

Jackson County Central
District #2895

**Pleasantview
Elementary School**



Learning for a Lifetime

2019-2020

STUDENT HANDBOOK

Tamela Timko, Elementary Principal

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Website: www.jccschools.com

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INTRODUCTION

Dear Parents/Guardians/and Students,

Welcome to Pleasantview Elementary! This handbook is designed to give you an overview of our school programs, practices, and policies. You may want to keep this booklet in a convenient location for reference throughout the school year.

Our goal at Pleasantview Elementary is to ensure that every child has a successful and enjoyable time while attending our school. We believe this is best accomplished by working as a team (students, parents/guardians, and staff) to meet the needs of all students. If you have any questions not answered in this handbook, or if you would like clarification on an item, please call or email me at 507-662-6218 or tammy.timko@jccschools.com. Our dedicated staff looks forward to working with you throughout the year!

Sincerely,
Tamela Timko
Principal

SCHOOL HOURS

Breakfast at Riverside and Pleasantview	7:40 - 8:20
Transfer Busses Depart from Riverside	8:05
School Starts	8:30
Dismissal	3:10
Transfer Busses Arrive at Riverside	3:30
Afternoon Route Buses Depart	3:35

***Please do not bring your child to school any earlier than necessary. School does not begin until 8:30 and it is not necessary to be here any earlier unless your child is going to eat breakfast. Breakfast is served at 7:40-8:20.**

SUPERINTENDENT OF SCHOOLS AND SCHOOL BOARD MEMBERS

Superintendent	Barry Schmitz
Chair	Rhonda Moore
Vice Chair	Brad Anderson
Clerk	Melonie Vancura
Treasurer	Jeff Johnson
Director	Jody Trush
Director	Eric Kruger
Director	Amy Voss

PLEASANTVIEW ELEMENTARY SCHOOL STAFF

Principal	Tammy Timko
Administrative Assistant	Michelle Salzwedel
Early Childhood Teachers	Michele Hohenstein and Kateyan Welp
Grade Four Teachers	Sandra Nunez, Brittany Pohlman, Gina Gallagher, Kevin Holm
Grade Five Teachers	David Wrightson, Rachael Zimmerman, Lydia Ommodt, Missy Entriken
Special Education Teachers	Renae Bahr, Kari Pyan, and Michele Hohenstein
Music Teacher	Kari Scheitel
Art Teacher	Aline Wilking
Physical Education Teacher	<i>TBD</i>
Speech	Brittany Brennan
Hearing Impaired	Deb Wallert
Nurse	Alyssa Anderson
School Psychologist	Kayla DeJong
Occupational Therapists	Karly Schwartz and Mackenzie Erickson
Counselor	Shirley Anderson
Greater MN Family Services	Brittney Dunker
Instructional Assistants	Lisa Johnson, Amy Blaskey, Rachel Truong, Jamie Doescher, Hally Dauffenbach, Miranda Timko, Jamie Janssen, Rachel Haar
Media Paraprofessionals	Melanie Post and Jamie Janssen
Custodian	Craig Kolander
Kitchen Staff	Pat Steffen and Falissa Gross

Pleasantview Elementary School School Supply List

Fourth Grade

- ❖ Box of Tissues (200 count)
- ❖ Eraser
- ❖ Scissor
- ❖ Disinfectant wipes
- ❖ 6 Glue Sticks
- ❖ Zippered pencil bag
- ❖ Crayons & Colored Pencils
- ❖ 8 Dry erase markers
- ❖ 4 Spiral notebooks
- ❖ 1 (two pocket folder)
- ❖ 24 pencils with eraser (#2 lead)
- ❖ Handheld pencil sharpener
- ❖ Set of markers
- ❖ Headphones
- ❖ Black Sharpie
- ❖ PLEASE NO TRAPPER KEEPERS

Fifth Grade

- ❖ 2 Boxes of tissue
- ❖ 2 Disinfectant wipes (any brand)
- ❖ Pencil bag or box
- ❖ Markers
- ❖ 4 Large glue sticks
- ❖ Composition notebook
- ❖ Colored pencils
- ❖ 24 Pencils w/eraser (#2 lead)
- ❖ Handheld pencil sharpener
- ❖ 2 Pens
- ❖ Eraser
- ❖ Scissors
- ❖ 5 folders w/pockets - red, green, yellow, blue, 1 additional
- ❖ 6 Spiral notebooks - red, green, yellow, blue, 2 additional
- ❖ 8 Whiteboard markers
- ❖ Whiteboard eraser or sock
- ❖ Headphones or earbuds
- ❖ 46 ounce tin can (pineapple/tomato juice)

