

Student and Family Handbook
JACOBSON ELEMENTARY SCHOOL
95 South Harte Avenue Rush City MN 55069
Phone 320-358-4724 FAX 320-358-1361 www.rushcity.k12.mn.us
(Web access is available at Rush City Public Library.)

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Rush City Schools promotes equal opportunity for students and staff and prohibits discrimination on the basis of race, color, national origin, sex, or disability. School Board policy designates the Superintendent as coordinator of Title IX, ADA, and Section 504 regulations. Brent Stavig, 51001 Fairfield Avenue, Rush City, MN 55069, Phone: 320-358-4855.	29

INTRODUCTION

This handbook is intended to provide parents and students with information that will be useful during the school year. We encourage open communication between school personnel, students, and parents/guardians. If this handbook does not provide the answer to your question, please ask.

We know that all children can learn and that success breeds success. School personnel create and maintain a caring learning environment that encourages students to explore new subject matter, apply new ideas, and struggle with challenging tasks and activities. Hard work and school attendance are closely related to achievement and success.

Good schools become better when parents, students, teachers, and members of the community work together toward common goals. The staff at Jacobson Elementary appreciates the generous support provided in the past and hopes to continue working with the community in the future.

EXPECTATIONS FOR 2023-2024

The promise of Rush City Schools is to create global citizens who are lifelong learners.

Expectations for community: *The Rush City Community will encourage and support students academically, emotionally, and socially.*

- Demonstrate that education is important by what you say and do
- Send children to school on time each day
- Encourage children to work hard at school and on any homework
- Follow my child's progress by talking to my child, looking at my child's work, and communicating with the teachers and principal

Expectations for students: *Rush City Students choose to accept, believe in, and challenge themselves and others.*

- Attend school each day and arrive on time
- Actively participate in learning experiences and work hard to do your best
- Respect people and their property
- Accept responsibility for your actions

Expectations for staff members: *Rush City Staff will promote student growth through care, collaboration, and empowerment.*

- Contribute to a positive learning environment in which all students succeed
- Vary the materials and methods of instruction so students are motivated to be actively involved in relevant and authentic learning activities that teach the whole child
- Establish and maintain good communications with parents concerning their child's progress
- Model positive problem solving and courteous, respectful treatment of others

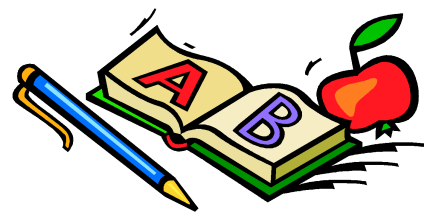
As principal at Jacobson Elementary I expect to:

- Model and promote respect, empathy, compassion, integrity, and hard work.
- Approach my work and organizational structure with the "whole child" in mind.
- Foster strong, positive relationships with students, staff, families, and community members.
- Maintain high expectations for the student growth in terms of academic, social, personal, and behavioral achievement.
- Remain focused on what is best for students and children, what is developmentally appropriate for them, and what will ignite their passions in this ever-changing world.

Here are some of my personal goals for the upcoming school year:

It is very important that you are able to share and take part in these goals as parents and caregivers to our students!

1. Strengthen School - Student - Parent Relationships
2. Strengthen Community Partnership In Rush City Education
3. Full School Implementation of LETRS
4. Increase and Improve Student-Centered Learning



Mrs. Nelson , Principal, Jacobson Elementary School

Parent-Student Handbook 2023-2024

SCHOOL PERSONNEL

BOARD OF EDUCATION

Mr. Matt Meissner, Chairperson
Mrs. Teri Umbreit, Vice Chairperson
Mr. Kenneth Lind, Treasurer
Mrs. Kristin Papke, Clerk
Mrs. Stefanie Folkema, Director
Mr. William Schmidt, Director

HOMEROOM TEACHERS

Mrs. Sieling, Preschool
Ms. Guse, Preschool
Mrs. Gunderson, Kindergarten
Mrs. Schmidt, Kindergarten
Mrs. Pendergrass, Kindergarten
Mrs. Nelson, Grade One
Mrs. Lofgren, Grade One
Mrs. Halbert, Grade One
Ms. VandeKamp, Grade Two
Mrs. Gustafson, Grade Two
Miss Yaroscak, Grade Two
Ms. Zeltinger, Grade Three
Mrs. Hathaway, Grade Three
Mr. Erdman, Grade Three
Mrs. Berens, Grade Three
Mrs. Giller, Grade Four
Mr. Kirby, Grade Four
Mrs. Webster, Grade Four
Miss Conrad, Grade Five
Mrs. Rood, Grade Five
Miss Malewicki, Grade Five
Mrs. Grummons, Grade Six
Ms. Records, Grade Six
Mrs. Olson, Grade Six

SPECIAL AREA TEACHERS

Ms. Bombalier, Phy Ed.
Mrs. Bradford, LD Special Ed Teacher
Ms. Cleary, TSA
Mrs. Davis, MTSS Coordinator/Inst. Coach
Mrs. Ehrreich, Special Ed Teacher
Mrs. Emmerich, Special Ed Teacher
Miss Feten, Counselor
Ms. Goldenstein, Media

