

JACKSON COUNTY CENTRAL SCHOOL DISTRICT
#2895

Riverside Elementary PreK-3 Student and Family



2024-2025 Handbook

<p>OUR MISSION United our communities to prepare learners to succeed in an ever-changing world <i>INSPIRING EXCELLENCE</i></p>	<p>OUR VISION Inspiring all learners to become respectful, engaged citizens through partnership in learner-centered education</p>
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Riverside Pledge

As a student of Riverside Elementary, I promise to respect all people and all property. I promise to recognize the rights of others, and know the difference between right and wrong. When I do this, I will be a good member of: my school, my community, and my country.

820 Park Street Jackson, MN 56143
Phone: 507-847-5963
Fax: 507-847-4398
www.jccschools.com

Welcome to the 2024-2025 School Year

ELEMENTARY HANDBOOK

This handbook has been designed to give you an overview of the programs, policies, and services at our school. In order for the school to operate safely and efficiently, it is important to become familiar with and abide by the expectations and rules outlined in this handbook.

SPECIFIC ELEMENTARY ANNOUNCEMENTS AND UPDATES

For specific announcements, updates and procedures please review our school website: <https://www.jccschools.com/riversideelementary>

You may also review additional communication from the school by way of email, school newsletters, and social media pages. Important school or district announcements will be sent through the Infinite Campus portal.

Additional ways you can stay informed throughout the school year include:

- Read district and school newsletters sent via email.
- Read Seesaw messages from your classroom teachers.
- Follow your school, teacher and district on Facebook, Twitter and Instagram.
- Attend or watch school board meetings.
- Attend PTO meetings.
- Visit the district website: <https://www.jccschools.com/>

TABLE OF CONTENTS

SCHOOL INFORMATION AND SERVICES Elementary Directory; 2024-2025 District Calendar; School Hours; Classroom Supply Lists	pg. 3	SCHOOL ENVIRONMENT Recess; Wellness Policy; Birthdays/Celebrations; Field Trips/Extra Curricular Activities; Lost and Found; Pets	pg. 25
ATTENDANCE Absences; Tardies; Truancy; Educational Neglect; Withdrawal of Students	pg. 6	CURRICULUM AND ASSESSMENT Core and SEL Curriculum; Specialists; Homework; Grading; Assignment to Teachers; Assessments/Screeners	pg. 27
TRANSPORTATION Parent Drop-Off/Pick-Up; After-School Supervision; Late Pick Up; End of Day Changes; Non-Household Transportation; Walkers/Bike Riders; Bus Expectations	pg.9	STUDENT SUPPORT Title I; Reading Corps.; Math Interventions; English Language Learners; Special Education; Section 504; PBIS/SEL	pg. 29
STUDENT EXPECTATIONS School-wide PBIS; Non-Exclusionary Discipline Restrictive Procedures; Husky Pride Traits Matrix Dress Code; Lock and Personal Possessions; Technology/Electronics; General Policies	pg. 15	NUTRITION SERVICES Offer vs. Serve; Food Allergies/Special Dietary Needs; Free/Reduced Meals; Staff/Adult/Second Meals; Online Parent Portal	pg. 31
COMMUNICATION Phone Calls; Telephone/Address Changes; Announcements from Organizations; Student Information System; Learning Management System	pg. 20	HEALTH SERVICES Immunizations; Communicable Diseases; Illness at School, Medication Policy; Accidents	pg.32
FAMILY AND COMMUNITY INVOLVEMENT Parent-Teacher Conferences; Parent-Teacher Organization (PTO); Volunteers	pg.22	BUILDING ACCESS AND SECURITY Emergency Drills; Weather Emergencies; Riverside Emergency Procedures; District Security Levels	pg.34
COMMUNITY RESOURCES Community Education; Kids Club; Family Services Network; 988 Suicide and Crisis Hotline Early Childhood Screening; Kindergarten Registration	pg. 23	LOCAL AND STATE POLICIES Equal Educational Opportunity; Pledge of Allegiance; Data and Photo Privacy; Parental Custody; Gangs and Weapons; Harassment, Violence, and Bullying; Truancy; Family Rights and Privacy Act; Tennessee Warning; Internet Use Agreement; Parent/Guardian Assessment Opt Out	pg.38

Elementary Directory

www.jccschools.com
Superintendent Barry Schmidt
District Office: 507-847-3608

Elementary Office Hours:
7:15 AM- 3:45 PM

Bus Company: 507-849-7117

Riverside Elementary School

820 Park Street, Jackson, MN 56143

[Riverside Elementary](#)

Principal: Dr. Kim Meyer
kim.meyer@jccschools.net

School Hours

8:15 AM-3:05 PM

Students may enter school at 7:40 AM

Main Office	507-847-5963
School Nurse	507-847-5963
Lunch Balance	507-847-3608

M-F Regular Schedule

Breakfast: 7:40-8:10 AM

Transfer Bus to Lakefield: 7:40 AM

Transfer Bus from Lakefield: 8:00 AM

School Begins: 8:15 AM

School Ends: 3:05 PM.

Transfer Bus to Lakefield: 3:15 PM

Route Buses: 3:45 PM

Wednesday 2:00 PM Early

Dismissal Schedule

Breakfast: 7:40-8:10 AM

Transfer Bus to Lakefield: 7:40 AM

Transfer Bus from Lakefield: 8:00 AM

School Begins: 8:15 AM

School Ends: 2:00 PM

Transfer Bus to Lakefield: 2:15 PM

Route Buses: 2:30 PM

Jackson County Central | 2024-2025 CALENDAR

<p>20-21 New Teacher Workshop 27-29 Staff Dev. Days</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">AUGUST '24</th> </tr> <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>	AUGUST '24							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							
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<p>2 Last day of school (Dismissal 1:00 pm) 3 Staff Development Snow Make up days: First day is made up from TOPPS: Next snow day make up are February 17 and Five Virtual learning days 172 Student Days +12 Staff /Prof. Development Days 184 Total Days</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="7">JUNE '25</th> </tr> <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>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td>1</td></tr> </tbody> </table>	JUNE '25							S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					1							
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27	28	29	30	31																																																					

Supplies

Riverside Elementary School, Jackson, MN 2024 - 2025 School Supply List

Kindergarten

1 spill proof water bottle
2 Box of tissues (200 count)
Back pack (Large)
5 Black dry erase Expo board markers
10 sharpened pencils (#2 lead)
10 Elmer's Glue sticks
1 Supply box-no zipper pockets
4 Boxes **Crayola** crayons (box 24) (No generic crayons)
1 Hardcover 1 inch binder
4 Durable Folders w/pockets (punched no brads)
1 Scissor (Fiskar)
1 box gallon or quart size Ziploc bags
2 containers Clorox wipes (75 count)
1 Headphones (no ear buds)
1 bottle hand sanitizer
1 Notebook
1 set washable markers (box 10)
1 big pink eraser
2 stylus of I-Pad

Necessary immunizations before first day of school

Grade One

Backpack
Box of Kleenex
1 spiral notebook
2 erasers (pink)
2 yellow highlighter
supply box - no zipper pouches
10 pack Crayola washable markers
headphones - no earbuds or wireless
4 Elmer's Glue sticks
2 boxes of 24 Crayola crayons - no jumbo or generic
6 BLACK Expo Markers
12 #2 sharpened pencils (Ticonderoga)
scissors(Fiskar)
2 large tubs Clorox wipes
boys- gallon size ziploc bags
girls - sandwich size Ziploc bags

Grade Two

Box of Tissues (200 count)
Pencil Box
Backpack
Ruler with inches and centimeters (non-bendable)
6 small glue sticks
scissors - fiskars - medium size
Crayola Crayons (1 box of 24 per student)
24 sharpened plain yellow pencils with eraser
2 Folders with Pockets - Plastic
2 Spiral WIDE Lined Notebooks
1 Inch Binder - with Cover Sleeve- Better Quality
1 Big Eraser
4 Dry Erase Markers - Expo

Grade Two (continued)

