

JACKSON COUNTY CENTRAL



JACKSON COUNTY CENTRAL
MIDDLE SCHOOL

HANDBOOK

2023-2024

OUR MISSION

Uniting our communities to prepare learners to succeed in an ever-changing world

OUR VISION

Inspiring all learners to become respectful, engaged citizens
through partnership in learner-centered education

Inspiring Excellence

DISTRICT 2895 SCHOOL BOARD

Barry Schmidt – Superintendent
Rhonda Moore – Chairperson
Jody Thrush-Withers – Vice Chairperson
Troy Schultz– Clerk
Ben Appel – Director
Tina Polz – Director
Levi Lucht– Director

MIDDLE SCHOOL STAFF

Chris Naumann: Principal
Jamie Janssen: Administrative Assistant
Alyssa Anderson: School Nurse
Melissa Ahlschlager: School Social Worker
Jamie Doescher: Behavioral Specialist
Missy Enriken - PBIS/Dean
Sofia Stumpf- Student Support

Teaching Staff MS/PLV

Kate Anderson
Alyssa Ackermann
Tara Boogerd
Christy Duncan
Brittany Christensen
Erica Colby
Lindsay Howk
Abby Gumto
Alex Hein
Keith Eggink
Chris Gumto

Blaise Jacobsen
Lynn Jasper
Chris Gumto
Paige Risetete
Lyn Meyer
Cory Pauling
Rick Reinking
Amanda Voss
Scarlet Thorston
Deidre Wierson

Brittany Pohlman
Alsion Duncan
Kevin Holm
Gina Gallegher
Stacy Wiesbursch
Deidre Wierson
Easton Bahr

Paraprofessionals

Lisa Feltman
Karen Hodnefield
Karen Schultz
Holly Nasby
Holly Erickson
Lisa Johnson
Alexcis Hatfield

Custodial Staff

Nathan Kolander , Tony Bloome, Lincoln Schmit

Food Service Staff

Randy Masad : Head Cook
Cally Balling, Crystal Dafoe, Angela Sawatzky,

***SCHOOL HOURS**

School hours are 8:15 a.m. – 3:15 p.m. Teachers are on duty from 7:45 a.m. - 3:45 p.m. **When students arrive, they are to report to their homeroom.** Students are not allowed to be in the building after 3:40 p.m. without supervision. Office hours are from 7:45 a.m. - 3:15 p.m. Voicemail is available to leave messages.

***SCHOOL ENVIRONMENT/CULTURE**

1. A safe school environment is essential. Anything less prevents learners from reaching their potential.
2. Everyone has the right and the responsibility to learn.
3. Every student has worth.
4. Our school consists of students, staff, administration, school board, families and patrons. Together we are committed to an excellent education for all.

5. We believe Character Counts and that showing the attitudes of: Personal responsibility, Respect, Integrity, Determination and Excellence creates the best environment in which to work and learn. (Husky Pride)

***STAFF and STUDENT EXPECTATIONS**

1. High expectations and high effort give us the greatest chance to maximize achievement.
2. Decisions will be made with the best interests of the students in mind.
3. Learning should be purposeful, challenging, stimulating and rewarding for both students and staff.
4. We will strive to have a comprehensive educational program: including a broad-based curriculum, access to technology and a wide variety of activities.

***ATTENDANCE POLICY**

Minnesota statutes (§132.05) provide that every child between seven and sixteen years of age shall attend a public or private school in such year during the entire time the school is in session. Recent legislature sessions have placed high importance upon a child receiving a full twelve years of schooling.

THE IMPORTANCE OF ATTENDANCE at school and the attendance record for each student cannot be overemphasized. The first question asked by prospective employers, employment agencies, vocational schools and colleges, concerns the attendance record of the student involved. It is the simple truth that a student just cannot do his or her best work by missing a great deal of school time.

Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

It is the responsibility of the parent to CALL THE MIDDLE SCHOOL OFFICE (662-6625 or 1-800-324-8292) prior to the absence explaining why the student is/will be absent.

Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all the procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise. The classroom environment is a learning environment. The process of learning can only be successful by maintaining a consistency of presence in class. There are times when students are absent from school. These times need to be kept to a minimum.

Excused/Unexcused Absences

An excused absence indicates that the student has had parental and school permission to be absent from school (e.g. illness death in family, religious holiday observance, court appearance, dental or medical appointments). Excused absences permit the student to make up the assignments and to receive full credit for makeup work.

Excused Absences

The following reasons shall be sufficient to constitute excused absences:

1. Illness.
2. Serious illness or death in the student's immediate family or of a close friend or relative.
3. Medical or dental treatment. Parents are urged to make dental and medical appointments for their child outside the school day. When this is absolutely not possible, these appointments will be excused if students prearrange their absence by verifying parental permission and completing an advanced make up form. Students not following this procedure will be considered unexcused.
4. Family vacations. Pre-approval is required.
5. Essential work at home.
6. Other family religious observances.

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed because of absence must be made up. The student will have one day plus the number of days absent to make up the work.

Unexcused Absences

Unexcused absences may include but not limited to the following: oversleeping, more than ten minutes late for class, skipping class, absent from school without parent/guardian permission.

The School Principal will make the final decision on whether a questionable absence is excused or unexcused.

Process When Absent

A student will be considered absent from school for any day or part of a day when the student is missing and not in school. As soon as the parent or guardian knows of the anticipated absence, they are asked to contact the school by telephone. If the school does not receive a contact from the parent the student will be considered unexcused until parental permission is verified. A parent has three days to provide a valid excuse, or the absence will be unexcused. The school will attempt to contact the parent if no contact was received with regard to their child's absence. Upon returning to school the student must report to the school office for a makeup slip. This must be done prior to going to class. Students must complete their entire make up work according to the makeup schedule.

Process for Advanced Notice Absences

Students who know they will be absent from school must have their parent/guardian contact the school for an advanced make up form (family vacation, trip, etc.). All advanced make up work should be completed prior to the student's departure. Students who go on extended family vacations or trips will place themselves in a possible attendance situation as part of this attendance policy.

ATTENDANCE

Leaving the Building During the School Day

Any student who leaves the school during school hours for any reason must first obtain permission from the principal or office staff and sign out in the office. Students should not leave by any other door during the school day unless they are with a staff member.

Students who become ill during the day

A student who becomes ill during the day should inform his/her teacher and obtain a pass to the School Nurse or the office. The school nurse or office secretary will conduct an assessment to determine whether a parent should be contacted to take the student home. Students are not allowed to make a call home to parents without the nurse's permission.

