

***JACKSON COUNTY CENTRAL  
HIGH SCHOOL  
STUDENT HANDBOOK  
2019-2020***



# HIGH SCHOOL STUDENT HANDBOOK

2019-2020

JACKSON COUNTY CENTRAL

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**JACKSON COUNTY CENTRAL HIGH SCHOOL  
STUDENT COUNCIL  
2019 – 2020**

**SENIOR CLASS OFFICERS**

President: Jordann Schneekloth

Vice-President: Jack Brinkman

Secretary: Haley Tvinnereim

Treasurer: Nathaniel Post

Class Representatives: Alexis Crees, Bea Guggisberg, Nicole Gustin, Logan Kooistra, Jocelyn Tillman

**JUNIOR CLASS OFFICERS**

President: Cole Christopher

Vice-President: Ellie Maschoff

Secretary: Trevin Ssali-Gaustad

Treasurer: Gavin Jacobsen

Class Representatives: Bryn Anderson, Grace Brinkman, Dayvon'te Gottsche

**SOPHOMORE CLASS OFFICERS**

Class Representatives: Kie Anderson, Olivia Anderson, Andrew Boyum, Macy Kolander, Taylor Post, Sadie Voss

**FRESHMAN CLASS OFFICERS**

Class Representatives: Maci Farmer, Brigan McCarthy, Braxton McCaslin, Allie Jo Pohlman, Morgan Preuss, Dylan Withers

**CLASS ADVISORS**

**Class Advisors may schedule class activities through the principal and the Student Council.**

**All events must be on the school calendar at least one (1) week in advance of the activity.**

GRADE 9: Kate Anderson, Laura Bidne, Tamie Egge, Dustin Pautsch,  
Betty Ringeisen, Barb Tvinnereim, Eric Tvinnereim.

GRADE 10: Paula Hakes, Blaise Jacobsen, Danny Kneeland, Robin Medill,  
Kerri Rose, Rhonda Schmidt, Tom Schuller.

GRADE 11: Kelly Benson, Alan Berndt-Dreyer, Brandon Fredrickson,  
Galen McCarthy, Jordana Runck, Rafiel York.

GRADE 12: Sue Buresch, Erica Colby, Nate Hanson, Emma Jirele, Lyn Meyer,  
Tracy Steiner, Jeff Voss.

**BOARD OF EDUCATION**

Brad Anderson, Rhonda Moore, Amy Voss, Jeff Johnson, Jody Thrush-Withers, Melonie Vancura, Eric Kruger

# JACKSON COUNTY CENTRAL HIGH SCHOOL

## RUGLAR CLASS SCHEDULE

Warning Bell	8:06
Period 1	8:10 – 9:01
Period 2	9:05 – 9:56
Period 3	10:00 – 10:51
Period 4	10:55 – 11:46
Period 5	11:50 – 12:42
Lunch	11:46 – 12:16
Lunch	12:42 – 1:12
Period 5	12:16 – 1:08
Period 6	1:12 – 2:04
Period 7	2:08 – 3:00

## WEDNESDAY CLASS SCHEDULE

Warning Bell	8:06
Period 1	8:10 – 8:53
Period 2	8:57 – 9:40
Period 3	9:44 - 10:27
Period 4	10:31 – 11:14
Period 5	11:18 – 12:01
Lunch	11:14 – 11:44
Lunch	12:01 – 12:31
Period 5	11:44 – 12:27
Period 6	12:31 – 1:14
Period 7	1:18 – 2:00

## SCHOOL CALENDAR

**BRD APPROVED: MARCH 25, 2019**

August 20-21, 2019	.....	New Teacher Training
August 26-29, 2019	.....	Teacher Workshop
September 2, 2019	.....	No School - Labor Day
September 3, 2019	.....	First Day of School 6-12
September 16, 2019	.....	MS Parent Academy – 4-7 pm
October 14, 2019	.....	Columbus Day
October 17-18, 2019	.....	No school – Fall Break
November 11, 2019	.....	Veteran’s Day
November 14, 2019	.....	MS/HS P/T Conf – 4-8pm
November 15, 2019	.....	No School –Joint Staff Development
November 21, 2019	.....	Elem - HS P/T Conf – 1-8 pm
November 25, 2019	.....	Elem P/T Conf -4-8pm
November 27-29	.....	No School – Thanksgiving Break
December 21-January 1	.....	No School – Winter Break
January 2, 2020	.....	School Resumes
January 17, 2020	.....	End Semester 1 (86 student days)
January 20, 2020	.....	No School – Staff Development
January 21, 2020	.....	Begin 2 <sup>nd</sup> Semester
January 27, 2020	.....	MS Parent Acad – 4-8pm
February 11, 2020	.....	P/T Conf – 4-8pm
February 13, 2020	.....	P/T Conf – 1-8pm
February 14, 2020	.....	No School – Staff Development
February 17, 2020	.....	No School – President’s Day
May 13, 2020	.....	No School – Staff Development
April 9-13, 2020	.....	No School – Spring Break
May 24, 2020	.....	HS Commencement
May 25, 2020	.....	No School – Memorial Day
May 29, 2020	.....	End Semester 2 (88 student days) Last day of school
June 1-2, 2020	.....	Staff Development Days