1 Highlighter
Headphones (no ear buds or wireless)
Clorox Wipes
Whiteboard Eraser
Crayola Washable Markers
Crayola Colored Pencils
Girls - Gallon Ziploc Bags
Boys - Sandwich Ziploc Bags

Grade Three

Book bag
Clorox wipes & Kleenex
bottle of hand sanitizer
Headphones - no Bluetooth
Plastic pencil box
Crayola brand Crayons (Box of 24)
Crayola brand Colored Pencils
4 large glue sticks
Large Eraser - Scissor
24 Wooden pencils w/eraser (#2 lead)
4 dry erase markers
Crayola washable markers
3 Spiral notebooks (wide line)
2 pocket folders w/holes punched
1 - 1" 3 ring binder
Hand-held pencil sharpener
Sharpie yellow highlighter (2 pack)

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

Art

Number 2 pencils
Pink Erasers

Donation per family - choose 2:

Disinfectant wipes	Glue sticks
Baby Wipes	Elmer's glue - bottle
1 Dry Erase Marker	2 black Sharpies

Suggested Donations

Cereal Boxes - Egg Cartons
Paper towel Tubes - toilet paper tubes
Ice Cream Bucket
Cardboard boxes (any size)

Health Office

Kleenex - Clorox Wipes - Baby Wipes

Music - Any of the following

Box-markers or dry erase markers

School Attendance

School begins at 8:15 AM. Careful records are kept on all cases of absence or tardiness. Attendance is a key indicator of a student's academic success, and it is important to communicate with the school office if your child needs to be absent or tardy. It is our goal to work with students, families and communities to support regular school attendance and improve academic achievement.

As a safety check, we ask that you call the school office before 8:10 a.m. if your child will be absent or tardy. A student is considered tardy if he/she is not in the classroom by the 8:15 AM bell. Students will need to check into the office if they arrive after 8:15 AM. If it ever becomes necessary for a student to leave school early, stop in the office and sign them out. There is a student sign-out book in the office. We want to be sure they are in good hands.

For every absence, please call the SCHOOL OFFICE at 507-847-5963, even if you have contacted the teacher.

It's the Law

Minnesota law states that all students are required to attend school from age 7, or when they enter kindergarten (whichever comes first) until they are 18 years old. A student's failure to attend school may lead to legal action for the parents/guardians and the student.

EXCUSED ABSENCES

- Illness of the student, which causes him/her to remain home or go to the doctor.
 - 5 consecutive absences due to illness will require a doctor's note. All absences after 10 cumulative days due to illness will require a doctor's note.
- Serious illness in the student's immediate family.
- Medical, dental, orthodontic, or counseling appointment.
- Death of a family member or near relative.
- Court appearances occasioned by family or personal action.
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or school sponsored event.
- Removal of student pursuant to a suspension. Students will be able to complete make-up work.
- A student's condition that requires ongoing treatment for a mental health condition.
- Family vacations (please notify teachers and the school office of upcoming absences).
 - We understand it sometimes difficult to plan family vacations outside of the school year. However, vacations during regular instructional days should be avoided if possible. Students will be required to complete their assignments when returning to school.

EXCUSED ABSENCES PROCEDURES

- 6 days of excused absences per quarter – a letter will be sent to the parent, on a case-by-case basis.
- 12 days or more of excused absences per school year may warrant an Educational Neglect Report to Jackson County. This will be determined on a case-by-case approach.

UNEXCUSED ABSENCES

- Truancy - an absence by the student which was not approved by the parent and/or the school district.
- Any absence in which the student did not comply with any reporting requirements of the school district's attendance procedures.
- Absences resulting from accumulated unexcused tardies.
- Any other absence not included under the attendance procedures set out in this policy, such as, but limited to:
- Parents who do not call the school office to report their child's absence on the same day their child is absent.
- Overslept
- Missed the bus
- Car trouble
- Baby-sitting
- Needed at home
- Vacations without permission in advance or with incomplete required work

UNEXCUSED ABSENCES CONSEQUENCES

- 1 day – contact by phone informing parent of absence
- 3 days – first letter to parent
- 5 days – letter to parent requesting a doctor's note for any further absence and phone call or meeting with parent, and school personnel to put together a Student Support Plan
- 7 days – Educational Neglect or Truancy Report filed with Jackson County and a letter to parents informing them of the filing.

EXCUSED TARDIES

- Illness
- Serious illness in the student's immediate family.
- Medical, dental, orthodontic, or counseling appointment.
- Death of a family member or near relative.
- Court appearances occasioned by family or personal action.
- Physical emergency conditions such as fire, flood, storm, etc.
- Any tardiness for which the student has been excused in writing by an administrator or faculty member.

UNEXCUSED TARDIES

- Failing to be in an assigned area at the designated time class period commences without a valid excuse.

UNEXCUSED TARDINESS CONSEQUENCES

- 5 unexcused tardies – a phone call to a parent about our concerns.
- 6 unexcused tardies equal an unexcused absence.

AM/PM ABSENCE/TARDY

- When a student arrives after 8:15 AM leaves from school before 3:00 PM, the following guideline is used to determine if the student is counted as being tardy or absent from school:
 - Arrive before 9:00 AM = Tardy
 - Arrive between 9:00 AM - 11:30 AM = AM Absence
 - Leave between 11:30 AM - 2:30 PM = PM Absence

BECOMING ILL DURING THE SCHOOL DAY

A student who becomes ill during the school day will be sent/escorted to the Main Office with proper notification from the teacher. The student will be encouraged to remain in school if possible. If necessary, parents will be contacted to make plans for the student to return home or to receive medical attention.

TRUANCY

Students between the ages of 7-17 are subject to the state's Truancy Law. Students ages 5 and 6 are also subject to the state's Truancy Law if they have been enrolled in a kindergarten program. A student is considered a habitual truant and subject to state laws concerning truancy when he/she is absent from instruction in a school without a valid excuse within a single year for one or more class periods on 7 (seven) days. If a student is habitually truant, Minnesota Statute 260A.03 will be followed and a referral will be made to human services.

When a student reaches 15 (fifteen) consecutive absences, the school district will be required to withdraw him/her from the system, per Minnesota Department of Education MARSS (Student Accounting) Policy Manual. Educational Neglect will be filed on the student, unless the school district receives a signed order from a doctor stating the student is unable to attend classes and requires homebound education.

EDUCATIONAL NEGLECT

State law mandates the attendance of all school-age children unless excused for legal reasons. Attendance is the responsibility of the student and his/her parents or guardians. Students who are absent from school without acceptable reasons will be regarded as an issue of educational neglect. Please contact the principal if you need assistance with your child's attendance. Truancy applies to children 12 years and older, but will follow the same for reporting as educational neglect.

WITHDRAWAL OF STUDENTS

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

[\(Policy 503\)](#)

TRANSPORTATION

PARENT DROP OFF/PICK-UP

PRESCHOOL PARENT DROP OFF: 8:00-8:15 AM

- Preschool students should be dropped off at the Discovery Place Preschool. We have staff waiting to guide students to their designated locations and classrooms.
- After 8:15 AM, preschool students must check in at the Discovery Place Office.
- Breakfast for preschool students is served in the classroom at 8:15 AM.
- ***Families needing to drop off before 8:00 AM may utilize Kids Club at Discovery Place and will be charged a fee. Please make arrangements with Kids Club if your student needs before school care.***
- ***If students are dropped off before 8:00 AM, they will be walked to Kids Club and charged a flat weekly rate.***

K-3 PARENT DROP-OFF: 7:40-8:10 AM

- All K-3 students should be dropped off by the lower parking lot by Door 3.
- Door 3 will be locked until 7:40 AM, and students cannot be left unattended outside.
- We have staff available to meet students and guide them inside beginning at 7:40 AM.
- After 8:15 AM, K-3 students must check in at the main office by Door 2.
- ***Families needing to drop off before 7:40 AM may utilize Kids Club at Discovery Place and will be charged a fee. Please make arrangements with Kids Club if your student needs before school care.***
- ***If students are dropped off before 7:40 AM, they will be walked to Kids Club and charged a flat weekly rate.***

HUG AND GO AREA:

- K-3 parents bringing students into the building, will need to enter the Main Office area at Door 2 where we have a Hug and Go area.
- To help students become more independent, we ask that as parents reassure students and keep their goodbyes brief when they drop students off in the Hug and Go area.
- We will staff to help guide students to their designated areas.
- Parents are not able to walk students to their lockers or classrooms unless it is pre-arranged or they have a scheduled visit.

