

***JACKSON COUNTY CENTRAL
Middle School/Pleasantview
Student Handbook***



2024-2025

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

Office STAFF

Chris Naumann: Principal
Jamie Janssen: Administrative Assistant
Alyssa Anderson: School Nurse
Melissa Ahlschlager: School Social Worker
Paige Risetter: Behavioral Specialist
Missy Entriiken - PBIS/Dean
Lynn Jasper- Student Support/Counselor

Teaching Staff MS/PLV

Hunter Manderfield
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 Risetter
Lyn Meyer
Cory Pauling
Rick Reinking
Amanda Voss
Scarlet Thorston
Deidre Wierson
Michael Miller

Brittany Pohlman
Alsion Duncan
Kevin Holm
Gina Gallegher
Stacy Wiesbursch
Deidre Wierson
Easton Bahr
Renaë Hemingway
Nicole Tietz
Travis Seitzinger
Bethany Lewis

Paraprofessionals

Lisa Feltman
Karen Hodnefield
Karen Schultz
Melissa Gallardo
Holly Nasby
Holly Erickson
Lisa Johnson
Alexcis Hatfield
Kris Peterson
Michelle Salzwedel

Custodial Staff

Nathan Kolander , Tony Bloome

Food Service Staff

Randy Masad : Head Cook
Cally Balling, Crystal Dafoe

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.
- Students should not be in the building before 7:30am. When students arrive they should grab their breakfast and then be in their first hour class before 8:15 am.
- Breakfast starts serving at 7:50am.
- Students are not allowed to be in the building after 3:40 p.m. without supervision.
- Office hours are from 7:45 a.m. - 3:45 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.

Jackson County Central | 2024-2025 CALENDAR

20-21 New Teacher Workshop
27-29 Staff Dev. Days

AUGUST '24

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY '25

S	M	T	W	Th	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	18

14 No School (CD)
17 No School Staff Dev. Day
25 HS Conferences (4-8 pm)

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

SEPTEMBER '24

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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22	23	24	25	26	27	28
29	30					20

MARCH '25

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23	24	25	26	27	28	29
30	31					18

4 Pre-K-3rd grade Conferences (1-8 pm)
4 4th grade-8th grade Conferences (1:00-3:45)
6 Pre-K-3 grade Conferences (4-8 pm)
26 No School Professional Dev.
27 No School Flex PD. Day
28 No School (CD)

1 HS Conferences (4-8 pm)
17-18 Fall Break (MEA)

OCTOBER '24

S	M	T	W	Th	F	S
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APRIL '25

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30	31					20

18 No School Good Friday
21 No School Easter Monday
29 HS Conferences (4-8 pm)

1 No School Professional Dev.
11 Veterans Day
25 Pre-K-8th grade Conferences (4-8 pm)
26 Pre-K-8th grade Conferences (1-8 pm) Early Out
27 No School: Staff Dev. Flex PD
28 Thanksgiving Day
29 Thanksgiving Break

NOVEMBER '24

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						17

MAY '25

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						21

26 Memorial's Day
30 Graduation

All Wednesdays from Sept.4- May 29 will be 2:00 pm Early Dismissal

3 HS Conferences (4-8 pm)
23 -Jan. 1 Christmas Break
25 Christmas

DECEMBER '24

S	M	T	W	Th	F	S
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22	23	24	25	26	27	28
29	30	31				15

JUNE '25

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29	30					1

2 Last day of school (Dismissal 1:00 pm)
3 Staff Development Snow Make up days. First day is made up from TOPPS. Next snow day make up are February 17 and Five Virtual learning days
172 Student Days
12 Staff /Prof. Development Days
184 Total Days

01 News Year Day
02 Class Begins
17 End of the semester
20 No School Staff Dev. Day
21 Start of Semester 2

JANUARY '25

S	M	T	W	Th	F	S
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JULY '25

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23	24	25	26	27	28	29
30	31					

04 Independence Day

Staff Development Days
Holidays
Classes Begin/End
Professional Dev. Days

School Information

School Address: 703 Mill Rd E. Lakefield MN 56150

Web Page - Please select "JCC Middle School or Pleasantview Elementary" on our school webpage (WWW.JCCSCHOOLS.COM) for information.

Daily Bulletin – Announcements posted in common areas and read to students everyday.

Athletics/Activities- Find information regarding athletics and activities at the JCC school webpage.

Virtual School Days - On a Virtual School Day, students must log in to their Schoology account and complete the assigned tasks for each class. JCC teachers will post the day's plans on Schoology by 10:00 am. Teachers will be available for questions and discussion via Schoology and school email throughout the day. Students without internet access on inclement weather days will receive resources from their teachers when regular classes resume. All students will have two school days plus the snow day to complete Virtual School Day assignments. Uncompleted assignments will result in an unexcused absence and/or loss of credit.

Online Parent Access

- On-Line Parent Access is available to all parents. Current grade progress, lunch account information, attendance, and direct email to staff members are all accessible. You can access this at www.jccschools.com.
- Click on "Infinite Campus". To use the "Parent Access" you must first contact the school via email to set up an account.
- When you contact the school, include in your message the name and grade of each of your children and a daytime phone number where you can be reached. The school will respond to your email when the account is set up to verify the information.

Learning Management System

- Schoology

Classroom Calendars

- Grades 4-5 will send weekly emails updating parents on activities and topics covered during the week.
- Grades 6-8 will keep the google Sheet updated and linked in Schoology for Parents and students to check what was missed/discussed in class and upcoming test dates.

2024-2025 Jackson County Central Middle School Bell Schedule

Mon, Tue, Thur, Fri Schedule	Wednesday Schedule (PLC Day)
Morning Advisory 8:15-8:32	Block 1 8:15-9:07
Block 1 8:35-9:38	Block 2 9:10-10:02
Block 2 9:41-10:44	Block 3 10:05-10:57
Block 3 10:47-11:50	Block 4 11:00-11:52
Lunch Hour A 11:53-12:28 Academic Advisory/Band 6 Lunch Hour B 12:28-1:03	Lunch Hour A 11:55-12:30 Academic Advisory/Band 6 Lunch Hour B 12:30-1:05

Academic Advisory/ Band 7,8	Academic Advisory/ Band 7,8
Block 4 1:06-2:09	Block 5 1:08-2:00
Block 5 2:12-3:15	Teacher PLC Schedule 2:20-3:45

Pledge of Allegiance Policy

Students and staff at JCC Middle School/PLV 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 CLOSING/LATE START—INCLEMENT WEATHER

1. When transportation facilities are tied up due to inclement weather, the school may be closed at the discretion of the superintendent. We will try to have morning announcements before 7 a.m. Notices will be aired over the following radio and TV stations and social media accounts. We will also use the Instant Alert Message Service.
 - a. KKOJ/KRAQ Radio – 1190 AM/105.7 FM Jackson
 - b. KDOM Radio – 94.3 FM Windom
 - c. WCCO-TV - Twin Cities
 - d. X Account (@JCCschool2895)
 - e. Facebook Page (@JCChuskies2895)
 - f. Instagram Page (<https://www.instagram.com/jacksoncountycentral/>)
2. In the event that school is closed due to inclement weather, all practices involving students will also be canceled.
3. In the event that students are sent home from school due to inclement weather, no formal practices will be held.
4. Exceptions must be cleared through the superintendent.