SNOW MAKE-UP DAYS: 5 Virtual Learning Days & June 1-12

<b>Semester 1</b>	<b>September 3 – January 17</b>	<b>86 days</b>	<b>Progress Report</b>	<b>November</b>
<b>Semester 2</b>	<b>January 21 – May 29</b>	<u><b>88 days</b></u>	<b>Progress Report</b>	<b>March</b>
		<b>174</b>	<b>Student Contact Days</b>	
		<u><b>10</b></u>	<b>Staff Development Days</b>	
		<b>184</b>	<b>Total day</b>	

**All Wednesdays September 4 – May 27 will be 2:00 pm early dismissals.**

## **DIST. 2895 FOOD SERVICE PROGRAM**

The JCC School District operates a closed campus, including lunch. No students are to leave the school premises at any point during the school day. The Jackson County Central Independent School District #2895 has computerized the Food Service Program. All students are strongly encouraged to maintain a positive balance at all times. If a negative balance occurs, this will be allowed for up to **three days**. All payments will be applied to negative balances first. To find out the status of your account balance at any time during the school year you may call the office or log onto the On-Line Parent Access through our school web page. If an unforeseen situation arises that makes payment difficult, please contact the school. School Board adopted on April 25, 2016.

### **High School Food Service Prices:**

Student Breakfast.....	\$ 1.65
Adult Breakfast.....	\$ 2.35
Extra Milk.....	\$ .50
Student Lunch .....	\$ 2.65
Student 2 <sup>nd</sup> Lunch.....	\$ 3.65
Adult Lunch.....	\$ 3.70

## **ACTIVITY FEES**

Each student will be charged an equipment fee for any sport or activity he/she is participating in. In order for a student to get the free/reduced rate, they must **submit an application that qualifies by OCTOBER 1, 2018. The family maximum fee is \$400.00.** The parent would also have to SIGN A WAIVER allowing the school to share the free/reduced information with the athletic department. The fees were adopted by the JCC Board of Education on 6/11/2018.

- **Varsity Football (Grades 9-12)      \$100.00 – F/R \$35.00**
- **Other Varsity Sports (9-12)        \$ 90.00 – F/R \$35.00**
- **7th & 8th Grade Sports                \$ 65.00 – F/R \$25.00**
- **Other Participation fees (7-12)      \$ 55.00 – F/R \$25.00**

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

1. Any 7th and 8th grade student out for varsity sports pays the varsity fee.
2. Fees will be waived in cases of undue hardship. The administration will determine each case.
3. No family with more than one child participating in the athletic program in the school district shall be required to pay more than **\$400.00** in any one school year.
4. **The fee must be paid prior to participation in a practice or contest.**
5. Fees can be paid in the athletic office.

### **Refunds**

1. When injury or illness prevents continuation in the sport, a refund will be made (provided the injury or illness is substantiated by a physician's statement) up until the time of the first contest or public appearance.
2. When a student transfer is made out of Ind. School District #2895 a refund will be made up until the first contest or public appearance.
3. Cut from squad by coach - a refund will be made up until the time of the first contest or public appearance.
4. Refunds will be based on parent/guardian completion of the free and reduced application.

## **ATHLETIC EVENT RATES**

<b>Adults (single event)</b>	<b>\$ 7.00</b>
<b>Students (single event) (K-12)</b>	<b>\$ 5.00</b>
<b>College Students (with I.D.)(Single event)</b>	<b>\$ 5.00</b>
<b>Student Yearly Pass</b>	<b>\$50.00</b>
<b>Adult Yearly Pass</b>	<b>\$80.00</b>

These rates may be increased as deemed necessary by the Board of Education.

## **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.

## **OUT OF TOWN FUNCTIONS**

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

## SCHEDULING OF SCHOOL EVENTS

1. All activities in/on Senior High School facilities must be scheduled through the advisors of these activities, the high school 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.

## MN STATE HIGH SCHOOL LEAGUE RULES

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

### A. Philosophy and Purpose

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

- B. During the school year, regardless of the quantity, a student shall not: (1) possession or use a beverage containing alcohol; (2) possession or use tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance.
- 1) The bylaw applies to the 12-month calendar year.
  - 2) It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

### C. Penalties for Athletic Activities

#### Category I

Football, Basketball, Baseball, Cross Country, Gymnastics, Golf, Volleyball, Wrestling, Cheerleading, Softball, Track

#### 1. First Violation

Penalty: After confirmation of the first violation, the student shall lose eligibility for the next (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

#### 2. Second Violation

Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

#### 3. Third and Subsequent Violations

Penalty: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

4. **Accumulative Penalties:** Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.
5. **Denial Disqualification:** A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule is allowed to participate and then is subsequently found guilty of the violation.

