

SCHOOL HOURS

School hours are 8:25 a.m. – 2:56 p.m. Teachers are on duty from 7:45 a.m. - 3:45 p.m. Students are supervised from 8:00 a.m. to 2:56 p.m. **Students are to report to one of the following areas when arriving at school in the mornings: Auditorium, cafeteria, or the library.** Students are not allowed to be in the building after 3:00 p.m. without supervision. Office hours are from 7:30 a.m. - 3:45 p.m. August 1 through mid-June. There is no office staff on duty from mid-June to August 1.

STUDENT INSURANCE

The Jackson County Central School District does not provide any type of health or accident insurance for injuries incurred by your child at school.

Since children are particularly susceptible to injuries, we encourage you to review your present health and accident insurance program to determine if your coverage is adequate. If you do not feel your insurance is adequate because of a deductible or co-insurance clause, or if you do not have insurance, we encourage you to review the student insurance program.

This plan will provide benefits for medical expenses incurred because of an accident. An explanation of the cost and benefits is available in the middle school office.

MEDICATION

Students that take prescription medication or over the counter medications during school hours, are required to provide written authorization and instructions by a parent/guardian to the office. All medications are required to be left with office personnel. **ALL PRESCRIPTION MEDICATIONS NOT PROPERLY IDENTIFIED/LABELED WILL BE RETURNED HOME FOR PROPER IDENTIFICATION & LABELING.**

STUDENT ACTIVITY FEES

Each student will be charged an equipment fee for any sport or activity he/she is participating in. The fees apply to all 7th-12th grade students.

- (1) Varsity Football (Grades 9-12) - \$50 (2) Other Varsity Sports (9-12) - \$40
(3) All 7th and 8th Grade Sports - \$30 (4) Other Activity Fees - \$20 (5) Maximum Family - \$105
- A. Any 7th and 8th grade student out for varsity sports pays the varsity fee.
B. Fees will be waived in cases of undue hardship. The administration will determine hardship in each case.
C. No family with more than one child participating in the athletic program in the school district shall be required to pay more than \$95.00 in any one school year.
D. The fee must be paid prior to participation in a practice or contest.
E. Fees will be paid to coaches of that sport. Anyone paying in cash should request a receipt.

Refunds

- A. When injury or illness prevents continuation in the sport, a refund will be made (provided the injury or illness is substantiated by a physician's statement up until the time of the first contest or public appearance.
B. When a transfer is made out of Ind. School District #2862 a refund will be made up until the first contest or public appearance.
C. Cut from squad by coach - a refund will be made up until the time of the first contest or public appearance.

ATHLETIC EVENT TICKET PRICES

Adults	\$ 5.00	Adult Yearly Pass	\$50.00
Students/College Students (w/i.d.)	\$ 3.00	Student Yearly Pass	\$30.00

FOOD SERVICE PROGRAM

The Jackson County Central Independent School District #2895 has computerized the Food Service Program. Each student will be issued a permanent lunch ticket with a bar code printed on it. These permanent lunch tickets are laminated and should last the entire year. If a student loses his permanent ticket, a new one will be issued at a cost of \$2.00. Each student's bar code is scanned each time he/she chooses to participate in the lunch program. The cost of the purchase is then charged to the family's account. There are separate accounts for each building in the district, requiring separate payments to each building. Students cannot borrow bar codes from each other.

All students are encouraged to maintain a positive balance at all times. However, a negative balance will be allowed for up to three days. All payments will be applied to negative balances first. To find out the status of your account balance at any time during the school year you may:

1. Send a note with your child;
2. Call the school and leave a message, and we will return your call; or
3. Have your child ask the computer operator during lunch. If an unforeseen situation arises that makes payment difficult, please contact the school so something can be worked out.

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

Your child will receive he/her permanent ticket when he/she pays his/her class fees.

FOOD, BEVERAGES, CANDY

Pop, snacks and juice will be available until 9:00 a.m. and after 2:45 pm. Candy, snacks, pop, or other consumable items are not allowed during the school day. No candy, pop, or other snacks may be brought into the building or stored in lockers for consumption during the school day. School employees will have the authority to confiscate such items.

Exceptions:

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

REPORT CARD INFORMATION

Report cards and mid-term reports are computer generated and distributed four times each school year.

ACADEMIC CODE FOR STUDENTS INVOLVED IN EXTRA-CURRICULAR ACTIVITIES

The various activities programs at JCC Middle 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 Middle 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 Middle School.

