesting the school to comply with the doctor's orders.
- The school will also accept clear instructions by the doctor on his/her letterhead stationery.
- If there is any change in the method of administration or dosage it must be documented by the physician.
- No child shall bring any medicine to school without bringing it to the office. Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as noted above, may be stored in the building clinic and administered in accord with this policy.

Parents should take note of these requirements and remember what is needed from the doctor. The physician should be aware of these requirements, as they are standard for schools all over the state. But it is the parent's responsibility to obtain the necessary instructions and signatures for the school. These procedures have been adopted to protect not only the school, but the child as well.

Before any medication (including those prescribed by a physician and any non-prescribed over-the-counter drugs, preparations, or remedies) or treatment may be administered to any students during school hours, the Board shall require the written prescription from the child's physician, accompanied by the written authorization of the parent. This document will be kept on file in the clinic and made available to the persons authorized to administer medication or treatment. No student is allowed to provide or sell any type of overthe-counter medication to another student. All medication must be carried in a clearly labeled pharmaceutical bottle or package that describes the medication and its dosage.

PARENT COMMUNICATION POLICY

The purpose of this procedure is to resolve parent issues and concerns. All parent issues and concerns should be first directed to the person who is responsible for rendering the desired action to resolve the issue.

Step # 1: Contact the Teacher

Talking with the teacher first may solve many issues. This can be done via the phone, sending a letter, e-mailing, or scheduling a conference with the particular teacher. If the issue cannot be resolved to your satisfaction, then proceed to the next step.

Step # 2: Contact the School Principal

Using the criteria from step number one, seek a conference with the building principal and the teacher. If the issue is still unresolved, proceed to the next step. Step # 3: Contact the Superintendent

If after addressing the issue with the Superintendent, a satisfactory course of action has not appeared to happen, then you may proceed to the next step.

Step # 4: Contact the Board of Education

If your issue has not been resolved to your satisfaction after progressing through steps # 1-3, you may bring your issue to the Board of Education. The Board President will be happy to receive your call and make arrangements to help address your issue.

PARTIES

There are three school-wide parties at Johnstown Intermediate each year. Only individually wrapped treats will be permitted to ensure the health and safety of students. All provided treats will be individually prepackaged and factory sealed, with the ingredient label visible on the individual/original packaging. No homemade treats are permitted.

PLAYGROUND RULES

Playground rules are for student safety. Students must obey the rules, obey the staff members on duty, use good judgement, and play safely. Students will share equipment by taking turns and respecting the rights of others.

- Students will walk to the playground in an orderly and safe manner.
- Students will play fairly and keep hands and feet to themselves.
- Students will remain on the playground unless given permission to re-enter the building by the supervising staff member. When re-entering the building, they must obtain a pass.
- Students will remain in the designated play areas: blacktop, mulch, and field (when permitted).
- Students will refrain from throwing objects that may cause harm (stones, snow, ice, etc.)
- Touch football, kickball, and soccer may be played on the field. Other ball games and equipment (four square, jump ropes, etc.) may be played/used on the blacktop. The mulched area will be for playing on the equipment and may not be used for ball games.
- Students will avoid slippery and wet areas.
- Students will refrain from physical contact such as wrestling, grabbing, rough play, and play fighting.
- Students will follow rules for the safe use of playground equipment:
  Slide rules - Steps and handrails will be used to go up any slide, check to be sure the slide is clear, and slide down feet first. Swing rules - Students will use caution when walking near moving swings, sit in the center of the swing holding on with both hands, and stop the swing before getting off.
  Climbing rules - Students will use caution when climbing, grasp bars tightly with fingers and thumb, and climb down carefully to avoid other students. Students may not hang upside down or from their knees.

PROHIBITED MATERIALS

All schools should provide a safe, educational environment for everyone. Therefore, necessary procedures will be utilized to ensure that this type of environment is maintained. The administration shall reserve the right upon reasonable suspicion, to inspect a student's' person or property. Any prohibited materials will be confiscated. Students are responsible for the contents found on their person or property.