School Records

Your school records are an important part of your educational experience, and their security is a priority. You and your parents/guardians have the following rights concerning your records:

1. Access to Records: You and your parents/guardians have the right to know the contents of your school records.
2. Privacy of Records: You and your parents/guardians have the right to know who has access to your records and the reasons for that access.
3. Disclosure of Records: Your records will not be disclosed to individuals outside the school without your knowledge and permission, or that of your parents/guardians, except as required by a court order.

We are committed to maintaining the confidentiality and security of your educational records.

JCC Middle School is a Closed Campus. Students must remain on school premises from their arrival at the start of the school day until dismissal at the end of the school day, including the noon period. No student may leave

without authorization from the principal or a designee. Violations of this policy will be treated as unexcused absences and subject to the school's discipline policy.

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 the 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.

Fire Drills/Tornado Drills/Active Shooter Drills

State of Minnesota regulations mandate fire drills, tornado drills, and Mock lockdowns during the school year.

1. Fire drills will occur periodically throughout the year, primarily in good weather. The initial fire drill will be pre-announced in the fall, giving teachers adequate time to inform students of procedures, routes, etc. Students are required to leave the building with their class or study hall. Any person turning on a false fire alarm will be subject to prosecution by the State Fire Marshall, as well as subject to disciplinary action in accordance with the school discipline policy.
2. Tornado Drills will be held in the spring of the year. All students and staff are to report to the designated areas which are the locker rooms and student locker area in the middle school.
3. Mock Intruder Drills will be performed at least five (5) times a school year.

Immunization Requirements

All students must provide proof of immunization or appropriate exemption documentation to enroll. This ensures the student is free from communicable diseases.

No student can enroll or remain enrolled without submitting the required proof of immunization to the designated school district administrator. Before attending school, the student or their parent/guardian must provide one of the following:

1. A statement from a physician or public clinic confirming the student received the required immunizations.
2. A statement from a physician or public clinic confirming the student received the primary schedule of remaining required immunizations, with the month and year of each immunization.

Over the Counter Medications

Middle School Students who bring over-the-counter medications must have a signed parent consent form and a signed student agreement form on file in the nurse's office. This agreement stipulates that students will carry

medication in its original bottle, refrain from sharing it, and inform the office if their condition worsens. Further details are outlined in School Board Policy #516.

Pleasantview Students are not allowed to carry over-the-counter medications. All Medications must be turned into the nurses office.

Student Lockers

School lockers are the property of the school district, and the school retains exclusive control over them for the convenience of students. School authorities reserve the right to inspect locker interiors at any time and for any reason, without notice, consent, or a search warrant. However, the personal possessions of students within lockers may only be searched if there is a reasonable suspicion of a law or school rule violation.

Following the search of a student's personal possessions, the school authorities must promptly notify the students whose lockers were searched, unless disclosure would hinder an ongoing investigation. Additionally, throughout the school year, a canine unit may be utilized to search school property, including lockers, storage areas, and parking lots, without prior notification.

Lost or Destroyed Books/Materials

An amendment to Minnesota Statutes §120.101 stipulates that schools have the authority to impose charges for lost or damaged textbooks, workbooks, or library books. To enact this, the school must annually inform students and parents or guardians of the policy regarding these fees. The notice shall state: "The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost or destroyed by students."

Furthermore, students are obligated to cover replacement costs for any school property they lose or damage.

Chromebook information

Providing students with a 1-1 device enhances the students overall learning experience. All chromebooks and apps installed remain property of the JCC School District and are subject to the same acceptable use guidelines as all other JCC electronic devices. JCC reserves the right to confiscate and search a student's Chromebook at all times. Students in violation of the Acceptable Use Policy or Bully Prohibition policy may be subject to but not limited to: disciplinary action, repossession, or overnight confiscation of the chromebook and the student will be responsible for completing all school work assigned.

- Chromebook Care/Use:
 - Keep Food and liquid away from Chromebook
 - Keep in the school issued case
 - Do not expose to extreme temperatures
 - Treat your chromebook with care and respect
 - Charge your Chromebook every night
 - Do not change chromebook configurations
 - Notify Tech office if chromebook is lost or damaged immediately
 - You should know where your chromebook is located at all times: Remember case and charger will also be turned in at the end of the year
 - Do not take your chromebook into a bathroom or locker room
 - The Chromebook is for educational purposes
 - Users will follow the school district Policy (514) and (524)
- Go Guardian
 - The Chromebook management system has the capability to make the device useless and the ability to monitor what students are doing on the chromebook. Everynight at 11pm all student

chromebooks will be disabled until 5am the next morning. This is to ensure students get a good night's rest.

- **Damage/Replacement**
 - School will have access to replacement chromebooks in the Tech office while students chromebook is repaired
 - Repair Cost
 - 1st and 2nd Accidental Break: \$50
 - 3rd Accidental Break: Full Replacement Cost: \$290
 - Replacement
 - Chromebook: \$290
 - Chromebook Case: \$45
 - Chromebook Charger: \$25

Visitors

All visitors are to report directly to the Middle School Office upon entering the school. Students who want to have a friend come to school with them must get permission from the Principal **at least one week before** the friend may visit. You may not bring a visitor the week before a break or during the last week of school.

Nuisance devices/ Electronic Devices/Cell Phones

Possession/use of devices or objects which cause distractions including, but not limited to: radios, Ipods, Earbuds, pen lights, pen lasers, cell phones and smart watches are prohibited for use by students during school hours. Students who wish to bring them to school may leave them in the school office, school locker or students backpack and the device should be turned off or muted. Electronic devices equipped with picture/camera capabilities are strictly prohibited in locker rooms. The school district is not responsible for lost or stolen items.