ADMINISTRATION

Mr. Stavig, Superintendent
Mrs. Nelson, Elementary Principal
Mrs. Wagener, High School Principal
Mr. Connors, Dean of Students

NON-CERTIFIED PERSONNEL

Mrs. Sarago, Administrative Assistant
Mrs. Moulton, Administrative Assistant
Mrs. Schroeder, Administrative Assistant
Mr. Hatz, Network Administrator
Mrs. Anderson, Paraprofessional
Mrs. Biermaier, Paraprofessional
Mr. B. Cardinal, Paraprofessional
Mr. N. Cardinal, Paraprofessional
Miss Engh, Paraprofessional
Mrs. Fealy, Paraprofessional ADSIS Behavior
Mrs. Franklin, Paraprofessional
Miss Hedberg, Paraprofessional
Ms. Keyte, Paraprofessional
Ms. Kielsa, Paraprofessional
Miss Kost, Paraprofessional
Mrs. Lamere, Paraprofessional
Mrs. Melin, Paraprofessional
Mrs. Mohr, Paraprofessional
Mrs. Monson, Paraprofessional
Mrs. Moulton, Paraprofessional
Ms. Olson, Paraprofessional
Mrs. Paul, Paraprofessional
Mrs. Piller, Paraprofessional
Ms. Roper, Paraprofessional
Miss Saltis, Paraprofessional
Mrs. Schmeling, Paraprofessional
Mrs. Servaty, Paraprofessional
Mrs. Stavig, Paraprofessional
Mrs. Stepp, Paraprofessional
Mrs. Twingstrom, Paraprofessional
Mrs. Gotwald, Food Service Director
Mrs. Kruse, Food Service
Mrs. Mosimann, Food Service
Ms. Ffrench, Food Service
Ms. Frazier, Food Service
Ms. DeDominces, Food Service

SPECIAL AREA TEACHERS cont.

Miss Groh, Assistant Nurse
Ms. Hamilton, Speech Language Pathologist
Mrs. Hanson, DAPE Teacher
Mrs. Holmstrom, Instrumental Music
Mrs. D. Johnson, ECSE Teacher
Miss H. Johnson, Art Teacher/SEL Education
Mrs. Karvonen, ADSIS Teacher
Ms. Kinsey-Hawley, School Psychologist
Mrs. Kobberdahl, ECSE Teacher
Mrs. Kurvers, Curriculum Instruction/
Assessment Coordinator
Mrs. Maki, ECFE Parent Facilitator
Mrs. Peters, ADSIS Teacher
Ms. A. Peterson, Interventionist
Mrs. C. Peterson, Student Support
Services Provider
Ms. Plante, Special Ed Teacher
Ms. Schneider, Long Term Sub Teacher
Mrs. Seekon, ADSIS Teacher
Miss Sikkink, Music Teacher
Mrs. Steele, Special Ed Teacher
Mrs. Waters, Title 1 Teacher

NON-CERTIFIED PERSONNEL cont.

Ms. Guillaume, Food Service
Mr. Sybrant, Custodian
Mrs. Holmstrom, Custodian
Mr. Bell, Custodian
Ms. Gage, School Resource Officer

BUS DRIVERS

Mr. Johnson, Transportation Director
Ms. Barton, Bus Driver
Ms. Ffrench, Bus Driver
Mrs. Holmberg, Van Driver
Ms. Mevissen, Bus Driver
Mr. Miller, Bus Driver
Mr. Monster, Bus Driver
Ms. Morales, Bus Driver
Mrs. Nelson, Bus Driver
Mrs. Risch, Van Driver
Mr. Siljendahl, Van Driver
Mrs. Swanson, Van Driver

SCHOOL CALENDAR 2023-2024

SEPTEMBER

4 Labor Day, No Classes
5 Classes Begin
26 Student Flu Clinic
27 Elementary School Pictures

OCTOBER

2 Staff Development, No Classes
4 Staff Flu Clinic
5 Mid- Term 9
19-20 Professional Conventions, No Classes
23 Staff Development, No Classes
23 & 26 Parent/Teacher Conferences
26 Individual Picture Retakes

NOVEMBER

9 End of Quarter 1
10 Staff Development, No Classes
23-24 Thanksgiving Break, No Classes

DECEMBER

8 Kdg/Gr 1 Music Program 9:30 or 1:45
12 Mid-Term
22-29 Christmas Break, No Classes 29

JANUARY

1 Christmas Break - No Classes
2 Staff Development, No Classes
15 MLK, No Classes
19 End of Quarter 2
22 Staff Development, No Classes

FEBRUARY

5 Grade 6/7 Winter Band Concert 7pm
Gr 2nd/3rd Music Program 9:30 or 1:45
19 President's Day, No Classes
26 Staff Development, No Classes
26 & 29 Parent Teacher Conferences