- 1) Students will be expected to maintain an acceptable grade point average per quarter and be free from any failing marks posted during any grading period.
- 2) At the end of each quarter all students in the middle and high school must have a quarterly grade point average of 2.0 or higher to be eligible to participate in extra curricular activities.
- 3) At the end of each quarter all students in the middle and high school must not have received a failing grade in any class to remain eligible for participation in extra curricular activities.
- 4) Any student who falls into either category 2 or 3 above will become academically ineligible to participate in extra curricular activities.

CONSEQUENCES

- A) When a student becomes academically ineligible, that student will not participate in games or activities until the eligibility date of the following quarter. At this time the student's progress will be measured to determine academic progress and eligibility. During the time of ineligibility, the student would be expected to continue to attend all practice sessions as established by the coach or advisor. To restore eligibility, student must get the appropriate form from the Middle School office, fill it out and return it to the office.
- B) The extra curricular activities which will be subject to academic eligibility are:
All athletic events, Knowledge Bowl, FFA, Math League, FLA, Musical, Cheerleading, One-Act-Play, Choral/Swing Choir, Pep Band, Competitive Speech, Student Council, Fall Play, FCA, Dance line, Jazz Band.
- C) This policy is for students in grades 6-12 and will include the fourth quarter grading period and eligibility to participate in the fall of the following school year. After the two week period is up or on or soon thereafter the eligibility dates set by the district, a student may request a Progress Report from the principal, and the student is responsible for having each teacher sign off that he/she is passing his/her class. It needs to be brought back to the principal at which time it will be reviewed and decided whether or not the student will become eligible again. If he/she is failing **ANY** class at the time of the progress report request, he/she will be ineligible for the **entire quarter**. Eligibility reporting dates, for the remainder of the year are:

Eligibility Dates 2005-2006 School Year:

from previous year	Sept 1
end of quarter 1	Nov 3
end of quarter 2	Jan 13
end of quarter 3	March 17
end of quarter 4	as established by School Dist. 2006-07 school year

Appeal Process Any student who feels that there are mitigating circumstances which contributed to his/her receiving an F 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 middle 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

HONOR ROLL

Following the end of each quarter, the honor roll will be published in the Jackson County Pilot and Lakefield Standard.

1. A student needs a 3.00 to make the Honor Roll.
2. No students receiving a grade of D or F will be allowed on the honor roll.

INCOMPLETES, CHEATING, PLAGIARISM, UNPREPAREDNESS

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.

Cheating:

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

Plagiarism:

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

Continuously Unprepared:

The classroom teacher will send home a note when a student is unprepared for class three times per term. If all efforts by the teacher are unsuccessful, a team meeting will be held.

VISITORS

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

TRESPASSING

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

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

LOST OR DESTROYED BOOKS / MATERIALS

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

Students will be required to pay replacement costs for lost or damaged school property. Report cards will be held at the end of the school year until all fees/fines have been paid.

NUISANCE DEVICES OR OBJECTS

Possession of nuisance devices or objects which cause distractions including, but not limited to pagers, radios, pen lights, and cell phones are prohibited for use by students during school. Students who wish to bring them to school may leave them in the school office. Continued failure to follow this directive will be considered an insubordinate act and be referred for disciplinary action. The school is not responsible for lost or stolen items.

TOBACCO USE / POSSESSION

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

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

C. Penalties for Athletic Activities

Category I

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

1. First Violation

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

2. Second Violation

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

3. Third and Subsequent Violations

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

4. Penalties shall be accumulative beginning with and throughout the student's participation on a varsity, junior varsity, or sophomore team or activity.

5. A student shall be disqualified from all interscholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule and allowed to participate and then is subsequently found guilty of the violation.

D. Penalties for Activities in Category II

Category II:

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

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

2. Second Violation Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

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

4. Penalties shall be accumulative beginning with and throughout the student's participation on a varsity, junior varsity, or sophomore team or activity.

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

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.

DRIVING/TRANSPORTATION OF STUDENTS BETWEEN SCHOOLS DURING THE SCHOOL DAY

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

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

LOCKERS / SEARCHES

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 on school grounds and/or a student's person may be searched 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. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible. Strip searches will be conducted only in circumstances involving imminent danger. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

During the course of the school year, a canine unit may be requested to search the school property including classrooms, lockers, storage areas, and parking lot without advanced notification.

BACKPACKS / COATS

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

DRESS AND GROOMING GUIDELINES

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. No midriff exposure.
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. Buttons or insignia on clothing may not be worn which displays obscenity, advertises alcohol, drugs or smoking, or promotes its use.
7. Hats, caps or bandanas are **not to be worn in the school building during the school day**.
8. Any clothing with derogatory, offensive, or suggestive pictures or slogans are 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 wear/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 and away.

