

**Jackson County Central**  
*District #2895*

**Riverside**  
**Elementary School**  
Kindergarten through Grade 3



*Learning for a Lifetime*

2019 - 2020

**STUDENT HANDBOOK**

820 Park St., Jackson, MN 56143

PHONE: 507-847-5963

FAX: 507-847-4398

Internet: [www.jccschools.com](http://www.jccschools.com)

# **RIVERSIDE PLEDGE**



**As a student of Riverside Elementary,  
I promise to respect all people and all property.  
I promise to recognize the rights of others  
and know the difference between right and wrong.**

**When I do this,  
I will be a good member of:  
my school,  
my community,  
and my country.**

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Dear Parents/Guardians::

Welcome to Riverside Elementary School! Our school strives to create an atmosphere that allows each child to have an enjoyable primary elementary school experience. This handbook has been designed to give you an overview of the programs, policies, and services at our school.

The Riverside “Team” consists of students, parents and staff. Together we can develop an educational setting that meets the needs of all students. Our dedicated staff members are anxious to provide the best possible educational for each and every student in our building. We have high expectations for ourselves and our students. If you have any questions or concerns, feel free to call our office. We look forward to working closely with you throughout the year.

If you have questions not answered in this handbook, or if you would like an item from the booklet clarified, please call the elementary principal at 847-5963

#### **DISTRICT #2895 SCHOOL BOARD**

Barry Schmidt	Superintendent
Rhonda Moore	Chairperson
Brad Anderson	Vice-Chair
Melonie Vancura	Clerk
Jeff Johnson	Treasurer
Jody Thrush	Director
Eric Kruger	Director
Amy Voss	Director

#### **SCHOOL HOURS**

Morning: First Bell **8:00 a.m.** Second Bell **8:10 a.m.** Third Bell **8:30 a.m.**  
Dismissal: **3:05 p.m.** **Lakefield buses leave at 3:10 p.m.**  
Afternoon buses: **3:25 p.m.** **Route buses leave at this time.**

**\*Student supervision before school begins at 7:30. The first bell rings at 8:00 a.m. Breakfast is served from 7:30 a.m. to 8:00 a.m.**

# RIVERSIDE ELEMENTARY SCHOOL (2019 - 2020)

	Teacher	Room #	
Kindergarten	Lori O'Connor.....	217	
	Tammy Erickson.....	218	
	Mindy Rowe.....	200	
	.....	212	
Grade One	Paula Larson.....	110	
	Katie Hanson.....	112	
	Shelly Condon.....	111	
	Jill Hendrickson.....	103	
Grade Two	Sara Theesfeld.....	106	
	Rachael Mitchell.....	107	
	Mike DiBrito.....	108	
	Brittany Rogers.....	109	
Grade Three	Brooke Hanson.....	205	
	Robyn Reed.....	207	
	Jim Gumto.....	206	
	Angela Orpen.....	209	
Resource Teachers	Barb Egeland.....	202	
	Pam Rohloff.....	208	
	Kerri Kocak.....	204	
	Darcy Snyder.....	101	
Spec. Ed Admin. Asst.	Edith Gates.....	202	
ECSE B - 3	Ellie Garrelts.....	Lower Level	
ECFE Director	Amber Lessman.....	Lower Level	
ECFE 3 & 4's	Mackenzie Henning, Kim Paulson.....	Lower Level	
Hearing Impaired Teacher	Deb Wallert.....	202	
Music	LeAnn Olson.....	100	
Art Teacher	Aline Wilking.....	Art Room	
Phy. Ed.	Randy Baker, Janet Haren.....	Gym	
Speech	Shelly DiBrito.....	201	
School Counselor	Shirley Anderson.....	202C	
School Psychologist	Kayla DeJong .....		
Reading Int. Specialist	Tiffany, Miller, Cassandra Hoffman.....	211	
ELL	.....	200	
Reading Corp.	Holly Erickson, Brooklyn Drahota		
Principal	Joel Timmerman	Principal's Secretary Media Learning Center	
Nurse	Alyssa Anderson	Clerk Nurse	
Instructional Assistants:	Kaye Meneely	Linda O'Neil	Sue Schulz
	Shirley Sater	Caryl Nelson	Nicole Kapplinger
	Lori Censky	Monica Knutson	Gina Sinn
	Carrie Schuller	Morgan Allee	Laura Marker
	Janette Pritchard	Andrea Bohl	Dawn Potthoff
	Amanda Taylor	Kassandra Beeck	Crystal Ringling
	Dori Nelson	Erin Garwood	Nita Christensen
	Nousana Phaly		Darci Thurmer
RSVP Volunteer:	Connie Macek	Lois Zeimer	
Custodians:	Chuck Behrends	Allan Natterstad	Paul Janning
Cooks:	Kari Rubitschung	Susan Fields	Sandy Franks
		Joann Winther	

## **FEES**

Payment of fees begins the first week of school. Please send correct change or a check payable to **JCC**, put it in a sealed envelope with the child's name on it and mark on it what it is for.

### **MEALS** (Grades K-5)

	Single	Reduced
Breakfast(per meal)	\$ 1.00	.00
Kindergarten breakfast	free	
Lunch(per meal)	2.50	.00
Adult single lunch	3.75	
Adult single breakfast	2.35	

\*If you plan on joining your child for lunch, please call the school in the morning to ensure we have an accurate lunch count.

**MILK & JUICE** Milk for kindergarten students is free for this school year. If your kindergarten student prefers juice, the price is listed below.

#### **Juice prices for Kindergarten students only.**

<b>Juice:</b>	Year	or	By quarters
	<b>\$60</b>		<b>\$17</b>

Milk and Juice will not be offered to students in Grades 1 through 5.

Extra Milk with lunch: .50

## **STUDENT INSURANCE**

The Jackson County Central School District does not purchase insurance for students. Adequate medical coverage for students while they are at school will be the responsibility of the parents. All athletes participating in sports will be required to provide proof of insurance or have a signed waiver before they will be able to participate. All regular students not participating in athletics, but who wish to be insured, will have to purchase their own insurance through a company of your choice.

**Discovery Place Preschool – 3's**

3 Containers Clorox wipes  
 8 glue sticks  
 1 box Crayola markers(Crayola please)  
 2 box 5 oz Dixie Cups  
 1 folder  
 1 bottle of hand sanitizer  
 2 rolls of paper towels  
 1 box Kleenex  
 Regular size backpack  
Extra items  
 Wet Ones  
 Ziploc Bags (Quart or Gallon)

**Discovery Place Preschool-4/5's**

3 Containers Clorox wipes  
 8 glue sticks  
 1 4 oz. white Elmer's glue bottle  
 1 box Kleenex  
 2 boxes of 5 oz. Dixie cups  
 1 box Crayola markers(Crayola please)  
 4 dry erase markers  
 2 rolls of paper towels  
 1 folder  
 Regular size backpack  
 1 watercolor paint  
 1 nap mat (all day only)  
Extra items  
 Wet ones  
 Ziploc Bags (Quart or Gallon)

**Kindergarten**

2 Box of tissues (200 count)  
 Book bag or back pack (Large)  
 4 Black dry erase board markers  
 10 sharpened pencils (#2 lead)  
 10 Elmer's Glue sticks  
 Pencil box  
 4 Boxes Crayola crayons (box 24)  
 2 Hardcover 1 inch binder  
 4 Durable Folders w/pockets  
 Scissor (Fiskar)  
 1 Box any size Ziploc bags  
 2 containers Clorox wipes  
 Headphones  
 1 bottle hand sanitizer  
**Necessary immunizations before first day of school**

**Grade One**

\*Please Do Not Label Supplies  
 Box of tissues (200 count)  
 2 folders w/bottom pockets  
 1 spiral notebook-wide line  
 2 Erasers (pink)  
 1 yellow highlighter  
 Small pencil box-no zipper  
 Pouches  
 Headphones  
 4-6 Large glue sticks  
 2 Boxes of 24 Crayola brand  
Crayons-no jumbo/generic crayons  
 4 Expo brand dry erase markers  
 (no Crayola brand)  
 24- #2 Sharpened pencils  
 Scissor  
 Disinfectant wipes (any brand)  
 Boys-ziplock bags (gallon or quart)  
 Girls -paper plates  
**NO TRAPPER KEEPERS OR RULERS**  
 Book bag or back pack

**Grade Two**

Box of Tissues (200 count)  
 Pencil Box - Backpack  
 8 small Glue Sticks  
 Scissors  
 Crayons (1 box of 24)  
 24 Sharpened Plain Yellow  
 Pencils w/ Eraser  
 2 Folders w/ Pockets  
 3 Spiral WIDE Lined Notebook  
 1 inch binder  
 2 Big Erasers  
 4 Dry Erase Markers  
 Earbuds/Headphones  
 Disinfectant Wipes  
 Whiteboard eraser or sock  
 Washable Markers  
 Colored Pencils  
 Boys – gallon Ziploc bags  
 Girls – sandwich Ziploc bags  
 1 bottle of hand sanitizer  
**NO TRAPPER KEEPERS or MECHANICAL PENCILS**