MARCH

11-15 Spring Break
28 End of Quarter 3
28 Gr. 4th/5th Music Program 9:30 or 1:45
29 Good Friday, No Classes

APRIL

1 Staff Development - No Classes
22 Gr 6/Jr. High Choirs Rootbeer Rag 7pm
29 Bands Rootbeer Rag Concert 7pm

MAY

2 Mid-Term
27 Memorial Day, No Classes

JUNE

4 Last Day of School
4 End of Quarter
5 Staff Development

DAILY SCHEDULE 2023-2024 for grades K-4

8:00	Report to classrooms (bell rings)
8:15	Tardy (bell rings)
10:50	Kindergarten Lunch begins
11:00	Grade 1 Lunch begins
11:20	Grade 2 Lunch begins
11:25	Grade 3 Lunch begins
11:50	Grade 4 Lunch begins
2:55	Dismissal for bus riders ONLY (bell rings)
3:00	Dismissal for parent pick-up (as buses leave)
3:00	Dismissal for walkers (only students allowed to go to the back of the building)



DAILY BLOCK SCHEDULE 2023-2024 for grades 5-6

8:00	Report to classrooms (bell rings)
8:15	Tardy (bell rings)
8:20	Grade 5 and 1/2 of Grade 6 Specials
9:10	Grade 6 ½ of grade Specials Grade 6 ELA Grade 5 Reading
10:00	Grade 6 Recess
10:35	Grade 6 Block 2 starts
11:40	Grade 5 Lunch
11:25	Grade 5 Specials
12:10	Grade 6 Lunch
12:15	Grade 6 Specials
12:15	Grade 5 Recess
1:27	Grade 6 Block 3 starts
2:50	Block 3 ends
2:55	Dismissal for bus riders ONLY (bell rings)
3:00	Dismissal for parent pick-up (as buses leave)
3:00	Dismissal for walkers (only students allowed to go to the back of the building)

Arrival

Students should arrive at school no earlier than 7:50AM and must report to the supervised area (playground) until the bell rings at 8AM. The doors open and supervision begins at 8AM. There is staff coverage in the hallways and cafeteria in the mornings to supervise students as they make their way to their classrooms. Students will eat breakfast according to classroom teachers' instructions. Most students will be eating in the cafeteria, while some of our older students may be taking breakfast back to their classrooms.

Dismissal

Students are not allowed to "hang around" at the elementary or high school after dismissal. Students are expected to leave school property, including the playground, unless they are participating in an approved after-school event with adult supervision. Older siblings participating in activities are not

able to provide care for younger siblings. Students in sixth grade or younger that stay after school must attend Tiger Care.

Emergency School Closing

Minnesota schools may be closed by a superintendent when extreme weather conditions or emergency circumstances dictate the need to do so. Official announcements for closing Rush City Schools will be made by School Messenger, over radio station WCCO, 830 AM, of Minneapolis-St. Paul, and WCMP, 1350 AM, of Pine City, the district facebook page and the district website.

Parking

Cars/trucks are not allowed in the bus-loading loop except during the structured PM pick-up time. The pick-up procedures need to be followed AFTER the buses have left. Parking is available in the parking lot next to the bus loop. Parking is only allowed in the marked spots. The curb is not a legal parking spot and impedes traffic flow. Please be considerate of all families.

Picking Up Children

Parents, guardians, and authorized adults who wish to pick up children anytime during the scheduled school day (including just prior to the end of the day) should send a note with each child and they will be waiting in the office. All parents, guardians, and authorized adults must come in the office and sign each child out of school. If a note is not sent, parents, guardians, and authorized adults must stop in the office before 2:30 p.m. to sign their child out and obtain an "Early Dismissal Form," which can then be given to the child's teacher for dismissal.

Parents, guardians, and authorized adults who wish to transport their student after dismissal should join the pick-up line at 3:00 PM. Getting in line any earlier causes an unnecessary wait. The line starts to move at 3:00 when the buses pull out and is done by 3:15 at the latest. Picking up students is only allowed in the FRONT of the building where it is supervised. Students may not walk to the back parking lot for pick up for safety reasons. Any student seen getting into a vehicle in the back will be immediately reported to our school resource officer. We are not allowing anyone to "walk up and wait" as it was very hard to ensure the students were safe and going with the appropriate adult. If we allow anyone to walk up, we must allow everyone to walk up and that would include unknown individuals.

To help the carline move quickly, please: Stay inside your vehicle and arrange your vehicle so students are ONLY LOADING from the curbside. Students may not walk into the traffic lanes to load on the non-curb side. This is a safety hazard as cars are pulling out and around. Please display the child's name card on your front dash to help staff move the line quickly. Cards will be provided for each family. If your card is lost, you may make a replacement.

Remember, visitors must report to the office each time they come to the school.

GENERAL INFORMATION

Animals in School

Pets are not allowed in school unless they are directly related to instruction. Parents/students must get permission from the classroom teacher before bringing animals into the classroom. All animal visits are encouraged to take place on linoleum floors.