Based on Administrative discretion, the Jackson County Central Middle School will follow the truancy policies set forth by Jackson County Truancy/Neglect Procedures.

Attendance procedures:

- a. **It is the responsibility of the parent** to CALL/EMAIL the Middle school Office (507-662-6625) the DAY of the Absence explaining why the student is/will be absent
- b. **Signing in and out:** Students must have permission from parent/guardian and a school official before leaving school during school hours. Students who need to leave the school for any time during a school day must report to the office before leaving and sign out. They also must report to the office to sign in when they return.
- c. **Excused Absences:** The following reasons shall be sufficient to constitute excused absences
Illness attendance is reviewed daily by the health office. If a student is deemed to have attendance issues related to an illness or injury, a health letter will be sent by administration advised by the district health office, stating that any further absences related to the illness or injury will be considered unexcused unless a doctor's note is provided to the health office. Communicate with the health office with concerns regarding absences related to illness or injury. If a student arrives late to school or leaves school related to an illness, the health office should complete an assessment.
 - Serious illness in the students immediate family.
 - A death in the student's immediate family or of a close friend or relative.
 - Medical or dental appointment or medically related appointments. A doctor's note will be needed for the absence to be excused.
 - Court appearances occasioned by family or personal action.
 - Religious holiday/services that occur during the school day.
 - Physical emergency conditions such as fire, flood, storm. Ect.
 - Official school field trip or other school sponsored outing.
 - Removal of students will be permitted to complete make-up work. Absences resulting from official suspension will be in accordance with the Pupil Fair Dismissal Act, Minn Stat.
- d. **When your child is absent from school:**
 - i. Parents will be electronically notified when absences are unexcused at the end of each day. If the students' ABSENCE IS UNEXCUSED from school, the parent will have two (2) school days to have the absence cleared as excused. After two days, the absence will remain unexcused.
work missed because of absence must be made up within 1 day. From the date of the students return to school. The building principal or classroom teacher may extend the time allowing completion of make-up work in the case of an extended illness or other extenuating circumstances.
- e. **UNEXCUSED ABSENCES:** The Following are examples of absences which will not be excused except by advance by admissionion.
 - i. Truancy.....An Abscess by a student which was not approved by the parent and /or the school district.
 - ii. Any absence in which the student failed to comply with any reporting requirements of the school district attendance procedures.
 - iii. Missing more than 15 minutes of any class without approval.
 - iv. Work at home (Except, by advanced approval of school)
 - v. Work at a business. (except by advance approval of school)
 - vi. Vacations with Family (Except by advance approval of school)

Consequences of Unexcused Absences

-In cases of recurring unexcused absences, Minnesota truancy laws could be initiated.

-Students may be assigned detention or other administrative consequences of unexcused absences which may include in - OR - out of school suspension.

g. **Tardiness:** Definition Students are expected to be in the assigned area at designated times. Failure to do so constitutes tardiness. Students are allowed 3 minutes passing time between classes.

1. Students tardy at the start of school must report to the school office for an admission slip.
2. Students who are more than 15 minutes late to class will be marked absent. NOT tardy. The Absent WILL count toward the Maximum Absence Rule.
3. A detention will be assigned for every unexcused third Trady. The detentions can be served: before, During noon detention or after school.

TRUANCY

Students under the age of 16 are required to attend school by Minnesota's Compulsory Attendance Law. Failure to attend due to excessive unexcused

absences or trancies will result in a TRUANCY CITATION filed with the County Attorney and a scheduled court appearance.

A pupil is a "continuing truant" if absent on three or more class periods on three days without valid excuse in a single school year. A habitual truant is 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 one 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.

There is a direct relationship between poor attendance and academic failure. Students with good attendance records generally achieve high grades, and enjoy school more. Thus, all students are expected to attend school regularly and to be on time to classes in order to derive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Truancy contract can be obtained from the principal's office.

STUDENT RESPONSIBILITIES

All students have the responsibility:

- For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures
- To attend school daily, except when excused, and to be on time to all classes and other school functions
- To pursue and attempt to complete the courses of study prescribed by the state and local school authorities
- To make necessary arrangements for making up work when absent from school
- To assist the school staff in maintaining a safe school for all students
- To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them
- To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate
- To respect and maintain the school's property and the property of others
- To dress and groom in a manner which meets standards of safety and health and of common standards of decency and which is consistent with applicable school district policy
- To avoid and refrain from indecent or obscene language
- To conduct themselves in an appropriate physical or verbal manner; and
- To recognize and respect the rights of others

HALL & CLASSROOM BEHAVIOR

Order in the hallways and classrooms are a safety measure. The following rules should be observed:

- Please do not run & keep to the right.
- All students should have a pass if they are in the hallways during class periods.
- Please do not disturb classes that are in session while in the hallway.
- Please pick up after yourself by using the trash containers.
- PDA (Public Display of Affection) is not allowed in the hallways, classrooms or common areas. PDA includes kissing, hugging & holding hands.
- Use of gang related language, gestures or colors during school hours is not allowed.
- Narcotics, alcoholic beverages & other drugs are not allowed on school grounds. Any medications students need to take during the school day should be brought to the nurse's office for dispensation.

Students are expected to board the buses or walk home immediately after school is out unless they are involved in a supervised after-school activity. Students who need to wait for an activity to begin may wait in the Middle School lobby/office area or near the exit where they will board their activity bus. Students are not to run in hallways or disturb classroom areas. Students who are in the building unsupervised or who refuse to comply with directives of school employees will be asked to leave immediately.

DRESS AND GROOMING GUIDELINES

All Students in school should be aware of the importance of being neatly and sensibly dressed. a student who is neatly groomed and dressed tends to take his/her schooling more seriously, and as an end result there are fewer behavioral problems in and out of the classroom. It is important that students develop good practices in grooming and in good citizenship. It is reasonable to expect that all students would present an appropriate appearance during school hours.

The following Guidelines apply:

1. Clothing must not be hazardous to health or safety.
2. Clothing must be decent to reasonable standards.
3. Appearance must not be such as to cause damage to school property.
4. Clothing or shoes must not be such as to cause damage to school property.
5. Buttons or insignia on clothing may not be worn which displays obscenity, advertises alcohol, drugs or smoking, or promotes its use.
6. Hat, Caps, & hoods will NOT be allowed during the school day or school building.
7. Any clothing with derogatory , offensive, or suggestive pictures or slogans is NOT allowed.