- When Can students use devices
 - Before and after school are acceptable
 - In the Middle School office contacting parents: Between classes/Transition time
 - When given permission by school officials: if a student has a medical exemption.
- If a violation of this policy is observed by a staff member, the device will be confiscated and taken to the office.
 - 1st and 2nd violation: The device will be turned into the school office and released to the student at the end of the day. Students will also meet with the PBIS coordinator/office personnel and discuss expectations.
 - 3rd and 4th violation: The device will be turned into the school office and held until parents are able to pick up the device. The student will also meet with the PBIS coordinator/office personnel to discuss expectations and a minor reflection will be given.
 - 5th+ violation: The device will be turned into the school office and held until parents are able to pick up the device. The student will then face disciplinary consequences(Before/Afterschool Detention, Noon Detention, Suspension)

Grades/ Report Cards/ Honor Roll

- **Classroom Grades** will be determined by the classroom teacher. Please check the teachers' syllabus. Questions pertaining to classroom grades should be discussed with the student's teacher before administration. For questions pertaining to students missing assignments those should also be directed to the students classroom teacher.
- **Report cards** for grades 4-5 will be mailed/sent home with students near the end of a quarter. Students in grades 6-8 will have digital report cards that are available online in the parent portal. If you would prefer a hard copy report card be sent home for your 6th-8th grade student please contact the office and let them know.

- **Honor Roll** will be calculated following the end of each semester, the A and B honor rolls will be published in the Jackson County Pilot and the Lakefield Standard. A student needs a 3.000 Semester GPA to make the “B” Honor Roll and a 3.7 Semester GPA to make the “A” Honor Roll. No students receiving a grade of D or F will be allowed on the honor roll.

Incompletes and Failures

Incompletes:

- **All incompletes must be made up within two weeks** following the end of the marking period. In cases of emergency, illness, or other legitimate reasons, additional time may be allotted by the teacher.
- If a student does not make up the incomplete during the allotted time they will be given an “F” unless the teacher chooses to issue a grade other than an “F”.
- Incomplete grades, when changed to a final grade, will affect a student's GPA and eligibility.

Failures:

- Any student who fails a semester's worth of a class will be evaluated by the school MTSS group. Students must do as much as possible to make up failing grades or the student could possibly be asked to retake the class.

JCC Midmester Program

- The JCC Middle School will have 2 seven day sessions specifically designed in an attempt to teach students how to problem solve and become active learners by providing them opportunities to explore careers, new ideas and hands-on learning in the real world. Students have the opportunity to select Project Based Classes that interest them.
 - Midmester classes designed around 5 Universal Constructs
 - Collaboration
 - Complex Communication
 - Critical Thinking
 - Growth Mindset
 - Productivity/Accountability.
 - During a student's time in middle school they must take classes that address those 5 constructs. During students' 8th grade year they will take a class that has them reflect on their years of learning at the middle school. This class is a self evaluating class where students will present their findings to parents and selected individuals.

Restore

- JCC Middle school offers restorative practices. Restorative practices is a social science that teaches students how to build social capital and achieve social discipline through participatory learning and decision making. The restorative practices have shown to help students
 - reduce 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 friends of both parties, in which they deal with the consequences of the behavior/wrongdoing and decide how to best repair that harm. Participation in conferences is voluntary. When determined that a conference is appropriate and both individuals agree the teacher/counselor guides a discussion about the incident and helps develop a resolution.

Student Insurance

The JCC 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. If a student gets hurt during school hours, please report any injuries to a supervisor immediately.

Attendance

In accordance with the MN Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. §120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session.

Purpose

1. The JCC school board believes that regular school attendance is directly related to academic success, benefits students socially, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability crucial to the student's future.
2. This policy also acknowledges that class attendance is a shared responsibility among students, parents or guardians, teachers, and administrators. Its implementation aims to support students in their attendance in class.

General Statement of Policy

1. When your child is absent from school:
 - a. Parents will be electronically notified when absences are unexcused at the end of each day. If the student's 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.
 - b. Parents can choose to be notified by Infinite Campus in real time if their student is marked absent or tardy.
2. Absences for School-Related Activities:
 - a. Any absence for a school-related activity will not count as an excused or unexcused absence.
 - b. Work missed because of absence is expected to be made up within 1 day from the date of the student's return to school. If multiple days are missed the student gets one day per day missed to make up the work.
 - c. The building principal or the classroom teacher may extend the time allowed for the completion of make-up work in the case of an extended absence or other extenuating circumstances.

General Statement of Responsibilities

1. **Student's Responsibility:**
 - a. Attend each class and arrive on time, prepared to learn and participate.
 - b. Inform teachers and office staff in advance of pre-excused absences.
 - c. Have a parent/guardian call the office within 48 hours of an absence.
 - d. Be aware of their own status in regard to tardies and absences in classes.
 - e. Students must complete the pre-approved vacation request form and have each of their teachers and their parents/guardians sign off.

2. Parent or Guardian's Responsibility:
 - a. Encourage students to attend school regularly.
 - b. Notify the office by phone or email before or on the day of your child's absence.
 - i. Absences not verified within 48 hours of the student's return to school will remain unexcused.
 - ii. **Please call (507)662-6625 or email the Middle School Office at jamie.janssen@jccschools.net on the DAY OF the absence explaining why the student is/will be absent.**
 - iii. Handwritten notes will not be accepted.
 - c. Limit absences by scheduling appointments, vacations, college visits, etc. on non-school days.
 - d. Notify the office by email or phone of a pre-excused absence at least 1 day prior to the absence.
 - e. Notify the office 1 week before a vacation. Parents must sign a vacation form completed by their child before they leave.
 - f. Communicate with the health office/school nurse about any prolonged abscess due to illnesses.
3. Teacher's Responsibility:
 - a. Take daily attendance and maintain accurate attendance records in each assigned class and study hall.
 - b. Be familiar with all procedures governing attendance and apply these procedures uniformly.
 - c. Provide any student who has been absent with any missed assignments upon request.
 - d. Work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.
4. Administrator's Responsibility:
 - a. Require students to attend all assigned classes and study halls.
 - b. Be familiar with all procedures governing attendance and apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each.
 - c. Inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

Attendance Procedures

1. Checking in and out:
 - a. Students must have permission from a parent/guardian and a school official before leaving school during school hours.
 - b. Students who need to leave the school for any length of time during a school day must report to the office before leaving and check out.
 - c. They must also report to the office and check in when they return.
 - d. **Students who fail to sign out/in will be considered unexcused.**
2. **Excused Reasons** for an absence from school:
 - a. Illness (Doctor's note must be provided to the nursing staff after 3 absences in one quarter or 6 absences in one-semester class). Special circumstances will be considered.
 - b. Serious illness in the student's immediate family.
 - c. Death of a family member or friend.
 - d. Medical appointment (Doctor's, medical provider, or therapist note must be provided).
 - e. Court appearance (Documentation required).