### D. Penalties for Activities in Category II

#### **Category II:**

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

1. After confirmation of a violation, the student shall lose eligibility to participate in all Category II Activities for a period of three (3) consecutive weeks without consideration to the number of activities which are missed.
2. If, during this three (3) week period, the student is not involved in any Category II activity, the penalty will be to forfeit the first contest of any future activity.

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

The various activities programs at JCC High School are designed to supplement our classroom offerings. Thus, students are encouraged to participate in one or more of the many sports, fine arts or music activities as a means of developing their skills in areas of special interest. The staff, administration and school board feel strongly that an individual student must maintain certain academic standards in order to participate in the activities offered by the school. They must be successful in the classroom as well as in the activity if a whole scale benefit can be achieved.

While it is a goal of the school to provide opportunities for all Jackson County Central High School students, it must be remembered that these activity opportunities are special privileges which are not required by law and exist only as a result of the concern and generosity of the school district. Students in these activities often represent the school at community, area and state competitions. Many activities require that the students be given special benefits and personal responsibilities; therefore, a special relationship of trust must exist between the student and the school. Subsequently, the high school places eligibility requirements on participation in extra-curricular activities sponsored by JCC High School.

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

**APPEAL PROCESS**

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

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

**GRADING STANDARD**

Jackson County Central High School has a high commitment to the quality of the course content and student progress within the classroom itself. We believe that all students should have the opportunity to experience a rigorous program to achieve success and be challenged in their academic efforts toward their classroom developing a level of readiness for college. One of our goals is to see that every student will graduate with the understanding necessary to enter post-secondary education without remediation. We believe that as a student progresses through high school, the student will experience a grading standard of high school courses which is in alignment with post-secondary expectations.

We believe that this alignment will prepare students for college success when entering the post-secondary settings developing a high understanding of college expectations. The depth of student growth is aligned with the expectations of college instructors to think critically, develop and support arguments, interpret results, solve complex problems and generally think deeply about what is being taught. This requires the student to move at a faster pace, be self-reliant, and know when and where to ask for help.

The teachers will establish a grading scheme within their courses to achieve these expectations. This plan will include the value and weight given to all areas of the classroom setting including assessments, daily work, classroom participation, timelines of projects and presentations. The teacher will also establish a criteria for acceptance of late work and missing or unfinished assignments. Attendance may be considered as a grading factor in the classroom as well.

The conditions of the classroom expectations and grading lay in the discretion of the classroom teacher. The components of the class will be developed in the course syllabus and provided to the students at the beginning of the term.

**GRADUATION REQUIREMENTS**

To graduate from JCC High School, students in grades 9-12 must earn a minimum of forty-eight (48) credits. A breakdown of the graduation credit and prescribed course requirements is as follows:

**Graduation Credit Requirements credits**

The conditions of the classroom expectations and grading lay in the discretion of the classroom teacher. The components of the class will be developed in the course syllabus and provided to the students at the beginning of the term.

English	8	Phy Ed / Health	4
Mathematics	6	Fine Arts	2
Science	6	Electives	14
Social Studies	8		
Economics	1	Ag Econ will also be considered a Social Credit	

**COMMENCEMENT/graduation**

1. Students receiving a High School Diploma or Certificate of Attendance will be invited to participate in graduation ceremonies.
2. Honor students will receive special recognition during commencement exercises.
3. Honors recognition (cumulative GPA of 3.400 to 3.666, high honors recognition (cumulative GPA of 3.667 to 4.000)
4. Planning of commencement exercises will be the responsibility of the school.
5. The Jackson County Central Public Schools Board of Education, together with the Superintendent of Schools and High School Principal, reserves the right to deny students commencement participation rights if deemed necessary and appropriate.
6. Students not completing the prescribed requirements will not be allowed to participate in commencement.

**CREDITS AND GRADE POINT AVERAGE (G.P.A.)**

Credits at Jackson County Central Senior High School are counted toward graduation and grade point average (G.P.A.) toward class rank. The G.P.A., for honor roll purposes, is figured as follows:

A.....	4.000	C.....	2.000
A-.....	3.667	C-.....	1.667
B+.....	3.333	D+.....	1.333
B.....	3.000	D.....	1.000
B-.....	2.667	D-.....	.667
C+.....	2.333	F and all other grades ..	0

Students who receive a grade less than a C- will not be on the quarterly honor roll.