**Grade Three**

1 Boxes of tissues (200 count)  
 Book bag - Clorox wipes  
 Headphones  
 Large zippered pencil bag  
 Crayons (Box of 24)  
 Colored Pencils - Scissor  
4 large glue sticks  
 Large Eraser  
 24 Wooden pencils w/eraser (#2 ld)  
 4 dry erase markers  
 4 Spiral notebooks (wide line)  
 4 pocket folders  
 1 – 1" 3 ring binder  
 Post-it notes 3x3 in. (4 pk)  
 Sharpie yellow highlighter (2 pk)

**Music – Any of the following**

Box-markers or dry erase markers

**Art****3<sup>rd</sup> Grade Requirement**

Sketchbook (unlined paper)

**Donation per family – choose 1:**

DISINFECTANT WIPES  
 Baby Wipes  
 1 Dry Erase Marker

**Suggested Donations**

Cereal Boxes  
 Paper Tubes  
 Ice Cream Bucket  
 Plastic Peanut Butter Jar

**Health Office**

Kleenex - Clorox Wipes – Baby Wipes

**PE** \*\*Students only need 1 pair of lace-up tennis shoes for PE, they don't need a separate pair. Just a reminder- if a student wears dress shoes or other footwear, they still need to bring their tennis shoes for PE.

# JCC SCHOOLS | 2019-2020 Calendar | approved 3/25/19

20-21 New Teacher Training  
26-29 Teacher Workshops

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
						19

11 P/T Conferences (4-8 pm)  
13 P/T Conferences (1-8 pm)  
14 NO School-Staff Dev. Day  
17 NO School-Presidents' Day

2 Labor Day - NO School  
3 1st Day of School  
16 MS Parent Acad. 4-8 pm

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						20

MARCH '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						21

13 NO School-Staff Dev. Day

14 Columbus Day  
17-18 Fall Break - NO School

OCTOBER '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						21

APRIL '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						19

9-13 NO School - Spring Break

11 Veterans Day  
14 MS/HS P/T Conf. 4-8 pm  
15 NO School-Joint Staff Dev  
21 Elem/HS P/T Conf.(1-8 pm)  
25 Elem. P/T Conf.(4-8 pm)  
27-29 NO School - Thanksgiving Break

NOVEMBER '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						18

MAY '20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						20

24 H.S. Graduation  
25 NO School-Memorial Day  
29 End 2nd Semester (88 Days)  
Last Day of School

21- Jan. 1 NO School - Winter Break

DECEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						15

JUNE '20						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-2 Staff Dev. Days

Snow Make-Up Days -  
5 Virtual Learning Days, and  
June 1 - 12.

174 Student Contact Days  
+10 Staff Dev. Days  
184 Total Days

2 School Starts  
17 End 1st Semester (86 days)  
20 NO School-Staff Dev. Day  
21 Begin 2nd Semester  
27 MS Parent Acad. 4-8 pm

JANUARY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						21

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 Independence Day

All Wednesday from Sept. 4 -  
May 27 will be 2:00 pm Early  
Dismissal Days.

Approved by JCC School  
Board - March 25, 2019



## **GENERAL RULES**

**All rules and regulations of School District #2895 shall apply:**

- a. On school property during and immediately before and after school hours.**
- b. On school property at any other time when the school is being used by a group.**
- c. Off school property at a school activity, function or event.**

1. It is not advisable for pupils to carry purses, billfolds or large sums of money to school. Money for fees should be sent to school in a sealed envelope clearly marked with the pupil's name and homeroom teacher.
2. A student shall not urge other students to disrupt or obstruct the process or function of the school.
3. A student shall not intentionally damage or attempt to damage school or private property. Students will be expected to pay for any damage they cause.
4. A student shall not swear or use disrespectful language toward any school employee, any other student or any other person.
5. A student shall not intentionally cause, or attempt to cause physical injury or intentionally behave in such a way as could cause physical injury to a school employee or another student.
6. A student shall not use or have in possession any tobacco product.
7. Every student is expected to follow reasonable rules, regulations, directions, instructions and requests from school personnel.
8. Students shall not leave school property during the school hours without first securing permission from the Principal's office.
9. Pupils should not be on the school grounds before 7:30 each morning. The students may come in any door, particularly during bad weather when they are brought to school, or when they have been ill. We encourage them to use the door nearest the car or bus that lets them off. However, we have suggested certain doors for normal use, which are close to their classroom so that traffic will flow more easily.
10. **NO RADIOS, HAND-HELD GAMES, CELL PHONES, ETC.,** are to be played in school or on the playground during school hours, unless it is an integral part of the class and approved prior.
11. All school doors will be locked at 8:30 am. Entrance to the school will be through the front entrance only. Doors will be unlocked at 2:50 pm.
12. All visitors to school must report to the office for a visitor badge at door #2.

## **GENERAL POLICIES**

### **ADDRESS/TELEPHONE NUMBER CHANGE**

Any change in address/telephone number should be reported to the main office as soon as possible. The office must have the correct information about each student at all times, especially in case of an emergency. **Please bring addresses of non-custodial parents to the office.**

### **ANNOUNCEMENTS FROM ORGANIZATIONS**

Announcements from organizations that are called in and wish to have them announced will be found in the teacher's bulletin or made over the intercom. Intercom announcements will be kept to a minimum and at the best non-interrupting time. Community service organizations announcements should be in to the school by 2:00 p.m. so that these may be given to students at the end of the day.

### **ASSESSMENTS**

Riverside uses FAST assessments for all grades throughout the year. These assessments are used for benchmarking a student at the beginning of the year and to track progress during the year. Grades 3 through 5 will also participate in the MCA tests in the spring.

### **ASSIGNMENT TO TEACHERS AND CLASSES**

The principals with the assistance of teachers will determine all grade placements of pupils. Pupils with prior schooling outside of the district will normally be placed initially in the grade level they have reached elsewhere, but demotions and promotions may be made at the time of entry in extreme cases where strong indications of advantages to the pupil are present. We discourage teacher requests, but if you have valid academic reason, those requests must be submitted in writing by the end of April.

### **BICYCLES**

Students who ride bicycles to school are required to park their bicycles in the bicycle rack by the elementary school. They are to walk their bicycles on school grounds and obey safety patrol. Violation of these rules by the student will result in the loss of this privilege.

Bicycles are wheeled vehicles and when on the road, must always be driven on the right side, obeying every traffic rule and sign. At busy intersections (like North Highway & Highway 71) the bike will be walked across the crosswalk with the safety patrols.

### **BIRTHDAYS AND CELEBRATIONS**

Invitations, flowers, balloons, and gifts are fun to receive, but can be disruptive in the school setting. Please give these special items to your friends outside of school hours. Items delivered to the school will be given to the student at the end of the school day. Birthday treats will no longer be allowed in the classroom.

### **BROKEN OR DAMAGED EQUIPMENT**

Any child who breaks, loses or damages school property is expected to pay for the damaged or lost item.

## **BUS TRANSPORTATION**

Students living more than one mile from school may apply for bus transportation. Please call the school at 847-5963 or **Palmer bus at 849-7117 or 507-841-2458**. To provide safe efficient transportation all of us need to be courteous and cooperative.

## **CHURCH NIGHT**

Wednesday night is reserved as a night for church activities. Exceptions are granted through the school board.

## **CLASSROOM VISITATIONS**

You are encouraged to visit your child/children's classroom. We consider your visits to be an indication of your interest in your child and his/her school. As a matter of courtesy, it is expected that arrangements for the visit will be made with the teacher or principal beforehand. This will enable the teacher to schedule activities which might be of particular interest to you. Making arrangements prior to your visit will give the teacher an opportunity to make it more worthwhile. We request that visits are limited to an hour or less.

All parents are encouraged to visit the classroom; we ask that if at all possible, preschool children not be brought along. We have found that their presence disrupts the classroom and serves no real educational purpose. We would therefore, appreciate parents making their visits unaccompanied.

## **COMMUNICATIONS**

Communications between the school and home is an integral part of our educational process. We try to keep the parent involved via the Riverside Newsletters, District newsletters, classroom newsletters, radio and newspaper announcements and conferences. You may contact us by e-mail address, **Joel.Timmerman@jccschools.com or Sue.Schulz@jccschools.com**. Teachers may be contacted by e-mail using their **firstname.lastname@jccschools.com**. There is also a homepage **www.jccschools.com** where information about Jackson County Central may be accessed. Riverside also has a Facebook page that is updated regularly.