It has been decided by the administration team of School District #2895 that no students will be allowed to wear any gang- related clothing. This includes low rider pants, sagging pants, wearing of bandanas, belts that hang down, & groups dressing alike, ect. This determination of inappropriate wear will be made by the administration. The Pertains to all school sponsored events, home & away.

***STUDENT INSURANCE**

The Jackson County Central School District does not provide any type of health or accident insurance for injuries incurred by your child at school. Since children are particularly susceptible to injuries, we encourage you to review your present health and accident insurance program to determine if your coverage is adequate. If you do not feel your insurance is adequate because of a deductible or co-insurance clause, or if you do not have insurance, we encourage you to review the student insurance program. This plan will provide benefits for medical expenses incurred because of an accident. An explanation of the cost and benefits is available in the middle school office. If a student gets hurt during school hours, please report any injuries to a supervisor immediately.

***STUDENT MEDICATION**

All Prescription medication needs to be turned into the school nurse. Over the counter medication is allowed in students lockers but must be in the correct container with proper labels. Over the counter medication can also be stored in the nurse's office.

***STUDENT ACTIVITY FEES**

Each student will be charged an equipment fee for any sport or activity he/she is participating in. The fees apply to all 7th-12th grade students. Families qualifying for the free/reduced program by October 1st will be eligible for the reduced activity fee.

- (1) Varsity Football (Grades 9-12) - \$100/\$35
 - (2) Other Varsity Sports (9-12) - \$90/\$35
 - (3) All 7th and 8th Grade Sports - \$65/\$25
 - (4) Other Activity Fees - \$55/\$25
 - (5) Maximum Family - \$400
- A. Any 7th and 8th grade student out for varsity sports pays the varsity fee.
 - B. Fees will be waived in cases of undue hardship. The administration will determine hardship in each case.
 - C. No family with more than one child participating in the athletic program in the school district shall be required to pay more than \$400.00 in any one school year.
 - D. The fee must be paid prior to participation in a practice or contest.
 - E. Fees will be paid to coaches of that sport. Anyone paying in cash should request a receipt.

Refunds

- A. When injury or illness prevents continuation in the sport, a refund will be made (provided the injury or illness is substantiated by a physician's statement up until the time of the first contest or public appearance.
- B. When a transfer is made out of Ind. School District #2895 a refund will be made up until the first contest or public appearance.
- C. Cut from squad by coach - a refund will be made up until the time of the first contest or public appearance

ATHLETIC EVENT TICKET PRICE

Adults	\$7.00	Adult Yearly Pass	\$80.00
JCC Students K-8	\$5.00	Student Yearly Pass	\$50.00
JCC Students 9-12	Free	Seniors 62+ w/Pass	Free (live in JCC School District)

***MN STATE HIGH SCHOOL LEAGUE RULES**

MOOD-ALTERING CHEMICALS (as adopted by MSHSL and Local School District)

A. Philosophy and Purpose

The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extracurricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members, or other significant persons in their lives.

- B. During the school year, regardless of the quantity, a student shall not: (1) use a beverage containing alcohol; (2) use tobacco; or (3) use or consume, have in possession, buy, sell, or give away any other controlled substance. 1) The rule applies to the entire school year and any portion of any activity season which occurs prior to the start of the school year or after the close of the school year. 2) It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

C. Penalties for Athletic Activities

Category I	Football	Girls Basketball	Baseball	Golf		
	Volleyball	Boys Basketball	Softball	Cheerleading	Wrestling	

- 1. First Violation
Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
- 2. Second Violation
Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.
- 3. Third and Subsequent Violations
Penalty: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant. If after the third or subsequent violations, the student on his/her own volition

becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

4. Penalties shall be accumulative beginning with and throughout the student's participation on a varsity, junior varsity, or sophomore team or activity.
5. A student shall be disqualified from all interscholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule and allowed to participate and then is subsequently found guilty of the violation.

D. Penalties for Activities in Category II

Category II	Musical (when offered)	School Plays	Speech	S.A.D.D.	
	FFA	FLA	Vocal Music	Madrigals	Student Council
	Instrumental Music		One-Act Play	Math League	Dance Line
					Knowledge Bowl

1. First Violation
Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. Second Violation
Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.
3. Third and Subsequent Violations
Penalty: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant. If after the third or subsequent violations, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
4. Penalties shall be accumulative beginning with and throughout the student's participation on a varsity, junior varsity, or sophomore team or activity.

NOTE: STUDENT MAY PRACTICE WITH OTHER MEMBERS OF THE TEAM BUT WILL NOT BE ALLOWED TO BE VISIBLY PART OF A PUBLIC PERFORMANCE.

***ACADEMIC CODE FOR STUDENTS INVOLVED IN EXTRA-CURRICULAR ACTIVITIES**

Beginning with the first week of school, the office will run a progress report for students every two weeks on Wednesday. Any students who are failing a class at that time will be placed on academic probation. If a student on academic probation is still failing a class at the time of the next progress report, they become ineligible to participate in any category 1 or category 2 activities. The student is then ineligible until the next progress report at which time their status is reevaluated. If a student on academic probation or suspension is passing all classes at the time of the next progress report, they will be reinstated to full eligibility. Any student who fails a course at the end of the school year will be ineligible for any remaining events for the rest of the spring season or one event next fall whichever is greater.

APPEAL PROCESS

Any student, who feels that there are mitigating circumstances which contributed to his/her ineligibility, is asked to write a letter to the principal asking for a hearing after the eligibility date. The principal and the counselor will determine whether the appeal is warranted. If an appeal hearing is scheduled, the participants will be:

- 1) The student. (Students with IEP's will have a tea meeting to determine academic eligibility.)
- 2) A representative for the student - may be any individual chosen by the student
- 3) The principal
- 4) The school counselor
- 5) One other in-season coach or advisor chosen on a rotating basis. A list of coaches and advisors will be kept in the principal's office. Advisors are defined as the individual that is the supervisor for a particular activity, i.e.: math league, FFA, student council, etc.
- 6) Athletic Director and current classroom teachers.