- **Exception:** On the first day of kindergarten, parents may walk students to their lockers and classrooms and have a brief goodbye. After the first day of kindergarten, parents may use the Hug and Go area if bringing their students inside the building.

PRESCHOOL PICK-UP: 3:05-3:15 PM

- Students will be picked up from the Discovery Place Door (unless arranged to meet older siblings at different locations).

KINDERGARTEN PICK-UP: 3:05-3:15 PM

- Students will be picked up by Door 2 (upper parking lot). For safety, if parents are parked across the street, they must walk over and cross the street with their child. We will not let students cross the street by themselves.

FIRST-THIRD: 3:05-3:15 PM

- Students will be picked up by Door 3 by the lower parking lot. Older siblings will be dismissed to pick up their younger siblings in their classrooms, and take them to designated areas.

PARKING

- To avoid traffic congestion, there is available parking at Salem Lutheran Church parking lot, on Park street, or the upper or lower parking lots. There is no parking or driving on the playground or in bus zones.

LATE AFTER SCHOOL PICK-UP

Students not picked up by 3:30 PM will be walked to Kids Club and charged a flat rate weekly fee. Parents will pick them up from Kids Club.

- 1-3 days = \$25.00
- 4-5 day per week = \$50.00

KIDS CLUB

Holly Schmit: Kids Club Director

- For more information regarding Kids Club please visit the website at <https://www.jccschools.com/kidsclubdaycare> or contact Kids Club Director, Holly Schmit to arrange for before and/or after school care.
- Kids Club Phone: 507-847-5868
- Email: holly.schmit@jccschools.net

END OF DAY CHANGES

Changes to end-of-day transportation plans must be communicated by email to the office and teacher or by direct call to the office at least 30 minutes before dismissal to avoid students following their normal end-of-day procedures.

NON-HOUSEHOLD TRANSPORTATION

Students will not be allowed to go home with a non-household relationship without prior communication. Transportation of students by non-parent/guardians must be requested in advance of dismissal by the parent/guardian.

PICK-UP/DROP OFF DURING SCHOOL HOURS

**If you are picking up or dropping off your child during school hours, you will need to sign them out in the main office (door 2). Students will not be allowed to leave the building until a parent/guardian signs them out from the office.*

VISITORS AND VOLUNTEERS

To ensure safety, all visitors and volunteers must sign-in at the main office and get a visitor's badge.

WALKERS/BIKE RIDERS: 7:40-8:10 AM

Students may enter the school at Door 2 (main office)

Encourage your child to:

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

The school patrol will help children cross North Highway at Park Street. The patrol will be there from 7:35–8:10 AM and 3:00–3:20 PM each full school day. It is absolutely essential that our students obey the school patrols. Parents please do not let your child/children run across the street. Inform them that they are to wait for the school patrol person to let them cross. Encourage your child/children to obey the school patrols.

BIKES AND SCOOTERS

Children are allowed to ride bicycles or scooters to school. No skateboards are allowed. An area is provided for parking, but the school does not accept any responsibility for the bicycles or other equipment. As a measure of safety the following guidelines must be complied with at all times:

- All bicycles must be parked in the area provided.
- All bicycles must be pushed, not ridden, whenever on school grounds.
- No bicycles may be ridden during the school day.
- No child may ride a bicycle belonging to someone else.
- Bicyclists should obey all traffic rules.
- Students should bring a lock if possible. JCC School District is not responsible for possible theft, loss, or damage of personal property, including bikes, scooters, etc.
- Violation of these rules by the student will result in the loss of this privilege.

BEFORE AND AFTER SCHOOL SUPERVISION

Due to our 2-tiered bus system, many students have extended times at school before or after the school day is officially in session. This supervision is a privilege and a service the school district provides. ***Students who fail to meet expectations for behavior may lose the privilege to be at school before or after the bell (*8:10 AM or 3:05 PM). In these cases, parents will be required to drop off, pick up, or utilize Kids Club.***

BUS TRANSPORTATION

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

BUS RIDERS

Parents of bus riders will be contacted by Palmer Bus Company regarding bus routes and times. Space in front of the Riverside building is reserved for school vehicles between 7:45-8:10 AM and 2:45-3:30 PM. On Wednesdays, space will be reserved for school vehicles from 7:45-8:10 AM and 1:45-2:20 PM due to the 2:00 PM early dismissal time. All morning bus riders will be picked up/dropped off on the school playground blacktop. The afternoon Jackson-Lakefield transfer buses will pick up students in front of Riverside. All afternoon route buses will pick up students on the school playground blacktop. For questions regarding busing, please contact John Thoreson, at Palmer Bus Company, jthoreson@palmerbusservice.com.

*Bus drivers have authority to assign seats at any time. The bus and bus stop are extensions of the school day. Students are expected to continue to show their Husky Pride.

RIDING A SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT. *Palmer Bus Service of Jackson reserves the right to deny transportation to a student after their first offense depending on the severity of the incident (ie. Damage to the bus, intent to harm another student).*

Bus Rules and Consequences

Class I Offenses	Class II Offenses
<ul style="list-style-type: none"> ● Spitting ● Excessive noise ● Horseplay/mischief/distracting behavior ● Eating/Drinking/Littering on the bus ● Leaving seat/Standing without permission from driver or para ● Use of liquid containers in any form ● Profanity, verbal abuse, harassment, obscene gestures, or possession of unacceptable material ● False identification/Refusal to identify oneself ● Riding unassigned bus ● Opening window past the safety line ● Riding or attempting to ride any bus during a bus suspension ● Disobedient to the driver/para ● Inappropriate technology use ● Other offenses as reported by driver, bus manager or principal 	<ul style="list-style-type: none"> ● Hanging out of window ● Throwing/shooting of any object ● Bullying and/or physical aggression against any person/Fighting ● Profanity/threats directed at driver/para/other ● Vandalism to bus (restitution will be made) ● Holding onto/or attempting to hold onto any portion of the exterior of the bus or any "Danger Zone" infringement ● Lighting of matches, lighters, or any flammable object or substance ● Unauthorized entering or leaving but through exit/tampering with bus ● Possession or threat of weapons/flammables ● Possession/use of laser pens or pointers ● Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttle) will carry a minimum penalty of a Class II first offense ● Other offenses as reported by driver, bus manager or principal
<p style="text-align: center;"><u>Class I Offense</u></p> <p>1st Offense:</p> <ul style="list-style-type: none"> ● Warning ● Parent Notified ● Admin. Notified <p>2nd Offense:</p> <ul style="list-style-type: none"> ● Parent Notified ● Admin. Notified ● Possible Assigned Seat <p>3rd Offense:</p> <ul style="list-style-type: none"> ● 1-2 day suspension from bus ● Parent and Admin. Notified ● Student/Parent/Admin./Bus Meeting <p>4th Offense:</p> <ul style="list-style-type: none"> ● 6-10 day suspension from bus ● ISS TBD ● Parent Notified ● Admin. Notified <p>Class I: Bus Offenses may result in an Office Referral/Major depending on severity or repeated offenses.</p>	<p style="text-align: center;"><u>Class II Offense</u></p> <p>1st Offense:</p> <ul style="list-style-type: none"> ● Parent Notified ● Admin. Notified ● 1-2 day suspension from bus <p>2nd Offense:</p> <ul style="list-style-type: none"> ● Parent Notified ● Admin. Notified ● 3-5 day suspension from bus ● Student/Parent/Admin./Bus Meeting <p>3rd Offense:</p> <ul style="list-style-type: none"> ● 8 day minimum suspension from bus ● ISS TBD ● Parent Notified ● Admin. Notified <p>4th Offense:</p> <ul style="list-style-type: none"> ● Loss of Bus Service ● Parent Notified ● Admin. Notified <p>Class II: Bus Offenses will result in an Office Referral/Major</p>

Jackson County Central School Transportation
 Provided By:



**Please fill out this form and return it to
 JCC Schools or PALMER BUS.**

**135 TORGERSON LANE, JACKSON, MN 56143
 EMAIL: Johnt@palmerbusservice.com
 Text picture to : 507-841-2458**

Last year's route #: _____

Parent(s) Names: _____

Address: _____

Home/Cell: _____ Work: _____

Email: _____

Daycare Name: _____ Daycare Phone: _____

Daycare Address: _____

CHILD NAME	G R.	AM PICK UP LOCATION	PM DROP OFF LOCATION	Parent or child will drive EVERY day

*If anything other than this plan is needed, a note is required. Please include the name of the child that your child is accompanying and/or the family name of the home they are going to. The driver needs this information to safely and timely transport your child.