If you have any questions about your children's progress or about what is happening at Riverside, please call us at 847-5963 or stop in to visit. There is an answering machine for messages during non-business hours. All teachers have voice mail.

## **VOLUNTEERS**

All adults that work with any students on a volunteer basis are required by the State of Minnesota to complete a "Volunteer Background Check" form. You can get the form from your child's teacher or in the office. This must be completed prior to volunteering at JCC schools. Volunteering includes activities such as chaperoning field trips, reading buddies, classroom help, etc.

## **RIVERSIDE ELEMENTARY SCHOOL BEHAVIOR PLAN**

More specific information on the behavior plan will be shared during school entrance conferences on the first day of school.

The staff of Riverside Elementary School has worked to develop and strengthen a pro-active approach for dealing with student behavior. It has been our goal to actively teach students about their personal rights and responsibilities towards others.

Students of Riverside Elementary School have a right to an equal educational opportunity and the right to know the rationale for the rules and decisions affecting them. Our primary goal is to prepare students to be contributing members of a society, which uses a democratic process. Employing an educational model for solving behavior problems is in keeping with the learning environment. It is hoped that students who leave Riverside School will possess academic and social skills that will begin to prepare them to function as responsible citizens.

This philosophy is based on the fact that students have constitutional rights. These include freedom of speech (First Amendment); protection from search and seizure (Fourth Amendment); and due process (Fourteenth Amendment), to name a few. It is important that students understand their rights and how their safety will be protected in our school.

Along with rights also come responsibilities of which students must be aware. Schools have a need to maintain a proper learning environment for all students and, in order to do that, students responsibilities must be established. In each classroom at Riverside Elementary School these will be:

1. Respect property.
2. Be a responsible learner and take pride in your work.
3. Act in a healthy and safe manner.
4. Be positive.

At Riverside Elementary School the staff has responsibilities to the students and families. These include:

1. Being alert to the safety of children.
2. Providing academic instruction.
3. Teaching rights and responsibilities.
4. Teaching social skills.
5. Valuing the students and celebrating differences.
6. Dealing with behavior in a fair and judicious manner, considering the individual.
7. Maintaining communication with parents/guardians.
8. Being conscientious concerning public relations.
9. Carrying out responsibilities in a professional manner.

Staff uses many opportunities to teach children about their rights and responsibilities. Classroom teachers introduce the rights and responsibilities and help students decide what they mean in the classroom and other school areas. Appropriate social skills are also introduced and practiced in classrooms. Teachers review the plan and introduce the basic conflict resolution skills used by our school Peacemakers. Our school social worker and building principal visit classrooms to reinforce the concepts students have learned.

Another component in a school-wide behavior program includes consequences. Reinforcing consequences for “good choices” may include school-wide recognition, verbal praise and public posting. Judicious consequences for “poor choices” will be based on what the student needs to learn in the situation. These consequences will be handled privately, commensurate with the act, be educational rather than punitive and consider the self-worth and academic success of each child. Examples of consequences that might be used

include, but are not limited to: complete a “Plan for Change,” conference with the student, conference with the student and parent, restitution, peer mediation, school service project, counseling, chance to redo a task, a problem-solving period, loss of privilege and use of other school resources.

Parents should be aware that there are school resources available to help students develop their responsibilities. These resources include the school principal, school social worker, resource room teacher, school nurse and the school psychologist. Requests for these resources can be made by the staff, students, or parents, as the need arises.

It is the hope of the Riverside staff that we can use a positive collaboration approach in dealing with student behavior. We want to work closely with students and parents in helping each child become a more responsible citizen by understanding their rights and responsibilities. We will welcome your comments and concerns as we work together to discover your child’s individual needs.

**IN-SCHOOL SUSPENSION** - In-school suspension will be maintained for the use of those students who have demonstrated an unwillingness to comply with school rules (and with commonly accepted standards of good conduct). This will be assigned at the discretion of the elementary principal. As in all cases of misbehavior, parents/guardians will be notified.

## **DRESS CODE**

The administration, teachers and the Board of Education of the Jackson County Central Public Schools earnestly seek the cooperation of all parents in the manner of proper dress and appearance of students. We are sincerely convinced that there is a positive relationship between dress and attitudes.

Good taste in dress is an important part of a wholesome classroom climate. Neatness of attire and cleanliness of body are important to health and safety and are conducive to a good learning situation in the school. We urge parents to strongly discourage attention seeking departures from good taste when their children attend classes.

1. Students are not to wear hats, hoods or bandanas of any type in the school building during school days.
2. Clothing is to be worn in the manner in which it is designed to be worn.
3. Students will not be allowed to wear clothing which promotes alcohol, tobacco or obscene language. Obscene language refers to:
  - A. Swearing
  - B. Obscene gestures
  - C. Sexual comments or overtones which relay obscene messages
  - D. Any other printing or drawings which may be objectionable to the decency of other students.

Students are prohibited from wearing any attire including bandannas, jewelry, chains, symbols or colors which signify or are likely to be interpreted as signifying membership in gangs, or offensive clubs to school at any school scheduled activities (i.e., dances, indoor/outdoor athletic events, field trips, etc.).

Students who are in violations of this policy will be asked to change the offending piece of clothing. If the student chooses to wear the piece of clothing a second time, the student will face detention or in-school suspension.

Basic responsibility for maintaining the suggested standards rests with the parents.

Be sure your child is properly dressed **ACCORDING TO THE WEATHER**, as they will be outside at noon everyday they possibly can. Please help your youngster understand the reason for dressing warmly.

## **EMERGENCY DRILLS**

**Fire Drills** - Pupils are evacuated from the school building during fire drills in approximately two minutes or less. Drills are held a minimum of 5 times per year. All pupils and staff leave the building during drills.

**Lock-Down Drills**- Schools are required to conduct 5 lock-down drills per year. These drills are intended to help prepare school personnel and students for an emergency situation.

**Tornado Drill** - A tornado drill is held in the spring of the school year. All students have a designated area to go to with their class and teacher.

In the event of a tornado warning (where a tornado has been sighted in the area), the children will not be dismissed from school, but will take their places for a tornado drill. Under these circumstances children will be dismissed from school only if a parent comes to the Principal's office for them. (Please do not call and ask that they be dismissed to walk home and do not go to the rooms to get them).

## **EXTRA-CURRICULAR ACTIVITIES**

The student will also be held responsible for his/her actions during extra-curricular events (football, basketball games). If a student is not interested in the game and cannot remain seated, school personnel will ask him/her to leave. During football games students are not allowed on the hill behind the bleachers. Please use the bleachers or watch the game from the sidelines.

All rules and regulations are for the safety of our students. Please inform your child/children about these rules and regulations and why we must have them.

## **FIELD TRIPS**

A field trip permission slip should be on file with your child's teacher if he/she is to participate in school sponsored trips. Information for field trips out of Jackson will be sent home prior to the trip.

Any chaperones for field trips must complete and submit a "Volunteer Background Check" form prior to chaperoning the field trip.

Parents that chaperone must ride the bus along with their child and remain with the students they are chaperoning the entire field trip. If a parent chooses to take their child on the field trip separate from the class, they are no longer part of the school sponsored trip and will not receive discounted prices. Certain circumstances may apply and decisions will come from the principal.

## **HEALTH CONCERNS**

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunizations and such other data necessary to ensure that the student is free from communicable diseases, as a condition of enrollment.

No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in a school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements.

1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or
2. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.

## **COMMUNICABLE DISEASES**

Please keep your child home when he or she shows signs of illness such as nausea, vomiting or fever. Colds or upper respiratory infections should be watched with particular care since almost any communicable disease may begin with a cough or cold symptom. Your child should not attend school during the acute stages of a cold.

We also ask that parents call the school (an answering machine is available to take calls during non-business hours) or send a written excuse (stating the reason for not being in attendance) to the classroom teacher after the student has been absent.

A child with a skin infection such as impetigo, ringworm or an eye infection should receive treatment from his family doctor before coming back to school.

## **ILLNESS AT SCHOOL**

Should a student become ill while at school and is unable to attend classes, the student is to report to the Nurse's Office. If necessary, the office will make arrangements for the student to go home. Under no circumstances should a student leave for home without checking out through the office.