IN-SCHOOL SUSPENSION / OUT OF SCHOOL SUSPENSION

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

OUT OF SCHOOL SUSPENSION / RE-ADMISSION PLANS

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

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

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

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

REMOVAL OF STUDENTS FROM CLASS

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

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

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

STUDY BUDDIES

Study Buddies is offered twice a week from 3:00 - 5:00 p.m. The weekly schedule will be determined at the start of the school year. A student may sign up for Study Buddies or a teacher, parent/guardian may request a child attend.

TESTING

Students at JCC Middle School will be tested throughout the school year based on Minnesota state testing requirements. 6th, 7th, and 8th grade students will be given the Minnesota Comprehensive Assessment tests in reading and mathematics tests which are used to help schools and districts measure student progress toward the state's academic standards. 8th grade students will also be given the Minnesota Basic Standards tests in Reading and Math, which all students are required to take and pass in order to receive a diploma in the state of Minnesota. We also use the NWEA online testing to assess our students at a local level to help improve instruction and increase student learning. Scores from all tests will be shared with parents as we receive them. Please contact the school if you have any questions or concerns about testing.

HALLWAY PASSES

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

STUDY HALL GUIDELINES

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

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.

STUDENT PHONE

There is a pay phone in the Middle School lobby. It is not intended for social use, so limit your calls to three minutes or less. Phone use should be limited to before and after school and during lunch period. Please contact the middle school office between classes if an "emergency" exists. Unless there is an emergency, we ask all parents to limit their phone calls to their child here at the middle school. Please make personal arrangements before your child leaves for school.

CHURCH NIGHT

1. Wednesday is designated as church night in Jackson and Lakefield Activity advisors are to be certain that no school

- activities occur after 6:00 p.m.
2. Every effort has been made to avoid scheduling any events which involve JCC students on Sunday. Please contact the Middle School office concerning any question.

SCHOOL CLOSING/LATE START--INCLEMENT WEATHER

Closing

1. When transportation facilities are tied up due to inclement weather, the school may be closed at the discretion of the superintendent.
2. We will try to have morning announcements before 7 a.m. Notices will be aired over the following radio stations:
KKOJ-(1190 AM) Jackson WCCO-(830 AM) Minneapolis KRAQ-(105.7 FM) Jackson
KWOA-(95.1 FM) Worthington KICD-(107.7 FM) Spencer KDOM-(94.3 FM) Windom
KFMC-(106.5 FM) Fairmont
3. In the event that school is closed due to inclement weather, all practices involving students will also be canceled.
4. In the event that students are sent home from school due to inclement weather, no formal practices will be held.

FIRE DRILLS

1. State of Minnesota regulations mandate fire drills during the school year. Fire drills will occur periodically throughout the year, primarily in good weather.
2. The initial fire drill will be pre-announced in the fall, giving teachers adequate time to inform students of procedures, routes, etc.
3. Students are required to leave the building with their class or study hall.
4. 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.

FAMILY RIGHTS AND PRIVACY ACT

According to Public Law 93-380, the "Family Rights and Privacy Act of 1974" public notice must be made by the Board of Education of intent to disclose to the press, media, and other authorized by the school personally identifiable data designated as directory information. The parent of a student or an eligible student may refuse to be personally identified in any or all of the information categories. Such refusal must be made in writing to the student's principal within 15 days after notice is given.

This information will be entitled directory information:

1. The student's name
2. The names of the student's parents
3. The student's grade level completed
4. The student's extra-curricular participation
5. The student's achievement awards or honors
6. The student's weight and height if a member of an athletic team
7. The student's photography if available
8. The student's dates of school attendance
9. The school or school district the student attended before he or she enrolled in the JCC School District.
10. Photo's

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.

CRISIS MANAGEMENT PLAN

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

ATTENDANCE POLICY

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

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

Student's Responsibility

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

Parent or Guardian's Responsibility

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

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

Teacher's Responsibility

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

Excused/Unexcused Absences

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

Excused Absences

The following reasons shall be sufficient to constitute excused absences:

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

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

Unexcused Absences

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

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

Process When Absent

A student will be considered absent from school for any day or part of a day when the student is missing and not in school. As soon as the parent or guardian knows of the anticipated absence, they are asked to contact the school by telephone. If the school does not receive a contact from the parent the student will be considered unexcused until parental permission is verified. A parent has three days to provide a valid excuse, or the absence will be unexcused. The school will attempt to contact the parent if no contact was received with regard to their child's absence.

Upon returning to school the student must report to the school office for a makeup slip. This must be done prior to going to class. Students must complete all of their make up work according to the make up schedule.

