

**JACKSON COUNTY CENTRAL SCHOOL DISTRICT  
#2895**

**RIVERSIDE ELEMENTARY STUDENT HANDBOOK  
PRESCHOOL - GRADE 3**



***Learning for a Lifetime***  
**2023-2024**

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



## **RIVERSIDE ELEMENTARY 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.**

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

Barry Schmidt, Superintendent

Rhonda Moore, Chairperson

Jody Thrush-Withers, Vice-Chair

Amy Voss, Treasurer

Ben Appel, Director

Tina Polz Director

Levi Lucht, Director



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Dear Parents/Guardians:

Welcome to Riverside Elementary School! Our school strives to create a safe and inclusive culture of teaching and learning that supports each student's social-emotional and academic growth. This handbook has been designed to give you an overview of the programs, policies, and services at our school.

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

If you have questions not answered in this handbook, or if you would like an item from the booklet clarified, please call Dr. Kimberly Meyer, Elementary Principal at 507-847-6649.

### **PK-3 SCHOOL HOURS:**

**\*Please do not bring your child to school any earlier than necessary. Breakfast is served from 7:40-8:15 a.m.. School begins at 8:20 a.m.**

<b>Monday, Tuesday, Thursday, Friday Schedule</b>	<b>Wednesday Early 2:00 Dismissal Schedule</b>
Breakfast Available for Riverside Students 7:40-8:15 a.m.	Breakfast Available for Riverside Students 7:40-8:15 a.m.
Transfer Bus Leaves Riverside 7:40 a.m.	Transfer Bus Leaves Riverside 7:40 a.m.
Transfer Bus Arrives at Riverside from Pleasantview 8:00 a.m.	Transfer Bus Arrives at Riverside from Pleasantview 8:00 a.m.
School Begins 8:20 a.m.	School Begins 8:20 a.m.
School Ends 3:10 p.m.	School Ends 2:00 p.m.
Lakefield Bus Leaves Riverside 3:15 p.m.	Lakefield Bus Leaves Riverside 2:10 p.m.
Transfer Buses Arrives at Riverside 3:45 p.m.	Transfer Bus Arrives at Riverside 2:30 p.m.

<b>Wednesday PM Students Attending Church Release in Jackson Schedule</b>
Transfer Bus to Riverside/Transfer to Churches TBD
Bus Returns Students to Riverside TBD

## Riverside Elementary School Staff

Dr. Kimberly Meyer, Riverside Principal	Main Office
Sue Schulz, Office Administrative Assistant	Main Office
Alyssa Anderson, District Nurse	Main Office
Amber Lessman, Preschool/ECFE Director	Discovery Place
Kim Paulson, PK 3	Discovery Place
Mary Brinkman, PK 4/5	Discovery Place
Leah Meyer, PK 4/5	Discovery Place
Early Childhood Special Education	Discovery Place
Kathryn Hein, Kindergarten	200
Lori O'Connor, Kindergarten	217
Beverly Pratt, Kindergarten	218
Lindsey Lucht, Kindergarten	101
Mackenzie Henning, Kindergarten	110
Katie Hanson, First Grade	112
Shelly Condon, First Grade	111
Jill Sauter,, First Grade	103
Sarah Theesfeld, Second Grade	106
Rachael Mitchell, Second Grade	107
Mike DiBrito, Second Grade	108
Brittany Rogers, Second Grade	109
Robyn Reed, Third Grade	207
Jim Gumto, Third Grade	206
Angela Orpen, Third Grade	209
Pam Rohloff, Special Education	202
Katie Robilliard, Special Education	208
Kari Pyan, Special Education	105
Darcy Synder, Special Education	104
Edith Gates, Special Education Admin. Asst.	202
LeAnn Olson, Music	100
Mackenzie Ward, Art	Art Room
Eric Tvinnereim	Gym Office
Janet Haren	Gym Office
Casie Pohlman, Title I	211
Andrea Sitzmann, EL/Math Interventions	211
Kim Klassen, Title I	210
Sandra Nunez, Title I	210
Makenzie Erickson, OT/PT	203
Shelly DiBrito, Speech	201
Shirley Anderson, School Counselor	202
Kayla DeJong, School Psychologist	202
Jenny Mann, DHH Specialist	202
Nicole Kapplinger, Media Center	215

Custodians: Chuck Behrends, Wes Natterstad

Kitchen Staff: Susan Fields, Sandy Franks, Sandy Phillips, Patty Wachal

Food Service Director: Kari Rubitschung

# Jackson County Central | 2023-2024 CALENDAR

22-23 New Teacher Training  
29-31 Teacher Workshop

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

FEBRUARY '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		

8 Pre-K -8<sup>th</sup> grade Conferences (4-8)  
15 Pre-K -8<sup>th</sup> grade Conferences (1-8) (Early Out)  
16 No School Staff Development Day  
19 No School (CD)