## **MEDICATION POLICY**

Students requiring medication at school shall be identified by parents to the school nurse, teachers or principal. In order for school personnel to comply with the request for administration of medication, a current doctor's order and a signed authorization by parent or guardian, must be on file in the school nurse's office. Please request an authorization form if your child requires medication during the school day. An authorization form can be found on the following page or can be located on the school website at <http://jccschools.ss5.sharpschool.com/common/pages/DisplayFile.aspx?itemId=69101217>

## **ACCIDENTS**

Students involved in an injury of any kind in gym, classroom, corridors, as well as in athletic competition, must report the accident to the teacher in charge immediately. The student will be referred to the nurse's office or principal's office as soon as possible for first aid or transportation to the clinic or hospital. Please refer to student insurance on page 2.

## Jackson County Central Schools

### Riverside

Phone (507)847-5963  
Fax (507)847-4398

### Pleasantview

Phone (507)662-6218  
Fax (507)662-6690

### Middle School

Phone (507)662-6625  
Fax (507)662-5063

### High School

Phone (507)847-5310  
Fax (507)847-3078

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ School Year: \_\_\_\_\_

1. Reason for medication/treatment: \_\_\_\_\_ ICD code \_\_\_\_\_

2. Name of Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

☐ tablet/capsule ☐ liquid ☐ inhaler ☐ nebulizer ☐ other \_\_\_\_\_

3. Time medication is to be given AT SCHOOL : ☐ with lunch ☐ other \_\_\_\_\_

4. Start Date: \_\_\_\_\_ Stop Date: \_\_\_\_\_ ☐ end of school year

5. Restrictions and/or side effects: \_\_\_\_\_ ☐ none anticipated

6. For students with more than once daily dosing: If the morning dose usually taken at home is missed, this dose may be administered at school by school personnel.

PARENT/GUARDIAN is required to notify school of missed dose at home.

For Insulin, Epi-Pens, inhalers, and nebulizers: I have assessed this student and found him/her to be both capable and responsible for SELF-ADMINISTERING/SELF CARRYING this medication (school is not responsible for missed doses of medication):

☐ Not applicable ☐ No ☐ Yes, with supervision ☐ Yes, unsupervised –may carry on person at school

Physician Name

Physician Signature

Phone Number

Date

### Parental Request for Administration of Medication

I request this medication be given as prescribed and I give the nursing staff authority to communicate with the ordering physician about the medication. I understand that the medication MUST be provided in the current prescription bottle or the original manufacture's labeled bottle. Medication in bags, envelopes, or other bottles will not be administered. I understand that medication will not necessarily be administered by a nurse. Medication will be sent with a staff member to administer on field trips.

Will morning dose be given at home when school is two hours late? ☐ NA ☐ Yes ☐ No

Parent/Guardian Name

Signature

Daytime Phone Number

Date

*To promote safety for your child, medication information may be shared with school personnel working with your child and with emergency personnel, if they are called.*



## **HOMEWORK**

If your child has been absent for several days, he/she sometimes wants to get started on his/her homework before returning to school. In this case, please notify the teacher first thing in the morning. This will give the teacher sufficient time to collect the assignments from each of the child's classes. If a child is out for just one or two days, he/she will usually have a little difficulty getting his/her assignments made up when he/she returns to school. On occasions the student will be responsible to complete some activities at home. Encourage your child to develop good study habits and be responsible for the return of assignments and books in good condition.

## **KINDERGARTEN**

To be eligible for kindergarten, a child must be five years old on or before September 1st. Preliminary steps in registering prospective kindergartners are taken at the annual kindergarten registration each spring. Parents who have incoming kindergartners will be informed of the registration by newspaper and school releases.

## **LOST AND FOUND**

Please be sure to put your child's name on his boots, gym shoes, caps, scarves, mittens, etc. so we can return them if they are lost. Each year we turn over to some charitable institution a large collection of clothing which has not been identified. Remind your child to check in the Lost and Found box when something has disappeared at school.

## **LUNCH - MILK - JUICE PAYMENTS**

Lunch payments can be made in the Resource Center each morning. Any check should be made payable to **JCC**. If your child will be eating hot lunch at school, even occasionally, they will need their own hot lunch account. We do not allow borrowing from others.

Students may pay for hot lunch, milk or juice in the office or pay online. Students are asked bring the necessary money on the first day. **There will be no charging.**

Lunch prices are listed at the beginning of this handbook.

## **NOON LUNCH**

A hot lunch will be served during the noon hour of each full school day. This is an excellent program designed to provide well-balanced nutrition for each youngster at a cost far below what it would take the average person to prepare. Each youngster is served a warm, tasty meal that provides 1/3 of the minimum daily nutritional requirements for children.

Please remind your child to eat all of the food he/she gets at the school cafeteria. The menus are posted in the lunchroom, in the local papers and also on our website ([www.jccschools.com](http://www.jccschools.com)). From these lists you will see the wide variety of foods which are offered. If your child has certain foods that he cannot eat, check the school menu and send a lunch from home on those days when these foods are served.

## **PARENT-TEACHER CONFERENCES**

There will be three scheduled conferences between the parents and teacher of each child this year. Ideally, both parents should be present at these conferences. Additional conferences may be held as needed upon request of either parent or teacher. Please make every effort to attend these conferences as they are a very important part of your child's education. It makes possible a sharing of information between parents and teachers as well as being the basis for genuine understanding and support of the school program. We make every effort to schedule families, with more than one child, on the same day.

Parent(s) are asked to come at the scheduled time. If more time is needed than allotted for, another conference may be scheduled at a later date.

Riverside will have entrance conferences on the first day of school. Parents and their child will be scheduled to attend a conference with your child's teacher. This is a great way to meet and get acquainted with the teacher and receive the expectations for the year.

## **PARTIES IN THE CLASSROOM**

Each year grades have classroom parties. Each classroom teacher sets the amount of money that the child needs to bring for food. The parties generally last about an hour. Parties are set for Halloween, Christmas and Valentine's Day.

Birthday treats will no longer be allowed during the school day.

## **PTO**

Riverside is building a strong Parent/Teacher organization and would like all parents to be active. PTO is a great way for parents to be involved. The PTO supports many programs at Riverside and meetings are held monthly. Look for more information on PTO meetings.

## **PETS**

**Pets should not be brought to school.**

## **SAFETY**

In a preceding section, we asked your cooperation in not sending your child/children to school before 7:30. This will help prevent accidents on the school grounds.

Encourage your child to:

1. Cross streets at crossings - never in the middle of the block.
2. Observe ALL traffic rules.
3. Return to school or home directly without stopping to play.
4. Never accept rides or talk to strangers.
5. Obey ALL school patrols.

The school patrol will help children cross North Highway at Park Street and at Sixth Street. The patrol will be there from 7:30 – 8:00 am and 3:00 – 3:20 each full school day. Please do not bring children to the corner before 8:00 a.m.

It is absolutely essential that our students obey the safety patrols. Parents please do not let your child/children run across the street. Inform them that they are to wait for the school patrol person to let them cross. Encourage your child/children to obey the school patrols.

There will be a school patrol that will function through our 5th grade students. They will be on duty before and after school to help supervise and provide more safety.



507-841-2458

michellee@palmerbusservice.com

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Torgerson Lane, PO Box 73, Jackson, MN 56143  
507-849-7117 (office) 507-841-2458 (cell)

### **School Bus Rules**

1. Always follow driver's instructions.
2. Always sit facing forward and do NOT move from your seat
3. No standing
4. Talk quietly and use appropriate language
5. Keep all body parts inside the bus
6. Keep hands and belongings to yourself
7. No fighting, shoving, pushing or horseplay
8. No eating or drinking due to allergies
9. No matches, lighters, tobacco or electronic cigarettes allowed on bus
10. No verbal, physical, or sexual harassment allowed

### **Discipline Procedures**

- 1<sup>st</sup> Offense – Verbal warning, call to parent(s) and school principal
- 2<sup>nd</sup> Offense – Student will be assigned a front seat, call to Parent(s) and school principal
- 3<sup>rd</sup> Offense – Student will be denied transportation for 5-10 days school days depending on severity of offense, call to parent(s) and school principal

### **RIDING A SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT.**

*Palmer Bus Service of Jackson reserves the right to deny transportation to a student after their first offense depending on the severity of the incident (ie. Damage to the bus, intent to harm another student).*

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I have read with my student(s) and understand the School bus Rules and Discipline.

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Parent Signature

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Student name

## **SUPPLIES** (See page 7)

The school furnishes all necessary texts and workbooks for children as required by law. Children are asked to bring their own paper, pencils, crayons, notebooks, rulers, erasers, scissors, glue, Kleenex and similar small items for classroom work. Required school supplies are listed on page 7.

## **TARDINESS, ABSENCE AND EXCUSES**

The final bell sounds at 8:10 am for everyone. Careful records are kept on all cases of absence or tardiness. **A student is considered tardy if he/she is not in the classroom by the time the bell sounds.**

As a safety check, **we ask that you call the school office** in the morning of the first day of absence to let us know that your child is at home (and not missing on the way to school). Phone 847-5963. An answering machine accepts messages during non-business hours.