All students who take PSEO classes along with high school classes have an obligation to their high school classes first.

## HONOR ROLL

Following the end of each semester, the A and B honor rolls will be published in the Jackson County Pilot and the Lakefield Standard.

1. A student needs a 3.000 to make the "B" Honor Roll and a 3.667 to make the "A" Honor Roll.
2. No students receiving a grade of D or F will be allowed on the honor roll.
3. College level courses taken through PSEO do not apply toward the high school honor roll.
4. Class rank is determined by the cumulative G.P.A.
5. A student's G.P.A. determines whether or not a student will be considered an Honor Student during commencement exercises.
6. Honor student class rank determination will be made following the final semester of grade 12.
7. Student assistants do not receive a grade.

## DROP/ADD COURSE

Students may drop a course or add a course during the first week of the semester only. After the first week, a student must obtain the instructor's permission before a course will be dropped or added.

## INCOMPLETES, WITHDRAWALS AND FAILURES

### Incompletes:

1. 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.
2. 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".
3. Incomplete grades, when changed to a final grade, will affect student's GPA and eligibility.

### Withdrawals:

1. Students may drop a class during the **first week** of the semester if sufficient grounds are given for a class change.
2. Any student dropping a semester course will be given an "F" unless the teacher involved initiates the change and agrees that it is in the best interest of the student to make a class change.

### Failures:

1. Any student who fails a semester or year long required class must make up the class as soon as possible. Under normal circumstances, the student will re-take the class the following year.

## PLAGIARISM AND CHEATING

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 assignments plagiarized.
3. Students will be referred to the Principal for further disciplinary action.

## REPORT CARD INFORMATION

All report cards will be available on the Parent On-Line Access. They can be mailed upon request.

## ON LINE PARENT ACCESS

On-Line Parent Access is available to all parents of High School students. Current grade progress, lunch account information, attendance, and direct e-mail to staff members is all accessible. You can access this at [www.jccschools.com](http://www.jccschools.com). Click on "Parent Portal". 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 e-mail when the account is setup to verify the information.

## WWW.JCCSCHOOLS.COM WEB PAGE

Please select "FOR PARENTS" on our school webpage for very valuable information.

**HELPFUL DOCUMENTS** – Parent Schoology Tutorial Video & School View Parent Instructions

**TESTING INFORMATION** – MN Department of Education - Parent / Guardian Guide and Refusal for Student Participation in Statewide Testing

**VIRTUAL SCHOOL DAYS** - If a Virtual School Day occurs, students will log in to their Schoology account and complete the learning tasks assigned by their teachers for each of their classes. JCC Middle/High school teachers will have the day's plans posted on their Schoology accounts by 10:00 am on the Virtual School Day. Teachers will be available for questions and discussion via Schoology and school email throughout the day. For students who don't have internet access on inclement weather days, their teacher will provide resources for them when they return to regular classes. All students will have two school days plus the snow day to complete the Virtual School Day assignments. Any uncompleted assignments will result in an unexcused absence and/or loss of credit.



# ATTENDANCE

It is the responsibility of the **PARENT TO CALL THE HIGH SCHOOL OFFICE (847-5310 or toll free 1-888-847-5310) PRIOR to the absence** explaining why the student is/will be absent. **Written notes will not be accepted.**

## I. Purpose

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

## II General Statement of Policy and responsibilities

### a. Student's Responsibility

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

### b. Parent or Guardian's Responsibility

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

### c. Teacher's Responsibility

- i. It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

### d. Administrator's Responsibility

- i. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to 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. Finally, it is the administrator's responsibility to 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.
- ii. In accordance with the regulations of 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, unless the student has completed the studies ordinarily required in the tenth grade and has elected not to enroll or has a valid excuse for absence.

## III. Loss of Credit

After the **fifth accumulated absence** the student's parent/guardian will be notified that further absences not approved by the administration may result in loss of credit. When a student exceeds **ten accumulated absences** (not approved by the administrator) in a Semester he/she will not receive academic credit in the missed class or classes. No loss of credit shall be imposed without the opportunity for an appeals hearing.

A student may appeal the final grade of "no credit" or "F" due to more than ten absences by submitting a **written appeal to the principal within five school days** of notification that loss of credit proceedings has begun. Failure to request an appeal will constitute a waiver of an appeals hearing.

- i. Written notice of intent to take action will be mailed to the student and parent/guardian. Failure to respond to the notification will constitute a waiver of the appeals process. An appeals hearing will not occur and the student will lose credit. If a student has earned a passing grade but loses credit due to attendance, the student's GPA will not be impacted. If a student is failing the class at the time, a grade of "F" will be entered on the transcript.
- ii. If the student and/or parent/guardian choose to continue the appeals process, the school will provide facts, a list of witnesses and a description of their testimony, and the date, time and place of the hearing.
- iii. The appeals hearings are held within five days of the completion of the term unless an extension, not to exceed five days, is requested for good cause by the school district, pupil, parent or guardian.
- iv. The appeals committee will be responsible for addressing all appeals. Appeals hearings will follow normal due process procedures. Committee members will be the Principal, Counselor, Attendance Secretary, and Classroom Teachers.