***** EVERY STUDENT NEEDS TO BE REGISTERED FOR SHUTTLE, ROUTE OR ACTIVITIES, IF NOT REGISTERED YOUR YOUR STUDENT WILL BE DENIED TRANSPORTATION*******

Student Expectations

Riverside Elementary is a PBIS school. Positive Behavior Interventions and Supports (PBIS) is an evidence-based proactive three-tiered framework for creating and sustaining a safe and effective school. The goal of PBIS is to provide social, emotional and behavioral support to students so they can be successful. Emphasis is placed on teaching the expected behaviors, supporting the development of social/emotional skills, and using data-based problem-solving to address behavior concerns.

NON-EXCLUSIONARY DISCIPLINE

Non-exclusionary disciplinary policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions and alternative education services. The JCC School District has all of these proactive approaches to student behavior in place including PBIS, Social and Emotional Learning with an evidence-based curriculum, restorative practices, and personalized support and coaching from licensed social workers and counselors.

A collaborative partnership between parents, staff, administration, and the student is important. The purpose of the student discipline policy is to provide a safe educational environment (Policy 506).

The following possible responses are used and vary based on severity of the incident as well as repetition of the offense in compliance with Minnesota and federal legislation: ([Policy 506](#))

- Restorative Practices
- Loss of privileges
- Parent/guardian conference
- Behavior contract
- Interventions
- Removal from class
- Removal from school
- Referral made to outside agency
- Recommendations from Superintendent and/or School Board

STUDENT RESPONSIBILITIES

1. **Be Respectful.** Respecting yourself, the rights of others, and property.
2. **Act Responsibly.** Being a responsible learner and accepting responsibility for your actions..
3. **Remember Safety.** Acting in a healthy and safe manner.
4. **Kindness Counts.** Being positive and kind towards yourself and others.

PARENT RESPONSIBILITIES

1. Have high expectations for my child and to talk about those expectations.
2. Help my child attend school and be on time.
3. Find a quiet place for school work and make sure work is done.
4. Help my child learn to resolve conflicts in positive ways.
5. Communicate and work with teachers and school staff to support and challenge my child.

6. Help my child get adequate rest and nutrition so he or she can come to school ready to learn.
7. Seek assistance for my child and/or myself from staff and administration when needed.
8. Provide my child with necessary school supplies.
9. Support the school in its efforts to reinforce school expectations.
10. Encourage my child's efforts and be available for questions.

TEACHER CODE OF ETHICS (N.E.A.)

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

TEACHER RESPONSIBILITIES

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

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 the body are important to health and safety and are conducive to a good learning situation in the school. We urge parents to strongly discourage attention seeking departures from good taste when their children attend classes.

1. Students are not to wear hats, hoods or bandanas of any type in the school building during school days.
2. 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.
3. Students are prohibited from wearing any attire including bandannas, jewelry, chains, symbols or colors which signify or are likely to be interpreted as signifying membership in gangs, or offensive clubs to school at any school scheduled activities (i.e., dances, indoor/outdoor athletic events, field trips, etc.).
4. Students who are in violation of this policy will be asked to change the offending piece of clothing. Parents may be asked to bring clothing to school if needed. Basic responsibility for maintaining the suggested standards rests with the parents.
5. Be sure your child is properly dressed ACCORDING TO THE WEATHER, as they will be outside at recess everyday they possibly can. Please help your youngster understand the reason for dressing warmly. ([Policy 504](#))

Locker and Personal Possessions

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school official. ([Policy 502](#))

Technology/Electronics

PERSONAL DEVICES

To provide a distraction-free learning environment, all personal iPads, or other handheld music or gaming devices should be left at home. All non-school issued electronic devices including, but not limited to cell phones must be kept in a backpack or locker during the school day and either silenced or turned off. Smartwatches may be worn, but if they are a distraction, the student will be required to place the device in their backpack/locker. Making/ receiving calls, or messaging may only occur with staff permission and supervision. Using a personal device to take pictures, post pictures, videos or texts/comments at school is not allowed.

NUISANCE ITEMS

Nuisance items should not be in school, and will be confiscated and taken to the main office. Nuisance items are defined as anything that could be a distraction to the learning environment. These items include, but are not limited to laser pointers, toys or anything that a school staff person may see as a distraction.

CONTACTING STUDENTS

During school hours, if a parent/guardian needs to get a message to their student, they are welcome to call the office at 507-847-5963 and the message will be delivered to the student as soon as possible and in a manner that will not disrupt learning.

CONSEQUENCES

Students using technology devices inappropriately will have them confiscated by staff. Devices may be returned at the end of the day or required to be recovered by a parent depending on the circumstances. Consequences will be reviewed and administered on an individual basis.

JCC School District is not responsible for any personal electronic device/cell phone or accessories that are damaged, lost, or stolen. The district is not obligated to investigate any damage, loss, or theft. If you are concerned about loss, damage, or theft, leave the device at home.

General Policies

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

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

1. It is not advisable for pupils to carry purses, billfolds or large sums of money to school. Money for fees should be sent to school in a sealed envelope clearly marked with the pupil's name and homeroom teacher.

2. A student shall not urge other students to disrupt or obstruct the process or function of the school.

3. A student shall not intentionally damage or attempt to damage school or private property. Students will be expected to pay for any damage they cause.

4. A student shall not swear or use disrespectful language toward any school employee, any other student or any other person.

5. A student shall not intentionally cause, or attempt to cause physical injury or intentionally behave in such a way as could cause physical injury to a school employee or another student.

6. A student shall not use or have in possession any tobacco product.

7. Every student is expected to follow reasonable rules, regulations, directions, instructions and requests from school personnel.

8. Students shall not leave school property during the school hours without first securing permission from the Principal's office.

9. Pupils should not be on the school grounds before 7:40 AM each morning. Walkers and car riders should enter and leave the building through the main office door 2 or the lower parking lot door 3. Bus riders will have designated doors.

10. All school doors will be locked at 8:15 AM. Entrance to the school after 8:15 AM will be through the front entrance only (door 2). Doors will be unlocked at 3:05 PM. All visitors to school must report to the office.

BROKEN OR DAMAGED EQUIPMENT/PROPERTY

Any child who breaks, loses or damages school property is expected to pay for the damaged or lost item. Parent/Guardian will be contacted and will be billed for the repair/replacement cost.

Communication

Communication between the school and home is an essential part of our education process, and at Riverside, we believe a strong partnership with parents is essential for student success. Respectful and honest communication is the foundation of this partnership. Our staff will respond to requests for assistance or information in a professional and timely manner. Likewise, our staff should be treated with respect by parents and members of the public. Many teachers share newsletters and classroom updates, and we have a monthly Riverside newsletter from the principal for families regarding school-related events. Other types of communication include our Riverside Facebook page, and other media outlets.

You may contact us by email at kim.meyer@jccschools.net or katelyn.sorensen@jccschools.net. Infinite Campus alerts may be sent throughout the school year regarding important announcements or reminders. Information regarding Riverside Elementary and the JCC School District can be found on our websites:
<http://riverside.jccschools.com/>
<http://jccschools.ss5.sharpschool.com/>.