- f. Physical emergency conditions such as fire, flood, or severe storm.
 - g. Suspensions: Absences resulting from official suspension will be per the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56.
 - h. Attending school functions of siblings.
 - i. Pre-approved absences for vacation.
 - j. Pre-approved farm work.
 - k. Field Trips/Activities for related events and activities.
 - i. 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.
3. **Consequences of Excused Absences**
- a. Work missed because of absence is expected to be made up within 1 day from the date of the student's return to school. If multiple days are missed the student gets one day per day missed to make up the work.
 - b. The building principal or the classroom teacher may extend the time allowed for the completion of make-up work in the case of an extended illness or other extenuating circumstances.
 - c. When a student exceeds five days of absence, whether excused or unexcused, in any single class during a quarter, a meeting with the parent/guardians may be convened to address the student's attendance and to understand the reasons behind the absences. Subsequently, a collaborative plan may be developed during the meeting to support the student in attending classes more consistently. (Dr. appointments with notes do not count towards the five days)
4. **Unexcused Reasons** for an absence from school (even if a parent/guardian calls):
- a. Truancy - An absence not approved by the school district.
 - b. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedure.
 - c. Work at home (without prior approval).
 - d. Work at a business (unless part of a school-sponsored work release program).
 - e. Hair, nail, and tanning appointments, photo sessions, concerts, shopping.
 - f. Going home for lunch without prior permission.
 - g. Oversleeping, missing the bus, parent oversleeping.
 - h. Improper sign-out/Leaving class without permission.
 - i. Babysitting (Special circumstances will be considered).
 - j. Vacations (without pre-approval).
 - k. Obtaining a pass for an area of the school but failing to show up there.
 - l. Loitering in a restroom for more than 5 minutes.
 - m. Any other absence not included in the excused absence section.
5. **Consequences of Unexcused Absences** (Missing more than 15 minutes of any one class without approval will be considered an unexcused absence)
- a. One Unexcused Absence
 - i. An electronic notification is sent home
 - ii. The student will serve one hour of detention for a day missed.
 - b. Two Unexcused Absences
 - i. An electronic notification is sent home
 - ii. A call will be made home making everyone aware

- iii. The student will serve one hour of detention for a day missed.
- c. Three unexcused Absences
 - i. An electronic notification is sent home, including a continuing truancy letter.
 - ii. The student will serve one hour of detention for a day missed.
 - iii. A meeting with the student, parent/guardian, and administration can be set up to inform them they are continuing truant and a plan may be created to improve student attendance. Unless changes in their attendance take place students will be considered for a grade reduction including a possible loss of credit.
 - iv. Jackson County Central Schools will submit the student's name to the Jackson County Truancy Diversion Program.
 - d. Four to Six Unexcused absences
 - i. An electronic notification is sent home
 - ii. The student will serve one hour of detention for a day missed.
 - iii. Every unexcused absence over 3 per quarter may result in a grade reduction including a possible loss of credit
 - e. Seven or More Unexcused absences
 - i. An electronic notification is sent home
 - ii. The student will serve one hour of detention for a day missed.
 - iii. The school will file habitual truancy with the Jackson County Truancy Diversion Program. The school district shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.
6. **Additional Consequences at the discretion of the Administration/Teacher:**
- a. In cases of recurring unexcused absences, Minnesota truancy laws could be initiated.
 - b. Students may be assigned in or out-of-school suspension.
 - c. Students may receive a zero for work done in class on the day of the unexcused absence.
 - d. Please be aware that the school administration holds the final say in whether an absence is excused. Parents/guardians notify the school of the reason for a student's absence. The school must determine whether the reason fits the school board-approved criteria and meets the requirements of the law.
7. **Required Reporting**
- a. **Continuing Truant**
 - i. Minn. Stat. §260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. §120A.22 and is absent from instruction in a school, as defined in Minn. Stat. §120A.05, without valid excuse within a single school year for three days if the child is in elementary school; or one or more class periods on three days if the child is in middle school, junior high school, or high school.
 - b. **Reporting Responsibility**
 - i. When a student is initially classified as a continuing truant, Minn. Stat. §260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following.
 - 1. that the child is truant;

2. that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
 3. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. §120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. §120A.34;
 4. that this notification serves as the notification required by Minn. Stat. §120A.34;
 5. that alternative educational programs and services may be available in the district;
 6. that the parent or guardian has the right to meet with the appropriate school personnel to discuss solutions to the child's truancy.
 7. that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
 8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. §260C.201; and
 9. that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.
8. **Tardies**
- a. After 3 tardies students will meet with Mrs. Entrinken to talk about expectations. If a student reaches 6 tardies students may be assigned an hour of detention or be escorted to classes by staff.
9. **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 an identified pass from a teacher.

Behavior And Expectations

PBIS School(Positive Behavioral Interventions and Supports)

PBIS is a framework for creating customized school systems that support student behavioral outcomes and academic success. PBIS creates a system for defining, teaching, acknowledging appropriate behavior, and correcting inappropriate behavior.

- Behavioral expectations are explicitly taught
 - Universal expectations for behavior, positively stated, are established for all student in all locations of the school
 - Appropriate behavior and social competence is a skill that requires direct teaching to students just like math and reading. There is no assumption that students learn the behavior automatically.
- Acknowledging expected behavior
 - Structured to use behavior specific praise to help students understand exactly what they did that was appropriate
 - Reinforcing students appropriate behavior increases the likelihood that it will happen again
 - Highlighting what students do well helps build relationships
- Addressing behavior
 - Predictable consequences for behavior infractions delivered in a professional manner by all staff

- Consequences are not primarily punitive in nature: they are an opportunity for the student to learn from his/her mistake and to accept responsibility for the choices made
- Consequences are provided on a continuum matched to the students' needs.
- Data Collection
 - Data collected goes to help address areas of concern(based on referral data and acknowledgments of expected behavior)

Students are expected to demonstrate appropriate behavior in the school, in the classroom, and at all school activities. The following expectations will help to ensure that the educational environment will be pleasant and healthy for all students:

1. Be present in class daily and on time.
2. Be prepared for class by bringing all materials with you, and chromebooks charged.
3. Be attentive, participate in class and make a successful effort.
4. Show respect for teachers, other students, and the property of the school and others.
5. Do not use offensive language to staff members or other students.
6. Follow the directions of teachers and others.
7. Take care of school property and help keep the school clean and neat.
8. Be a good role model for each other.
9. Take pride in yourself, your school, and your education.
10. Students are not to wear hats, caps, or hoods (No head coverings of any kind) during school hours.

Students who demonstrate inappropriate behavior that disrupts the educational process will be referred for disciplinary action according to JCC Middle School student behavior/ PBIS rubrics and policies. These rubrics and policies serve as guidelines for acceptable conduct. Consequences for violations may include: students writing reflections, notifying parents, with the principal having the authority to impose or recommend longer suspensions, expulsion, or other appropriate disciplinary actions on a case-by-case basis.