If it ever becomes necessary for a student to leave school early, stop in the office and sign them out rather than having them walk home. There is a student sign-out book in the office. We want to be sure they are in good hands.

**Please do not take your child out of school unless absolutely necessary.** Hunting and fishing trips, vacation, out-of-town shopping, routine doctor and dentist appointments, etc., should be planned so students will not miss school. The youngster is often missing some very important classes when he/she is absent for any reason and it seems sensible to make every effort to hold these days to a minimum. There are 1-2 hours after each school day plus vacation days during which routine appointments can be made. Please use these times to your advantage so your youngster can get the most of school.

## **TELEPHONE**

The school secretary is on duty in the office from 7:30 to 4:00 each day to receive calls. Our office phone is 847-5963.

We do not let students use the phone to ask permission to play after school. Any time your child is involved in after school play with a school team or going to a friend's house, arrangements should be made with you before coming to school that day. Children will be called to the phone only in case of an emergency. The secretary will give them any important message you want them to have.

## **VISITORS**

ALL VISITORS to our school must first report to the Principal's Office. This is to protect your child from possible problems and also to eliminate any unnecessary classroom interruptions. Please enter Riverside through the front door.

## **SPECIAL PROGRAMS**

**ART** – Students will have art 30 minutes twice a week with an art specialist.

**ASSEMBLY PROGRAMS** - Each year several assembly programs are presented to the student body. While these programs are both educational and entertaining, they also provide an opportunity for the children to practice good manners during a public performance and to show appreciation in an acceptable manner for a job well done. Students who do not practice good manners will be excused from the program.

**LIBRARY** - Students, teachers and parents may check out books. Students for 1 week, plus renewing privileges. Teachers and parents are allowed to check out the books for as long as needed but subject to return on demand. Any education materials may be checked out of the library, but consumable supplies are not available. Library fines are only assessed for lost or damaged materials. Permission may be given by the librarian for any library materials to be used by anyone at anytime.

**MUSIC** - Students have music thirty minutes two days a week with a music specialist. Each year a musical program is presented.

**PSYCHOLOGIST** - Our schools are fortunate to have the services of a certified school psychologist. By means of tests, interviews and consultations, he helps to determine the cause or causes for the problems that some children have in school. Once these causes are determined, he can frequently help to overcome the problem.

**PHYSICAL EDUCATION** - Every class in grades K-3 is scheduled for one 30-minute period of physical education daily. This is a period of planned physical activity organized and supervised by the physical education instructor.

A statement from home must be sent when the child is to be excused from a physical education class. If the child is to be excused over a period of time, a statement from his doctor is required.

**SCIENCE FAIR** – Students in grades 3 are given the opportunity to voluntarily participate in the Science Fair which is held in the spring of the school year. Students are supervised by the Science Fair advisor in creating their science project and then display it at the local science fair. Winning projects are given the chance to advance to the Regional Science Fair in Mankato.

**SOCIAL WORKER** - The social worker is available on a part-time basis. She is here to assist with our self-esteem program and to work with students/families on a variety of concerns which arise during the year.

**SPECIAL EDUCATION** - Special Education programs are available for our students. Referrals and testing of any student may be requested at any time by the parent. We have full-time personnel working in the Learning Disability (LD) program, Educable Mentally Handicapped program, Trainable Mentally Handicapped, Emotional Behavior Handicapped, Cognitive Developmentally Delayed and Preschool Handicapped Program (ECSE).

**SPEECH** - A full-time speech therapist is employed by Riverside Elementary for children having difficulties with articulation, language, voice, fluency (stuttering) and hearing.

All children are checked for possible speech concerns at the beginning of each school year. Children in all grades who have had previous therapy are on a waiting or observation list. Children that are referred by teachers and parents are all checked at the beginning of each school year. Those who demonstrate a need for special attention are scheduled for therapy or placed on a waiting list. Speech therapy sessions are held during the school day.

**TERRIFIC KIDS** - Riverside Elementary School will again be working with the Jackson Kiwanis Club in presenting the Terrific Kid Award to various students during the current school year.

All students have an opportunity to become Terrific kids. Nominations are submitted monthly by Riverside staff according to the following guidelines.

- |               |                |
|---------------|----------------|
| 1. Respectful | 3. Responsible |
| 2. Safe       | 4. Positive    |

Parents will be notified by letter and phone call if their child has been chosen. An award ceremony will be held. Family and friends are invited to attend. Please encourage your children to work toward these guidelines. They should not be out of reach for anyone. Although only a few students will be recognized each month, “Hats off” to all of our Riverside students. They are all Terrific Kids.

**TITLE I** - The Title program is sponsored by the Federal Aid to Education Program #89-10. We have supplementary Mathematics and Reading teachers and instructional aides that are constantly working with students when they need extra help to catch up with something they might have missed. If your child is working with the Title I teachers, you can probably help at home so your child can catch up. Talk to your child’s teacher for possible suggestions.

**GRADING** - Grading at Riverside is making a transition from the former process to Standards Based Grading format. This ensures that all students are on track to meet the Minnesota State Standards in academics. More information will be sent home as we continue this transition.

## **WITHDRAWING OF A STUDENT**

In case of a change of residence where your child must be withdrawn from school, please notify your child's principal and teacher. This will enable the personnel involved to complete the necessary paperwork and help your child receive a better start in his new school.

## **WEATHER EMERGENCIES**

**EARLY DISMISSAL** - If it becomes necessary to close the schools early due to inclement weather, it will be announced over the radio at least one hour before the buses depart. Announcements will also be made through the Infinite Campus system. When the schools are closed and the students sent home, the children will load onto their regular buses and be taken to their regular bus stop unless we have been given different instructions.

In all cases of inclement weather conditions parents should make the decision whether their children should attempt to come to school. Each child and each home situation is different. It is both the right and responsibility of the parent to make this decision.

Students who ride buses in winter weather should be dressed for such conditions. Emergencies can be serious if the student is not dressed adequately, and we normally go outside each noon for a brief time in which they will need proper winter clothing. It is assumed that those who do not ride the bus will be adequately dressed for the expected weather conditions.

**SNOWSTORMS/BLIZZARDS** - By the same token, when a severe blizzard sets in during a school day and you are concerned for your child, you may come and get them from the Principal's office, but if there is any danger we will hold them here until transportation is safe again. If a neighbor is coming to pick up your youngster, please have a written note so we know where each youngster is to go. Every parent whose child/children ride the bus should have on file for each child an emergency information card indicating where they should go in case of a storm or disaster that might necessitate his/her staying in town.

In the event of any emergency, parents may pick up their children at the school at any time. Please avoid calling by telephone if possible. Our lines must be kept open for contacts with fire, police and hospital services. If you think it is advisable to withdraw your child/children from school before dismissal time, come to the Principal's office and we will locate your child/children for you. When school is in session, it is up to the parents whether or not to send their children. If during the day a storm arises, the parent(s) may pick up their child/children at any time.

It is absolutely necessary that arrangements be made with your neighbor or someone to care for your child/children should you happen to be absent from your home. Be sure that your child/children are thoroughly familiar with these arrangements and know where they are to go if they are dismissed from school early because of an emergency. In the event of inclement weather, school cancellations or closings will be announced over the following radio stations:

**KKOJ -1190 AM   Jackson**  
**KUXX -105.7 FM   Jackson**

**WCCO - Minneapolis**  
**KSFY – Sioux Falls**

**INFINITE CAMPUS** - Parents can ask for information at one of the JCC building offices to sign up for Infinite Campus. By using Infinite Campus the school can notify you of late starts, school cancellations, schedule changes, meetings, any other important information through the use of your e-mail, home phone, cell phone, or text messages. Parents can decide how and when they receive the instant message and no more relying on local news media.



## **Local Policy/State Regulations**

### **CHILD ABUSE**

Minnesota Statute 626.556 requires that educator immediately report instances of suspected neglect, or sexual abuse of children to county welfare or police authorities. Another state law took effect on August 1, 1993 that is related to child abuse.

This is Chapter 296 of the child abuse reporting law. This act provides that in a truancy or educational neglect action, a child's absence from school is presumed to be due to the parent's guardian's or custodian's failure to comply with the compulsory instruction laws if the child is under 12 years old and the school has made appropriate efforts to resolve the child's attendance problems. This presumption may be rebutted based on a showing by clear and convincing evidence that the child is habitually truant.

This Act also amends the definition of 'neglect' for child abuse reporting purposes to include failure to take steps to insure that a child is educated in accordance with state law.