Process for Advanced Notice Absences

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

ATTENDANCE CONSEQUENCES

Students who are truant from school, skipping classes or school, tardy to class or school or who have significant absences from school shall fall into disciplinary action.

Student absences which are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed as a result of unexcused absences will not be made up for credit. Students with unexcused absences shall be subject to discipline. The consequences can be, but are not limited to the following:

1. Unexcused absence from class (skipping)
 - a. 2 hours detention/hour missed – parent contact

- b. 3 hours detention/hour missed – parent contact
- c. Parent truancy letter - F.S. referral - 1 day ISS
- d. 3 days ISS – parent truancy letter – F.S. referral – readmission plan
- 2. Unexcused tardies, Failing to be in assigned area at designated time class period begins. Per quarter:
 - a. warning
 - b. warning
 - c. warning
 - d. 1 noon hour detention for every tardy the remainder of the quarter
- 3. Unexcused from school. An absence from school which was not approved by the school.
 - a. parent contact
 - b. parent contact
 - c. after 3 unexcused absences: Parent truancy letter – F.S.N. referral
 - d. if after parent truancy letter is sent and unexcused absences continue and exceed seven unexcused absences, official truancy will be filed with Jackson County court services.

TRUANCY

Students under the age of 16 are required to attend school by Minnesota’s Compulsory Attendance Law. Failure to attend due to excessive unexcused absences or truanancies will result in a TRUANCY CITATION filed with the County Attorney and a scheduled court appearance.

A pupil is a “continuing truant” if absent on three or more class periods on three days without valid excuse in a single school year. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven schools days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.

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

BULLYING, HARASSMENT, VIOLENCE

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 includes 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, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment: Definition.

- 1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - * submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - * submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - * that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile or offensive employment or education environment.
- 2. Sexual harassment may include but is not limited to:
 - * unwelcome verbal harassment or abuse;

- * unwelcome pressure for sexual activity;
 - * unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - * unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - * unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - * unwelcome behavior or words directed at an individual because of gender.
- B. Racial Harassment; Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
- * has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - * has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - * otherwise adversely affects an individual's employment or academic opportunities.
- C. Religious Harassment; Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
- * has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - * has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - * otherwise adversely affects an individual's employment or academic opportunities.
- D. Sexual Violence; Definition.
- * Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
 - * Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts.
 - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- E. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- F. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
- G. Assault; Definition. Assault is:
- * an act done with intent to cause fear in another of immediate bodily harm or death;
 - * the intentional infliction of or attempt to inflict bodily harm upon another; or
 - * the threat to do bodily harm to another with present ability to carry out the threat.

IV. BULLYING – GENERAL STATEMENT OF POLICY:

GENERAL STATEMENT OF POLICY:

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

DEFINITIONS:

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

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

V. REPORTING PROCEDURES

Any persons who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge of belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school

personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

CHILD ABUSE MANDATORY REPORTING POLICY

All school administrators, teachers, assistants, and support staff are legally required to report suspected child abuse and neglect. (M.S.626.556; M.S.2600.001; M.S.609.342-345)

DETENTION POLICY

If a student is assigned detention by the principal, a phone call will be made to the parents/guardians; however, if no contact is made, a letter will be sent home. Detention assigned by the principal will be served during the student's lunch period in the office. Any student who has been assigned detention and does not report to detention or has inappropriate behavior during detention receives ONE STRIKE (for the entire year) and will serve the next two days in noon detention. After this strike has been used up, if a student skips detention or has inappropriate behavior during detention, he/she will serve In School Suspension (ISS) the entire following day in the office. After school detention may be assigned at the principal's discretion and will be served in the office. Any transportation needed following after school detention will be the responsibility of the parent/guardian and arrangements must be made prior to detention.

STUDENT BEHAVIOR

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

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the MN Pupil Fair Dismissal Act. MN.Stat.127.26 through 127.39.

In view of the forgoing and in accordance with MN Stat. 127.41, the school board with the participation of school district administrators, teachers, employees, students, parents and community members and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

STUDENT RIGHTS

All students have the right to an education and the right to learn.