Detention will be served: Before, After and during the lunch hour, with an adult present to supervise students at all times. During detention, students will be required to engage in productive activities. Socializing or sleeping is not permitted. Failure to complete detention will be considered insubordination and may lead to further consequences. Failure to meet detention obligations will result in a suspension.

When corrective action taken by a teacher fails or if the rule infraction is serious, the incident will be referred to the office staff for investigation and action. The severity of consequences applied by the office staff depends on the student's previous disciplinary record and the seriousness of the offense. A conference may be held, and a behavior contract may be implemented. Disciplinary actions, with possible parent notification, may include one or more of the following:

1. Classroom warning
2. Detention
3. Restriction or loss of privileges
4. In-School Suspension
5. Out-of-School Suspension
6. Alternative Education Placement
7. Expulsion

Behavior – Student

Students are not permitted to engage in certain activities, and consequences will apply regardless of whether the misbehavior occurred in school, on district property, in a district vehicle, or at a school or district activity.

Unacceptable student behavior may result in: student reflection, student conference, parent notification, parent conference, restitution, detention, or in-school or out-of-school suspension. Out-of-school suspensions imposed by the school administration can prohibit a student from attending school for up to ten school days. "Expulsion" is an action by the Board of Education to prohibit a student from attending school for up to twelve months. The principal may impose or recommend longer suspensions or other appropriate disciplinary actions on a case-by-case basis. The specific discipline is at the school district's discretion.

At a minimum, violations of school district rules will result in a discussion of the violation and a verbal warning. More severe disciplinary sanctions, including exclusion or expulsion, may be imposed if warranted by the student's misconduct. The school district also reserves the right to notify law enforcement if deemed necessary.

1. **Abuse, Verbal**—Using discriminatory, abusive, obscene, or threatening language, or failing to identify oneself toward a staff member or student, causing alarm.
2. **Alcohol or Chemicals, Possession or Use**—Possessing or using any narcotic or controlled substance prohibited by Minnesota or federal law. A student may be requested to participate in a urinalysis if there is reasonable suspicion of consumption. Law enforcement may be notified.
3. **Ammunition, Possession**—Possession of bullets or other projectiles designed for use in a weapon. Law enforcement may be notified.
4. **Assault, Physical**—Acting with intent to cause fear of bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm on another person. Law enforcement may be notified.
5. **Assault, Verbal**—Engaging in a verbal confrontation intended to cause fear of bodily harm or death. Law enforcement may be notified.
6. **Burglary**—Entering a building or vehicle without consent and with intent to commit a crime, or entering and committing a crime. Law enforcement may be notified.
7. **Bomb Threat**—Willfully causing suspicion that a bomb is on school property. Law enforcement may be contacted.
8. **Chemicals, Possession With Intent to Distribute or Sell**—Selling, distributing, or intending to sell or distribute any narcotic or controlled substance prohibited by Minnesota or federal law. Law enforcement may be notified.
9. **Dress and Grooming**—Wearing clothing with words or visuals that are obscene, abusive, discriminatory, or that advertise narcotics or dangerous drugs, including gang-related clothing and symbols.
10. **Driving - Careless or Reckless**—Driving on school property in a manner that endangers persons or property. Consequences may include revocation of parking privileges. Law enforcement may be notified.
11. **Fighting**—Engaging in mutual combat where both parties contribute to the situation through verbal and/or physical actions. Law enforcement may be notified.
12. **Fire Alarm, False**—Intentionally giving a false alarm of a fire or tampering with any fire alarm. Law enforcement may be notified.
13. **Fire Extinguisher, Unauthorized Use**—Unauthorized handling of a fire extinguisher. Law enforcement may be notified.
14. **Harassment, Including Sexual**—Engaging in acts that injure, degrade, intimidate, or disgrace others,

including indecent exposure and actions based on racial, cultural, religious background, sex, or disabilities. Law enforcement may be notified.

15. **Insubordination**—Willful refusal to follow a reasonable direction or order given by a staff member.
16. **Misuse of Technology**—Tampering with hardware or software or inappropriately using data in a school setting, including improper Internet use. Law enforcement may be notified.
17. **Pictures/Video**—Taking pictures or videos without the knowledge of the parties involved. Taking pictures or videos in bathrooms and locker rooms is prohibited by MN State Law. Law enforcement may be notified.
18. **Theft, or Knowingly Receiving or Possessing Stolen Property**—Unauthorized taking, receiving, or possessing another person’s property. Law enforcement may be notified.
19. **Tobacco**—Possessing or using tobacco products in district buildings, on district grounds, in district vehicles, or at district events, in violation of district policies. Law enforcement may be notified.
20. **Weapon or Look-alike Weapon, Possession**—Possessing any firearm (loaded or unloaded), device intended to look like a firearm, weapon capable of severe bodily harm, or any item intended to cause or appear capable of causing severe bodily harm. Law enforcement may be notified.
21. **Willful Damage of Property (Vandalism)**—Defacing, cutting, or damaging property belonging to the school, students, staff, or others while on school property, at a school activity, in a district vehicle, or under school supervision. Law enforcement may be notified if damage exceeds \$50.

Additional Behaviors and Consequences

Tobacco Use/Possession

Possessing or using tobacco, tobacco products, or tobacco-related devices in district buildings, on district grounds, in district vehicles, or at district events, is in violation of district administrative regulation 419 IV B, Tobacco Free Environment. Students in violation of this policy will be subject to disciplinary action. Students will also be required to attend additional training from the school nurse and PATH organization.

“Tobacco products” means any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product or vaping device.

Dress And Grooming Guidelines

We emphasize the importance of neat and sensible attire. A well-groomed and appropriately dressed student is more likely to take their education seriously, resulting in a more conducive learning environment with fewer behavior issues. We expect all students to practice good grooming habits, reflecting personal pride and responsibility. We ask that all students present themselves in a manner that is suitable for the school environment during school hours. By adhering to these guidelines, students contribute to a positive and respectful school atmosphere and develop habits that reflect good citizenship and personal responsibility. The following guidelines apply to all school-sponsored events, both at home and away. Inappropriate attire determinations will be made by the administration.

1. Clothing must not pose any hazards to health or safety.
2. Attire must meet reasonable standards of decency.
3. Clothing and appearance must not disrupt the normal operation of the classroom.
4. Footwear and clothing must not cause damage to school property.

5. Buttons, insignia, and clothing must not display obscenity, advertise alcohol, drugs, or tobacco, or promote their use.
6. Head coverings are not permitted during the school day. (Hoods, hats, bandanas, etc)
7. Blankets are not permitted during the school day.
8. Clothing with derogatory, offensive, or suggestive images or slogans is not allowed.

Plagiarism/Cheating/Artificial Intelligence

Students are expected to do their own work and turn in work using proper standards of writing.