***FOOD SERVICE PROGRAM**

The Jackson County Central Independent School District #2895 has computerized the Food Service Program. The cost of the purchase is charged to the family's account. JCC Middle School will serve Breakfast and Lunch. Breakfast will be served in the cafeteria starting at 7:50 a.m. If you do not want your child eating breakfast at school, please discuss this with him/her as it will be made available to everyone. Students on Free or Reduced lunch qualify for a FREE BREAKFAST. All other students are charged \$1.00 to their account. Also, for lunch, if you do not want your child taking seconds or having extra milk, please discuss this with him/her so the account balance doesn't come as a surprise to you. All students are encouraged to maintain a positive balance at all times. However, a negative balance will be allowed for up to three days. All payments will be applied to negative balances first. To find out the status of your account balance at any time during the school year you may:

1. Send a note with your child;
2. Call the school and leave a message, and we will return your call;

3. Check parent-on-line access; or
4. Have your child ask the computer operator during lunch. If an unforeseen situation arises that makes payment difficult, please contact the school so something can be worked out.

You may put any amount you wish into your child's account. However, the school will not be giving change. The amount you send with your child is the amount that will be entered into his/her account. If your child needs money for a purpose other than his/her lunch account, please send that money separately.

FOOD ALLERGIES AND SPECIAL DIETARY NEEDS

1. The child Nutrition Department may honor dietary restrictions due to allergies or intolerances with the proper documentation for a medical authority on file. A suitable alternative will be provided when possible.
2. For students with 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 director if you have any questions.

A la Carte

1. A la Carte food items are available for purchase at the middle school.
2. Elementary students can purchase extra milk for \$0.50 per half pint. There will be no charge if the account is negative.

***FOOD, BEVERAGES, CANDY**

Candy, snacks, pop, energy drinks or other consumable items are not allowed during the school day. Candy, pop, or other snacks may be brought into the building and stored in lockers for consumption after school; however, school employees will have the authority to confiscate such items if they are taken out during school hours.

Exceptions:

- a. Cold lunch can be stored in lockers.
- b. Arrangements for food & beverages for special events will be made with teachers.

***REPORT CARD INFORMATION**

Report will be available through online access each mid-quarter and at the end of each quarter. An instant alert will be sent when these are ready. If you want a hard copy of these, contact the office.

***INCOMPLETES, CHEATING, PLAGIARISM, MISSING WORK**

Cheating: Students will receive no credit for any work or testing on which they have been caught cheating.

Plagiarism: This is the act of stealing and passing off someone else's work as one's own. Students must give credit to other authors and/or other persons for ideas, words, writings, etc. Students caught plagiarizing will receive no credit for their work.

Incompletes: will be dealt with in the office.

Missing Work: as per teacher syllabus.

***VISITORS**

All visitors are to report to the office upon entering the building and receive a visitor's pass. This is a state law and failure to do this carries a penalty.

***TRESPASSING**

The trespassing statute, Minnesota Statutes §609.609, added a provision making it a gross misdemeanor for a group of three or more persons to be found in a school building unless the persons:

1. are an enrolled student or their parents;
2. have reported to the school office or have permission to be in the building;
3. are attending an event to which the public is or the individuals are invited.
4. In addition, a person is in violation of this policy if they refuse to leave the school building after being told or asked to leave.

***LOST OR DESTROYED BOOKS / MATERIALS**

An amendment to Minnesota Statutes §120.101 provides that schools may charge for lost or destroyed textbooks, workbooks or library books. To do so, the school must annually notify students and parents or guardians of the policy to charge a fee. The notice is as follows: "The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students." Students will be required to pay replacement costs for lost or damaged school property; including technology equipment.

***NUISANCE DEVICES OR OBJECTS**

Possession of nuisance devices or objects which cause distractions including, but not limited to pagers, radios, iPods, pen lights, and cell phones are prohibited for use by students during school. Students who wish to bring them to school may leave them in the school office. Students may use their devices before school, after school, during noon hour and in transition time. They are not allowed to be out in the classroom. They are not allowed to go off in the classroom. If the device is taken away and it may be picked up in the office at the end of the school day. After the third (3rd) offence, parents will be called to pick the device from the office. Continued failure to follow this directive will be considered an insubordinate act and be referred for disciplinary action. The school is not responsible for lost or stolen items.

Cell Phones and watches that communicate are not allowed in school during school hours. Students will be asked if they bring a cell phone to turn it into the office when they enter the building. Cell phones will be picked up at the end of the day in the student's last class. If a student needs to use a phone they will be required to report to the office to use the school phone. If a staff member determines that a student has violated this policy, the staff will collect the device and bring it to the office.

Violation 1 and 2: The device will be turned in to the office and released to a parent at the end of the school day.

Violation 3 and 4: The device will be turned in to the office and held for 5 school days and will be released to a parent after that time.

Violation 5+: The device will be held for 10 school days and released to a parent at the end of the 10th day.

***TOBACCO/VAPING USE / POSSESSION**

Possessing or using tobacco or tobacco/vaping related devices in district buildings, on district grounds, in district vehicles or at district events, is a violation of district administrative regulation 419 IV B, Tobacco Free Environment. Students in violation of this policy will be subject to disciplinary action.

***FIELD TRIPS / ACTIVITIES/OUT OF TOWN FUNCTIONS**

Advisors, who wish to have students released from school for related events and activities, will provide classroom teachers with a list of student participants. It is the student's responsibility to make sure that all make-up work is completed. These students will not be considered absent from class for participating in these activities.

1. Students representing the school in out of town activities must travel to and from that activity in school sanctioned transportation.
2. Any and all exceptions must be approved in advance by the principal and faculty activity advisor. In such cases, a note from a parent requesting special travel arrangements must be presented to the principal and, in turn, the coach or advisor will be notified.

***DRIVING/TRANSPORTATION OF STUDENTS BETWEEN SCHOOLS DURING THE SCHOOL DAY**

JCC Middle School is administered as a closed campus. That means students shall remain on school premises from the time they first arrive at school at the start of their school day, including the noon period, until they are dismissed at the close of the school day. During this time no student shall leave the school premises without written authorization from his/her school principal or designee. This includes morning bus drop offs.

School premises are defined as the building and the sidewalks surrounding the building. Once you are here, you stay! This means no bakery, running around town before school, etc.

***SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON**

(to view the entire policy online, please see the District webpage/District Info/JCC Policies)

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

- A. Lockers and Personal Possessions Within a Locker
Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.
- B. Desks
School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.
- C. Personal Possessions and Student's Person
The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.
- D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

During the course of the school year, a canine unit may be requested to search the school property including classrooms, lockers, storage areas, and

parking lot without advanced notification.

***BACKPACKS / COATS**

Backpacks are to be used to carry material to and from school, not from class to class. Coats are to remain in the students' locker – not worn around school.