STUDENT RESPONSIBILITIES

All students have the responsibility:

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

CODE OF STUDENT CONDUCT

The following are examples of unacceptable behavior subject to disciplinary action by the school district. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles or any other vehicles approved for school district purposes, the area of entrance of departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

- A. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
- B. The use of profanity or obscene language, or the possession of obscene materials;

- C. Gambling, including, but not limited to, playing a game of chance for stakes;
- D. Hazing;
- E. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
- F. Violent opposition to authority;
- G. Using, possessing or distributing tobacco or tobacco paraphernalia;
- H. Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances;
- I. Using, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances, except as prescribed by a physician;
- J. Using, possessing or distributing weapons or other dangerous objects.
- K. Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
- L. Violation of the school district Weapons Policy;
- M. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
- N. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function by explosion;
- O. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
- P. Violation of any local, state or federal law as appropriate;
- Q. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats.
- R. Possession of nuisance devices or objects which cause distractions including, but not limited to pagers, radios and phones;
- S. Violation of school bus or transportation rules or the school bus safety policy;
- T. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
- U. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
- V. Possession or distribution of slanderous, libelous or pornographic materials;
- W. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
- X. Criminal activity
- Y. Falsification of any records, documents, notes or signatures;
- Z. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
- AA. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion;
- BB. Impertinent or disrespectful language toward teachers or other school district personnel;
- CC. Sexual abuse and/or harassment;
- DD. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
- EE. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
- FF. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
- GG. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
- HH. Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
- II. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
- JJ. Disobedience or insubordination to teachers or other school district personnel;
- KK. Violation of school rules, regulations, policies or procedures;
- LL. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

CONSEQUENCES: DISCIPLINARY ACTIONS OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The 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. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel and a verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. Petition County Court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Expulsion under the Pupil Fair Dismissal Act;
- R. Exclusion under the Pupil Fair Dismissal Act;
- S. Other disciplinary action as deemed appropriate by the school district.

HAZING POLICY

Hazing is an act against a student or coercing a student into committing an act that creates a risk of harm to a person including but not limited to physical brutality, initiation into an unauthorized organization, acts which are demeaning in nature, and activities promoting disrespect for school or community. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. In accordance with JCC School District Policy 526 Hazing Prohibition, student guilty of this activity will be dealt with in accordance of school policy.

PLEDGE OF ALLEGIANCE POLICY

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

SCHOOL BUS DISCIPLINE POLICY

Students are expected to be responsible for their behavior on the bus. Misbehavior could result in the bus driver being distracted, and place 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 parents' 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.

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 Southwest Coaches, Inc. or district 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 Southwest Coaches, Inc., or school district, student, school administration, parent/guardian. The following behaviors will not be permitted on the bus.

Behavior Guidelines and Consequences

Assault	Harassment	Failure to remain seated	Smoking
Disobedience to driver	Fighting	Throwing objects on bus	Littering
Throwing objects out of bus	Vandalism	Excessive mischief	
Unacceptable language/behavior	Lighting matches or lighter		

Consequences for Infractions

First Offense: Southwest Coaches, Inc. or district notifies parent, identifies the infraction, and writes pupil transportation incident report with copies to the parent/guardian and school. Parent/guardian will sign and return one copy to Southwest Coaches, Inc.

Second Offense: Southwest Coaches, Inc. or district notifies parent, identifies the infraction, and writes pupil transportation incident report with copies to the parent/guardian and school. The second infraction results in loss of riding privileges for five school days. The parent/guardian and student must attend a conference with Southwest Coaches, Inc. and the School Administration before the riding privileges are reinstated.

Third Offense: Southwest Coaches, Inc. or district notifies parent, identifies the infraction, and writes pupil transportation incident report with copies to the parent/guardian and school. The third infraction may include but not be limited to the loss of riding privileges for the balance of the school year. (adopted Aug. 1, 1997)

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

WEAPONS POLICY

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

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. 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.

DEFINITIONS: (A) Weapon

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars, explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapons.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

(B) School Location

School Location includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area or entrance or departure from school premises or events, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of the school district.

(C) Possession

Possession means having a weapon on one's person or in an area subject to one's control in a school location.

EXCEPTIONS

A student who finds a weapon on the way to school or in a school location, or a student who discovers that he/she accidentally has a weapon in his/her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he/she immediately turns the weapon over to an administrator, teacher or head coach or immediately notified an administrator, teacher or head coach of the weapon's location.

It shall not be a violation of this policy if a non-student falls within one of the following categories:

1. licensed peace officers, military personnel, or students participating in military training, who are performing official duties;
2. firearm safety or marksmanship courses or activities conducted on school property;
3. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
4. a gun or knife show held on school property; or
5. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal.

Policy Application to Instructional Equipment/Tools

While the school district takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

CONSEQUENCES FOR STUDENT WEAPON POSSESSION / USE / DISTRIBUTION

- A. The school district and the school takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for student's possession, using or distributing weapons shall include:
 1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent/guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to MN law, a student who brings a firearm, as defined by federal law, to school will be expelled for

at least one year. The school board may modify this requirement on a case-by-case basis.

- C. While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above are warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**Policies included in this handbook are only a summary of the policy. Complete policies are available from the building office upon request.

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.