## IV. Attendance Procedures

- a. **It is the responsibility of the parent to CALL THE HIGH SCHOOL OFFICE (847-5310 or toll free 1-888-847-5310) PRIOR to the absence** explaining why the student is/will be absent. **Written notes will not be accepted.**
- b. **Signing in and out:** Students must have permission from a parent/guardian and a school official before leaving school during school hours. Students who need to leave the school for any length of time during a school day must report to the office before leaving and sign out. They also must report to the office and sign in when they return. Absences of students who fail to sign out/in will be considered unexcused.
- c. **Excused Absences.** The following reasons shall be sufficient to constitute excused absences:
  - i. Illness.
  - ii. Serious illness in the student's immediate family.
  - iii. A death in the student's immediate family or of a close friend or relative.
  - iv. Medical or dental treatment.
  - v. Court appearances occasioned by family or personal action.
  - vi. Religious instruction not to exceed three hours in any week.
  - vii. Physical emergency conditions such as fire, flood, storm, etc.
  - viii. Official school field trip or other school-sponsored outing.
  - ix. Removal of student pursuant to suspension. Suspensions are handled as excused absences. Students will be permitted to complete make-up work.

- x. Absences resulting from official suspension will be in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56.
  - xi. Days during which a student is suspended from school shall not be counted in a student's total cumulated absences.
- d. **Consequences of Excused Absences**
- i. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
  - ii. **Work missed because of absence must be made up within 1 day** from the date of the students' return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.
  - iii. **If the students' ABSENCE IS UNEXCUSED from school, the student will have two (2) school days to have the absence cleared as excused. After two days, they will be counted as unexcused. Students and parents will be notified that the absence was unexcused.**
- e. **UNEXCUSED ABSENCES:** The following are examples of absences which **will not be excused** except by advance approval by administration:
- i. **Truancy.....**An absence by a student which was not approved by the parent and/or the school district.
  - ii. **Any absence in which the student failed to comply** with any reporting requirements of the school district's attendance procedures.
  - iii. **Missing more than 15 minutes** of any one class without approval.
  - vi. **Work at home.** (Except, by advance approval of school)
  - v. **Work at a business.** (Except by advance approval of school)
  - vi. **Vacations with family.** (Except by advance approval of school)
  - vii. **Personal trips to schools or colleges.** (Except by advance approval of school)
  - viii. **Tanning** (except by advance approval of school)
  - ix. **Haircuts** (except by advance approval of school)
- f. **Consequences of Unexcused Absences**
- iii. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes for truancy.
  - iv. Students will not make-up work for credit due to unexcused absence. The teacher may require the student to make-up missed assignments.
  - v. Students will be assigned detention or other administrative consequences for unexcused absences which may include in- or out-of-school suspension.
- g. **Tardiness.** Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. Students are allowed 4 minutes passing time between classes.
- 1. Students tardy at the start of school must report to the school office for an admission slip.
  - 2. Students who are more than 15 minutes late to a class will be marked absent, not tardy. This absence WILL count toward the Maximum Absence Rule.
  - 3. **Students who are unexcused tardy more than six times per mid semester and semester will be assigned with one detention each time they are tardy after the sixth unexcused tardy. This detention will be served during student lunch time.**

**V. Participation in Extracurricular Activities.**

- a. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day.
- b. School initiated absences will be accepted and participation permitted.
- c. **A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.**
- d. **If a student is suspended from any class, he or she may not participate in any activity or program that day.**
- e. If a student is absent from school due to medical reasons, other than illness, he or she must present a physician's statement. The note must be presented to the school office before the student participates in the activity or program.
- f. In order to attend, practice and/or participate in any school activity after school hours. **In order for a student to participate in practice they must be PRESENT for periods 4-7. In order for a student to participate in any game or activity, a student must be PRESENT for periods 1-7.** Students returning from late games and activities are expected to be in school the following day.

**VI. 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 three 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.

c. **Habitual Truant**

- i. An habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
- ii. 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.

## **CLOSED CAMPUS**

**JCC High School is administered as a closed campus.** That means students shall remain on school premises from the time they first arrive at school at the start of their school day, including the noon period, until they are dismissed at the close of the school day. During this time **no student shall leave the school** without written authorization from his/her school principal or designee. Students are not to be in their cars during the school day. A student who violates this policy shall be subject to the provisions of the school's discipline policy. Violations will fall into disciplinary policies for unexcused absence.