1. Cheating - Students will receive no credit for any work or testing on which they have been caught cheating.
2. Plagiarism - "The act of stealing and passing off as one's own (the ideas, words, and writings of another.)" Students must give credit to other authors and/or other persons for ideas, words, writings, etc. Plagiarism is considered cheating. Students will receive no credit for plagiarized assignments.
3. Guidelines for Artificial Intelligence Use:
 - a. Academic Integrity:
 - i. Maintain academic honesty and integrity when using AI technologies for educational purposes.
 - ii. Avoid plagiarism or cheating when utilizing AI-generated content, and ensure proper citation and attribution of sources.
 - b. Responsible Use:
 - i. Students are expected to use AI tools in a responsible, ethical, and respectful manner.
 - ii. Respect the privacy and rights of others when utilizing AI technologies, including refraining from unauthorized access to or use of personal data.
 - c. Data Privacy and Security:
 - i. Protect personal data and maintain cybersecurity when interacting with AI systems.
 - ii. Safeguard personal information and refrain from sharing login credentials or access to AI tools with others.
 - iii. Report any security concerns or incidents related to AI usage to school authorities immediately.
4. While these guidelines provide clear expectations for students regarding the use of artificial intelligence in the school environment, teachers retain discretion to address individual situations as needed.
5. Teachers may provide additional guidance, support, or disciplinary action in accordance with school policies and standards of conduct to ensure the responsible and ethical use of AI technologies by students.

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 enrolled students 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 or the individuals are invited.

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.

Backpacks

Backpacks are allowed in the classrooms.

Students Representing JCC

Representing JCC is a privilege. Students receiving OSS, ISS, other disciplinary referrals/actions, or a chemical violation in or outside of school may be ineligible to represent JCC for up to one academic year, as determined by the MS Principal. Ineligibility will not carry over from one academic year to the next. (This applies to activities or events not already under the jurisdiction of the MSHSL)

Removal Of Students From Class

1. 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.
2. The building principal will determine the amount of time appropriate for a student's removal from class. The teacher will follow up on any removal from class with a call to the office followed by a written description of the incident or a meeting with the principal.

In-School Suspension Rules

These rules apply to all students who are sent to the office by their own choice or by the teacher's choice, in addition to those students who choose not to be in class or are sent to the office out of class.:

1. No eating or drinking of food or beverage.
2. Students must remain quiet.
3. Students serving in-school suspension are to complete assignments and keep up with their classwork. Failure to make up the work may result in the lowering of the final grade.
4. Students are not allowed to have any electronic devices while in ISS, except their Chromebooks, which will be used for assignments only.
5. One five-minute bathroom break will be granted in the morning and afternoon. The break will not coincide with regular passing time or with other suspension students.
6. Sleeping is not allowed.
7. Failure to adhere to these rules will result in additional disciplinary action.

Out of School Suspension

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.

MSHSL Activities

Activity Fee

Each student will be charged an equipment fee for any sport or activity they participate in. To qualify for the free/reduced rate, a qualifying application must be submitted by OCTOBER 1, 2024, and a waiver allowing the school to share the information with the athletic department must be signed. The family maximum fee is \$400.00.

1. Any 7th or 8th-grade student in varsity sports pays the varsity fee.
2. Fees will be waived in cases of undue hardship, determined by the administration.
3. Families with more than one child in the athletic program will not pay more than \$400.00 per school year.
4. Fees must be paid before participating in practice or contests.
5. Fees can be paid in the athletic office.
 - a. Varsity Football (Grades 9-12): \$100.00 – F/R \$35.00
 - b. Other Varsity Sports (Grades 9-12): \$90.00 – F/R \$35.00
 - c. 7th & 8th Grade Sports: \$65.00 – F/R \$25.00
 - d. Other Participation Fees (Grades 7-12): \$55.00 – F/R \$25.00 (Includes FFA, Swing Choir, Jazz Band, Key Club, Fall Play, One-Act Play, Spring Musical, Knowledge Bowl, Math League, Robotics, and Speech)

Refunds

1. Refunds will be given if injury or illness prevents continuation in the sport, substantiated by a physician’s statement, up until the first contest or public appearance.
2. Refunds will be given for students transferring out of Ind. School District #2895 up until the first contest or public appearance.
3. Refunds will be given if a student is cut from the squad by the coach up until the first contest or public appearance.
4. Refunds will be based on the parent/guardian's completion of the free and reduced application.

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

Athletic Event Rates

Free	High School Students (with I.D.) (single event) Senior Pass (65 and older) (JCC District Residents)
\$ 5.00	Students (K-8) (single event) College Students (with I.D.) (single event)
\$ 7.00	Adults (single event)
\$ 50.00	Student Yearly Pass
\$ 80.00	Adult Yearly Pass

Out-of-Town Functions

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

- b. If parents/guardians are transporting their child home from an event, they must sign their child out with the coach/advisor.

Scheduling of School Events

1. All activities in/on Senior High School facilities/ Middle School facilities must be scheduled through the advisors of these activities, the district office, and the Community Education Director.
2. Scheduling should be made no less than one week in advance to allow for appropriate planning.
3. No activities will take place unless the advisors are informed and participate in the supervision of the activity.

Church Night

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. Every effort has been made to avoid scheduling any events which involve JCC students on Sunday. Any exceptions to Wednesday activities must be approved by the administration. Please contact the High School office concerning any questions.

MSHSL Policies

Controlled Substances

Philosophy and Purpose

The Minnesota State High School League recognizes that the use of controlled substances and psychoactive chemicals presents a significant health problem for adolescents, negatively impacting behavior, learning, and overall development. The misuse and abuse of these substances can hinder extracurricular participation and skill development, affecting not only the individuals involved but also their families, team members, and other significant persons in their lives.

This policy applies throughout the entire calendar year. It is not a violation for a student to possess a controlled substance specifically prescribed for their own use by a doctor.

Prohibited Conduct

During the school year, regardless of the quantity, students shall not:

- Possess or use alcohol.
- Possess or use tobacco.
- Use, possess, buy, sell, or give away any other controlled substance.

Penalties for Athletic Activities

Category I - Sports: Football, Basketball, Baseball, Cross Country, Gymnastics, Golf, Volleyball, Wrestling, Cheerleading, Softball, Track and Field.

First Violation:

- Loss of eligibility for the next two consecutive interscholastic contests or two weeks of the season, whichever is greater.

Second Violation:

- Loss of eligibility for the next six consecutive interscholastic contests or three weeks of the season, whichever is greater.

Third and Subsequent Violations:

- Loss of eligibility for the next twelve consecutive interscholastic contests or four weeks of the season, whichever is greater.
- Students who voluntarily participate in a chemical dependency treatment program after the third or subsequent violations may be reinstated in MSHSL activities after a minimum of six weeks. Certification from a treatment center director or counselor is required.