4 Labor Day  
5 Class Begins 6-12  
5 Elem. Conference (PreK-5) (11-7 pm)  
6 Elem. Conference (PreK-5) (8-3) pm  
7 Class Begins PreK-5

SEPTEMBER '23						
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

MARCH '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

5 HS Conferences 4-8 pm  
12 HS Conferences 4-8 pm  
27 No School/Flex PD  
28 No School: (CD) Staff Dev.  
29 Good Friday  
31 Easter Sunday

19-20 Fall Break (MEA)  
31 Halloween

OCTOBER '23						
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				

APRIL '24						
S	M	T	W	Th	F	S
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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 No School Easter Break

11 Veterans Day  
16 HS Conferences 4-8 pm  
20 Pre-K -8<sup>th</sup> grade Conferences (4-8 pm)  
21 Pre-K -8<sup>th</sup> grade Conferences (1-8) (Early out)  
20 HS Conferences 4-8 pm  
21 HS (Early Out)  
22 No School Staff Dev. Flex PD  
23 Thanksgiving Day

NOVEMBER '23						
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		

MAY '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	

27 Memorial's Day  
30 End of 2<sup>nd</sup> Semester (87 Days Last Day of School)  
31 Graduation 7:00 pm  
31 Staff Development Day

25 Christmas  
26-30 Christmas Break

DECEMBER '23						
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

JUNE '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

Snow Make Up days:  
5 virtual Learning Days, and May 31- June 7.  
174 Student contact Days  
±10 Staff Dev. Days  
184 Total Days

1 New Year's Day  
2 Class Begins  
15 M.L. King Day  
18 End of Semester 1 (87)  
19 No School Staff Dev. Day  
22 Start of Semester 2

JANUARY '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			

JULY '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			

4 Independence Day  
All Wednesdays from Sept.6-May 29 will be 2:00 pm Early Dismissals.

### 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 - wide rule
- 2 erasers (pink)
- 1 yellow highlighter
- supply box - no zipper pouches
- 10 pack Crayola washable makers
- headphones - no earbuds or wireless
- 4 Glue sticks
- 2 boxes of 24 Crayola crayons - no jumbo or generic
- 4 BLACK dry erase markers
- 12 #2 sharpened pencils
- scissors
- Clorox wipes
- boys- paper towels
- girls – snack size Ziploc bags

### Grade Two

- Box of Tissues (200 count)
- Pencil Box - Backpack
- Ruler w/inches & cm, no bendable
- 6 small Glue Sticks
- Scissors
- Crayons (1 box of 24)
- 24 Sharpened Plain Yellow Pencils w/ Eraser
- 2 Folders w/ Pockets
- 2 Spiral WIDE Lined Notebook
- 1 inch binder
- 1 Big Eraser
- 4 Dry Erase Markers
- 1 highlighter

### Grade Two – continued

- Headphones-no Bluetooth, no chargeables, No ear buds
- Clorox Wipes
- Whiteboard eraser or sock
- Washable Markers
- Colored Pencils
- girls – gallon Ziploc bags
- Boys – paper plates

### Grade Three

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

**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

- Button up large paint shirt to protect clothes
- 3<sup>rd</sup> Grade Requirement - Sketchbook (unlined paper)

### **Donation per family – choose 1:**

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

### **Suggested Donations**

- Cereal Boxes
- Paper Tubes
- Ice Cream Bucket
- Plastic Peanut Butter Jar

### Health Office

- Kleenex - Clorox Wipes – Baby Wipes

### **Music – Any of the following**

- Box-markers or dry erase markers
- Kleenex

## **FOOD SERVICE**

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 2023-2024. However, parents/families are still strongly encouraged to complete a free/reduced application for educational benefits.

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 and 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 and 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. The cost for a non-student meal is \$2.40 for breakfast and \$3.85 for lunch. Meals are to be prepaid. (Prices may be subject to change.)

## **RIVERSIDE ELEMENTARY SCHOOL BEHAVIOR PLAN**

The staff of Riverside Elementary School has worked to develop and strengthen a proactive approach for dealing with student behavior. It has been our goal to actively teach students about their personal rights and responsibilities towards others. **Positive Behavior Interventions and Supports (PBIS) is an evidence-based three tiered framework to help create schools where all students can succeed.**

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

### **STUDENT RESPONSIBILITIES and HUSKY PRIDE TRAITS**

1. Respecting yourself, the rights of others, and property.
2. Being a responsible learner and taking pride in your work.
3. Acting in a healthy and safe manner.
4. Being positive.

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

- Staff and peer recognition
- Husky Pride tickets and punch cards
- Bookworm vending machine (earn a golden coin for free book)
- School-wide activities and celebrations

When these behavioral expectations are not followed, consequences result and depending on the behavior, one or more of the following may occur:

- Reminder - Staff will remind students of the expected behavior.
- Student Reflection - Student is referred to the classroom teacher. Students and the teacher will discuss the behavior and ways to make better choices so the behavior is not repeated. Depending on the behavior, parents may be notified in order to keep communication and support for the student open. Three reflections in one month will result in an office referral "major".
- Office Referral - Student is referred to the principal's office. Student and principal will discuss the incident(s) and a parent/guardian will be called. Further consequences will be assigned by the principal.