## **COLLEGE VISITS**

Seniors planning to use a college visit day should **schedule this through the counseling office**. This should be done no later than one day in advance of the intended visit. College visits may be considered unexcused if the proper procedures are not followed. Parents are to call the high school main office to report this absence from school.

## **FIELD TRIPS/ACTIVITIES**

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

## **BEHAVIOR AND EXPECTATIONS**

Students are expected to demonstrate appropriate behavior in the school, in the classroom and at all school activities. Good behavior is necessary to provide an environment that is pleasant for education and healthy for learning.

The following expectations will help to insure 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 material with you.
3. Be attentive and participate in class and make a successful effort.
4. Show respect for teachers, other students, and property of school and others. Do not use offensive language to staff members or other students.
5. Follow directions of teachers and others.
6. Take care of school property and help keep the school clean and neat.
7. Be a good role model for each other.
8. Take pride in yourself, your school, and your education.
9. Students are not to wear hats, caps or hoods during school hours.
10. Backpacks will not be allowed in classrooms or in the lunch room between the cafeteria doors.

Students who demonstrate behavior that is inappropriate and disturbs the education process will be referred for disciplinary action.

The student behavior policies are guides to appropriate conduct acceptable for students of JCC High School. Consequences for violations of these policies may include a notice to the parents. The principal may impose or recommend longer suspensions, expulsion, or any other disciplines as appropriate on a case by case basis. Detention should be served with the staff member who has assigned it. A teacher will be in attendance to supervise students at all times. Students will be productively involved during detention, reading library materials or doing homework. There will be no socializing or sleeping during detention. If the detention is not completed with the teacher, the incident will be considered insubordination. Detention assigned by the principal must be served after school by the end of the week it has been assigned. Failure to meet this obligation will result in suspension. When corrective action taken by the teacher has failed or the rule infraction is of a serious nature, the incident shall be referred to a principal for investigation and action. The severity of the consequences applied by the principal will depend on two factors:

1. Previous disciplinary record of the student.
2. The seriousness of the offense.

A conference will take place and a behavior contract may be used. The following consequences may be imposed on the student based upon the incident and parent notification may take place. Disciplinary action may include, but is not limited to, one or more of the following:

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

## BEHAVIOR - SOCIAL

Students are asked to demonstrate appropriate social behavior during school and related activities. This is appropriate behavior and actions which are acceptable to the general public and are not disruptive or harassing. Warnings will be issued to students whose actions fall into this area.

## BEHAVIOR - STUDENT

Students are not permitted to engage in the following activities. The consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, or at a school or district activity.

**CONSEQUENCES:** The definitions below define unacceptable student behavior. The consequences for the violation may include a student conference and parent notification, and may include, but are not limited to parent conference, restitution, and detention and out-of-school suspension. "Suspension" is defined as out-of-school suspension—action taken by the school administration to prohibit a student from attending school for not more than ten school days. "Expulsion" is action taken by the Board of Education to prohibit a student from further school attendance up to twelve months. The principal may impose or recommend longer suspensions, expulsion, or any other disciplines as appropriate on a case by case basis. This specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. The school district reserves the right to notify Law Enforcement if deemed necessary.