Accumulative Penalties:

- Penalties are accumulative, starting from the student's first participation in a League activity and continuing throughout their high school career.

Denial Disqualification:

- Students who deny a rule violation, are allowed to participate, and are later found guilty will be disqualified from all interscholastic athletics for an additional nine weeks beyond the original period of ineligibility.

Penalties for Non-Athletic Activities

Category II - Activities: FFA, Swing Choir, Jazz Band, Fall Play, One Act Play, Spring Musical, Knowledge Bowl, Math League, Student Council, Speech, Robotics, Key Club.

Violation Penalty:

- Loss of eligibility to participate in all Category II activities for three consecutive weeks, regardless of the number of activities missed.
- If no Category II activity occurs during the three-week period, the penalty will carry over to the first contest of any future activity.

BYLAW 206.00 GOOD STANDING AND GENERAL ELIGIBILITY REQUIREMENTS

Cross Reference: Fair Hearing Procedure 1.B.4

Good Standing

1. In order to be eligible for regular season and League tournament competition a student must be in good standing.
2. Definition: The term "Good Standing" shall mean that the student is eligible under all the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.

Student Code of Responsibilities

Participation in interscholastic activities is a privilege that is accompanied by responsibility. As a student participating in League-sponsored activities, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the rights and property of others.
4. I will respect and obey the rules of my school and the laws of my community, state, and country.

5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

Penalty

A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example, when a student is suspended from school the student is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and is returned to good standing.

Academic Code for Students Involved in Extracurricular Activities

The activities programs at JCC Middle School are designed to supplement classroom offerings, encouraging students to participate in sports, fine arts, or music to develop skills in areas of special interest. The staff, administration, and school board believe that students must maintain certain academic standards to participate in these activities. Success in the classroom is essential for the full benefit of these programs.

These activities are privileges provided by the school district, not required by law. Students often represent the school in various competitions, which require special benefits and responsibilities, fostering a relationship of trust between the student and the school. Therefore, JCC Middle School places eligibility requirements on participation in extracurricular activities.

Academic Eligibility

Starting the first week of school, progress reports will be run every two weeks on Wednesday.

1. Students failing a class will be placed on academic probation.
2. Following two weeks of academic probation, if the student is still failing one or more classes:
 - a. They will be assigned to after-school Academic Skills Class from 3:20 pm until 3:45 pm on Mondays, Tuesdays, and Thursdays until they are off academic probation. Middle School Students will be assigned an academic skills class during the students lunch hour.
 - b. If the student skips Academic Skills Class they will be ineligible for one event per unexcused absence.
 - c. At the next grade check, the student will be off of Academic Probation by passing all classes or will continue Academic Skills Class for the next two weeks.
3. Students passing all classes at the next grade check will be released from the Academic Skills Class.
4. Students failing one or more quarter or semester classes will be ineligible for two events.
5. Any student who fails a course at the end of the fourth quarter/second semester will be ineligible for two of the remaining spring events, and two events in the fall. Eligibility penalties from Fourth quarter will carry over to the following fall activities.

Participation in Extracurricular Activities.

This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day.

1. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

2. If a student is out of school suspended, he/she may not participate in a program or activity.
3. If a student is absent from school due to medical reasons, other than illness, he or she must present a physician's note. The note must be presented to the school office before the student participates in the activity or program.
4. In order for a student to participate in practice, game, or activity they must attend from 10:00 am to the end of the day. Exceptions may be granted by the Activities Director.
5. Students returning from late games and activities are expected to be in school the following day.
6. School-initiated absences will be accepted and participation in practice and contests will be permitted.

APPEAL PROCESS

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

1. The student.
2. A representative for the student - may be any individual chosen by the student.
3. The principal.
4. A member of the Administrative Team that was not involved in the original investigation.
5. One other in-season coach or advisor is 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

The JCC School District operates a closed campus, including lunch, meaning students must stay on school premises throughout the school day. Food served at school must come from licensed sources per State Department of Health regulations. Parents may deliver restaurant or home-prepared lunches for their children only; direct restaurant deliveries to students are not allowed.

The Food Service Program is computerized, and students are encouraged to maintain a positive balance. A negative balance is allowed for up to three days, and all payments will first cover any negative balances. To check your account balance, call the office or use the Online Parent Access on our school web page. If you face difficulties with payment, please contact the school for assistance. (School Board adopted on April 25, 2016)

Menus

Jackson County Central Schools participate annually in the National School Breakfast and School Lunch Programs. These programs make available a nutritious breakfast and lunch. All students' first breakfast and lunch meal are free with no charge to the student account.

- One half-pint of milk is included with every meal. Individual milk purchases do not fall under the free and meal benefits. Students who bring lunch from home or want an additional milk may purchase it for \$.50 per carton.
- All Students are allowed to purchase extra entree items at breakfast
- Middle School students(6-8) are allowed to purchase extra entree items at lunch

- If students bring food or beverages from home, we encourage all families to select nutritious choices.
- Menus are planned using the USDA Menu Planning guidelines. Menus will be posted on the district website at <https://jccschools.schoolinsites.com/foodservice>.
- The “offer vs. serve” federal regulation allows students to choose from 5 required food components for lunch.
 - They may select 3, 4, or 5 items, but must include a full serving of fruit or vegetable.
 - For breakfast, students are offered 4 components and must choose at least 3.
 - Meals are priced as a complete unit, so students pay the full price regardless of how many items they choose.
 - Students are encouraged to take all offered items for a balanced meal at the best price.
- The Child Nutrition Department can accommodate dietary restrictions due to allergies or intolerances with proper medical documentation. Suitable alternatives will be provided when possible. For lactose intolerance, a lactose-reduced milk product will be provided at no extra charge with a complete meal upon written request from a parent/guardian or physician. Forms for allergies and special dietary needs are available from the District School Nurse. For questions, please contact the District School Nurse or the Food Service Director.
- À la carte food items are available for purchase. There will be no charging of a la carte items if an account has a negative balance.

Staff Meals, Adult Meals, Visitor Meals, and Second Meals

Parents/Guardians and other family members may eat with students during their meal time. All visitors are required to sign in at the school office. Staff meals, adult meals, visitor meals and second student meals are priced higher because the Child Nutrition Department does not receive any federal or state reimbursement for those meals, as we do for a student’s first meal. Meals are to be prepaid.

Outside Food, Beverages, Snacks and Candy

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

- Exceptions:
 - Cold Lunch from home stored in the lockers
 - Arrangements for food and beverages for special events will need to be made with administration and school staff.