## **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.

Staff use many opportunities to teach children about their rights and responsibilities. Classroom teachers introduce the rights and responsibilities and help students decide what they mean in the classroom and other school areas. Appropriate social skills are also introduced and practiced in classrooms. Our school counselor and building principal visit classrooms to reinforce the concepts students have learned.

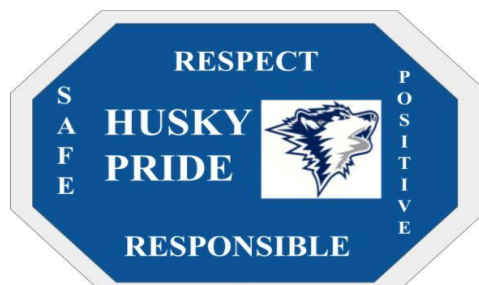
Another component in a school-wide behavior program includes consequences. Reinforcing consequences for “good choices” may include school-wide recognition, verbal praise and public posting. Judicious consequences for “poor choices” will be based on what the student needs to learn in the situation. These consequences will be handled privately, commensurate with the act, be educational rather than punitive and consider the self-worth and academic success of each child. Examples of consequences that might be used include, but are not limited to: complete a “Plan for Change,” conference with the student, conference with the student and parent, restitution, peer mediation, school service project, counseling, chance to redo a task, a problem-solving period, loss of privilege and use of other school resources.

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

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

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

**1. Be Respectful 3. Be Responsible 2. Be Safe 4. Be Positive**



## RIVERSIDE HUSKY PRIDE TRAITS AND EXPECTATIONS MATRIX

	Classroom	Lunchroom	Hallway	Playground	Bus	Bathroom	Programs
<b>RESPECTFUL</b>	Follow directions Wait my turn Keep hands and feet to self Listen and follow directions	Indoor voice Talk to people around me Walk at all times Keep hands and feet to self	Walk quietly Stay on the right side Make room for others Walk forward Watch where you are walking	Take turns Include others Follow game rules Keep hands and feet to self Use equipment properly	Use soft voices Listen to bus driver Stay in seat Keep hands and feet to self	Keep hands and feet to self Allow others privacy Use appropriate language Throw away towels	Walk in quietly Eyes on speaker Voices off
<b>RESPONSIBLE</b>	Clean my area Walk Help teacher and other students Follow classroom rules	Clean my area Raise hand Sit in assigned area Touch only my tray	Go directly to my area Bring all my supplies Walk quickly to area Keep hands and feet to self Hold door open	Put equipment away Report any problems to adults Follow team rules Share Include others Stay outside until whistle	Keep all materials in a backpack Follow driver's directions Wait turn when lined up Be polite Soft voices	Keep area clean Flush toilet Wash hands with soap and water Throw away towels	Sit quietly Follow directions
<b>SAFE</b>	Stay in my space Stay in the classroom Keep hands and feet to self	Walk Soft voice Keep food on tray Wait for directions Chew food completely	Walk straight ahead Eyes forward Walk quietly Hold on to supplies	Line up when whistle blows Stay in lines Watch where you are Play by rules Enter building quietly	Sit in your seat at all times Walk to and from bus Keep aisle clear	Report water on the floor Walk No standing on toilets	Stay with your class and teacher/para Stay in your own space
<b>POSITIVE</b>	Say please and thank you Use manners Use polite words	Say please and thank you Use manners Use polite words	Smile Be polite Stay in line	Include others Be a good sport Use kind words Keep hands and feet to self	Greet driver Say thank you	If someone needs help, or there is a problem, tell the teacher.	Clap when appropriate Greet visitors appropriately

## **RIVERSIDE ELEMENTARY PBIS ESCALATION CONTINUUM**

**Tier 1 Behaviors:** Tier 1 behaviors do not require administrative involvement AND are not more than minor disruptions to the learning environment AND are not chronic (occur less than 3x per week) AND are low severity and low frequency.

**Examples:** Not following directions, unprepared for class, class disruption (out of seat, talking out in class), using inappropriate language (not directed at others), unapproved phone/electronic use, not in assigned area.

**Tier 2 Behaviors:** Tier 2 criteria behaviors are a moderate disruption to the learning environment or may require administrative involvement and/or are chronic behaviors (pattern of problem behavior on weekly basis)

**Examples:** Active defiance and actively refusing to follow directions, profanity or inappropriate language/gestures directed at a person, teasing, cutting class, leaving class without permission, academic dishonesty, minor/inappropriate physical contact, property misuse, threats to others with no target methods or means, throwing items at the wall, floor, at others, repeated Tier 1 offenses.