- 1. Abuse, Verbal**—Arousing alarm in others through the use of language that is discriminatory, abusive, obscene or threatening or failing to identify oneself toward a staff member or student.
- 2. Alcohol or Chemicals, Possession or Use**— Possessing or using any narcotic or controlled substance where possession or use is prohibited by Minnesota or federal law. If there is reasonable suspicion for consumption of drugs and/or alcohol, a student may be requested to participate in a urinalysis. Law Enforcement may be notified.
- 3. Ammunition, Possession**— Possession of bullets or other projectiles designed to be used in a weapon. Law Enforcement may be notified.
- 4. Assault, Physical**—Acting with intent to cause fear in another person or immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person. Law Enforcement may be notified.
- 5. Assault, Verbal**—Verbal confrontation with a student or staff member which is 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 a building or vehicle without consent and committing a crime. Law Enforcement may be notified.
- 7. Bomb Threat**—Willful intent to arouse suspicion that a bomb is in or on school property. Law Enforcement may be contacted. (506 VIA 17)
- 8. Chemicals, Possession With Intent to Distribute or Sell**— Selling or distributing or intending to sell or distribute any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law. Law Enforcement may be notified.
- 9. Dress and grooming**—Clothing may not include words or visuals which are obscene, abusive or discriminatory, or which advertise narcotics or dangerous drugs. This also includes any gang related clothing, articles, emblems and clothing symbols.
- 10. Driving - Careless or Reckless**—driving on school property in such a manner as to endanger persons or property. The consequences may include the revocation of parking on school property. Law Enforcement may be notified.
- 11. Fighting**—Mutual combat (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbal and/or physical action. Law Enforcement may be notified.
- 12. Fire Alarm, False**—Intentionally giving a false alarm of a fire, or tampering or interfering 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**—Participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their racial, cultural or religious background, their sex or/and disabilities they may have. Law Enforcement may be notified.
- 15. Insubordination**—Willful refusal to follow an appropriate direction or order given by a staff member.
- 16. Theft, or knowingly Receiving or Possessing Stolen Property**—Unauthorized taking of the property of another person, or receiving or possessing such property. Law Enforcement may be notified.
- 17. Tobacco**—Possessing or using tobacco 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. Law Enforcement may be notified.
- 18. Vehicle, Unauthorized Use**—Occupying or using vehicles during school hours without parental permission and school authorization. The consequences may include the revocation of parking on school property. Law Enforcement may be notified.
- 19. Weapon or Look-alike Weapon, Possession**—Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like a device or instrument capable of producing severe bodily harm; or any other device, instrument or substance, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm. Law Enforcement may be notified.
- 20. Willful damage of Property (Vandalism)**—Defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members or to other individuals while the students is on school property, at a school activity, in a district vehicle or under the supervision of school staff. Law Enforcement may be notified if damage is in excess of \$50.
- 21. Misuse of Technology**—Tampering with hardware or software or inappropriate use of available data in a school setting including the inappropriate use of the Internet access. Law Enforcement may be notified.
- 22. Pictures/Video** – The taking of pictures/videos without the knowledge of the parties involved. Taking pictures/video in bathrooms and locker rooms is prohibited by MN State Law. Law Enforcement may be notified.

## DRESS AND GROOMING GUIDELINES

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

The following guidelines apply:

1. Clothing must not be hazardous to health or safety.
2. Clothing must be decent by reasonable standards.
3. Appearance must not be disruptive to the normal operation of a classroom.
4. Clothing or shoes must not be such as to cause damage to school property.
5. Students are allowed to wear shorts in school. The length of the shorts should be consistent with good taste and proper judgment.
6. Immodest clothing (ie. Bare midriffs, muscle tees, exposed undergarment.)
7. Buttons or insignia on clothing may not be worn which displays obscenity, advertises alcohol, drugs or smoking, or promotes its use.
8. Hats, caps or hoods are **not to be worn in the school building during the school day.**
9. Any clothing with derogatory, offensive, or suggestive pictures or slogans is not allowed.

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

## IN-SCHOOL SUSPENSION RULES

These rules apply to all students who are sent to the office by their own choice or by teacher choice.

1. No eating or drinking of food or beverage
2. Quietness - no talking will prevail. Students serving in-school suspension are to complete assignments and keep up with their class work. Class work must be completed on the day of return to class(es). Failure to make up the work may result in the lowering of the final grade.
3. Access to computers, A-V equipment, and reading material will not be allowed unless required as part of an assignment.
4. Radios, tape players, cell phones, i-pods, i-pads etc. are not permissible.
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. Failure to adhere to these rules will result in additional disciplinary action.

This applies to students who choose not to be in class or are sent to the office out of class

## SUSPENSION/READMISSION PLANS

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.

## 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 administration. Please contact the High School office concerning any question.

## FAMILY RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act requires school districts to notify parents/guardians and students that certain information from student records will be released and made public without written consent of the parents or students 18 years of age or older. This information is called "directory information." **Directory information includes: Name, address, telephone, date and place of birth, major field of study, participation in officially organized activities and sports, weight, height of athletic team members, dates of attendance, degrees and awards received, previous school attended, and photos for school-approved publications, newspapers or district web site.** 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, media including 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 Lock Downs during the school year.

**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 in a false fire alarm will be subject to prosecution by the State Fire Marshal, as well as subject to disciplinary action in accordance with the school discipline policy.

**Tornado Drills** will be held in the spring of the year. All students and staff are to report to the lower level storage area on the west end of the commons area.

**Mock Active Shooter Drills** will be performed at least five (5) times a school year.

## **HALLWAY PASSES**

Students are expected to be in the classroom unless excused by the instructor. Any student in the hallway during assigned classroom hours must have a "student pass" from a teacher.

## **IMMUNIZATION REQUIREMENTS**

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

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

### **STUDENT IMMUNIZATION REQUIREMENTS:**

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

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

## **OVER THE COUNTER MEDICATIONS**

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 states they will carry medication in the original bottle, they won't share, and they will let the office know if they are feeling worse. Further details of this school board policy can be found in policy # 516.

## **LOCKERS**

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. During the course of the school year, a canine unit may be requested to search the school property including lockers, storage areas, and parking lot without advanced notification.