***DRESS AND GROOMING GUIDELINES**

Dress Code - The responsibility for the appearance of our students rests with the parents and the students themselves. Clothing should be neat, clean, non-offensive and appropriate. Attire should not be a distraction to any learning environment nor a distraction to another learner. Appropriate attire, including footwear, should be worn at all times. Examples of inappropriate dress include but are not limited to:

- Clothing or accessories advertising or representing substances illegal for juveniles.
- Clothing or accessories containing obscene, discriminatory, sexual innuendos, or profane language or pictures.
- Clothing or accessories containing or construed to be containing gang symbols or clothing worn in a manner to identify gang membership.
- Pajamas, slippers, or costume-wear is not appropriate attire for regular school days.
- Coats/jackets/blankets and book bags are not allowed in classrooms.

Students will not be allowed to dress up in a way that creates a disruption to the learning. When, in the judgment of administration, a student's appearance, grooming or mode of dress interferes with or disrupts the educational process or poses a health or safety concern, the student will be directed to make modifications of their appearance. Students found to be in violation of the dress code will be required to be in compliance as soon as possible. Students may change into PE clothing or have appropriate clothing brought to school. In addition, the student may face regular discipline consequences, including detention or suspensions. Administration has the final determination of what is appropriate clothing for school.

***IN-SCHOOL SUSPENSION**

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

***OUT OF SCHOOL SUSPENSION / RE-ADMISSION PLANS**

Behavior that has resulted in suspension will require the completion of a "Re-admission Plan" prior to being readmitted to a regular class schedule. The purpose of the readmission contract is to correct the behavior or actions that resulted in suspension in the first place.

Parents must accompany the student at the time of readmission and there must be acceptance of the plan by the school principal acting in behalf of the school staff and student body.

Violations of the Readmission Plan will result in further disciplinary action as determined by the school principal. Continued anti-social behavior could result in expulsion.

Students who are suspended from school are not to be on school property during the period of suspension. This includes any after school activities and events including dances, games, programs, etc

***REMOVAL OF STUDENTS FROM CLASS**

Teachers have the responsibility of attempting to modify disruptive student behavior. When interventions fail or when the teacher determines it is appropriate the teacher shall have the authority to remove the student from class for a period not to exceed 5 days. Grounds for removal from class shall include willful:

1. Conduct which disrupts the rights of others to an education.
2. Conduct which endangers school district students, employees, or property.
3. Violations of any school rules, regulations, policies, or procedures.

When a student is asked to leave the classroom he/she must report to the principal's office and further discipline may follow.

***TESTING**

Students at JCC Middle School will be tested throughout the school year based on Minnesota state testing requirements. 6th, 7th, and 8th grade students will be given the Minnesota Comprehensive Assessment test in reading, mathematics and science which are used to help schools and districts measure student progress toward the state's academic standards. Scores from all tests will be shared with parents as we receive them. Please contact the school if you have any questions or concerns about testing.

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

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

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

Why does participation matter?

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

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as “not proficient” for the purpose of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

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

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

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

<p>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</p> <ul style="list-style-type: none"> • Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities. 	<p>ACCESS and Alternate ACCESS for English Learners</p> <ul style="list-style-type: none"> • Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.
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Why are these assessments effective?

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

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

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

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

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

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to

have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

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

When do students take the assessments?

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

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

When do I receive my student's results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

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



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student’s district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

Date _____ (This form is **only** applicable for the 20 _____ to 20 _____ school year.)
 Student’s Legal First Name _____ Student’s Legal Middle Initial _____
 Student’s Legal Last Name _____ Student’s Date of Birth _____
 Student’s District/School _____ Grade _____

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

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

_____ MCA/MTAS Reading _____ MCA/MTAS Science

MCA/MTAS Mathematics _____ ACCESS/Alternate ACCESS for ELLs

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

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state’s efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered “proficient.”

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number

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

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

- earlyReading (grades K-1) and earlyMath (grade K) *earlyReading and earlyMath are used to screen and monitor student progress on developmental reading and math concepts. Results help to inform classroom discussion and identify student risk. This assessment is given individually to students and typically takes 5 to 10 minutes each.*

- aReading and aMath (grades K-5) *aReading (Adaptive Reading) and aMath (Adaptive Math) are designed for screening to identify students at risk for academic delays and to inform differentiated instruction for students at all levels. aReading and aMath are computer-adaptive measures of reading and mathematic skills that are individualized for each student, but may be delivered in a group format in about 15-30 minutes each.*

- CBMreading (grades 1-5) *CBMreading (Curriculum-Based Measurement for Reading) is used to monitor students' ongoing reading growth. This assessment is given individually as a teacher listens to and evaluates a student's oral reading fluency, including accuracy, error types, and qualitative features. This measure adds significantly to the insights teachers glean from observing student performance during reading lessons and it indicates how well students are responding to current instruction, when to change instruction, and if changes have worked.*

- Career Key Interest Inventory (grade 8) *The Career Key Interest Inventory matches users to careers, majors, training programs, and much more. Individuals learn about themselves and identify promising careers and college majors that match their personality and interests.*

- PreACT (grade 10) *The PreACT™ offers 10th-graders the opportunity to practice for the ACT® test with a shortened version of the test. It provides scores on the ACT 1-36 scale, as well as a full view of students' college and career readiness by identifying areas of strength and improvement for student success .*

- ASVAB (grade 11) *The ASVAB is a timed multi-aptitude test and career interest inventory. Scores count towards the Armed Forces Qualifying Test (AFQT) and determine qualification for certain military occupational specialties and enlistment bonuses. In addition, each student's career exploration score will help him/her determine their readiness for further education and training in different career areas. Knowing their academic strengths and weaknesses gives each student time to work to improve them before they start a job, begin college/vocational school, or the military.* ACT (grades 11 &12) *Test scores reflect what students have learned throughout high school and provide colleges and universities with excellent information for recruiting, advising, placement, and retention.*

Student Name (print) _____

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

*HALLWAY PASSES

Students are expected to be in the classroom unless excused by the instructor. Any student in the hallway during assigned classroom hours must have a "student pass" or student planner from a teacher. If a student does not have a pass, he/she will be walked back to his/her class.

*STUDY HALL GUIDELINES

1. Sign-out privileges to the library, locker, and/or restroom will be available to students at the discretion of the teacher. Students are reminded that they must sign in and out of the media center.
2. No student is allowed to leave the study hall for another classroom without a pass in advance from the teacher involved. The student will not be counted absent.
3. Students wishing to come to the school office or guidance office during study hall should secure a pass in advance from the office.
4. Individual study hall rules will be developed by the supervising teacher.
5. Study hall is considered a place to study. All students should bring appropriate study materials. Visiting is not appropriate.
6. Students listed on the deficiency list will forfeit study hall privileges.