**Tier 3 Behaviors:** Tier 3 Behaviors pose a danger to themselves and/or others OR are illegal OR are major disruptions to the learning environment OR are chronic Tier 2 Behaviors.

**Examples:** Possessing weapon or look-alike weapon, drugs, alcohol, and/or tobacco, student makes specific and credible (target/method/means) threat to others, fighting or physical aggression, throwing potentially dangerous objects at others; harassment (racial, ethnic, religious, or sexual); bullying, vandalism that results in serious or permanent damage, arson/fire starting, theft, self-injurious behavior

## **PBIS SUPPORTS AND INTERVENTIONS**

- PBIS Team - The PBIS Team meets monthly to look at behavior data to help support teachers and students for Tier 1 and Tier 2 behavior interventions.
- SST (Student Success Team) - The SST meets bi-monthly with individual classroom teachers to look at behavior/academic data to help support students who are receiving Tier 1 and/or Tier 2 interventions and may need Tier 3 interventions.

<p><b><u>Teacher Managed Behaviors:</u></b></p> <ol style="list-style-type: none"> <li>1. Verbal Warning/Redirection</li> <li>2. Re-teach; apply intervention (with wait time)</li> <li>3. If behavior continues, the staff completes a reflection form/notifies teacher and teacher may contact parents by phone as needed</li> <li>4. Students will complete a “Think Sheet” to reflect on their behavior.</li> <li>5. 4th reflection = Office Referral</li> </ol> <p><b>Goal: The goal is for students to reflect on their behavior, correct their behavior and make better choices in showing their Husky Pride.</b></p>	<p><b><u>Major: Office Referral Behaviors</u></b></p> <ol style="list-style-type: none"> <li>1. A fourth reflection becomes an office referral.</li> </ol> <p>Administration will determine the consequences and parents will be contacted regarding the behavior.</p> <p>OR</p> <ol style="list-style-type: none"> <li>2. If a student has a “Major” behavior, he/she will receive an automatic office referral and talk with the principal.</li> </ol> <p>Administration will determine the consequences and parents will be contacted.</p>
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## **Riverside PBIS and Social-Emotional Learning**

**ZONES OF REGULATION:** Posters are in each of the classrooms and referred to on a regular basis to help students reflect and work on self-regulation and coping skills.

**HOW BIG IS YOUR PROBLEM:** This is used regularly in classrooms for SEL/Self-Regulation.

**CLASSROOM PEACE CORNERS:** Each classroom has a space where students can go if they need a quick reset if they or teachers feel the student needs a few minutes to calm down, etc. This can be a comfortable space where students can feel safe to go if they need to.

**STUDENT RESET ROOM:** This room is not intended as a reward or a punishment, but a calming space where students can de-escalate if they are exhibiting escalating behaviors in the classroom such as:

- Anxiety
- Anger
- Disruptive to class
- Overstimulated
- Other

**Coping Skills/Activities that may be available for student to choose:**

- **Breathing and Relaxation:** Breathing, yoga, stretching
- **Sensory Activities:** Touch, taste, smell, visual, auditory
- **Movement:** Trampoline, swing, rolling in a space, chair rockers, chair balls, weighted blanket, push ups on floor or against wall, Sit ups
- **Distraction: (taking your mind off of the problem for a while):** Puzzles, coloring/artwork, reading or looking at books, listening to music, play dough
- **Processing:** Exploring thoughts, journaling, making a thankful jar

**WIN (What I Need): (MTTHF)**

WIN is a time that students may need extra help or support with their work due to being absent, just needing extra time to complete things, or the student may need extra support with reading or math concepts. WIN is not a consequence of them choosing not to complete their work, but a time to receive extra support.

## **ATTENDANCE POLICY**

School begins at 8:20 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 time the 8:20 a.m. bell sounds. 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 507-847-6649, even if you have talked to, or emailed 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.

The Riverside Elementary school day begins at 8:20 a.m. It is vital that students arrive at school on time as some of the most important information and community building take place in the first 30 minutes of the day. One of the most valuable life skills a student can learn is taking the responsibility of arriving at school every day on time. This skill can easily be accomplished and will transfer as a valuable asset for the future. One of the most important times of the school day is the morning. This is the time when important school news is announced, teachers define the plans for the day, and instructional goals are reviewed and set. The whole tone of a child's school day is set in the first part of the day. Please help support your children in learning habits that will help them be successful at school and throughout life.

## **School Schedule And Tardy Procedures:**

- Student breakfast is available between 7:40-8:15 a.m. Parents bringing students to school should arrive no later than 8:00 a.m. if students are eating breakfast. Breakfast will not be available after 8:15 a.m. (exception: bus students arriving later due to weather conditions/bus break down).
- Classes begin at 8:20 a.m. and students should be in their classrooms.
- After 8:20 a.m. students arriving at this time are TARDY and must sign in on the tardy roster in the main office.