### **NON-DISCRIMINATION**

It is the policy of the school to comply with federal and state law prohibiting discrimination. No person shall be discriminated against on the grounds of race, color, national origin, creed, religion, sex, marital status, handicap, and status with regard to public assistance, age or disability. Any person who has a complaint alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such complaint to the Superintendent of schools.

### **DATA PRIVACY GUIDELINES**

#### **1. ANNUAL NOTIFICATION**

A. At least once each school year, parents must be informed in writing of their rights under the privacy laws. If it is known that the parent is non-English speaking/reading, it is incumbent upon the school district to make certain that the parents understand their rights under the law. Contact your superintendent if you need such assistance.

B. All students who are new to the school system should be given a copy of the Data Privacy Guidelines when they are enrolled.

1. The laws require the following annual reminder in one of the earliest newsletters or communications sent by the school to the home:
2. Our school district has adopted a data privacy policy in keeping with both state and federal regulations. If you wish a copy of a summary of that policy, you may request it from the school. Any questions you may have concerning the policy should be referred to the superintendent.
3. Copies of the Data Privacy Guidelines are available in the superintendent's office and are available, without charge, for distribution to the public.

## **2. RELEASE OF DIRECTORY INFORMATION**

Directory information is defined in our district as student and parent name(s), address(es), birthdate, birthplace, attendance dates, previous school(s) attended, and information related to athletics, degrees and awards. Such information is public and by law must be released upon request to any third party. However, directory information release may be delayed if, in the judgment of the principal, or the designated representative, such information may jeopardize the health or safety of the student or his family. Questions on the appropriateness of release should be referred to the superintendent.

Directory information must be restricted if the parent completes the appropriate form requesting said restriction. Parents may revoke that restriction at any time by completing the opt out form in the office.

If a school organization wishes to print and distribute a directory of parents and telephone numbers, they must first secure written permission of the parents.

## **3. FORWARDING RECORDS TO OTHER SCHOOLS**

A. School records should be forwarded upon student transfer or withdrawal to any other school college or educational agency upon their request with parental permission. If the parent or adult student has signed the appropriate form refusing or restricting the release of such information, those directions must be followed.

B. Parents or adult students have the right to take copies of school records with them although a reasonable charge may be made for copies of the records (actual copying costs).

## **4. RIGHT TO HEARING**

If parents wish to challenge the accuracy of a student's records, the building principal and other personnel, as appropriate, shall meet to decide whether or not to change the record. Course grades or marks may not be challenged except as to the accuracy of recording. If it is decided that a record should not be changed, the parents should be informed of their right to a hearing.

The hearing shall be conducted with the Superintendent and other school personal as needed. Such a hearing must allow for presentation of evidence, representation by an attorney if desired, and the eventual issuance of a decision in writing (including a summary of the findings and the reasons for the decision). If the request to change the record is denied by the district, the parents must be afforded the opportunity to place a statement in the records setting forth their reasons for disagreement with the decision of the school district, or any other commentary they may have concerning the record. If the challenged record is released or forwarded, a copy of the parent's statement of disagreement must also be sent with it. A reasonable attempt must be made to notify all other parties who have previously received copies of the disputed record.

**5. Non custodial parents** (a parent who does not have custody of a given child after a divorce action but who does have the right of visitation) do have the right to full and complete information about his or his child unless specified otherwise by court order. When the child enrolls in your school, request from the custodial parent a copy of the court order indicating the custody arrangement and records restriction, if any. This procedure protects all parties involved. If a request for student or parent information is received from the non-custodial parent, this procedure will be followed:

A. Inform the noncustodial parent that he/she has a right to this information (unless otherwise restricted by a court order on file). However, district procedure does require that the custodial parent be notified before any information is released. Until this notification is made, no information is to be released about the child. After notification of the custodial parent, the non-custodial parent should be contacted and, except in extraordinary circumstances, as outlined in (B) below, the requested information should be released.

B. Contact the custodial parent, inform him/her of the information request and that the district must release this information. Also inform the parent that the district can assist in delaying the release the only by a court order. We would delay, within the law, any release of information that might jeopardize the health or welfare of any student or parent. Questions on this matter should be referred to the Superintendent.

**6. RECORDS SUBPOENA** - When student records have been subpoenaed by a court of law, the district is required to make a reasonable attempt to notify the parent prior to releasing the records. A letter should be sent to the parents informing them that the school district is required by law to produce the school records in court. Records delivered under subpoena should be copies and not the original records.

**7. ACCESS RECORD** - The law requires that the list of persons accessing a student's record file be kept updated, accurate and complete. Forms have been provided for this purpose and should at all times be kept in the student's cumulative folder. The student record will be kept in a central, secure location at all times. If any portion of the record is taken elsewhere by authorized personnel, a note to that effect will be placed in the folder.

**8. EMERGENCY RELEASE** - In emergency situations, relevant information may be released without authorization. The Superintendent must be contacted prior to that release. All parties will be notified as soon as possible after the release of information.

## **PERMANENT RECORD FOLDER (PRF) – (515)**

A permanent record folder is kept on every child enrolled in the elementary school. Information included in the folder:

family information	attendance
standardized test scores	pictures
reading record card	math record card
withdrawal information	psychological tests

This information is considered confidential and may be seen only by school personnel, parents, or as authorized by parents.

**WHAT STUDENT INFORMATION IS COLLECTED BY SCHOOLS?** - By state law, Minnesota Public Schools must collect school census information on all students in public or private schools if the parents reside in their district. Census information includes student and parent names, address, telephone, schools attended, grade, school transportation information and special education program assignments. Other information typically collected for public school students includes district-wide testing data, subject marks, attendance and in some instances, with approval, special tests or evaluations by professional staff.

Financial aid to the school district is based on census and other information sent to the State Department of Education.

**WHERE IS STUDENT RECORD INFORMATION KEPT?** - While a student is enrolled in a public school, official school records are kept in the student's Cumulative Record Folder. This folder holds the official student records and other data school officials believe is needed to provide the best instructional services to each student. Census and related administrative information is kept at the district's central office.

**WHO MAY SEE STUDENT RECORDS?** - Access is limited to the following:

- Parents or legal guardians who present proper identification.
- Students age 18 and over who present proper identification.
- Staff members of the public school, such as the principal, teachers, counselors, school social workers, nurses and other authorized professional personnel.
- Other schools, upon request, when a student graduates, transfers, or withdraws, unless otherwise restricted.
- Other third parties (employers, social agencies, law enforcement, etc) may have access to records only with written permission of adult students, parents or legal guardians.

## **EXCEPTIONS**

Directory information (name, address, school, date of birth, dates of attendance, awards, extracurricular information) is public information and may be released. Forms for restricting this information may be obtained by calling the superintendent's office.

**HOW LONG ARE RECORDS KEPT** - Most records are destroyed when they no longer are needed by professional personnel to plan the most appropriate instructional programs for students. Many evaluative records are destroyed after one year. Contents of the Cumulative Record Folder (less the permanent record) usually are destroyed within five years of the time a student leaves the school system. However, a summary of census information along with certain grade reporting and attendance data is kept permanently when students leave the school system, as required by law. These permanent files are kept to fill requests for information from former student who later need to verify school-related information from their own records.

**WHAT HAPPENS TO THE RECORDS WHEN A STUDENT LEAVES A PUBLIC SCHOOL?** - When a student leaves the school system (graduates, moves away, withdraws), contents of the Cumulative Record Folder are forwarded to other school systems, colleges, vocational institutes, at student request unless the parent (or adult student) signs a form specifically directing the Public School not to release information on to other schools. This form may be obtained from the school at the time the students

leaves. After the student leaves, the academic record and health form is forwarded to the school district's central office, where these records are preserved.

**WHAT ARE YOUR RIGHTS REGARDING STUDENT RECORD INFORMATION?** - State and federal laws governing school records allow parents, legal guardians, and adult students (age 18 and over) to examine and/or obtain copies of their records of those of their children upon proper identification.

The law requires release of student information to a non-custodial parent. Exceptional circumstances should be referred to the superintendent.

You may challenge the accuracy of the record. You may request that school officials change it. After consultation, school officials may decide whether to alter the record. If you disagree, you have the right to a hearing.

**WHO SHOULD YOU CONTACT REGARDING QUESTIONS ON RECORDS PROCEDURE?** - The Superintendent is the person authorized by the district to receive concerns about student records and may be contacted at the central office.

Establishing safeguards to protect the right to privacy may cause some delay in getting information to the source requesting. However the school district has an obligation to protect the right to privacy for all individuals.

All public notices and data privacy must be sent to parents of students ages birth through twenty-one and must be published in languages, other than English, appropriate to the population.

## **GANG POLICY**

All Jackson County Central students have a right to feel safe and be safe in school and at school functions. Any form of gang related activity will not be tolerated. Such forms may include: graffiti, emblems, symbolism, hand signs, slang, jewelry, discussions and clothing. Gang related activity must be reported to the administration. Criminal activity will be reported to the police.