Testing

Students at JCC Middle School/Pleasantview will be tested throughout the school year based on Minnesota state testing requirements; Students in grades 4-8 will be given the Minnesota Comprehensive Assessment testing in Reading and Mathematics. Students in grades 5 and 8 will also be given the Minnesota Comprehensive Assessment test in Science. These tests are one measurement used to help schools and districts determine student progress toward the state’s academic standards. Scores from these tests will also be shared with parents as we receive them. Please contact the school if you have any questions or concerns about these tests. Students in grades 4-5 will also take what we call FAST testing which we take in the Fall, Winter and Springtime. The FAST testing also focuses on Reading and Mathematics. Grades 6-8 also take a Fall and Spring assessment in their

English and Math classrooms called Iready which again helps staff determine student progress.



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

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

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

ACCESS and Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

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Consequences of Not Participating in Statewide Assessments

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

Explore the
Statewide
Testing page
for more
information.

[education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing](https://education.mn.gov/Students-and-Families/Programs-and-Initiatives/Statewide-Testing)

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

Additional Information

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

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



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

Statewide Assessment: Parent/Guardian Decision Not to Participate

Student Information

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

Date of Birth: _____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

ACCESS/Alternate ACCESS

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

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Jackson County Central Schools

Inspiring Excellence

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

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

- Student Surveys (grades 3-12)**
The district uses student surveys to learn more about students' thoughts, feelings, and attitudes. Student answers are anonymous (we will not know how individual students respond). District and School staff use the data collected to better understand how to support our students. Parents receive prior notice of all surveys, including how to locate and preview items/questions that will appear on that specific survey.
- FAST: earlyReading (grades PK-1) and earlyMath (grade PK-1)**
earlyReading and earlyMath assessments are administered for the purpose of screening student advancement in foundational reading and math concepts. The outcomes guide instructional strategies at the classroom level and pinpoint areas of concern for individual students. This evaluation is administered one-on-one to students and requires 5 to 10 minutes per session.
- FAST: aReading and aMath (grades 2-5)**
aReading and aMath are designed for screening to identify students at risk for academic delays and to inform differentiated instruction for students at all achievement levels. These are computer-adaptive measures of reading and mathematical skills that are individualized for each student. These assessments are delivered in a group format in about 30 minutes each.
- FAST: CBMreading (grades 1-3)**
CBMreading is administered individually as a teacher listens to and assesses a student's oral reading fluency, considering factors such as accuracy, types of errors, and qualitative measures. This evaluation provides insights into student responsiveness to ongoing instruction, signals when instructional adjustments are warranted, and helps gauge the effectiveness of implemented changes. Each administration requires 1 minute of reading per student.
- FAST: AutoReading (grades 4-5)**
AutoReading is designed for screening to identify students who may need additional support in foundational reading skills (decoding and word recognition) and to inform differentiated instruction for students at all achievement levels. This is computer-administered in a group format in about 8 minutes.
- iReady Reading and Math Diagnostic (grades 6-11)**
iReady diagnostic assessments provide teachers with a complete picture of student performance in reading and math, giving teachers the information they need to understand current strengths and instructional priorities. Each assessment takes between 60 and 90 minutes to complete.
- ASVAB (offered one time in grade 11)**
The ASVAB is a timed multi-aptitude test and career interest inventory. Scores count towards the Armed Forces Qualifying Test (AFQT) and determine qualification for certain military occupational specialties and enlistment bonuses. In addition, each student's career exploration score will help him/her determine their readiness for further education and training in different career areas. This assessment is administered in approximately 3 hours.
- ACT (offered one time in grade 11 or 12)**
The ACT test scores reflect what students have learned throughout high school and provide colleges and universities with excellent information for scholarships, recruiting, advising, and placement.. This assessment is administered in approximately 3 hours and 35 minutes.

Student Name (print) _____

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date: _____

PALMER SCHOOL BUS DISCIPLINE POLICY

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

Students are expected to be responsible for their behavior on the bus. Misbehavior could result in the bus driver being distracted, and the safe operation of the vehicle in jeopardy. Such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with these guidelines. It is the parent's responsibility to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child change his/her behavior. The primary responsibility of the driver is to safely transport students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions to the proper authority on the forms provided. Examples of these behaviors are; throwing objects out of the bus, lighting matches or lighters, assault, harassment, failure to remain seated, disobedience to the driver, littering, throwing objects on the bus, unacceptable language, vandalism, excessive mischief, fighting, and smoking.

Dangerous Behavior Clause

If a student performs an act that obviously jeopardizes the safe operation of the bus, or endangers the safety of others, the driver may suspend the student from riding the bus. Fighting, vandalism, and possession of a weapon will result in immediate suspension. An official at Palmer Bus Service or District Bus Supervisor will attempt to notify the parent/guardian, and the appropriate school administrator of this action. Riding privileges cannot be reinstated until a conference is held with Palmer Bus Service, the student, the school administration, and the parent/guardian. The above behaviors will not be permitted on the bus. Questions? (507) 849-7117

Palmer Bus Service School Bus Rules

1. Students will be assigned buses and must ride their assigned bus.
2. Immediately follow driver directions.
3. Always sit face forward, and do NOT move from your seat.
4. No standing and changing seats when the bus is in motion.
5. Talk quietly and use appropriate language.
6. Keep all body parts inside the bus.
7. Keep hands, arms, and belongings to yourself.
8. No fighting, shoving, pushing, or horseplay.
9. No eating or drinking on the bus due to food allergies.
10. No matches, lighters, tobacco, or electronic cigarettes are allowed on the bus.
11. No verbal, physical, or sexual harassment is allowed.
12. Discipline Procedures
 - First Offense - Verbal warning, call to parent and school principal.
 - Second Offense - students will be placed in the front seat for 2 weeks, call to parent and school principal.
 - Third Offense - the student will be denied transportation for 5-10 days depending on the severity of the offense), call parents and school principal.
 - Palmer Bus reserves the right to deny school bus 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).

School Board Policies

(To view any policy online; please see the school districts' home web page District Info > JCC Policies)

413 Harassment and Violence Policy

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence. B. It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of the school district to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence upon any pupil, teacher, administrator, or other school personnel.

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

501 Weapons Policy

I. PURPOSE

The purpose of this policy is to ensure 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.

514 – Bullying Prohibition Policy

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 an 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:
 - a. The developmental ages and maturity levels of the parties involved;
 - b. The levels of harm, surrounding circumstances, and nature of the behavior;
 - c. Past incidences or past or continuing patterns of behavior;
 - d. The relationship between the parties involved; and
 - e. The context in which the alleged incidents occurred.

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

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

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

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

522 – Student Sex Nondiscrimination - Title IX

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 the High School Activities Director 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.

524 Internet Acceptable Use and Safety Policy

I. 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.

II. 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.

526 – Hazing Prohibition

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- D. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- E. 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.
 - a. 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.
 - b. 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.
 - c. 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.
- F. 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.
- G. 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.
- H. 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.