*CHURCH NIGHT

1. Wednesday is designated as church night in Jackson and Lakefield Activity advisors are to be certain that no school activities occur after 6:00 p.m.
2. Every effort has been made to avoid scheduling any events which involve JCC students on Sunday. Please contact the Middle School office concerning any questions.

*SCHOOL CLOSING/LATE START--INCLEMENT WEATHER

Closing

1. When transportation facilities are tied up due to inclement weather, the school may be closed at the discretion of the superintendent.
2. We will try to have morning announcements before 7 a.m. Notices will be aired over the following radio and TV stations: KKOJ-(1190 AM) Jackson KRAQ-(105.7 FM) Jackson WCCO-TV Twin Cities KSFY-TV Sioux Falls
We will also use the Instant Alert Message Service.
3. In the event that school is closed due to inclement weather, all practices involving students will also be canceled.
4. In the event that students are sent home from school due to inclement weather, no formal practices will be held.

On Virtual School Day students at JCC Middle will use Schoology to do their work. Students can access the programs they need through their Chromebook, other mobile device, or on a computer to complete Virtual Day assignments. Middle school teachers will have the day's plans posted on their Schoology accounts by 10:00 am on the Virtual School Day. Teachers will be available for questions and discussion via Schoology and school email throughout the day. For students who don't have internet access on inclement weather days, their teacher will provide resources for them when they return to regular classes. All students will have **two** school days plus the snow day to complete the Virtual School Day assignments. Any uncompleted assignments will result in an unexcused absence and/or loss of credit.

*FIRE DRILLS/LOCK DOWNS

1. State of Minnesota regulations mandate fire drills/lock downs during the school year. Fire drills/lock downs will occur five times each throughout the school year.
2. The initial drills will be pre-announced in the fall, giving teachers adequate time to inform students of procedures, routes, etc.
3. Any person turning in a false fire alarm will be subject to prosecution by the State Fire Marshal, as well as subject to disciplinary action in accordance with the school discipline policy.
4. JCC is an A.L.I.C.E. school when it comes to active intruders in the school building.
(Alert, Lockdown, Inform, Counter, Evacuate)

*FAMILY RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act requires school districts to notify parents/guardians and students that certain information from student records will be released and made public without written consent of the parents or students 18 years of age or older. This information is called "directory information." **Directory information includes: Name, address, telephone, date and place of birth, major field of study, participation in officially organized activities and sports, weight, height of athletic team members, dates of attendance, degrees and awards received, previous school attended, and photos for school-approved publications, newspapers or district website.** These publications could include district-initiated publications such as calendars, newsletters, annual reports, and brochures. They also include school initiated publications such as student newspapers and yearbooks. In addition, the media, including the weekly community newspaper, may ask to take photos of district students. Parents of a minor student of majority age who do not want directory information released must notify the district in writing by September 15. They must specify which types of directory information they do not want released.

***PROTECTION AND PRIVACY OF PUPIL RECORDS**

(to view the entire policy online, please see the District webpage/District Info/JCC Policies)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. §1232g, et seq., (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

***CRISIS MANAGEMENT PLAN**

Jackson County Central Crisis Management Plan and emergency preparedness plan is in place for all buildings. This plan can be viewed at any time in the main office.

***RELIGIOUS, RACIAL, SEXUAL HARASSMENT, And VIOLENCE**

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to maintain 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 or other school personnel.
- D. The school district will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment: Definition.

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - * submission to that 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 education 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 teachers, 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 sexual 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; or
 - * unwelcome behavior or words directed at an individual because of gender.

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

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

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

- * has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

- * has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- * otherwise adversely affects an individual's employment or academic opportunities.
- D. Sexual Violence: Definition.
 - * Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. 609.341, includes 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.
 - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- E. Racial Violence: Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- F. Religious Violence: Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
- G. Assault: Definition. Assault is:
 - * an act done with intent to cause fear in another of immediate bodily harm or death;
 - * the intentional infliction of or attempt to inflict bodily harm upon another; or
 - * the threat to do bodily harm to another with present ability to carry out the threat.

***BULLYING PROHIBITION POLICY**

(to view the entire policy online, please see the District webpage/District Info/JCC Policies)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for

detering violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

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

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

***CHILD ABUSE MANDATORY REPORTING POLICY**

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)

***DETENTION POLICY**

If a problem occurs on school grounds, detention can be assigned by any school staff member so the consequence is meaningful and immediate. A phone call will be made to the parents/guardians; however, if no contact is made, a letter will be sent home. When available, bag lunches will be the alternative for detention students. If a student is assigned detention it will be served before or after school as well as noon detention depending on the circumstance. If a student skips detention or has inappropriate behavior while in detention that student will receive 2 additional days of detention. If a student is consistently skipping detention or misbehaving then the student may receive an ISS (In school suspension). After school or before school detention transportation will be the responsibility of the parent/guardian and arrangements must be made prior to detention.

***STUDENT DISCIPLINE**

(to view the entire policy online, please see the District webpage/District Info/JCC Policies)

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district’s expectations for student conduct. Such compliance will enhance the school district’s ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child’s dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student’s educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

***HAZING PROHIBITION**

(to view the entire policy online, please see the District webpage/District Info/JCC Policies)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

- g. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- h. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- i. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to
 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition

IV. REPORTING PROCEDURES

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

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

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

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

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

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
 Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act) Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 413 (Harassment and Violence) MSBA/MASA Model Policy 506 (Student

Discipline) MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

***PLEDGE OF ALLEGIANCE POLICY**

(to view the entire policy online, please see the District webpage/District Info/JCC Policies)

Students and staff at JCC shall recite the Pledge of Allegiance to the United States of America one or more times each week. Any student or staff who does not wish to participate in reciting the pledge may elect not to do so. Students and staff must respect another person's right to make that choice.

***SCHOOL BUS DISCIPLINE POLICY**



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

School Bus Rules

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

Discipline Procedures

- 1st Offense- Verbal warning, call to parent(s) and school principal.
- 2nd Offense- Student will be assigned a front seat, call to parent(s) and school principal.
- 3rd 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 Procedures.

Parent Signature

Student(s) name

Date

Riding a school bus is a privilege - not a right.