If you have any questions about your children's progress or about what is happening at Riverside, please call us at 847-5963 or stop in to visit. Leave a voicemail before/after school hours.

Tips for Communication with Staff and Administration:

- Contact the teacher in advance if you would like to arrange an in-person meeting before or after school.
- Contact teachers or administration via email or voice mail and expect a timely and professional response.
- If there is a misunderstanding, aim to resolve it directly with the teacher first; contact administration if you have questions, or would like more discussion regarding the issue.
- Requests should be reasonable.
- Attitude and words should be respectful.
- We aim to foster respect and responsibility in students, and kindly request you to bear this in mind, as it will guide our communication with you.

PHONE CALLS

The school administrative assistant is on duty in the office from 7:30 AM to 3:45 PM each day to receive calls. Our office phone is 847-5963. We do not let students use the phone to ask permission to play after school. Any time your child is involved in after school play with a school team or going to a friend's house, arrangements should be made with parents/guardians before coming to school that day. Children will be called to the phone only in case of an emergency. The office will give them any important message you want them to have.

ADDRESS/TELEPHONE NUMBER CHANGES

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

ANNOUNCEMENTS FROM ORGANIZATIONS

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

STUDENT INFORMATION SYSTEM (INFINITE CAMPUS)

The JCC School District utilizes the Infinite Campus student information system. Infinite Campus has a variety of features, including online access to grades, announcements, food service, school fees, and attendance information for parents and students.

It is important that parents/guardians have their own access to Infinite Campus and that contact information is updated. It is also important to have a non-household contact added as an additional person to connect with in an emergency manner. *Important and when urgent information is communicated, it will be done electronically or by automated calls using the information in Infinite Campus.

If you need additional assistance with Infinite Campus, contact Katelyn Sorensen at 507-847-5963.

LEARNING MANAGEMENT SYSTEMS

Riverside utilizes SeeSaw as our learning management system for PK-3. Staff members use SeeSaw to house daily course content, and it is used as a student engagement tool where students can demonstrate and share their learning and growth with teachers and parents/guardians. Parents can set up their account and receive a Parent Access Code from the classroom teacher in order to receive updates regarding classroom activities, student work, and other important communication from the teacher.

Family and Community Involvement

PARENT TEACHER CONFERENCES

PK-3 Early Entrance Conferences are held on the first two days of school. Two other conferences are held in the fall and spring. Ideally, both parents should be present at these conferences. Additional conferences may be held as needed upon request of either parent or teacher. Please make every effort to attend these conferences as they are a very important part of your child's education. Each conference is scheduled for twenty minutes.

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.

PARENT TEACHER ORGANIZATION (PTO)

Riverside is fortunate to have an active Parent Teacher Organization, which offers support to classroom activities and student programs. PTO is a great way for parents to be involved and meetings are monthly. Thank you for your participation in this important school group.

VOLUNTEERS

We encourage parents to fully participate in their child's education. Please contact the classroom teacher to make arrangements if you would like to volunteer. School visits are limited to lunchtime or special events unless volunteering with teacher pre-approval. Each year we have special activities at which time all parents are invited to visit the school. You will receive special notice of these dates.

ALL visitors must sign in at the school office with identification and wear a Visitor Badge. 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.

Community Resources

COMMUNITY EDUCATION

<https://www.jccschools.com/communityeducation>

KIDS CLUB

Offering childcare for students 33 months to 5th grade at Riverside and Pleasantview, 6:30 AM - 5:30 PM. It is offered on non-school days and during the summer. Contact Holly Schmit at 507-847-5868 or holly.schmit@jccschools.net.

FAMILY SERVICES NETWORK

Family Services Network's services are free and voluntary to children and their families. Support and services are provided to families regarding children's mental health, respite care, parent support, mentoring at-risk youth, truancy diversion, and school based services. Family Services Network is located at 402 White Street, Suite 204 in Jackson, MN. They can be contacted by phone at 507-847-4441.

988 SUICIDE AND CRISIS HOTLINE

988 suicide & crisis hotline counselors are trained to provide free and confidential emotional support and crisis counseling to people in suicidal crisis or emotional distress and connect them to resources. These services are available 24 hours a day, seven days a week, across the United States.

Student Enrollment and Registration

JCC Schools welcomes all students who live within the boundaries of Jackson County School District 2895 and meet age and health requirements. Visit the district website for enrollment options.

EARLY CHILDHOOD SCREENING

Early Childhood Developmental Screening is a check of a child's development, vision and hearing, growth, health history and immunizations. Screening is a free service required by the State of Minnesota.

Early Childhood Developmental Screening helps a school district identify children who may benefit from district and community resources available to help in their development. Early Childhood Developmental screening includes a vision screening that helps detect potential eye problems but is not a substitute for a comprehensive eye exam. Screening is recommended when a child is 3 to 4 years old but must be completed before starting Kindergarten in a Minnesota public school.

At the conclusion of the screening, the parent/legal guardian will be given a summary of the screening results and have the opportunity to discuss concerns they may have about their child's development or circumstances that could affect their child's learning. Information regarding early childhood programs and other resources will be available. The screening summary will become a part of the child's school record.

Call Amber Lessman at 507-847-5868 or email amber.lessman@jccschools.net. Information can also be found at <https://www.jccschools.com/screening>.

EARLY ENTRANCE TO KINDERGARTEN

A child will need to be five (5) years of age on or before September 1st in order to enroll in kindergarten. Kindergarten registration is held every spring at Riverside. Information regarding registration can be found on our school website. Parents/guardians, and local daycare agencies will be sent detailed information closer to time of registration. .

School and Classroom Environment

RECESS

All students have one scheduled recess during the school day. All students should be dressed properly for the weather conditions of the day. Students stay inside on rainy days or when the “feels like” temperature is below 0 degrees. Students unprepared for recess as determined by the school staff on duty, may spend recess supervised indoors. To avoid this concern, please send hats, gloves, boots, coats, and snow pants to school on all days the weather could be near or below freezing and when snow is on the ground. If you need support in gathering proper outdoor weather gear, please contact the school office or school counselor. If a child must remain inside for recess, medical documentation must be provided to the office in advance to ensure we have a supervised alternative for the student.

WELLNESS POLICY: <https://www.jccschools.com/wellness>

BIRTHDAYS

Invitations, flowers, balloons, and gifts are fun to receive, but can be disruptive in the school setting. Please give these special items to your friends outside of school hours. Classroom birthday celebrations will not include food or beverages. Alternative ways to recognize birthdays are offered by classroom teachers. Items delivered to the school will be given to the student at the end of the school day.

CLASSROOM PARTIES/HOLIDAYS/EVENTS

These may include food brought into the classroom. Classroom teachers will encourage healthy food choices according to Appendix A. Holidays excluded from the nutrition guidelines include Halloween, Christmas, and Valentine’s Day. If a classroom teacher has a tradition of celebrating additional holidays in the classroom with food, preapproval from administration is required. Food brought into the classroom to share with students should be store bought and not homemade.

LOST AND FOUND

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

FIELD TRIPS

A field trip permission slip should be on file with your child’s teacher if he/she is to participate in school sponsored trips. Information for field trips out of Jackson will be sent home prior to the trip. Field trips are a special privilege and we want all students to be able to enjoy the experience. Therefore, all students are expected to use good manners, show Husky Pride, and represent themselves and the school in a positive manner.

Any chaperones for field trips must complete and submit a “Volunteer Background Check” form prior to chaperoning the field trip. Parents that chaperone must ride the bus along with their

child and remain with the students they are chaperoning the entire field trip. If a parent chooses to take their child on the field trip separate from the class, they are no longer part of the school sponsored trip and will not receive discounted prices. Certain circumstances may apply and decisions will come from the principal. ([Policy 610](#))

EXTRA-CURRICULAR ACTIVITIES

The student will also be held responsible for his/her actions during extra-curricular events (football, basketball games, etc.). 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. ([Policy 510](#))

ASSEMBLY PROGRAMS

Each year several assembly programs are presented to the student body and/or parent/guardians. 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 or have had office referrals leading up to the program will be not participate in the program. This will be at the discretion of the program director and/or administration.