Nurses' Office

- ❖ Donation of Kleenex and Clorox wipes

Phy-Ed

- ❖ Pair of Phy Ed shoes

Preschool 3's

- ❖ 3 Containers Clorox wipes
- ❖ 8 Glue sticks
- ❖ 1 Box Crayola markers
- ❖ 2 Boxes (**5 oz.**) Dixie cups
- ❖ 1 Bottle hand sanitizer
- ❖ 2 Paper towels
- ❖ 1 Box Kleenex
- ❖ 1 Folder
- ❖ 1 Backpack
- Extra Items**
- Wet Ones
- Ziploc bags (quart or gallon)

Preschool - 4's & 5's

- ❖ 3 Containers Clorox wipes
- ❖ 8 Glue sticks
- ❖ 1 Box Crayola markers
- ❖ 1 4 oz. White Elmers glue bottle
- ❖ 2 Boxes (**5 oz.**) Dixie cups
- ❖ 2 Paper towels
- ❖ 1 Box Kleenex
- ❖ 1 Folder
- ❖ 1 Backpack
- ❖ 1 Watercolor paint
- ❖ 1 nap mat (all day only)
- Extra Items**
- Wet Ones
- Ziploc bags (quart or gallon)

Art

- ❖ **REQUIRED**
- 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

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

<p>20-21 New Teacher Training 26-29 Teacher Workshops</p>	<p>AUGUST '19</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	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	<p>FEBRUARY '20</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>19</td></tr> </tbody> </table>	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	<p>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</p>														
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PROGRAMS AND RESOURCES

ART- Students have 40 minutes per 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.

COUNSELOR - The counselor is available on a part-time basis to work with students/families on a variety of concerns which arise during the year.

MEDIA CENTER - Students, teachers and parents may check out books. Students may check out books for 1 week, plus renewing privileges. Teachers and parents are allowed to check out the books for as long as needed, 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.

MATH MASTERS - Fifth grade students compete at a local and regional basis. A team of students is selected to represent Pleasantview at various contests.

MUSIC - Students have music thirty minutes 4 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-5 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.

STUDENT SUPPORTS and SPECIAL EDUCATION - When a teacher or parent has an academic, speech, social, emotional, and/or behavioral concern about a student, the student can be referred to our Problem Solving Team, a group of various school professionals tasked with developing interventions and supports specific to a student's needs. A parent/guardian will be notified if their child is referred by a teacher. If the prescribed interventions and supports are not successful, the team may refer the student for a special education assessment to determine if the student is eligible for special education services. A parent/guardian will be notified of this recommendation and must approve any special education assessment. Parents/guardians may request referrals to the Problem Solving Team or for special education assessment at any time.

PLEASANTVIEW ELEMENTARY SCHOOL BEHAVIOR PLAN

Pleasantview staff strive to support all student by teaching and promoting positive behavior schoolwide. Pleasantview has adopted the PBIS (Positive Behavior Interventions and Supports) framework to strengthen a proactive approach to behavior management. We have four desired behaviors, which are reviewed and reinforced daily in all areas of the school:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**
- **Be Positive**

When these behavioral expectations are followed, students have the opportunity to be recognized and celebrated.

- **Staff and Peer Recognition:** A smile, a thank you, a pat on the back, etc...
- **Husky Pride Tickets/Points:** To be rewritten this summer by the Husky Pride Team
- **Husky Pride Heroes:** To be rewritten this summer by the Husky Pride Team

When these behavioral expectations are not followed, consequences result. Depending on the severity and consistency of the infraction, one or more of the following may occur:

- **Reminder** - Staff will remind students of the expected behavior.
- **Student Reflection** - Student is referred to the classroom teacher. Student and teacher will discuss the incident(s). Classroom consequences may be assigned by the teacher. The teacher will keep parent(s)/guardian(s) informed of behavioral progress on a weekly basis. In the case of repeated infractions, the teacher may refer the student for a major.
- **Major** - Student is referred to the principal's office. Student and principal will discuss the incident(s) and a parent/guardian will be called. Further consequences will be assigned by the principal.
- **Personalized Behavior Plan** - Students that show at-risk and/or repeated behaviors will be referred to our PST (Problem Solving Team) and parent(s)/guardian(s) will be notified. This team will put in place a support system to meet the needs of the student and will monitor the student's progress, adjusting supports as needed.
- **In-school and Out-of-school Suspension** - In-school and out-of-school suspensions will be maintained for use with 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.