School Therapy Dog

The school therapy dog will be present at different times through the school day and within most school settings at varying times. Feel free to contact the principal with any questions or to update your family preferences for therapy dog interactions.

Attendance

Good attendance is directly related to academic success. It provides opportunities for important communication between teachers and students, it contributes to a child's confidence, and it develops regular habits of dependability that are important to the future success of the student. Attendance is monitored closely and attendance data is collected to help avoid chronic absenteeism and habitual absences. Early release and late arrival data is included in the reporting.

Students are expected to be in school all day every school day unless illness, a family emergency, or an urgent need prevents attending school. Parents should call the office by 8:00 a.m. when their child is absent or tardy. If you are unable to contact the office, your child should bring a note to the teacher when he or she returns to school. The note should explain the specific illness or reasons for being absent or tardy, signed by the parent or guardian.

- If a child is ill, the child must remain at home rather than expose others to the illness. The school nurse and school counselor have resources to help you determine if a child should stay home.
- In order for a child to be released from school during the day, the child must bring a written note signed by the parent or guardian to the principal's office.
- Please schedule dental and doctor appointments for days when school is not in session.
- If a student will likely be absent for a long period of time, the parent or guardian should notify the office.
- Please keep state testing dates, which can be found on our website, in mind if planning an absence. Absence the weeks prior to assessments also have negative effects on student performance.

Tardy students must report to the office before going to their classroom, obtain a Tardy Pass, and give the Tardy Pass to their teacher. Students coming from a "late bus" will NOT be counted tardy. Arriving late can cause students to repeatedly miss the same subject matter, interventions, and other instruction. Late arrivals also have an emotional impact for the child.

Attendance Guidelines

Consistent with state law related to attendance and truancy and consistent with the Chisago County Truancy Protocol, students who are excessively absent will be referred to the Chisago County Child Protection Office for family assistance and, if legal action is necessary, to the Chisago County Attorney's Office. See School Board Policy #503, Student Attendance, at the end of this handbook or on the district website for the complete policy.

- Students with 7-10 absences will receive a letter informing parents that a doctor's note or nurse's assessment may be required for future absences and that the Chisago County Child Protection Office may begin monitoring attendance to identify patterns that place the student "at risk"
- Students with more than 10 absences will be required to provide a doctor's note or have the nurse assess the student for future absences and the Chisago County Child Protection Office may begin reviewing the case for possible court referral
- Special circumstances will be taken into consideration
- Family vacation and illness do contribute to the absence total according to truancy policy

Bicycles

Children are allowed to ride bicycles to school. A bike rack is provided for parking bikes near the rear of the school, but the school does not accept any responsibility for the bicycles. Please encourage your child to follow these basic rules:

- All bicycles must be parked in the racks provided for that purpose
- No child may ride a bicycle belonging to anyone else
- No child should, for safety reasons, give rides on her/his bicycle
- Bike riders should ride with traffic and obey all traffic rules

Book Bags

Each student must have a “book bag” to transport library books and textbooks to and from school and home. The underlying reason is to teach each child to respect public property and treat the borrowed items with care. A bag is necessary for school bus safety. Balls being transported to school should fit in a bag and not be carried for safety.

Bullying

Bullying, by an individual or group, is not allowed on school property or at school-related functions. This policy also applies to students who directly or indirectly support another student’s act of bullying. Bullying reports can be made on our school website in digital form. *See also school Board Policy #514, Bullying Prohibition Policy.*

Bus

Conduct Report

Bus Conduct Reports are considered serious and may lead to the loss of bus-riding privileges.

Permission to Ride a Different Bus

Any student preparing to ride a different school bus MUST bring written permission, signed by a parent or guardian, to the principal’s office. The student will receive a “Student Bus Permit” which should be shown to the child’s teacher and then given to the bus driver. **We want to remind all parents and organization leaders that “extra” students are not allowed to ride the bus to a birthday party, scout meeting, etc.** Our buses are scheduled with a full load each day leaving no room for extra students.

Transportation Changes

The District Office may change transportation routes due to weather, road conditions, etc.

Bus Safety

Students riding a school bus enjoy a privilege, not a right. Students will receive bus safety instruction during the first few weeks of school. Good behavior is expected at all times. The bus driver has authority over all students during transporting time. The driver will not transport unauthorized students or allow loading or unloading at unauthorized locations. A student may be denied riding privileges if s/he violates the rules. School Board Policy #709, Student Transportation Safety Policy, provides a more complete statement of policy in this area. Each student should acknowledge and follow our ROAR bus expectations:

R = Respectful

- Voice level 1
- Take care of bus property

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- Greet the bus driver
 - Use appropriate language
- O = Organized
- Be on time
 - Keep personal belongings in assigned seat
- A = Attentive
- Stay seated and face forward
 - Wait for signal to cross the road
 - Watch for your stop
- R = Responsible
- Follow ALL bus driver rules
 - Keep all body parts inside bus
 - Maintain safety precautions at bus stop
 - Stay out of DANGER ZONE

Bus Safety Patrol Members

Some bus drivers appoint several students as a safety patrol early in the school year. These students are leaders on each bus. Their job is to assist the bus driver regarding the safety of the students in the event of an emergency.