***SCHOOL WEAPONS POLICY**

(to view the entire policy online, please see the District webpage/District Info/JCC Policies)

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

***IMMUNIZATION REQUIREMENTS**

General Statement of Policy:

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

Student Immunization Requirements:

No students may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in a secondary 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

***STUDENT SEX DISCRIMINATION POLICY**

(to view the entire policy online, please see the District webpage/District Info/JCC Policies)

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates High School Activities Director, Larry Traetow, 1128 North Highway, PO Box 119, Jackson MN 56143, (507)847-5310 as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

***INTERVENTION/ENRICHMENT TIME**

We will have intervention time/enrichment 6th hour for 30 minutes each day. Staff will be free to specifically pull and work on certain skills with students 2 days during the week. The students pulled will be determined from test scores and homework understanding. When staff are not pulling specific kids they will hold a study hall that students can come to and receive extra help. Students will be requested during the intervention/ Enrichment times. If a student is requested for the intervention/enrichment period they must attend. If a student wants to work in a Math study hall they must request that their Math Teacher put them on the study hall list.

This is a time for all students to get missing assignments/tests made up. This is also the time to advocate for yourself to get the extra help during the study hall periods. Please take advantage of this.

***THE HUSKY WAY- JCC Mid-Mester**

The JCC Middle School will have 2 eight day sessions specifically designed in an attempt to teach students how to problem solve and how to become active learners through the use of driving questions and project based activities. Students will work on a project over an extended period of time that

engages them in solving real-world problems and answering complex questions. Students will have the opportunity to select that PBL Classes that interest them.

Classes will be designed around 5 Universal Constructs

- Collaboration
- Complex Communication
- Critical Thinking
- Growth Mindset
- Productivity/Accountability

During the student's Middle School career the student must take classes that address all the Universal Constructs. During the student's 8th grade year one of the classes they must take is called the Capstone class. The Capstone is the student looking over their entire MS journey and self-evaluating their progress. Capstone presentations will be given to parents and selected staff members.

Evaluation: Students must self-reflect on their project using the universal construct. Teachers will also provide feedback based on the universal constructs and a rubric that has been created.

***RESTORE**

Restorative practices is a social science that studies how to build social capital and achieve social discipline through participatory learning and decision making. The use of restorative practices helps to:

- reduce crime, violence and bullying
- improve human behavior
- strengthen civil society
- provide effective leadership
- restore relationships
- repair harm

A restorative conference is a structured meeting between offenders, victims and both parties' family and friends, in which they deal with the consequences of the crime or wrong doing and decide how best to repair the harm. Participation in conferences is voluntary. After it is determined that a conference is appropriate, and offenders and victims have agreed to attend, the conference facilitator invites others affected by the incident.

***INTERNET ACCEPTABLE USE AND SAFETY POLICY**

(to view the entire policy online, please see the District webpage/District Info/JCC Policies)

PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

UNACCEPTABLE USES

- 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 in the education setting or disruptive to the educational process;

- 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 or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
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.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) Such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
 - c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."
 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 downloading 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.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access

otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

- D. The taking of pictures/videos without the knowledge of the parties involved. Taking pictures/video in bathrooms and locker rooms if prohibited by MN State Law. Law Enforcement may be notified.

FILTER

- A. With respect to any of its computers connected to the District Internet, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- D. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and email files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misedeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.

- c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy

***CHROMEBOOK POLICIES**

Providing students with an individual Chromebook in a 1-to-1 environment provides an opportunity to enhance each student's overall learning experience. All Chromebook and apps installed on the Chromebook remain property of Jackson County Central School District and are subject to the same acceptable use guidelines as all other JCC provided electronic devices. JCC reserves the right to confiscate and search a student's Chromebook to ensure compliance with the Acceptable Use and Bullying Prohibition Policy. Students in violation of the Acceptable Use Policy or Bullying Prohibition policy may be subject to but not limited to; disciplinary action, repossession, or overnight confiscation of the Chromebook; the student will still be responsible for completing all school work assigned.

Chromebook Care

- Keep food and liquid away from Chromebook.
- Keep the school provided case, or **acceptable** sturdier case, on the Chromebook at all times. If you would like to use a sturdier case, please see the technology department for a list of acceptable cases. Remember, the school issued case must be turned in at the end of the school year with the Chromebook and charger.
- Do not set anything heavy on the Chromebook.
- Clean with a soft, dry cloth.
- Defacing the Chromebook is prohibited (stickers, markers, etc.)
- Do not expose Chromebook to temperature extremes; don't leave them in a car.
- Use only your finger or a Chromebook designed stylus on the Chromebook.
- Treat your Chromebook with care at all times, do not throw or slide the Chromebook.
- If your Chromebook is lost, stolen, or damaged, notify your teacher, principal, or technology department immediately.

Chromebook Use

- The Chromebook should only be connected to the middle school syncing computer, do not connect your Chromebook to any other computer.
- Charging the Chromebook when the battery is below 15% will help extend the life of the battery, but make sure your battery has enough charge for a full school day.
- Adding and deleting of Apps is prohibited.
- While using the Chromebook, follow the school districts Bullying Prohibition Policy (514) and the Internet Acceptable Use and Safety Policy (524).
- Do not change any of the Chromebook configuration items, especially the Chromebook name, unless told to do so by your teacher. However you can change the wallpaper and background on your Chromebook.
- The whereabouts of the Chromebook should be known at all times. It's the student's responsibility to keep their Chromebook safe and secure.
- The Chromebook camera and voice recorder should not be used in any manner that would violate the rights and privacy of other students or staff.
- Chromebook will not be taken into bathrooms or locker rooms.
- Please keep in mind the Chromebook is for the student's educational use, not for the use of the whole family. I agree to abide by these Use and Care Guidelines.

***GO GUARDIAN**

The Chromebook management system is Go Guardian. Go Guardian has the capability to make the Chromebook device useless. In an attempt to increase family time, increase organization/planning the JCC MS is adding another level of security to our devices. Wednesday's starting at 2:30 all student Chromebooks will become disabled. This means no homework on Wednesday's as we are trying to help parents keep students off technology and increase family bonding time. Also, to help with the nightly routine Go Guardian will disable every Chromebook at 10:00pm and will not allow it to work until 7:00 am the following day.

TECHNOLOGY DEVICES

Use of the district's electronic technologies is for educational purposes. Students (and employees) are expected to use electronic technologies to further the district's educational mission, goals and strategic direction. Students (and employees) are expected to use the district's electronic technologies to support classroom activities, educational research or professional enrichment. Use of the district's electronic technologies is a privilege, not a right. Use of the technologies in violation of any district policy and specifically the school discipline policy is expressly prohibited and may result in the loss of the privilege.