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. Gum and wrapped candy may be brought to school only for special occasions (holidays and room parties) if the teacher approves.
3. A student shall not urge other students to disrupt or obstruct the process or function of the school.
4. 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.
5. A student shall not swear or use disrespectful language toward any school employee, any other student or any other person.
6. 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.
7. A student shall not use or have in possession any tobacco product.
8. Every student is expected to follow reasonable rules, regulations, directions, instructions and requests from school personnel.
9. Students shall not leave school property during the school hours without first securing permission from the Principal's office.
10. Pupils should not be on the school grounds before 7:30 each morning. This is when supervision is first available. To help with the number of students needing supervision, please do not bring your child to school any earlier than necessary. Breakfast is served at 7:40 until the first bell rings at 8:20.
11. **NO RADIOS, HANDHELD GAMES, CELL PHONES, IPODS, ETC.,** are to be played in school or on the playground during school hours, unless with special permission.
12. All school doors will be locked at 8:30 am. Entrance to the school will be through the west entrance only. Doors will be unlocked at 2:50.
13. All visitors must report to the office for a visitor badge.

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 emailed to classroom teachers or made over the intercom. Intercom announcements will be kept to a minimum and at the best non-interrupting time. Community service organization 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.

ASSIGNMENT TO TEACHERS AND CLASSES

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 changes may be made at the time of entry in extreme cases where strong indications of advantages to the pupil are present.

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 patrol persons. 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 near the school, the bike will be walked across the crosswalk with the patrols.

BIRTHDAYS AND CELEBRATIONS

Invitations, flowers, balloons, and gifts are fun to receive, but can be very 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.

At Pleasantview, we are establishing healthy kids from an early age and prefer birthdays be celebrated with non-food items. For a list of celebration ideas, please ask your child's teacher. If you choose to send food as a birthday treat, please check with your child's teacher about any student allergies. Please no sweets or candy.

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 662-6218. 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. School organizations and activities must be scheduled to end by 6:30 p.m. on this day. 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 building principal beforehand. Parents are invited to visit their children's classes between mid-September and mid-May. Visits before or after these dates will not provide you a look at a typical school day and are discouraged. We ask that preschool children not be brought along. We have found that their presence disrupts the classroom and serves no real educational purpose. We would appreciate parents making their visits unaccompanied.

If a relative or friend from out of town wants to accompany your child to school, we ask that you check with the teacher before making arrangements so that it can be determined if the visit serves an educational purpose for all students involved.

COMMUNICATIONS

Parents/guardians can stay informed and updated about district and school happenings via:

JCC Webpage - jccschools.com

JCC Facebook Page - Jackson County Central School

Pleasantview Facebook Page - Pleasantview Elementary - Lakefield, MN

Local Radio and Newspaper Announcements

Emergency Messenger - Call the school office to update how you would like to be notified about school delays/closings and other important information. You may choose from a text, voice message, and/or email.

Staff Emails - contact us by using firstname.lastname@jccschools.com

Classroom Communications - Classroom teachers may use an app such as Remind or ClassDoJo for regular messages to parents.

Student Backpacks - Regularly check your child's backpack for updates and upcoming events.

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 classroom.
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 or 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 possible. Please help your child 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. 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.

Elementary students without parents present must sit in the bleachers when attending school activities. Please remind your children to walk in the hallways and stay in the auditorium/gym when the games/activities are in progress.

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 Lakefield will be sent home prior to the trip.

Chaperones of any field trip must submit a "Volunteer Background Check" form prior to the field trip.

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. 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.

We also ask that parents call the school (662-6218) so we know that your child will not be attending school that day.. An answering machine is available to take calls during non-business hours.

- **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.

- **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 the Fees section of this handbook for student insurance information.