## **Excused Absences:**

Excused absences include but are not limited to: illness, a visit to the health center, medical, dental and eye appointments, family emergencies, church activities, and pre-arranged family vacations.

## **Unexcused Absences:**

Unexcused absences include but are not limited to: oversleeping, missing the bus, etc. Absences may be unexcused even with parental approval.

## **Unexcused Absence Procedure:**

- 1-2 unexcused absences: Possible conference with administrative designee.
- 3 unexcused absences: Written notification to the parent that the child is considered continuing truant.
- 5 unexcused absences: Conference with administrative designee and student possibly placed on attendance plan.
- 7+ unexcused absences: Referral for educational neglect

## **HABITUAL 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.

## **ATTENDANCE POLICY CONSEQUENCES**

1. Parents or guardians will be notified following the student's 5th and 7th absence.
2. A student with excessive excused and or unexcused absences; 8 (eight) or more or 5 (five) trancies, will meet with the attendance counselor to discuss attendance issues and its impact on his/her academic performance. At that time the student may be placed on an attendance plan.

3. A student with excessive absences due to extenuating circumstances (i.e. verifiable medical problems or hospitalization) may meet with a student support team member to create an academic plan.
4. 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.

#### **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.

#### **VACATIONS AND NON-SCHOOL**

##### **RELATED EDUCATION OPPORTUNITIES**

A student who wishes to go on vacation or attend an educational activity outside of school programs, for 3 (three) or more school days, will need to have a Pre-Arranged Absence form (available in the office or on the school website) completed and returned to the Main Office, 1 school day prior to the departure.

**Reference: (JCC School District Truancy Policy)**

## **GENERAL RULES and 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 7:35 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 a.m. Entrance to the school will be through the front entrance only (door 2). Doors will be unlocked at 3:05 p.m. All visitors to school must report to the office.

## **NUISANCE ITEMS, PERSONAL ELECTRONIC DEVICES AND/OR CELL PHONE**

In order to create a positive learning environment for all students, any personal electronic devices may not be played/used in school or on the playground during school hours unless it is an integral part of the class and approved prior. This includes iPads, MP3 players, phones, or other handheld music or gaming devices, etc. Smart watches should be silenced, and may be confiscated if they cause a distraction.

Such devices are the student's responsibility and should be turned off and kept in their locker throughout the school day. The school district is not responsible for any personal electronic device/cell phone or accessories that are damaged, lost, or stolen while on school grounds, even if the teacher requires any of these items to be placed in a specific area.

### **NUISANCE ITEMS**

Nuisance items should not be in the classroom 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.

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.

Failure to comply will result in the following consequences:

- In each offense, the item will be confiscated, taken to the Main Office, and the offense will be submitted
- Administration reserves the right to retain any confiscated items and additional consequences may apply
- 1st Offense: A warning will be given and the item will be returned at the end of the day.
- 2nd Offense: The student will be given education on electronic device/cell phone usage and the item will be returned at the end of the day. The guardian will be notified.
- 3rd Offense: The item will remain in the office until a guardian can pick up the item.
- 4th Offense: The item will remain in the office until a guardian can pick up the item and a meeting is scheduled with the guardian, student and Administration.
- Additional Offenses: Will result in a referral for Chronic Defiance/Non-Compliance and consequences will be reviewed on an individual basis.

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

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

### **ANNOUNCEMENTS FROM ORGANIZATIONS**

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

### **ASSESSMENTS**

Riverside uses ESGI (Kindergarten only) and FastBridge assessments for all grades throughout the year. These assessments are used for benchmarking a student at the beginning of the year and to track progress during the year. Grade 3 will also participate in the MCA tests 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.

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

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

### **BICYCLES**

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

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

## **BIRTHDAYS AND CELEBRATIONS:** <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 or Celebrations that Recognize Holidays or Special 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.

## **BROKEN OR DAMAGED EQUIPMENT**

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

## **BUS TRANSPORTATION**

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

## **CHURCH NIGHT**

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

## **CLASSROOM VISITATIONS**

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

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

## **COMMUNICATIONS**

Communication between the school and home is an integral part of our education process. We try to keep parents involved via District and Riverside Elementary newsletters, Riverside Facebook, and other media outlets. You may contact us by email at [kim.meyer@jccschools.net](mailto:kim.meyer@jccschools.net) or [sue.schulz@jccschools.net](mailto:sue.schulz@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 webpages: <http://riverside.jccschools.com/> and <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.

## **VOLUNTEERS**

We encourage volunteers at Riverside! 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.

## **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.

3. Students will not be allowed to wear clothing which promotes alcohol, tobacco or obscene language. Obscene language refers to:

- a. Swearing
- b. Obscene gestures
- c. Sexual comments or overtones which relay obscene messages
- d. Any other printing or drawings which may be objectionable to the decency of other students.