Change of Address/Phone

A parent/guardian who changes address or telephone number during the school year should report these changes immediately to the elementary school office.

Clothing

Each child must have tennis shoes for gym class. Please be sure that your child is dressed for the weather, including protective footwear when the weather is wet or snowy. Parents may wish to label their child's clothing for easy identification. Look-alike jackets, boots, etc. are common!

Students should wear clothing that is appropriate for the activity or weather. Inappropriate clothing includes clothing with obscene, racist, or sexist language, symbols, or pictures and clothing that promotes activities illegal for minors. Short shorts, skimpy tank tops, and tops that expose the midriff are not allowed. Students who arrive at school in attire that is deemed inappropriate by school personnel will be required to change into appropriate clothing that supports the learning environment. School Board Policy #504, Student Dress and Appearance, provides a more complete statement of policy in this area.

Computers/Internet Use

The school provides computers with Internet access for educational activities, educational research, and career development consistent with the mission of the school district. Users are not allowed to access Internet sites containing language or images that are inappropriate in an educational setting. Internet use is a privilege and inappropriate use will lead to a cancellation of those privileges. School Board Policy #524, Internet Acceptable Use Policy, provides a more complete statement of policy in this area.

Data Privacy

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. A list of parent and student rights can be found in School Board Policy #515, Protection and Privacy of Pupil Records, at the end of this handbook or on the district website for the complete policy. See also Directory Information Declared below.

Step-parents, et al.

Technically, a stepparent, or an adult live-in, is not entitled to any private data unless school personnel receive authorization by a parent. If a stepparent or an adult live-in accompanies the natural parent to a conference concerning a child, school staff may assume that such authorization has been given. Similarly, if a child is living in the district with a relative (not parent), that relative is not entitled to private data unless school personnel receive authorization by a parent.

Directory Information Declared

In compliance with the School Board Policy #515, Protection and Privacy of Student Records, Rush City Public Schools declares the following information relating to students to be “directory information”: the student’s name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. “Directory information” also includes the name, address and telephone number of the student’s parent(s). “Directory information: does not include identifying information on a student’s religion, race, color, social position or nationality.

Students and parents have the right to refuse to permit the designation of any or all of the above categories of personally identifiable information as directory information with respect to that student. Students or parents wishing to do so should submit a written request to the Elementary Principal by the end of the second week of school.

Drug Free School

No Person may use, possess, distribute, or be under the influence of illegal drugs, alcohol, or narcotics while on school grounds or at school-sponsored activities. See School Board Policy #418, Drug-Free Workplace/Drug-Free School.

Fines

Each student is responsible for the school property signed out, or assigned to him/her. Fines will be assessed for lost or damaged textbooks, workbooks, library books and magazines, and other school property that is abused or lost.

Drills

Minnesota law requires school personnel to conduct fire, severe weather, and other safety drills during the school year. Students and staff follow specific procedures for fire and tornado drills and other emergencies. The purpose of these drills is to learn how to respond in a quick and orderly manner during a real emergency. School personnel appreciate parent support in discussing with students the reasons for these drills and the need for taking them seriously.

Food Policy

It is the policy of our district not to allow food which was prepared at home to be brought to school for parties or treats. This has been a recommendation of the Minnesota Health Department to all school districts, in order to curb the spread of hepatitis, or other infectious diseases.

If bringing food (including store bought) to school for your child to enjoy at lunch it CANNOT be SHARED for any reason, no exceptions. We need to keep allergies, other health conditions, and student feelings that may be left out in mind.

Gifted/Talented

Enrichment opportunities are provided to challenge students to apply higher order thinking skills and to enhance skill development through a variety of educational experiences. Some examples include: Inventors Fair, Knowledge Bowl, Differentiated Instruction, Individual-Student Goals, and Academic Triathlon.

Gum, Candy, Pop

As a general rule, students should not chew gum, eat candy, or drink pop in the classroom. Students may chew gum, eat candy, and drink pop, etc. in classrooms on special occasions with the permission of their classroom teacher. Food, treats, or gum should not be consumed in the hallways as it becomes a choking and safety hazard (sucker sticks for example).

Harassment and Violence

No racial, religious, or sexual harassment or abuse, verbal or physical, of any student or staff member will be allowed. See School Board Policy #413, Harassment and Violence.

Hazing

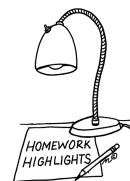
Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. "Hazing" involves doing something to a student, or coercing a student into doing something that creates a substantial risk of harm to a person, so that the student may identify with a group. See School Board Policy #526, Hazing Prohibition.

Homebound Instruction

If it is necessary for a child to be absent from school for a series of fifteen days due to serious illness, either at home or in the hospital, parents should contact the principal to arrange alternative instruction.