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
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Student: _____ Date of Birth: _____ Grade: _____

School: _____ School Year: _____

1. **Reason** for medication/treatment: _____

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
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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 manufacturer'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
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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 little difficulty getting his/her assignments made up when he/she returns to school. On occasion, 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.

SCHOOL 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 either through a company of your choice or you may consider the student insurance package offered through our insurance agent. A copy of our student insurance brochure is available at each school building office.

LOST AND FOUND

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

LUNCH PROGRAM

A hot lunch or choice of cold sandwich 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 student at a cost far below what it would take the average person to prepare. Each student 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). From these lists you will see the wide variety of foods which are offered. If your child has certain foods that he/she cannot eat, check the school menu and send a lunch from home on those days when these foods are served.

Lunch payments can be made in the office each morning. Any check should be made payable to the **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 in the office. Students are asked to bring the necessary money on the first day of school.

MEALS (Grades K-5)

	Single	Reduced
Breakfast(per meal)	\$1.65	\$0.00
Lunch(per meal)	\$2.50	\$0.40
Adult single lunch	\$3.70	
Adult single breakfast	\$2.35	
Extra Milk: 0.50		

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

PARENT-TEACHER CONFERENCES

There will be two 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. For most conferences, the teacher will send home a letter indicating the date and time of the meeting. (Sometimes, they may call the parent). 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.

PETS

We have had an occasional problem with dogs on the playground during school hours. This is too much excitement for the dog and everyone else. Please make an extra check when your child leaves for school to see that their pet hasn't followed them.

Pets should not be brought to school.

SAFELY WALKING/BIKING TO AND FROM SCHOOL

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.

It is absolutely essential that our students obey the safety patrol adult. Parents please do not let your child/children run across the street. Inform them that they are to wait for the school patrol adult to let them cross. **School patrol will be on duty before school at 7:45 and after school to help supervise and provide**

crossing assistance. If your child is walking or riding bike, please do not send them before 7:45 to ensure that the school patrol is ready to safely cross them.

SOLICITORS

As required by Minnesota State Law, all visitors to school are to report to the school office. Salespersons are to contact us at our private homes if they desire to sell us something.

SCHOOL BUS POLICIES

Only students who are assigned to a bus may ride that bus, unless a parent/guardian has notified the school of their permission to ride another bus. Buses are crowded with assigned students and the law requires that each student must have a seat and be seated while the bus is in motion. Each rider has his particular stop and that is where he should get off and get on. Students cannot take a bus other than their own (to which they are assigned) nor can the driver make unscheduled stops for his regular passengers. The drivers are to pick up only the regularly assigned students at their particular stops, take them to school and return them to that same stop.

Parents, students, bus drivers and school personnel can work out any problems by working together. To make that job easier, the following guidelines will be followed:

1. All of the following safety regulations will be followed:
 - a. Students will obey the driver at all times.
 - b. Students will be at the bus stop on time.
 - c. Students will wait for the bus off roadway.
 - d. Students will cross road in front of bus.
 - e. Students will keep head and hands inside bus.
 - f. Students will not change seats.
 - g. Students will not shout or sing.
 - h. Students will be suspended for causing trouble.
 - i. Students will not throw things.
 - j. Students will report damage to driver at once.
 - k. Students will pay for any damage to bus.
 - l. Students will keep bus clean.
 - m. Students will listen to driver in emergency.
2. Students must have a note from their parent(s) in order to get off at a different stop. (Students will not be dropped at places off the normal bus route.)
3. DO NOT walk between the buses to cross the street - go to the corner.

BUS DISCIPLINE PROCEDURES:

1. The bus driver is in charge of discipline on the bus.
2. Minor infractions will be handled entirely by the bus driver. If problems continue to persist, after a conference among the school administration, bus operators, bus driver, parent(s), and student involved, the student will be removed from the bus transportation services.
3. There will be no swearing allowed on school buses.
4. All students must be seated in a passenger seat before the bus will move.
5. Students should not sit on the drivers lap, or floor beside the driver, on the steps, or in any place other than a regular passenger seat.

6. When buses cannot or will not travel due to winter storms, the announcement will be made over local radio and television stations.
7. The bus driver must stay on the bus while on duty. If it is necessary to leave the bus, the engine must be shut off, the keys removed and the parking brake engaged. The driver must remain in the vicinity of the bus while loading.