- audio/electronic/communication devices
- cell phones/smart watches – see Telephone Use By Students
- electronic games
- firearms/weapons
- incendiary items
- laser pointers
- transmitters
- play weapons
- toys that cause a danger/disruption
- trading cards (i.e., Pokémon cards)
- tobacco products, cigarettes and other substitute cigarette products
- drugs and drug paraphernalia
- flowers, balloons and gifts delivered to the building for individual students
- glass water bottles (water bottles need to be clear and only filled with water for use throughout the school day)

PROMOTION, RETENTION, and STUDENT SUCCESS

The academic achievement of each student is important. Each teacher will work with a team of teachers and paraprofessionals to provide needed interventions for all students who need assistance. The promotion of each student is determined individually. Among other factors, the decision to promote or retain a student in a grade is made on the basis of the following factors: Reading level, physical maturity, age, emotional and social development, grade average, state test scores, progress data, and when a series of researched based interventions have not been successful.
Retention will be carefully considered when a student exhibits delays in academic achievement, emotional and social maturity, and other factors. Retentions will be evaluated by a team of individuals, including, but not limited to the following: classroom teacher, parent or guardian, principal, literacy teacher, and intervention specialist. Retaining a student means to "hold safe a child in a grade," not hold back. Retention can mean a second chance for success for a student.

RECESS

All students are expected to go outside for recess, weather permitting. We strongly urge children to play outside during that time. Students should wear appropriate clothing for outside activities according to the season and weather. Secure footwear must be worn to play at recess and for gym. Students not wearing secure footwear may not climb recess equipment or participate in sporting games such as kickball, soccer, basketball and football. Recess rules need to be obeyed at all times. Indoor recess will be held on days of inclement weather or when the temperature or wind chill factor is below 20 degrees. Any request to be excused from recess must be accompanied by a statement from a physician. Only students, staff, or assigned volunteers are allowed in recess areas.

Inside recess rules are posted in each classroom. Students are expected to follow the classroom rules. Students must stay in their designated classroom unless excused by the supervising staff member.

RECORDS

Student records are confidential and protected under the Family Educational Rights and Privacy Act (FERPA). Access to student records will be in accordance with FERPA requirements. The District may disclose, without consent, "directory information." The school classifies the following information as "directory information" and as such it will be disclosed without prior consent: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, and awards received. Parents must contact the school office within the first two weeks of the beginning of the school year or within the first two weeks of enrolling in Johnstown Monroe Local Schools to request that the school not release any of the above information about the student without the parent's prior written notice.

RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. Students are expected to follow staff members' directions and obey all school rules. The staff expects students to arrive on time and be prepared to participate in the educational program. In order to keep parents informed of their child's educational progress, parents will be provided with information on a regular basis and as concerns arise. At times, it will be the responsibility of the student to deliver the information. The school may use email, US mail, or hand delivery as an attempt to make contact. Parents are encouraged to communicate with their child's teachers and support staff.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including purses, backpacks, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

SEXUAL AND RACIAL HARASSMENT

The school staff is committed to eliminating and preventing any form of harassment. Conduct constituting sexual harassment may take different forms, including but not limited to the following inappropriate behaviors: Written or sexual innuendoes; suggestive comments, jokes of a sexual nature, sexual propositions; causing the placement of sexually suggestive objects or pictures in the school environment; making sexually suggestive or insulting gestures or sounds; threatening or causing unwanted touching or contact. Conduct constituting racial harassment may take different forms, including but not limited to the following inappropriate behaviors: Written or verbal innuendoes, slurs, comments, jokes, insults, threats, or disparaging remarks; placing objects, pictures, or graphic commentaries in the school environment; making insulting or threatening gestures; taking intimidating or disparaging actions; drawings, pictures, items, etc. that promote or can be identified with gang and/or hate-groups.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions should promptly report the behavior to the school staff. All complaints will be promptly investigated, and appropriate action will be taken.

SPECIAL SERVICES

Many types of intervention and support services are available to students who qualify, including i-block for math and/or reading intervention, Reading Improvement and Monitoring Plans, Behavior Plans, Speech and Language, 504 Plans, Individual Education Plans, Individual Health Plans, Occupational and Physical Therapy.

STUDENT DECLARATION

Each student at Johnstown Intermediate has an obligation to be a MODEL STUDENT, the best student he or she can be. We should expect no more and accept no less.

A Model Johnstown Intermediate Student:

- comes to class on time and is prepared to take an active part in the process of learning.
- completes assignments to the best of his or her ability and turns them in on time.
- does not intentionally hurt, injure, or harm self or others.
- shows self-respect and respect for others through actions and words.
- takes responsibility for own actions and obligations.

Any student choosing not to meet these obligations should be prepared to accept consequences for the choices made.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

Staff members use a comprehensive child study process to systematically screen, assess, and if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the least restrictive environment. A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal and state law. To inquire about special education services, parents should follow the parent communication policy.