Homework

When assigning homework, teachers consider the needs, age, and abilities of the students. If a child is absent due to illness, teachers will accommodate requests to send home make-up work, and appreciate advance notice when possible. Materials may be picked up in the office. Parents are encouraged to consider the severity of the illness and the child's ability to "catch up" on missed classroom work. Sometimes rest is more important than homework.



Because continuity of instruction is important, we discourage taking children out of school when they are healthy. If a child is absent due to an extended family trip, it may be best to take along some outside reading and focus on getting the most learning experience out of the trip. However, if parents request homework prior to the trip, teachers will try to accommodate such requests within reason. Parents should contact teachers ahead of time to clarify teachers' expectations concerning such homework, including length of time allowed to complete it and whether there are penalties assessed for late or incomplete work.

Instructional Media Center (Library)

Checkout for books and magazines is two weeks, with a renewal option at the end of these two weeks. Students may check out both books and back issues of magazines, but no reference books or multimedia. There is usually space available where a student can do research or recreational reading. A student will need a pass from her/his teacher to go there during class time.

No fines are charged on overdue materials, but fines will be assessed for materials that are damaged, destroyed, or lost. It is the student's responsibility to check materials for damage before they

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check them out. Please help students put library materials in a safe place and treat library materials with respect.

Insurance

The Board of Education does NOT provide insurance for students while they are engaged in school activities.

Lost and Found

Students are encouraged to check the Lost and Found for missing items. Unclaimed items are usually given to charity.

Lunch/Breakfast Program

2023-2024 SCHOOL YEAR UPDATE--BREAKFASTS AND LUNCHESES ARE **FREE TO ALL STUDENTS THROUGH A FOOD SERVICE FUNDING OPPORTUNITY THIS YEAR.**

Each student will be able to receive ONE free breakfast and ONE free lunch per day.

School breakfast and lunch will be served each day that school is in session. The school breakfast and lunch programs are offered as a service.

The Rush City Food Service Program has a computerized meal accountability system. Even though there are free meals, we will need to have students log in for each meal they receive, just as they traditionally would.

How does the computerized system work?

Each student is issued a PIN (personal identification number) for the breakfast/lunch program. In the elementary school the PIN will be placed on file with each homeroom teacher. The PIN is recorded as the student passes through the breakfast/lunch line with their menu selection. **Any unauthorized use of another student's PIN will be considered theft.**

This system is based on prepayment. Students must have money in their account PRIOR to purchasing a meal. Only one breakfast and one lunch per day will be allowed for each student. Students receiving reduced meal benefits will also need to prepay into their account. Students receiving free meals will automatically be awarded one breakfast/one lunch per day. Students will not be allowed to charge meals. We will not let a student go hungry, but we urge parents to accept their responsibility for paying into their account.

How do we pay for additional breakfast/lunch/milk?

You may pay with cash, check or online with a service called Pay School (you will be charged a small processing fee). If you pay by check, do not include fees for other school activities-the total amount of the check must be deposited in the student's account. NO CHANGE will be given back to the students. Each student will have his or her own individual account. Households with more than one student at the same school building need only issue one check. Please write your child's name on the check including last name. The breakfast/lunch deposit will be split evenly among your children unless you provide specific instructions on how you want it split.

We suggest putting the cash or check in an envelope, sealing the envelope, and putting the child's first and last names on the envelope. Envelopes are deposited in the money box near the lunch room so proper identifying information is vital.

It is the responsibility of the student and parent/guardian to ensure that there is a positive balance in the student's account if they plan to purchase anything beyond the free meal. Students may ask the cashier for their balance in the lunch line or parents may check online or call the Food Service Director for their child's balance. The office staff does not have access to this information.

Unpaid Meal Charges - Policy #534 see page 28

How do we get a refund?

If you move from the school district during the school year, refunds from student meal accounts are available. All funds remaining at year-end will be held over the summer and follow the student to the next grade unless a refund is requested.

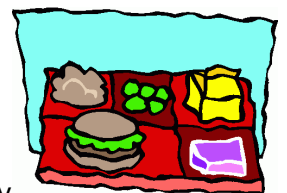
Lactose Intolerant

The state has changed what we are able to offer students who are lactose intolerant. We are no longer able to offer juice, but will have available lactose-reduced milk for students who need a milk substitute. Please have your child bring in a doctor's note stating that he/she is lactose intolerant.

Elementary School Prices

Payments for meals should be deposited in the drop box near the kitchen before school, beginning at 7:45 a.m. **Please remind your child to make deposits first thing in the morning, not at lunchtime.** We suggest monthly payments to simplify matters. Additional portions are available for an additional charge.

	<u>Per meal</u>	<u>20 meals</u>
Breakfast:		
Regular price	\$.90	\$18.00
Reduced price	\$ FREE	\$ FREE
 Lunch:		
Regular price	\$ 2.65	\$53.00
Reduced price	\$.40	\$ 8.00
 Milk:		
Price per carton	\$.50	\$10.00
 Visitor Breakfast:	 \$ 2.25	
Visitor Lunch:	\$ 4.00	
*Siblings, regardless of age, will be charged \$4.00 for a meal.		