CHURCH NIGHT

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

PETS

We ask that pets and animals not be brought into the school or around the outside of the school due to potential for injury, and also for the respect of those who may be fearful or allergic of animals. For more information on Service Animals, please see ([Policy 535](#)) (Exceptions may be made for a school-sponsored event with approval by the principal and health office).

COMPLAINTS

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

Curriculum And Assessments

CORE CURRICULUM

Our school uses the following materials to foster growth and achievement in these areas:

Reading:	Heggerty/UFLI	Grades K-1
	UFLI	Grade 2
	Logic of English Essentials	Grade 3
Mathematics:	Open Up Resources (OUR) Math	Grades K-3
Science:	Mystery Science	Grades K-3
Social Studies:	Integrated K-3 MN Academic Standards	Grades K-3
Integrated Curriculum:	Investigator Club	Preschool

SOCIAL-EMOTIONAL (SEL) CURRICULUM

Second Step

Kikori

Zones of Regulation

SPECIALIST CLASSES

Students participate in Physical Education, Music, and Art throughout the school week.

PHYSICAL EDUCATION

Every class in grades K-3 is scheduled for one 25-30-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.

MUSIC/ART

Classes are offered to students 2-3 times per week, and there are music programs during the school year.

LIBRARY

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 but subject to return on demand. Any education materials may be checked out of the library, but consumable supplies are not available. Library fines are only assessed for lost or damaged materials. Permission may be given by the librarian for any library materials to be used by anyone at any time.

HOMEWORK

If your child has been absent for several days, the teacher will provide sufficient time to complete the a

REPORT CARDS AND STUDENT PROGRESS

Grading is aligned with Minnesota state standards taught in each grade level. Report cards are shared with parents/guardians four times during the school year at the end of each quarter. Progress reports regarding student growth and development are shared during parent-teacher conferences, and ongoing parent/teacher communication as needed. Conferences are held three times during our school year, (September, November, February).

ASSIGNMENTS TO TEACHERS

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

ASSESSMENTS

Riverside uses ESGI (Kindergarten only) and FastBridge assessments for all grade levels throughout the year. These assessments are used for benchmarking a student at the beginning of the year and to track progress during the year. Third grade students also participate in MCA assessments in the spring. The purpose of these assessments is to provide teachers and the school with data that will help us adjust and align instruction to meet the needs of each student and help them be successful.

GRADES K-3 SCREENERS

Name of the Assessment	Target Audience (Grades K-3)	What component of reading is being assessed? (Each component should be addressed.)	Assessment Type (Each type of assessment should be represented.)	How often is the data being collected?
FastBridge: earlyReading (Grades K-1) and CBMReading (Grades 1-3)	X Grade K X Grade 1 X Grade 2 X Grade 3	X Oral Language X Phonological Awareness X Phonics X Fluency X Comprehension	X Universal Screening X Dyslexia Screening	X First 6 weeks of School (Fall) X Winter (optional) X Last 6 weeks of School (Spring)

Parent Notification and Involvement

Parents/guardians are provided with the following information during school conferences at designated times throughout the school year:

- The Student's reading proficiency as measured by the locally adopted assessment(s).
- Any Reading-related services (that is, intervention) being provided to the student and the student's progress.
- Strategies and tips are shared that the parents can use at home to help their child succeed in becoming grade-level proficient in English and their native language.

Parents are also contacted to obtain needed parent permission before their student can receive intervention under Title I, ADSIS, or Reading Corp services.

Student Support

ACADEMIC SUPPORT & INTERVENTION

Intervention is a form of instruction that is personalized for skills that are below grade level identified through student assessment, and ongoing progress monitoring. Intervention is provided in a variety of formats within and outside of the classroom.

TITLE I

Title I Part A of the Elementary and Secondary Act (ESEA), provides financial assistance to schools with high numbers or percentages of children from low-income families, to assist schools in ensuring that all children meet challenging academic standards.

The goal of this program is to provide targeted reading interventions so that all students learn essential core standards. This program serves as an additional support for students to be successful in the general education environment. Parents will receive an informational letter if their student qualifies for Title I services.

This program is available to all students who meet criteria for needing extra academic support in reading based on FastBridge assessments and monthly progress monitoring. Title I teachers meet with students 4-5 times per week for 25-30 minutes outside of their core instruction in the classroom.

READING CORPS

Reading Corps is a program that provides reading support for students who may not qualify for Title I services, but may need extra support in reading fluency and accuracy. Reading Corps tutors meet with students 4-5 times per week for 20 minutes outside of their core instruction in the classroom.

MATH INTERVENTION

Students in second and third grade may need extra support in math skills based on their Math FastBridge assessments and classroom teacher input. Students meet with the math interventionist 3-5 times per week for 20-30 minutes.

ENGLISH LANGUAGE LEARNER PROGRAM

Students who meet criteria for English Language Learner meet with the ELL teacher throughout the week to work on English language skills.

SPECIAL EDUCATION

An Individual Educational Plan (IEP) is in place for those students who receive special education services. These services are provided to students identified in accordance with local, state, and federal standards. Prior to referral to special education, there is a detailed process required by law to ensure all student needs and avenues for support are explored.

Our resource program serves students with various types of disabilities with different levels of support. Students are assessed ethically and comprehensively and we believe in addressing student needs as individuals.

If your student has a disability and you have questions about your child's services, please call your child's case manager. If you believe that your child may have a disability, please contact your child's homeroom teacher and discuss the referral process.

SPEECH-LANGUAGE PATHOLOGY

Speech-Language Service involves work with children who have specific problems in hearing, comprehending, and expressing themselves using language. This includes problems in sound production, voice quality, fluency, understanding the language that is heard, thinking/problem-solving skills, and appropriate conversational skills. The State Department sets guidelines to qualify for entry into a Speech-Language Program. Each child must meet specific criteria on Standardized Tests to qualify for service in the area of Speech-Language Pathology.

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

SECTION 504

Section 504 of the Americans with Disabilities Act (ADA) protects students from discrimination based on disability or perceived disability. A 504 plan describes the accommodations needed to ensure equal access during the school day and equal opportunities in extracurricular and non-academic activities. If you believe your child is eligible for protection under Section 504, contact your school's principal or Section 504 District Coordinator: Melissa Aslachlager: melissa.aslachlager@jccschools.net

COUNSELING

The Riverside School Counselor provides a variety of services for all students. During Quest classes held each Monday, lessons from the Second Step SEL curriculum may involve situational coaching, conflict resolution, self-concept and self-esteem, problem solving, bullying, personal safety, and other important age-appropriate topics. The counselor also provides individual counseling, and facilitates small support groups that may focus on family changes, friendships, school issues, and anger management. Referrals to work with the school counselor can come from parents, school staff, and/or students. If ongoing support is deemed necessary, permission from a parent or guardian will be required. The counselor may be consulted and help out in crises or other situations requiring a timely response.

SCHOOL PSYCHOLOGIST

Our schools are fortunate to have the services of a certified school psychologist. By means of tests, interviews and consultations, he/she helps to determine the cause or causes for the problems that some children have in school. The school psychologist also serves on our Riverside Student Success Team (SST), PBIS Team, and Special Education Team.

Nutrition Services

Jackson County Central Schools participate annually in the National School Breakfast and School Lunch Programs. These programs make available a nutritious breakfast and lunch meal daily for a reasonable cost.

Free meals will be offered to all students during the 2024-2025 school year. Parents/families are still strongly encouraged to complete a free/reduced application for educational benefits which help to provide our school district with grant funds for important student support programs and activities.

One half-pint of milk is included with every meal. Individual milk purchases do not fall under the free and reduced meal benefits. Students who bring lunch from home or want an additional milk may purchase it for \$.50 per carton. If students bring food or beverages from home, we encourage all families to select nutritious choices. Menus are planned using the USDA Menu Planning guidelines. Menus will be posted on the district website at <https://jccschools.schoolinsites.com/foodservice>.