The district's network, an educational technology, is a limited forum; and the district may restrict speech for educational reasons.

Participation in "distance learning" is subject to all district policies and rules. The district's acceptable use policy governs this participation.

***Students will not receive a JCC Device until all Student/Parent/Guardian signatures are completed.**

JCC Device, Charger Unit and Case Care: The Use and Care guidelines include all JCC issued Devices, accompanying Chargers/Cords, and the JCC provided Case

- Users will keep the JCC provided device in an approved school provided case **AT ALL TIMES**. Users wishing to use a different case **must get** pre-approval from the JCC Technology Department prior to changing a school provided case.
- User will keep all food and liquid away from the JCC Device. User will not damage or destroy the case in any way.
- Screen protectors may not be removed, and no part of the case may be damaged, written on, or removed. The JCC issued Device, Case, Charger and Cord must be turned into the Technology Department at the end of the school year. All must be in good and usable repair.
- Lost Chargers, Cords, or sets must be paid for by the student prior to replacements being issued.
- JCC/Other Identification Tags/Stickers on JCC Devices may not be removed or covered by the User.
- Do not set anything heavy on the JCC Device.
- Do not drop, toss, or slide the JCC Device. Do not place items on top of the JCC Device.
- Carry the JCC Device, at all times, in a manner that keeps the JCC Device secure and undamaged.
- Clean with a soft, dry cloth.
- Defacing the JCC Device, or its case, is prohibited (stickers, markers, etc.)
- Do not expose JCC Device to temperature extremes; don't leave it in a car.
- Use only your finger or a JCC Device approved stylus on the JCC Device.
- Treat your JCC Device with care at all times. User is responsible for damages.
- If the JCC Device is lost, stolen, or damaged, Student Users must immediately notify their School Principal and the JCC Technology Department.
- The JCC Device may only connect to a JCC approved school syncing computer. No JCC Device may be connected and/or synced to a personal or other business, individual computer.

- User is responsible for ensuring the JCC Device is fully charged for each day of school.
- Adding and deleting of JCC Device Apps, or unapproved programs, is prohibited.
- Addition of personal email accounts, iCloud accounts or any other non JCC approved account is prohibited at all times.
- Users will follow the school districts Bullying Prohibition Policy (514) and the Internet Acceptable Use and Safety Policy (524) when using any JCC Device.
- JCC Devices will not be taken into bathrooms or locker rooms.
- Do not change any of the JCC Device configuration items, including the JCC Device name, picture or other JCC Device settings,, unless told to do so by your teacher, principal or Technology Department. Users may change the wallpaper and background on your JCC Device, provided the wallpaper and background is school appropriate.
- Passcodes may be placed on JCC Devices by the Student User, **provided** the Technology Department is informed of the passcode for documentation purposes.
- The whereabouts of the JCC Device should be known at all times. It is the Student User's responsibility to keep their JCC Device safe and secure.
- The JCC Device camera and voice recorder may not be used in any manner that would violate the rights and privacy of other students or staff.
- The JCC Device is provided by JCC solely for the student's educational use. No JCC issued device may be used by other family members or friends.
- Users will be charged for the full replacement of any damaged or destroyed JCC owned/issued case.
- **Any** JCC Device repair or replacement costs resulting from JCC Device use by a family member, or an individual other than the assigned user, is the responsibility of the JCC Student User.
- If the JCC Device is broken beyond repair, the JCC Student User is responsible for the full cost of replacement of the JCC Device and/or related items, including chargers, cords or cases.
- The full replacement cost of lost or Stolen JCC issued Devices, Case, Cords, or Chargers are the sole responsibility of the JCC Student User.
- The Student User is responsible for the full repair/replacement cost of any damaged JCC Device when the said Device is in a case that has been damaged or where any or all of the case has been removed.

Costs for Damages/Replacement of JCC Devices: JCC's actual cost of repair for Devices begins at \$100.00 depending on the damage. Any Device **not** in a JCC approved **and** undamaged case will be considered intentional damage and the student will be assessed the full cost of repair or replacement. If a student damages a Device but wishes to continue using it because it works fine, they will not be charged for damage **UNTIL** the device is turned in for repair **OR** the Device is turned in for the final time - graduation, leaving the District or moving from iPad to Chromebook. Damage to Devices and/or Cases must be reported to the Technology Department immediately.

Repair - Accidental 1st and 2nd breakage

1st Break: \$50.00

2nd Break:\$50.00

3rd Break: Full cost of repair/replacement

Replacement:

Chromebook	\$220.00	CB Case: \$25.00	CB Charger Set	\$28.00
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***Student/Parent/Guardian Signatures:**

1. I have read, and do understand, the JCC District policy relating to required and acceptable use of JCC issued electronic devices, such as JCC Devices, Chromebooks, and other related devices. I 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. Finally, I understand I am responsible for charges related to damage or loss of a JCC Device.
2. Technology, including school computers, Interactive Promethean Whiteboards, and JCC Devices have been implemented into Jackson County Schools for educational purposes. Access to any or all technology may be revoked at any time for abusive or inappropriate conduct related to use of electronic technologies. Failure to comply with the [District's Bullying Prohibition Policy \(514\)](#), [Internet Acceptable Use & Safety Policy \(524\)](#), or the [JCC Device Care and Use guidelines](#) may result in the loss of privilege to take the JCC Device home or use of the JCC Device altogether. The JCC Device is the property of the Jackson County Central School District and may be seized and reviewed at any time, in accordance with the [Search of Student Lockers, Desks, Personal Possessions, and student's person policy \(502\)](#).
3. I have read and do understand the school 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.
4. I have read all the policies and guidelines in the Jackson County Central School District's 1:1 JCC Device Program Policies and guidelines document and understand my responsibilities as a student in the JCC Device Program:

STUDENT:

User's First/Last Name (please print clearly):

User Signature/Date/and graduation year: _____

PARENT OR GUARDIAN:

Parent/Guardian's First/Last Name and First/Last Name of Student (please print clearly):

Parent or Guardian's Signature/Date: _____

The Internet Acceptable Use and Safety Policy can be found online at http://jccschools.ss5.sharpschool.com/district_info/j_c_c_policies, under "500 Series- Students". A hard copy can be requested from the District Office by calling 507-847-3608

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