Music

Instrumental: Sixth grade students interested in playing an instrument may rent or purchase instruments and receive free instruction. The band meets twice a week.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled twice each year. Please note conference dates in the school calendar. The opportunity for a parent-teacher conference is ALWAYS available by mutual agreement of the parent and teacher. Parents are welcome to initiate conferences, too! Parents are a critical component to every child's success at school. For more information about how to be strong

partners in your child's education, contact the Minnesota Parent Center at 952-838-900, or mpicr@pacer.org, or at www.pacer.org/mpc/.

Pledge of Allegiance

Consistent with state law and School Board Policy #531, K-6 students will recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Anyone that does not wish to participate in reciting the pledge may elect not to do so and a person's right to make that choice will be respected.

Posters, Notices, etc.

Students, parents, and community members may ask to display a poster, notice, etc. at school or to distribute information on school property. Requests will be reviewed by the administration on a case-by-case basis. A secretary may "OK" a request after consulting with the principal. For a more complete statement, see School Board Policy #505, Distribution of Non-school Sponsored Materials On School Premises By Students and Employees, at the end of this handbook or on the district website for the complete policy.

Report Cards

Report Cards are issued to parents four times per school year for students in grades K-6, and each report card period is about 12-13 weeks long. CE Jacobson made the transition to integer based report cards starting the 2016-2017 school year. Each child will receive a 4,3,2,1 for each standard area. 4 = Exceeds expectations for grade level, 3 = Meets expectations for grade level, 2 = Developing skills, 1 = Beginning skills

Any area without a score has not been sufficiently covered during that grading period to accurately assess mastery. The beginning of the year may have more of these than other quarters as the curriculum follows a launch that includes 30 days of skills and review in some subject areas and grade levels. Other topics are only covered during certain time frames or as developmentally appropriate.

Report Card Guides and Parent Help Sheets are available for parents and will be issued at "Get to Know You Days" and will be referred to throughout the year and at conferences. It is important that parents understand the standards, curriculum, and grading process and assist children in their growth at school.

Retention of Students

Parents and teachers want each child to be successful at learning and applying basic skills. If a student is not successful, school staff will consider various options. Some options include consulting colleagues, parents, or specialists; alternative methods of instruction; conducting formal assessments; etc. Retention, or repeating a grade, is a rare option that can benefit some students with specific circumstances.

Parents and the principal will be informed as early as possible in the school year that retention is being considered. School staff and parents carefully consider a number of indicators that impact the success of repeating a grade. Potential risks and benefits will be carefully weighed. Parent input into this process is important, but school staff will make the final decision.

Search of Lockers, Desks, etc.

Lockers, coat racks, desks, and other areas of school property are controlled by school officials and may be inspected at any time, without notice, and without student consent. A student's personal possessions may also be searched when school officials have reasonable suspicion that the search will uncover a violation of law or school rules. School Board Policy #502, Search of Student Lockers.

Parent-Student Handbook 2023-2024

Desks, Personal Possessions and Student's Person, provides a more complete statement of policy in this area.

Sportsmanship Rules

Students attending home athletic events in the high school gymnasium should be seated and not running or roaming the halls. No kicking or stomping on the bleachers will be allowed as stated in the Great River Conference Constitution. Individuals who are persistent in their actions will be asked to leave the building. We are trying to promote good sportsmanship in our school as well as other school districts.

Spectators are asked to remain within the gym area until half time or between games at all home events. The concession stand will be open only at half time and between games. People should remain seated so it does not hinder others watching the contest.

In the past, there have been many instances where students come to events and end up causing problems in the hallways and restroom areas. By implementing these procedures, we will limit the traffic outside the gymnasium area.

Telephone

Calls from Parents or Students

Parents are welcome to call school staff any time during the school day with questions, concerns, or comments. If the teacher is teaching, a message will be conveyed to return the call at an appropriate time.

We encourage parents not to call children at school unless there is an emergency. Please do not call for reminders about an appointment, babysitting directions, etc. Please take care of these messages at home, before the school day begins.

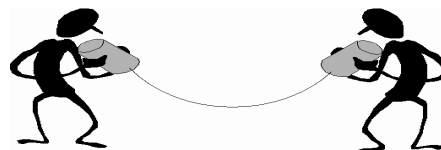
Students who must make emergency calls from school must obtain permission to use school telephones. Students are discouraged from using the phone for casual calls such as making arrangements to go home after school with a friend.

Cell Phones

Cell phones will be allowed to be carried by students as long as they are turned off during class time. Reminder notes will be sent home when a cell phone disturbs a class and the cell phone may be given to the principal and will need to be picked up by the parent. The phone may no longer be allowed at school in some circumstances.

Unlisted Phone Numbers

Parents may make arrangements with the principal's office to hold unlisted phone numbers in confidence.