OFFER VS. SERVE

The “offer vs. serve” federal regulation requires that students be offered (rather than served) 5 required food components comprising the full lunch meal. Students may choose 3, 4, or 5 lunch food items based on their preferences instead of having to take some of each food. Students are required to take a full serving of a fruit or vegetable at lunch as one of the meal components. Students will be offered 4 required food components at breakfast and must choose at least 3 of the food items. Federal regulations require meals to be priced as a complete unit and students must pay the full price even if they did not choose the complete meal. Students are encouraged to take all of the food items offered, because it provides a balanced meal for the best price.

FOOD ALLERGIES/SPECIAL DIETARY NEEDS

The Child Nutrition Department may honor dietary restrictions due to allergies or intolerances with the proper documentation from a medical authority on file. A suitable alternative will be provided when possible.

For students with a lactose intolerance, a lactose reduced milk product will be provided at no extra charge, with a complete meal, on the written request of the parent/guardian or physician. Forms for allergies and any special dietary needs are available on the Child Nutrition Department webpage or from the District School Nurse. Please contact the District School Nurse or the Child Nutrition Director if you have any questions.

FREE/REDUCED MEALS

Free or reduced meals are available for children who qualify. An educational benefits form must be completed each school year and submitted to the Child Nutrition Office for review and approval. Applications are strictly confidential.

Applications for free or reduced meals are mailed out to each household in August Husky Howl. The applications are also available online or upon request from the Food Service Director. Families can now complete the educational benefits application online through Infinite Campus Parent Portal. The Child Nutrition Office will process applications as soon as possible, however, it may take 7-10 days for an application to be reviewed and a response sent to the parents/guardians. A letter indicating your benefits will be mailed. Please save this letter in case you need to show proof of benefits for other programs.

STAFF MEALS/ADULT MEALS/VISITOR MEALS AND SECOND MEALS

Parents/Guardians and other family members may eat with students during their meal time. All visitors are required to sign in at the school office. Staff meals, adult meals, visitor meals and second student meals are priced higher because the Child Nutrition Department does not receive any federal or state reimbursement for those meals, as we do for a student's first meal. Meals are to be prepaid. (Prices may be subject to change.) Note: Adult & Guest Lunch Price has increased to \$4.15.

Online Payments for Meal Accounts

Online payments are now available via the [Parent Portal Website](#). Simply log-in to your Parent Portal to deposit a payment into your child's meal account. There is a \$4.00 convenience fee per transaction. You can deposit to multiple accounts per transaction. Any questions, please contact the school at 507 847 3608. Thank you!

Health Services

IMMUNIZATIONS

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

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

1. A statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards;

or

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

COMMUNICABLE DISEASES

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

We also ask that parents call the school (an answering machine is available to take calls during non-business hours) or send a written excuse (stating the reason for not being in attendance) to the classroom teacher after the student has been absent. A child with a skin infection such as impetigo, ringworm or an eye infection should receive treatment from his family doctor before coming back to school.

ILLNESS AT SCHOOL

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

MEDICATION POLICY

Students requiring medication at school shall be identified by parents to the school nurse, teachers or principal. In order for school personnel to comply with the request for administration of medication, a current doctor's order and a signed authorization by parent or guardian, must be on file in the school nurse's office. Please request an authorization form if your child requires medication during the school day. An authorization form can be found on the following page or can be located on the school website:

<https://www.jccschools.com/nurse>

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.

Building Access and Security

For the safety of students and staff, all exterior doors are locked during the school day. All visitors are asked to enter the building through Door 2 at the Main Office. All visitors will be required to sign in and may be asked to present an ID such as a driver's license. Visitors will receive a visitor's badge and will sign out before leaving the building.

A student will be released only to his/her parents or individuals authorized on the student's Infinite Campus portal. Identification may be requested. It is a misdemeanor for any person to enter or be found in the building unless he or she:

- is enrolled or a parent/guardian of an enrolled student in the school;
- is a school district employee;
- Received permission/invitation from a school official to be in the building;
- Is attending a school event, class, or meeting to which he or she has been invited;
- Reported his or her presence in the school in the manner required for school visitors.

Emergency Drills

FIRE DRILL

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 DRILL

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).

EVACUATION DRILL

A school-wide evacuation drill may be conducted to practice safety in case of various emergency situations.

Weather Emergencies

SCHOOL EMERGENCY PLAN

- Please review your family plan for when school is canceled and/or dismissed early with your children.
- If your family plan is for your children to go home, do they know how to get into your home safely?

PROGRAMS, ACTIVITIES, AND EVENTS

When school closes, all after-school and evening activities and programs are generally canceled as well, including extra-curricular activities and community education programs (youth/adult classes; preschool programs; adult basic education; early childhood).

STUDENT EMERGENCY CONTACT INFORMATION

Students will be released only to parents, guardians and authorized individuals listed on the student emergency information kept at school. Please keep this information current.

PHONE CALLS DURING EMERGENCIES

Please do not call your child's school with questions during an emergency. The phone lines must remain open for emergency communications. If you need assistance, call the main district phone number: 507-847-3608

EARLY DISMISSAL

If it becomes necessary to close the schools early due to inclement weather, it will be announced over the radio at least one hour before the buses depart. Announcements will also be made through the Infinite Campus system.

When the schools are closed and the students sent home, the children will load onto their regular buses and be taken to their regular bus stop unless we have been given different instructions. In all cases of inclement weather conditions parents should make the decision whether their children should attempt to come to school. Each child and each home situation is different. It is both the right and responsibility of the parent to make this decision.

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

SNOWSTORMS/BLIZZARDS

By the same token, when a severe blizzard sets in during a school day and you are concerned for your child, you may come and get them from the Principal's office, but if there is any danger we will hold them here until transportation is safe again. If a neighbor is coming to pick up your youngster, please have a written note so we know where each youngster is to go.

Every parent whose child/children ride the bus should have on file for each child an emergency information card indicating where they should go in case of a storm or disaster that might

necessitate his/her staying in town. In the event of any emergency, parents may pick up their children at the school at any time. Please avoid calling by telephone if possible.

Our lines must be kept open for contacts with fire, police and hospital services. If you think it is advisable to withdraw your child/children from school before dismissal time, come to the Principal's office and we will locate your child/children for you. When school is in session, it is up to the parents whether or not to send their children.

If during the day a storm arises, the parent(s) may pick up their child/children at any time. It is absolutely necessary that arrangements be made with your neighbor or someone to care for your child/children should you happen to be absent from your home. Be sure that your child/children are thoroughly familiar with these arrangements and know where they are to go if they are dismissed from school early because of an emergency. In the event of inclement weather, school cancellations or closings will be announced over the following radio stations:

KKOJ -1190 AM Jackson WCCO - Minneapolis KUXX -105.7 FM Jackson KSFY – Sioux Falls

Riverside Emergency Procedures

EVACUATION

Outside conditions are safer than inside.

- Take safest and quickest way outside - utilize school map
- Bring device for communication (phone/walkie-talkie)
- Take attendance and report missing students to administration

REUNIFICATION

Staff/students need to leave school property for safety reasons.

- Reunification site and procedures will be communicated with parents through School District Infinite Campus
- Student/Staff will walk to reunification site and designated locations
- Take attendance, supervise students in designated locations, wait for administrative direction.
- Report any missing students to administration

SEVERE WEATHER/REVERSE EVACUATION

Inside conditions are safer than outside

- Move all staff/students inside to designated locations
- Assume safety position if appropriate
- Take attendance, supervise students in designated locations, wait for administrative direction.
- Report any missing students to administration

District Security Levels

Timely communication regarding any event dictating the need to utilize an enhanced security level will be communicated as soon as possible; however, securing student and staff safety will always take precedence over communication during an event. Implementation of procedures may be different at each building site.

SECURED ENVIRONMENT

Secured Entrance and standard school procedures.

SHELTER IN PLACE

No imminent danger/Precautions implemented.