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

Students who are in 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.

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.

## **EMERGENCY DRILLS**

### **Fire Drills**

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

### **Lock-Down Drills**

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

### **Tornado Drill**

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

### **Evacuation Drill**

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

## **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.

### **FIELD TRIPS**

A field trip permission slip should be on file with your child's teacher if he/she is to participate in school sponsored trips. Information for field trips out of Jackson will be sent home prior to the trip. Any chaperones for field trips must complete and submit a "Volunteer Background Check" form prior to chaperoning the field trip. Parents that chaperone must ride the bus along with their child and remain with the students they are chaperoning the entire field trip. If a parent chooses to take their child on the field trip separate from the class, they are no longer part of the school sponsored trip and will not receive discounted prices. Certain circumstances may apply and decisions will come from the principal.

### **HEALTH CONCERNS**

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

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

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

### **COMMUNICABLE DISEASES**

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

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

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

## **ILLNESS AT SCHOOL**

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

## **MEDICATION POLICY**

Students requiring medication at school shall be identified by parents to the school nurse, teachers or principal. In order for school personnel to comply with the request for administration of medication, a current doctor's order and a signed authorization by parent or guardian, must be on file in the school nurse's office. Please request an authorization

form if your child requires medication during the school day. An authorization form can be found on the following page or can be located on the school website at

<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.

## **HOMEWORK**

If your child has been absent for several days, he/she sometimes wants to get started on his/her homework before returning to school. In this case, please notify the teacher first thing in the morning. This will give the teacher sufficient time to collect the assignments.

## **KINDERGARTEN**

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

## **LOST AND FOUND**

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

## **PARENT-TEACHER CONFERENCES**

There will be three scheduled conferences between the parents and teacher of each child this year. Ideally, both parents should be present at these conferences. Additional conferences may be held as needed upon request of either parent or teacher. Please make every effort to

attend these conferences as they are a very important part of your child's education. It makes possible a sharing of information between parents and teachers as well as being the basis for genuine understanding and support of the school program. We make every effort to schedule families, with more than one child, on the same day. Parent(s) are asked to come at the scheduled time. If more time is needed than allotted for, another conference may be scheduled at a later date.

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

### **PTO**

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

### **PETS**

Pets should not be brought to school (Exceptions may be made for a school-sponsored event with approval by the principal)

### **SAFETY**

In a preceding section, we asked for your cooperation in not sending your child/children to school before 7:40 a.m. Staff will not be available to supervise inside or outside the building until 7:40 a.m.

Encourage your child to:

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

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

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.

## **SUPPLIES**

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

## **TELEPHONE**

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

## **VISITORS**

ALL VISITORS to our school must first report to the school office. This is to protect your child from possible problems and also to eliminate any unnecessary classroom interruptions. Please enter Riverside through the front office Door 2.

## **SPECIAL PROGRAMS**

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

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

**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. Once these causes are determined, he/she can frequently help to overcome the problem.

**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.

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

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

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

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

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

### **WITHDRAWING OF A STUDENT**

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

## **WEATHER EMERGENCIES**

**EARLY DISMISSAL** - If it becomes necessary to close the schools early due to inclement weather, it will be announced over the radio at least one hour before the buses depart. Announcements will also be made through the Infinite Campus system. When the schools are closed and the students sent home, the children will load onto their regular buses and be taken to their regular bus stop unless we have been given different instructions. In all cases of inclement weather conditions parents should make the decision whether their children should attempt to come to school. Each child and each home situation is different. It is both the right and responsibility of the parent to make this decision. Students who ride buses in winter weather should be dressed for such conditions. Emergencies can be serious if the student is not dressed adequately, and we normally go outside each noon for a brief time in which they will need proper winter clothing. It is assumed that those who do not ride the bus will be adequately dressed for the expected weather conditions.

**SNOWSTORMS/BLIZZARDS** - By the same token, when a severe blizzard sets in during a school day and you are concerned for your child, you may come and get them from the Principal's office, but if there is any danger we will hold them here until transportation is safe again. If a neighbor is coming to pick up your youngster, please have a written note so we know where each youngster is to go. Every parent whose child/children ride the bus should have on file for each child an emergency information card indicating where they should go in case of a storm or disaster that might necessitate his/her staying in town. In the event of any emergency, parents may pick up their children at the school at any time. Please avoid calling by telephone if possible. Our lines must be kept open for contacts with fire, police and hospital services. If you think it is advisable to withdraw your child/children from school before dismissal time, come to the Principal's office and we will locate your child/children for you. When school is in session, it is up to the parents whether or not to send their children. If during the day a storm arises, the parent(s) may pick up their child/children at any time. It is absolutely necessary that arrangements be made with your neighbor or someone to care for your child/children should you happen to be absent from your home. Be sure that your child/children are thoroughly familiar with these arrangements and know where they are to go if they are dismissed from school early because of an emergency. In the event of inclement weather, school cancellations or closings will be announced over the following radio stations:

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

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

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

*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](mailto: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\*\*\*\*\***

### **School Bus Rules**

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

### **Discipline Procedures**

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

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

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

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

---

Parent Signature Student name

## **LOCAL POLICY/STATE REGULATIONS**

### **CHILD ABUSE**

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

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

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

### **NON-DISCRIMINATION**

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

## **DATA PRIVACY GUIDELINES**

### **1. ANNUAL NOTIFICATION**

- A. At least once each school year, parents must be informed in writing of their rights under the privacy laws. If it is known that the parent is non-English speaking/reading, it is incumbent upon the school district to make certain that the parents understand their rights under the law. Contact your superintendent if you need such assistance.
- B. All students who are new to the school system should be given a copy of the Data Privacy Guidelines when they are enrolled.
  - 1. The laws require the following annual reminder in one of the earliest newsletters or communications sent by the school to the home:

2. Our school district has adopted a data privacy policy in keeping with both state and federal regulations. If you wish a copy of a summary of that policy, you may request it from the school. Any questions you may have concerning the policy should be referred to the superintendent.
3. Copies of the Data Privacy Guidelines are available in the superintendent's office and are available, without charge, for distribution to the public.

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

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

Directory information must be restricted if the parent completes the appropriate form requesting said restriction. Parents may revoke that restriction at any time by completing the opt out form in the office. If a school organization wishes to print and distribute a directory of parents and telephone numbers, they must first secure written permission of the parents.

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

- A. School records should be forwarded upon student transfer or withdrawal to any other school college or educational agency upon their request with parental permission. If the parent or adult student has signed the appropriate form refusing or restricting the release of such information, those directions must be followed.
- B. Parents or adult students have the right to take copies of school records with them although a reasonable charge may be made for copies of the records (actual copying costs).

## **4. RIGHT TO HEARING**

If parents wish to challenge the accuracy of a student's records, the building principal and other personnel, as appropriate, shall meet to decide whether or not to change the record. Course grades or marks may not be The hearing shall be conducted with the Superintendent and other school personnel as needed. Such a hearing must allow for presentation of evidence, representation by an attorney if desired, and the challenge except as to the accuracy of recording. If it is decided that a record should not be changed, the parents should be informed of their right to a hearing.

The hearing shall be conducted with the Superintendent and other school personnel as needed. Such a hearing must allow for presentation of evidence, representation by an attorney if desired, and the eventual issuance of a decision in writing (including a summary of the findings and the reasons for the decision). If the request to change the record is denied by the district, the parents must be afforded the opportunity to place a statement in

the records setting forth their reasons for disagreement with the decision of the school district, or any other commentary they may have concerning the record. If the challenged record is released or forwarded, a copy of the parent's statement of disagreement must also be sent with it. A reasonable attempt must be made to notify all other parties who have previously received copies of the disputed record.

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

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

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

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

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

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

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

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

Family information attendance  
standardized test scores pictures

reading record card math record card  
withdrawal information psychological tests

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

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

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

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

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

#### EXCEPTIONS

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

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

**WHAT HAPPENS TO THE RECORDS WHEN A STUDENT LEAVES A PUBLIC SCHOOL?** - When a student leaves the school system (graduates, moves away, withdraws), contents of the Cumulative Record Folder are forwarded to other school systems, colleges, vocational institutes, at student request unless the parent (or adult student) signs a form specifically directing the

Public School not to release information on to other schools. This form may be obtained from the school at the time the student leaves. After the student leaves, the academic record and health form is forwarded to the

school district's central office, where these records are preserved.

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

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

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

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

Establishing safeguards to protect the right to privacy may cause some delay in getting information to the source requesting. However the school district has an obligation to protect the right to privacy for all individuals. All public notices and data privacy must be sent to parents of students ages birth through twenty-one and must be published in languages, other than English, appropriate to the population.

## **GANG POLICY**

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

Restitution required for violations.

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

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

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

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

## **WEAPONS POLICY (501)**

District #2895 recognizes the need to provide safe and secure schools throughout the District. Safe and secure schools lead to effective teaching/learning situations. This, in turn, leads to positive outcomes. The presence of weapons creates an environment that is opposed to what schools believe. This policy includes all school related areas including parking lots, athletic fields, buses, and vehicles, which may be parked on school property.

### **FOR THE PURPOSE OF THIS POLICY:**

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

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

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

### **NOTICE OF RIGHTS:**

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

### **REASONABLE FORCE**

Language was added to the Education Code repeating the reasonable force provisions currently found in the criminal code. The additional language provides civil immunities for school employees who use reasonable force. While the placement of this language is new in the Education Code, it does not significantly change the rights, obligations or defenses of teachers and principals. A similar provision was added regarding trespass statutes. It is required now that school districts' discipline policies contain a provision that states, "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.