Restitution required for violations.

Offenses such as assault, drug use or gang recruiting would result in immediate suspension and be reported to the police.

Felony offenses such as weapons possession or drug dealing would result in immediate expulsion and be reported to the police.

## **PLEDGE OF ALLEGIANCE (531)**

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

## **WEAPONS POLICY (501)**

District #2895 recognizes the need to provide safe and secure schools throughout the District. Safe and secure schools lead to effective teaching/learning situations. This, in turn, leads to positive outcomes. The presence of weapons creates an environment that is opposed to what schools believe. This policy includes all school

related areas including parking lots, athletic fields, buses, and vehicles, which may be parked on, school property.

**FOR THE PURPOSE OF THIS POLICY:**

*A WEAPON MEANS:* Any firearm, whether loaded or unloaded, any device or instrument designed as a weapon, or through its use is capable of threatening or producing great bodily harm or death. Also, any device or instrument that is used to threaten or cause bodily harm or death. Examples, but not limited to, include: guns (including pellet guns, look-alike guns, non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, nunchucks, throwing stars, explosives, stunguns, ammunition, and any other items used in a threatening manner.

*POSSESSION:* Shall mean having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

*CONSEQUENCES:* Action may include but not limited to confiscation of the weapon, notification of the police department, immediate suspension for five (5) days, and a possible recommendation that the student be expelled from school.

**NOTICE OF RIGHTS:**

Responsibilities of students and parents under the Safe and Supportive Minnesota Schools Act. Section 121A.031

**BOARD POLICY PROHIBITING HARASSMENT, VIOLENCE AND BULLYING (525)**

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School district prohibits any form of religious, racial or sexual harassment and violence.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication or a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

### III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

#### A. Sexual Harassment: Definition.

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
  - Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
  - unwelcome verbal harassment or abuse;
  - unwelcome pressure for sexual activity;
  - unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teacher, administrators or other school personnel to avoid physical harm to persons or property;
  - unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - unwelcome behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
  - unwelcome behavior or words directed at an individual because of gender.

#### B. Racial Harassment; Definition Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- otherwise adversely affects an individual's employment or academic opportunities.

#### C. Religious Harassment: Definition Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- otherwise adversely affects an individual's employment or academic opportunities.

#### D. Sexual Violence; Definition

- Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
- Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts
  - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

#### E. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

#### F. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

#### G. Assault: Definition. Assault is:

- an act done with intent to cause fear in another of immediate bodily harm or death.
- the intentional infliction of or attempt to inflict bodily harm upon another; or
- the threat to do bodily harm to another with present ability to carry out the threat.

## **IV. BULLYING (514)**

### **GENERAL STATEMENT OF POLICY:**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures.

### **DEFINITIONS:**

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
  - 1. harming a student;
  - 2. damaging a student's property;
  - 3. placing a student in reasonable fear or harm to his or her person or property; or
  - 4. creating a hostile educational environment for a student
  - 5. Included is cyberbullying and internet bullying

## **V. REPORTING PROCEDURES**

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by the policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the Superintendent.

A. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

B. In the District: The School board hereby designates Superintendent of Schools, Mr. Todd Meyer, as the School District Human Rights Officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent. The School

District shall conspicuously post the name of the Human Rights Officer(s), including mailing addresses and telephone numbers.  
\*1

C. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

E. 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 School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

#### IV. INVESTIGATION

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### V. SCHOOL DISTRICT ACTION

A. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

C. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

#### VI. REPRISAL

The school District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who



testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenue of recourse, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

## VIII. HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

## IX. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall appear in the student handbook.
- C. The School district will develop a method of discussing this policy with students and employees.
- D. This policy shall be reviewed at least annually for compliance with state and federal law.

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\*1. In some school districts the Superintendent may be the Human Rights Officer. If so, an alternative individual should be designated by the School Board.

*Adopted: Jackson County Central Policy 503.6*

**\*\*\* ATTENTION \*\*\***

**DISTRICT 2895 POLICY AGAINST RELIGIOUS,  
RACIAL AND SEXUAL HARASSMENT AND VIOLENCE**

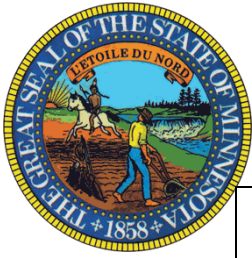
1. Everyone at District 2895 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
  - a. name calling, jokes or rumors
  - b. pulling on clothing;
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters or book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher counselor, the principal or the Human Rights Officer, the Superintendent.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the main office upon request.

**RELIGIOUS, RACIAL AND SEXUAL HARASSMENT  
AND VIOLENCE ARE AGAINST THE LAW.**

**DISCRIMINATION IS AGAINST THE LAW**

**CONTACT:**                      **Barry Schmidt, Superintendent      or      Larry Traetow**  
   **Human Rights Officer                      Alternate**

**Phone: 507-847-3608**



# STATE OF MINNESOTA

## OFFICE OF THE ATTORNEY GENERAL

HUBERT H. HUMPHREY III  
ATTORNEY GENERAL

102 STATE CAPITOL  
ST. PAUL, MN 55155  
TELEPHONE: (612) 296-6192  
FAX: 612-297-4193

## SEXUAL HARASSMENT CAN INCLUDE MANY THINGS

- Telling lies or spreading rumors about a person's personal sex life.
- Unwanted sexual teasing, jokes, remarks or questions.
- Unwanted deliberate touching, leaning over, cornering or pinching.
- Standing close or brushing up against a person
- Sexual comments about a person's clothing, anatomy or looks.
- Unwanted sexual looks or gestures.
- Cat calls or whistling at someone.
- Unwanted letters, telephone calls, or materials of sexual nature.
- Unwanted pressure for dates or sexual favors.
- Hugging, kissing, petting or stroking.
- Turning discussions to sexual topics.
- Asking about sexual fantasies, preferences or history.
- Facial expressions, winking, throwing kisses or licking lips.
- Making sexual gestures with hands or through body movements.
- Touching or rubbing oneself sexually around another person.
- Sexual comments, innuendoes or stories.

### AND THE LIST GOES ON...

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It is also in the eye of the beholder – what is comfortable for one person may be hurtful harassment to another. If you are not sure how another person feels about what you are saying or doing, stop the potentially harassing behavior.

If you are being sexually harassed, tell someone. Report it to school officials and express your right to have your institution act on your complaint.

## **JACKSON COUNTY TRUANCY PROCEDURES**

**STEP 1:** The school district will identify all students who are “Continuing Truants” pursuant to Minnesota Statutes 260A.02, Subd. 3.

**Definitions:** A “Continuing Truant” means a child who is subject to the compulsory instruction requirements of M.S. 120A.22 and is absent from instruction in a school, as described in M.S. 120A.05, without valid excuse within a single school year for:

- (1) three days if the child is in elementary school: or
- (2) three or more class periods on three days if the child is in middle school, junior high school or high school.

**STEP 2:** “Upon a child’s initial classification as a “Continuing Truant,” the school attendance officer or other designated school official shall notify the parent(s) or legal guardian(s), by first class mail or other reasonable means, of the following:

- 1. that the child is truant;
- 2. that the parent or guardian should notify the school if there is a valid excuse for the child’s absences;
- 3. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to M.S. 120A. 22 and parents or guardians who fail to meet this obligation may be subject to prosecution under M.S. 120A.34;
- 4. that this notification serves as the notification required by M.S. 120A.34;
- 5. that alternative educational programs and services may be available in the district;
- 6. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child’s truancy;
- 7. that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under chapter 260;
- 8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child’s driving privilege pursuant to M.S. 260C.201; and
- 9. that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.”

M.S. 260A.03

**STEP 3:** If the notice letter by the school to the parent(s) or guardian(s) does not resolve the attendance problem **and** any additional absences occur, the school district may request that the child and the parent(s) or guardian(s) do one of the following:

- (1) if the child is in elementary school, contact Family Services Network for a Truancy Intake Evaluation and to schedule an appointment for the parent(s) and child to develop and sign a written Truancy Contract; or
- (2) If the child is in middle school, junior high school or high school, contact the Family Service Network to be placed on the next regularly scheduled Youth Coordinating Council (YCC) meeting agenda and develop a written Truancy Contract to be signed by the parent(s) and

the child. The Family Services Network will send a Truancy Intake Evaluation to be completed beforehand and brought to the meeting.

**STEP 4:** If the parent(s)/guardian(s) and/or the child fail to comply with the Truancy Contract **or** there are more absences, after seven unexcused absences, the school may refer the matter to the law enforcement agency with jurisdiction for the school or the child's residence for investigation.