SUPERVISION OF STUDENTS

The parent or guardian assumes responsibility for the supervision of their child before arrival and after dismissal times. The school does not assume responsibility for the students before or after these times. School staff will supervise Johnstown Intermediate students for any school-related activities on the playground during the school day. The school is not responsible for the supervision of students before or after these times. The school staff will supervise students involved in school sponsored after school activities (activities for students only) and field trips. Once the after-school activity is over, the parent or guardian assumes the responsibility to provide transportation and supervision of their child.

TELEPHONE USE BY STUDENTS

Student use of school telephones is restricted unless permission is granted at the discretion of staff. Cell phones and smart watches at school are discouraged. If a cell phone or smart watch is brought to school per parent/guardian request for student safety, it must remain in the student's backpack and silenced during school hours. Violations to this rule may result in the device being confiscated, disciplinary action, and a parent/guardian being asked to pick the device up from the school office. The school is not liable for any loss or damage to cell phones.

TEXTBOOKS AND LIBRARY BOOKS

Pupils are responsible for their own textbooks, workbooks, as well as library books that are checked out in their name. Students are encouraged to check out library books for pleasure reading and research projects. Fines may be assessed for damaged or lost books. Students who have damaged or have lost more than one library book may lose library privileges.

TOBACCO USE AT SCHOOL

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with secondhand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds and any school-related event.

TOYS AT SCHOOL

A child must realize that there is an inherent risk in bringing a toy to school and that the school will take no responsibility for the damage, breakage, or loss of a toy or play item. Toys may be brought to school for indoor recess only. At all other times, toys are to remain in backpacks. Violations of this rule may result in the item being confiscated, disciplinary action, and a parent/guardian being asked to pick the item up from the school office. The school is not liable for any loss or damage to toys. Electronic toys are not to be brought to school. Trading cards (i.e., Pokémon), play weapons, and toys that pose a danger to students are not to be brought to school.

VALUABLES AT SCHOOL

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are targets for theft. The school is not responsible for such items' safekeeping and the school is not liable for any loss or damage to personal valuables.

VISITORS TO THE SCHOOL

With prior arrangement, parents may visit the school and their child's classroom. It is necessary to make advance notice with the teacher, or principal, prior to the visitation. All visitors, including parents, must ring the bell to check in at the school office before gaining admittance into the school, sign in, and access a visitor badge.
Should a parent wish to eat lunch with their child, notify the office in advance. Parents must first sign in at the school office before going to the lunchroom. The student is still required to follow all the lunch procedures and guidelines. A note is needed from the custodial parent if someone other than the custodial parent is going to eat lunch with the student. Parents and visitors are not permitted to accompany their child to the playground during recess.

VOLUNTEERS

Certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to staff members responsible for the conduct of those programs and activities. Each volunteer is required to abide by all board policies and district guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law). Furthermore, all volunteers who work or apply to work unsupervised with children on a regular basis will need to display appropriate behavior at all times, and they may be required to provide a criminal records check prior to their service. For additional information, please visit the district website (I Want to Volunteer Tab).

WITHDRAWAL OF STUDENT

Parents who are withdrawing a student from the Johnstown-Monroe Schools will complete the necessary paperwork at the school office along with permission to release the child's records to the new school. All books belonging to the school must be returned to the classroom and all fees/charges must be paid before records will be released.

Johnstown Intermediate school
Absence Excuse

_____ _____
(Student Name) (Teacher Name)

Was absent on _____
(Date)

for the following reason

___ illness

___ Doctor/Dental appointment
___ needed at home
___ vacation (must complete vacation form)
___ other (must state reason below)

_____

_____

_____ _____
Parent Signature Date

Johnstown Intermediate school
Absence Excuse

_____ _____
(Student Name) (Teacher Name)

Was absent on _____
(Date)

for the following reason

___ illness

___ Doctor/Dental appointment
___ needed at home
___ vacation (must complete vacation form)
___ other (must state reason below)

_____

_____

_____ _____
Parent Signature Date

Johnstown Intermediate school
Absence Excuse

_____ _____
(Student Name) (Teacher Name)

Was absent on _____
(Date)

for the following reason

___ illness

___ Doctor/Dental appointment
___ needed at home
___ vacation (must complete vacation form)
___ other (must state reason below)

_____

_____

_____ _____
Parent Signature Date

Johnstown Intermediate school
Absence Excuse

_____ _____
(Student Name) (Teacher Name)

Was absent on _____
(Date)

for the following reason

___ illness

___ Doctor/Dental appointment
___ needed at home
___ vacation (must complete vacation form)
___ other (must state reason below)

_____

_____

_____ _____
Parent Signature Date