## **BOARD POLICY PROHIBITING HARASSMENT, VIOLENCE AND BULLYING (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.

### **I. GENERAL STATEMENT OF POLICY**

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

### **II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED**

#### **E. Sexual Harassment: Definition.**

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

overt promises of preferential treatment with regard to an individual's employment or educational status; ■ unwelcome behavior or words directed at an individual because of gender.

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

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

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

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

**D. Sexual Violence; Definition**

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

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

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

**G. G. Assault: Definition.** Assault is:

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

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

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

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

### **DEFINITIONS:**

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

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

## **V. REPORTING PROCEDURES**

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

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

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

- B. In the District: The School board hereby designates Superintendent of Schools, Mr. Barry Schmidt, as the School District Human Rights Officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent. The School District shall conspicuously post the name of the Human Rights Officer(s), including mailing addresses and telephone numbers. \*1

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

- B. Use of formal reporting forms is not mandatory.

- C. The School district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

#### IV. INVESTIGATION

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

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

In determining whether alleged conduct constitutes a violation of this policy, the School

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

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

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

## V. SCHOOL DISTRICT ACTION

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

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

## VI. REPRISAL

The school District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

## VI. 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.

## VII. DISSEMINATION OF POLICY AND TRAINING

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

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

*Adopted: Jackson County Central Policy 503.6*

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

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

7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the main office upon request.

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

DISCRIMINATION IS AGAINST THE LAW

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

**Phone: 507-847-3608**



HUBERT H. HUMPHREY III  
ATTORNEY GENERAL

**STATE OF MINNESOTA  
OFFICE OF THE ATTORNEY GENERAL**

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

**SEXUAL HARASSMENT CAN INCLUDE MANY THINGS**

- Telling lies or spreading rumors about a person's personal sex life. 🎬  
Unwanted sexual teasing, jokes, remarks or questions.
- Unwanted deliberate touching, leaning over, cornering or pinching.
- Standing close or brushing up against a person
  - Sexual comments about a person's clothing, anatomy or looks.
- Unwanted sexual looks or gestures.
- Cat calls or whistles at someone.
  - Unwanted letters, telephone calls, or materials of sexual nature.
- Unwanted pressure for dates or sexual favors.
- Hugging, kissing, petting or stroking.

- Turning discussions to sexual topics.
- Asking about sexual fantasies, preferences or history.
  - Facial expressions, winking, throwing kisses or licking lips.
  - Making sexual gestures with hands or through body movements.
  - Touching or rubbing oneself sexually around another person.
- Sexual comments, innuendoes or stories.

**AND THE LIST GOES ON...**

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

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

*Orig. June 20, 2000*

*503.6 Truancy Procedures*

## **JACKSON COUNTY TRUANCY PROCEDURES**

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

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

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

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

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

M.S. 260A.03

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

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

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

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

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

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

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

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

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

1. If the child is determined to be the cause of the trancies 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 trancies, law enforcement may:

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

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

**CONTACT PERSONS:**

Human Services Supervisor (507) 847-4000

Family Services Network (507) 847-4441

Court Services Supervisor (507) 847-5660

County Attorney (507) 847-2850

Jackson County Sheriff (507) 847-4420

Lakefield Police (507) 662-5353

Heron Lake Police (507) 793-2813

## **FAMILY RIGHTS AND PRIVACY ACT**

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

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

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

BE ADVISED THAT:

- A. Students attending school in the school district will be asked to supply information to school personnel. Examples of such information requests include medical information, homework assignments, tests questions, and questions during the course of classroom activities.
- B. The information will be collected by the school district in order to evaluate the student's current level of performance with respect to his or her education program, to maintain safety and discipline within the school, and to determine the student's needs relating to his or her education program.
- C. Students are not required by any law or regulation to supply information. However, we expect and require that students will participate fully in their educational program by completing homework assignments and tests. Moreover, the student's refusal to supply data and health information may prevent the

school district from assessing the student's needs and incorporating them into the student's educational program. Refusal to supply information used to evaluate a student, including homework assignments and tests, will result in a failing grade being given for the assignment. Continued failure to supply information will result in a failing grade for a particular course, and a failing grade for the year. Refusal to supply information to a school district employee investigating an alleged rule violation may result in action being taken without benefit of information the student could have provided.

- D. Data collected will be provided to JCC school personnel having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.
- E. All school administrators, teachers, assistants, and support staff are legally required to report suspected child abuse and neglect. (M.S. 626.556; M.S. 2600.001; M.S. 609.342-345.)

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

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

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

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

## **STUDENT**

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

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

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

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

## **PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that 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.

Explore  
the Statewide  
Testing page  
for more  
information

([education.mn.gov](https://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:

☐

MCA/MTAS Reading

☐

MCA/MTAS Science

☐

MCA/MTAS Mathematics

☐

ACCESS/Alternate ACCESS

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

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

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

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

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

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

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