## **LOST OR DESTROYED BOOKS/MATERIALS**

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

## **ONE TO ONE DEVICES EXPECTATIONS**

1. It is the student's responsibility to make sure that they come to class with a fully charged device.
2. If the student does not come to class with a charged one to one device it may result in losing credit for the assignment.

## **ELECTRONIC DEVICES OR OBJECTS**

1. The school is not liable for the loss or destruction of these items. No electronic devices with picture/camera capability are allowed in locker rooms.
2. Electronic devices are allowed before school, during lunch and after school. Each teacher will determine the acceptable use of electronic devices for their classroom. If a teacher determines that a student has violated their classroom acceptable use, the teacher will collect the device and determine the consequence.
3. All electronic devices brought to the main office will be recorded. On the first offense, students can pick their item up at the end of the school day. All following offenses students will pay a fine of \$5 to retrieve their item. This fine would be in place for each offense after the first one.

## **PROM**

The following rules apply with regards to who may attend prom:

1. Students that are 9<sup>th</sup> grade and younger may not attend
2. 10<sup>th</sup> grade students may attend if they are asked by a Junior or Senior
3. Prom guests must be a minimum of a 10<sup>th</sup> grader in high school and no older than the age of 20 unless otherwise approved by the High School Principal.
4. Out of school guests must complete the JCC High School Prom guest registration process prior to the dance.

## 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
3. 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.

## SCHOOL BUS DISCIPLINE POLICY

### PALMER SCHOOL BUS DISCIPLINE POLICY

Students are expected to be responsible for behavior on the bus. Misbehavior could result in the bus driver being distracted, and 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 bus, lighting matches or lighter Assault, harassment, failure to remain seated, disobedience to driver, littering, throwing objects on bus, unacceptable language, vandalism, excessive mischief, fighting, 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, student, school administration, and parent/guardian. The above behaviors will not be permitted on the bus.

#### Palmer Bus Service School Bus Rules

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

#### Discipline Procedures

First Offense - Verbal warning, call to parent and school principal.

Second offense - student will be placed in front seat for 2 weeks, call to parent and school principal.

Third offense - student will be denied transportation for 5-10 days depending on severity of offense), call to parents and school principal.

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

#### **PLEASE CONTACT PALMER BUS; JACKSON WITH QUESTIONS; 507-849-7117**

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**PLEASE CONTACT PALMER BUS: JACKSON WITH QUESTIONS: 507-849-7117**

## **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. We will also use the Instant Alert Message Service.
  - KKOJ – 1190 AM Jackson
  - Extreme Country - (105.7 FM) - Jackson
  - WCCO-TV - Twin Cities
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. Exception must be cleared through the superintendent

The JCC District Office currently operates a Twitter account ( @JCCschool2895), Facebook Page (@JCChuskies2895), and an Instagram Page (<https://www.instagram.com/jacksoncountycentral/>). We will update our accounts with the latest notices and activities.

## **SCHOOL RECORDS**

You and your parents/guardians have the right to know what your school records contain about you. You and your parents/guardians have the right to know who has access to these records and why. Your records will not be disclosed to people outside of the school without you or your parents/guardians knowledge and permission, except by court order.

## **STUDY HALL GUIDELINES**

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

## **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.

"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.

## **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 is 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.



## **VISITORS**

All visitors are to report directly to the High 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 day before** the friend may visit. You may not bring a visitor the week before a break or during the last week of school.

## **413 – HARASSMENT AND VIOLENCE POLICY**

(To view the entire policy on line; please see the school districts' home web page/District Info/JCC Policies  
[http://jccschools.ss5.sharpschool.com/district\\_info/j\\_c\\_policies](http://jccschools.ss5.sharpschool.com/district_info/j_c_policies))

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

(To view the entire policy on line; please see the school districts' home web page/District Info/JCC Policies  
[http://jccschools.ss5.sharpschool.com/district\\_info/j\\_c\\_policies](http://jccschools.ss5.sharpschool.com/district_info/j_c_policies))

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

## **514 – BULLYING PROHIBITION POLICY**

(To view the entire policy on line; please see the school districts' home web page/District Info/JCC Policies  
[http://jccschools.ss5.sharpschool.com/district\\_info/j\\_c\\_policies](http://jccschools.ss5.sharpschool.com/district_info/j_c_policies))

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

(To view the entire policy on line; please see the school districts' home web page/District Info/JCC Policies  
[http://jccschools.ss5.sharpschool.com/district\\_info/j\\_c\\_policies](http://jccschools.ss5.sharpschool.com/district_info/j_c_policies))

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

## **526 – HAZING PROHIBITION**

(To view the entire policy on line; please see the school districts' home web page/District Info/JCC Policies  
[http://jccschools.ss5.sharpschool.com/district\\_info/j\\_c\\_policies](http://jccschools.ss5.sharpschool.com/district_info/j_c_policies))

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

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

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

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

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

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

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