The procedure for referring truancy cases to law enforcement includes sending to law enforcement a summary of actions taken by the school and Family Services Network to prevent continued truanies by the child. Supporting documents to be included would be:

1. a copy of the official attendance roster;
2. copies of any correspondence between the school and the parent(s), guardians(s) or custodians(s);
3. copies of any excuse notes provided to the school by either the parent(s) or student;
4. written statement(s) of any school personnel who heard comments or explanations from either the parents(s) or the child; and
5. why an absence was reported as an unexcused absence should be explained by the school.

**STEP 5:** Law enforcement agencies will conduct an investigation to determine whether the child or the parent(s) is the cause of the truanies. In conducting this investigation, law enforcement shall keep in mind the following presumptions from M.S. 260C.163, Subd. 11:

"A child's absence from school is presumed to be **due to the parent's, guardian's or custodian's failure to comply with compulsory instruction laws** if the child is under 12 years old and the school has made appropriate efforts to resolve the child's attendance problems; this presumption may be rebutted based on a showing by clear and convincing evidence that the child is habitually truant."

"A child's absence from school without lawful excuse, when the child is 12 years old or older, is presumed to be **due to the child's intent to be absent from school**; this presumption may be rebutted based on a showing by clear and convincing evidence that the child's absence is due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws."

**STEP 6:** Upon completion of the investigation, law enforcement will take one or more of the following actions:

1. If the child is determined to be the cause of the truanies and the child qualifies as a "Habitual Truant", law enforcement will issue a CHIP's citation to the child for truancy in violation of M.S. 260C.007, Subd. 19 and forward the citation to the County Attorney's Office for approval.

Definition: A "Habitual Truant means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for once or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under M.S. 120A.22, Subd. 8.

(2) If the parent(s), guardian(s) or custodian(s) is determined to be the cause of the truanies, law enforcement may:

- (a) refer the matter to the county attorney of a complaint against the parent(s), guardian(s) or custodian(s) for criminally Contributing to the Need for Protection in violation of M.S. 260A.425, Subd. 1, a gross misdemeanor;
- (b) issue a citation to the parent(s), guardian(s) or custodian(s) criminally Failing to Provide for Instruction of a Child in violation of M.S. 120A.34, a misdemeanor; or
- (c) law enforcement may refer the matter to the county attorney for a CHIP's petition alleging the parent(s), guardian(s) or custodian's neglect of the child by failing to provide for instruction of the child, pursuant to M.S. 260C.007, Subd. 4(3).

**STEP 7:** When the County Attorney forwards a truancy citation to the Court; the County Attorney will request fast-track handling of the truancy matter. This will allow quick and timely processing to resolution of truancy matters.

**CONTACT PERSONS:**

Human Services Supervisor	(507) 847-4000
Family Services Network	(507) 847-4441
Court Services Supervisor	(507) 847-5660
County Attorney	(507) 847-2850
Jackson County Sheriff	(507) 847-4420
Lakefield Police	(507) 662-5353
Heron Lake Police	(507) 793-2813

## **FAMILY RIGHTS AND PRIVACY ACT**

According to Public Law 93-380, the "Family Rights and Privacy Act of 1974" public notice must be made by the Board of Education of intent to disclose to the press, media, and other authorized by the school personally identifiable data designated as directory information. Public information shall include name and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events. The parent of a student or an eligible student may refuse to be personally identified in any or all of the information categories. Such refusal must be made in writing to the student's principal within 15 days after notice is given. This information will be entitled directory information:

1. The student's name
2. The names of the student's parents
3. The student's grade level completed
4. The student's extra-curricular participation
5. The student's achievement awards or honors
6. The student's weight and height if a member of an athletic team
7. The student's photography if available
8. The student's dates of school attendance
9. The school or school district the student attended before he or she enrolled in the Jackson County Central Schools.
10. The school district will provide the name, address and telephone listing of secondary students to military recruiters upon request unless the parent has requested the information not be released to military recruiters without prior consent.

### **JACKSON COUNTY CENTRAL SCHOOLS** **TENNESSEN WARNING TO STUDENTS AND PARENTS**

#### **BE ADVISED THAT:**

- A. Students attending school in the school district will be asked to supply information to school personnel. Examples of such information requests include medical information, homework assignments, tests questions, and questions during the course of classroom activities.
- B. The information will be collected by the school district in order to evaluate the student's current level of performance with respect to his or her education program, to maintain safety and discipline within the school, and to determine the student's needs relating to his or her education program.
- C. Students are not required by any law or regulation to supply information. However, we expect and require that students will participate fully in their educational program by completing homework assignments and tests. Moreover, the student's refusal to supply data and health information may prevent the school district from assessing the student's needs and incorporating them into the student's educational program. Refusal to supply information used to evaluate a student, including homework assignments and tests, will result in a failing grade being given for the assignment. Continued failure to supply information will result in a failing grade for a particular course, and a failing grade for the year. Refusal to supply information to a school district employee investigating an alleged rule violation may result in action being taken without benefit of information the student could have provided.
- D. Data collected will be provided to JCC school personnel having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.
- E. All school administrators, teachers, assistants, and support staff are legally required to report suspected child abuse and neglect. (M.S. 626.556; M.S. 2600.001; M.S. 609.342-345.)

## **INTERNET USE AGREEMENT - STUDENT / PARENT**

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
  - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence.
2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the down-loading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.



**STUDENT**

I have read and do understand district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's full name (please print): \_\_\_\_\_

User's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that at this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

## Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

## Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

## Academic Standards and Assessments

### What are academic standards?

The [Minnesota K-12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

#### Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

#### ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K-12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

## Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

## Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

## What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

## When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

## When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

## How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

## Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

## Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.state.mn.us/Students/Families/StatewideTesting/) (education.state.mn.us > Students and Families > Statewide Testing).



## Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_\_\_ to 20\_\_\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

\_\_\_\_\_ MCA/MTAS Reading

\_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics

\_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my student will receive a score of "not proficient" and he/she waives the opportunity to receive a college-ready score that could save time and money by not having to take remedial, noncredit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.

Student ID or MARSS Number \_\_\_\_\_

In addition to required statewide assessments, Jackson County Central uses the following local assessments to inform curricular and instructional decisions. For more on statewide and local assessment information and testing dates, please visit our district website at [www.jccschools.com](http://www.jccschools.com), *District Info, For Parents*.

**To opt out of any local assessments, the parent/guardian must complete this form and return it to the student's school.** Please indicate below the assessment(s) you are opting the student out of this school year:

- ☐ **earlyReading (grades K-1) and earlyMath (grade K)**  
*earlyReading and earlyMath are used to screen and monitor student progress on developmental reading and math concepts. Results help to inform classroom discussion and identify student risk. This assessment is given individually to students and typically takes 5 to 10 minutes each.*
- ☐ **aReading and aMath (grades K-5)**  
*aReading (Adaptive Reading) and aMath (Adaptive Math) are designed for screening to identify students at risk for academic delays and to inform differentiated instruction for students at all levels. aReading and aMath are computer-adaptive measures of reading and mathematic skills that are individualized for each student, but may be delivered in a group format in about 15-30 minutes each.*
- ☐ **CBMreading (grades 1-5)**  
*CBMreading (Curriculum-Based Measurement for Reading) is used to monitor students' ongoing reading growth. This assessment is given individually as a teacher listens to and evaluates a student's oral reading fluency, including accuracy, error types, and qualitative features. This measure adds significantly to the insights teachers glean from observing student performance during reading lessons and it indicates how well students are responding to current instruction, when to change instruction, and if changes have worked.*
- ☐ **Career Key Interest Inventory (grade 8)**  
*The Career Key Interest Inventory matches users to careers, majors, training programs, and much more. Individuals learn about themselves and identify promising careers and college majors that match their personality and interests.*
- ☐ **PreACT (grade 10)**  
*The PreACT™ offers 10th-graders the opportunity to practice for the ACT® test with a shortened version of the test. It provides scores on the ACT 1-36 scale, as well as a full view of students' college and career readiness by identifying areas of strength and improvement for student success.*
- ☐ **ASVAB (grade 11)**  
*The ASVAB is a timed multi-aptitude test and career interest inventory. Scores count towards the Armed Forces Qualifying Test (AFQT) and determine qualification for certain military occupational specialties and enlistment bonuses. In addition, each student's career exploration score will help him/her determine their readiness for further education and training in different career areas. Knowing their academic strengths and weaknesses gives each student time to work to improve them before they start a job, begin college/vocational school, or the military.*
- ☐ **ACT (grades 11 &12)**  
*Test scores reflect what students have learned throughout high school and provide colleges and universities with excellent information for recruiting, advising, placement, and retention.*

Student Name (print) \_\_\_\_\_

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_