External Event:

- Aggressive person/s in community
- Community investigation
- Chemical Spill
- Major Fire

HOLD IN PLACE

No imminent danger/Precautions implemented.

External Event:

- Aggressive person/s in community
- Community investigation
- Chemical Spill
- Major Fire

Internal Event:

Law enforcement or medical personnel may be on site for:

- Medical emergency
- Investigation of student matter

LOCKDOWN

Internal Event:

- Imminent danger/Violent threat

LOCAL AND STATE POLICIES

Equal Educational Opportunity

The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities. ([Policy 102](#))

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.

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. ([Policy 531](#))

Data and Photo Privacy

Student data, experiences, and information are the private property of the student and their parent/guardian. Information about other students in our district is limited and can not be shared or discussed without permission.

Student pictures and personal data will be printed in school publications, and social media such as Twitter and Facebook, and given to the media for dissemination on occasions that warrant publication as news items.

Families wishing to opt-out of released data need to fill out a Data Release form and return it to the school office.

Parental Custody and Data Privacy

The custodial parent is responsible for providing the following to the school:

- A copy of the signed and certified court order, awarding custody.
- Court order revisions/updates that affect custody, visitation, or record-access rights.

Upon request, a non-custodial parent has the right to access and receive copies of school records and information; to attend conferences; and to be informed about the child's welfare, educational progress, and status, as authorized under [MN Statute 120A.22, Subd. 1\(a\)](#). ISD #2895 is not required to hold a separate conference for each parent. In cases where parents are separated, divorced, or never married, it is recommended that the school have documentation of custody and visitation rights.

It is the parent/guardian's responsibility to inform and provide the school with current documentation if anyone is legally restricted from contact with his or her child/ren.

If there is no legal restriction, and upon request, the school will do the following:

- Send duplicate correspondence to non-custodial parents.
- Keep non-custodial parents apprised of major school events.
- Arrange for review of school records by non-custodial parents.

PROTECTION AND PRIVACY OF PUPIL RECORDS

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. ([Policy 515](#))

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.

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. ([Policy 525](#))

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. ([Policy 501](#))

NOTICE OF RIGHTS

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

REASONABLE FORCE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. "A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws. ([Policy 506](#))

Harassment, Violence and Bullying Policy

BOARD POLICY PROHIBITING HARASSMENT AND VIOLENCE ([Policy 525](#))

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 BULLYING POLICY: ([Policy 514](#))

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.

HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

Violence Prevention and Notification to Staff

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior. The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision. ([Policy 529](#))

Religious, Racial, and Sexual Harassment

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. ([Policy 413](#))

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

DISCRIMINATION IS AGAINST THE LAW

CONTACT: Barry Schmidt, Superintendent or Alternate Human Rights Officer

Phone: 507-847-3608



STATE OF MINNESOTA

OFFICE OF THE ATTORNEY GENERAL

HUBERT H. HUMPHREY III
ATTORNEY GENERAL

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

Truancy Policy

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 discuss solutions to the child’s truancy;
7. that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under chapter 260;
8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child’s driving privilege pursuant to M.S. 260C.201; and
9. that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.”

M.S. 260A.03

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

child and the parent(s) or guardian(s) do one of the following:

(1) if the child is in elementary school, contact Family Services Network for a Truancy Intake Evaluation and to schedule an appointment for the parent(s) and child to develop and sign a written Truancy Contract; or

(2) If the child is in middle school, junior high school or high school, contact the Family Service Network to be placed on the next regularly scheduled Youth Coordinating Council (YCC) meeting agenda and develop a written Truancy Contract to be signed by the parent(s) and the child. The Family Services Network will send a Truancy Intake Evaluation to be completed beforehand and brought to the meeting.

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

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

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

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

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

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

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

1. If the child is determined to be the cause of the truanies and the child qualifies as a "Habitual

Truant”, law enforcement will issue a CHIP’s citation to the child for truancy in violation of M.S. 260C.007, Subd. 19 and forward the citation to the County Attorney’s Office for approval.

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

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

a. refer the matter to the county attorney of a complaint against the parent(s), guardian(s) or custodian(s) for criminally Contributing to the Need for Protection in violation of M.S. 260A.425, Subd. 1, a gross misdemeanor;

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

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

CONTACT PERSONS:

Human Services Supervisor (507) 847-4000

Family Services Network (507) 847-4441

Court Services Supervisor (507) 847-5660

County Attorney (507) 847-2850

Jackson County Sheriff (507) 847-4420

Lakefield Police (507) 662-5353

Heron Lake Police (507) 793-2813

Family Rights and Privacy Act

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

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

Tennessee Warning

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

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

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence.
2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or

any other system through the school district system, attempt to log in through another person's account or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the down-loading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

STUDENT

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

User's full name: (please print) _____

User's signature: _____ Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that 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/Guardian's Name: (please print): _____

Parent/Guardian Signature: _____

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

- | | |
|---|--|
| <input type="checkbox"/> MCA/MTAS Reading | <input type="checkbox"/> MCA/MTAS Science |
| <input type="checkbox"/> MCA/MTAS Mathematics | <input type="checkbox"/> ACCESS/Alternate ACCESS |

Contact your school or district for more information on how to opt out of local assessments.

Updated April 21, 2022 - Page 2 of 2



Jackson County Central Schools

Inspiring Excellence

Jackson County Central utilizes the following local assessments and student surveys to guide decisions regarding curriculum and instruction. To decline participation in any of these local assessments or surveys, parents/guardians must fill out and return this form to the student's school office.

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

- Student Surveys (grades 3-12)**
The district uses student surveys to learn more about students' thoughts, feelings, and attitudes. Student answers are anonymous (we will not know how individual students respond). District and School staff use the data collected to better understand how to support our students. Parents receive prior notice of all surveys, including how to locate and preview items/questions that will appear on that specific survey.
- FAST: earlyReading (grades PK-1) and earlyMath (grade PK-1)**
earlyReading and earlyMath assessments are administered for the purpose of screening student advancement in foundational reading and math concepts. The outcomes guide instructional strategies at the classroom level and pinpoint areas of concern for individual students. This evaluation is administered one-on-one to students and requires 5 to 10 minutes per session.
- FAST: aReading and aMath (grades 2-5)**
aReading and aMath are designed for screening to identify students at risk for academic delays and to inform differentiated instruction for students at all achievement levels. These are computer-adaptive measures of reading and mathematical skills that are individualized for each student. These assessments are delivered in a group format in about 30 minutes each.
- FAST: CBMreading (grades 1-3)**
CBMreading is administered individually as a teacher listens to and assesses a student's oral reading fluency, considering factors such as accuracy, types of errors, and qualitative measures. This evaluation provides insights into student responsiveness to ongoing instruction, signals when instructional adjustments are warranted, and helps gauge the effectiveness of implemented changes. Each administration requires 1 minute of reading per student.
- FAST: AutoReading and AutoMath (grades 4-5)**
AutoReading and AutoMath are designed for screening to identify students who may need additional support in foundational reading and/or Math skills and to inform differentiated instruction for students at all achievement levels. This is computer-administered in a group format in about 8 minutes each.
- iReady Reading and Math Diagnostic (grades 6-11)**
iReady diagnostic assessments provide teachers with a complete picture of student performance in reading and math, giving teachers the information they need to understand current strengths and instructional priorities. Each assessment takes between 60 and 90 minutes to complete.
- ASVAB (offered one time in grade 11)**
The ASVAB is a timed multi-aptitude test and career interest inventory. Scores count towards the Armed Forces Qualifying Test (AFQT) and determine qualification for certain military occupational specialties and enlistment bonuses. In addition, each student's career exploration score will help him/her determine their

readiness for further education and training in different career areas. This assessment is administered in approximately 3 hours.

ACT (offered one time in grade 11 or 12)

The ACT test scores reflect what students have learned throughout high school and provide colleges and universities with excellent information for scholarships, recruiting, advising, and placement.. This assessment is administered in approximately 3 hours and 35 minutes.

Student Name (print) _____

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

Date: _____

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