BUS CONDUCT REPORT
JACKSON COUNTY CENTRAL PUBLIC SCHOOLS

TELEPHONE: 662-6218

STUDENT'S NAME _____ CLASS-GRADE _____

DRIVER'S NAME _____ DATE OF INCIDENT _____

NOTICE TO PARENTS

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.
2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.

DRIVER'S REPORT:

- | | |
|---|--|
| <input type="checkbox"/> VIOLATION OF SAFETY PROCEDURES | <input type="checkbox"/> EATING/DRINKING/LITTERING |
| <input type="checkbox"/> RUDE / DISCOURTEOUS / ANNOYING | <input type="checkbox"/> DESTRUCTION OF PROPERTY |
| <input type="checkbox"/> EXCESSIVE MISCHIEF | <input type="checkbox"/> SMOKING |
| <input type="checkbox"/> FIGHTING / PUSHING / TRIPPING | |
| <input type="checkbox"/> _____ | |

PRELIMINARY ACTION TAKEN:

PRESENT ACTION AND RECOMMENDATION(S):

- | | |
|---|--|
| <input type="checkbox"/> HELD CONFERENCE WITH STUDENT | <input type="checkbox"/> STUDENT REGRETS INCIDENT, COOPERATIVE |
| <input type="checkbox"/> SENT PREVIOUS REPORT HOME | <input type="checkbox"/> RECURRING INCIDENTS WILL BE REPORTED |
| <input type="checkbox"/> TELEPHONED PARENTS | <input type="checkbox"/> STUDENT DENIED BUS PRIVILEGES UNTIL |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

DATE CONTACTED: _____

DRIVER'S SIGNATURE

DATE

SUPPLIES

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 in the fees section of this handbook.

TARDINESS, ABSENCE AND EXCUSES

The tardy bell sounds at 8:15 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 662-6218. 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 student 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 child can get the most of school.

TELEPHONE

The administrative assistant is on duty in the office from 7:30 to 4:00 each day to receive calls. Our office phone is 662-6218.

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 school office. This is to protect your child from possible problems and also to eliminate any unnecessary classroom interruptions.

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.

WITHDRAWING OF A STUDENT

In case of a change of residence where your child must be withdrawn from school, please notify the school office and your child's teacher. This will enable the personnel involved to complete the necessary paperwork and help your child receive a better start in his/her 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. 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 child, please have a written note so we know where each student 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:

Radio: **KKOJ** (1190 AM/97.7 FM), **KRAQ** (105.7 FM), **KDOM** (94.3 FM/1580 AM) Windom, **US95** (95.1 FM), **KWOA** (730 AM), **Rock It FM** (93.5 FM), **The Party** (104.3 FM), **KICD** 1240 AM/107.7 FM, **KLLT** 104.9 FM, **KILR** (95.9 FM/1070 AM)

Television/Other: WCCO, KSFY, KELOLAND, KARE 11, KSTP, KEYC, FOX 9 KMSP, KDLT, Discover Family Fun (Mankato Community Calendar).

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, and any other important information through the use of your email, home phone, cell phone, and/or text messages. Parents can decide how and when they receive the instant message.

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:

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.

2. 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.

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 personnel 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)

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

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

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.

BOARD POLICY PROHIBITING HARASSMENT, VIOLENCE AND BULLYING

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.

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 of 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.

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.

***** 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.

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.

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

DISCRIMINATION IS AGAINST THE LAW

CONTACT:

**Todd Meyer, Superintendent
Human Rights Officer**

Phone: 507-847-3608

BULLYING

PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

GENERAL STATEMENT OF POLICY:

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. 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 or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- 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 or negate 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, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

DEFINITIONS:

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

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. Materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender

identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator,

and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, 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. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.

- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. This policy applies to hazing that occurs during and after school hours, on or off school premises or school property, at school functions or activities, or on school transportation.

H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property

immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. "Student" means a student enrolled in a public school or a charter school.

F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

F. The school district will respect the privacy of the complainant(s), 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 comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.

C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines hazing has occurred, 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. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

- B. The school district will develop a method of discussing this policy with students and employees.

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 Contact 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 with out 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

truancies, 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 Police	(507) 847-2442
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.
10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

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: _____