Tennessee Warning to Parents and Students

Parents are advised that:

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

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

- Data collected will be provided to school personnel having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.

Tobacco-Free School

No person shall have or use any type of tobacco product while on school grounds or at school-sponsored activities. See School Board Policy #419, Tobacco-Free Environment, at the end of this handbook or on the district website for the complete policy.

Unique Learners

Special attention is provided for students who meet certain criteria indicating learning difficulties. Title I and Special Education services are combined with regular education efforts to teach, reinforce, and review important educational concepts. Following the belief, "all students can learn," we make every effort to find and use techniques that will allow each student to achieve success.

Students qualify for these services based on test data and classroom performance. Priority is given to students who have difficulties learning and applying skills in Reading/Language Arts, or Math. The goal is to help students acquire a solid foundation of basic skills and to be able to apply these skills in real-life situations.

Use of Pest Control Materials

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects and other pests in and around the district's buildings. Their program consists of:

- Inspection and monitoring to determine whether pests are present, and whether any treatment is needed
- Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials
- Utilization of non-chemical measures such as traps, caulking and screening
- Application of EPA registered pest control materials when needed

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application such as pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments are available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents and students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

If you have any questions regarding our Pest Management Program or would like a copy of inspection/treatment schedule, please contact Nate Sorgert at (320)358-4855.

Vandalism

People who damage school property may be held liable for those damages. In the case of minor children, their parents are liable. District policy requires parents be billed for the cost of damage. Please teach your child to respect the property of others.

Visitors

All visitors (parents too!) must report to the office, sign in, and wear a Visitor ID while in the building. Return the ID to the office and sign out before leaving the building. Don't be offended if a member of the staff reminds you to follow this safety procedure.

Parents are encouraged to attend various events during the school year. Parents may schedule a school visit at other times by calling the teacher or principal's office to discuss the reason for the visit and make appropriate arrangements. Drop-In visits are not allowed as teachers are most likely busy preparing materials for students, in other meetings, or working with students.

Parents may request permission to join their child on the playground for special occasions. Parents on the playground may not discipline any other students and must hold confidential all playground activity. Any questions or concerns should immediately be reported to the principal. The playground is an important time and place for children to socialize with peers and learn skills. This is best accomplished independently over time and with practice. They need to just play.

Other Children

Visits by other children, relatives, etc. are not allowed and we ask parents not to make such requests of school personnel. Each child who visits places an additional burden on the teacher, and puts him/her in the position of being a convenient babysitter.

Walking to School

Parents are asked to reinforce the following safety guidelines for walkers

- Use sidewalks wherever possible
- Walk facing traffic when a sidewalk is not available
- Go straight to the proper destination; do not play in the ditches, or in the pathway of cars

Weapons or Dangerous Items

Students may not bring, possess, use, or distribute any object designed as a weapon or through its use is capable of threatening or producing bodily harm, toward others or self. This includes, but is not limited to any firearm, air gun, laser device, knives, clubs, chains, explosives, mace, and objects modified to serve as a weapon.

These objects and objects which have the appearance of a weapon (toy guns, blades, etc.) are not allowed in school, on school grounds, at school activities, at bus stops, on buses, in school vehicles, or at any school-related function. Pocket knives and other potentially dangerous items should be used at home with parent supervision, not brought to school. School Board Policy #501, School Weapons Policy, provides a more complete statement of policy in this area.

Withdrawing from School

Please notify the office at least 2 days in advance if a student will withdraw from school during the school year. All books and other school-owned supplies must be returned. A transcript of a student's record will be sent to the new school when requested by the receiving school. Money pre-paid for school lunch tickets, parties, etc. will be refunded at a parent's request.

Health

A school nurse, who is responsible for coordinating health services, is available on a part-time basis. Office staff provides services when the nurse is not present. Please notify the school nurse of any health concerns each year when completing the Emergency Form.

Accidents

If a student is hurt in an accident during school time, s/he must tell her/his teacher right away.

Automated External Defibrillators (AED's)

Two Automated External Defibrillators (AED's) have been purchased for use during emergency situations. One is located outside the elementary office and the other is located in the cafeteria.

Emergency Situations

If parents cannot be reached, IN CASE OF A MEDICAL EMERGENCY, OR ANY ACCIDENT DEEMED SERIOUS IN NATURE, school personnel will make arrangements to transport the child to an appropriate medical facility.

In the best interests of students, **it is absolutely vital for parents to complete and sign an Emergency Form, during the first week of school**, providing all requested emergency information. Unlisted phone numbers will be kept strictly confidential.

Head Lice

The Health Office staff will check students for lice when an active case of lice is suspected. Upon confirmation of live lice or nits, health office staff will contact the parent/guardian and send treatment information home with the student.

The parent/guardian will be encouraged to pick up their student immediately. The student will not be excluded from school except in extreme circumstances.

Parents/guardians will be notified and will receive treatment information if there is an increased risk of contagion due to the number of active cases in their student's classroom or grade.

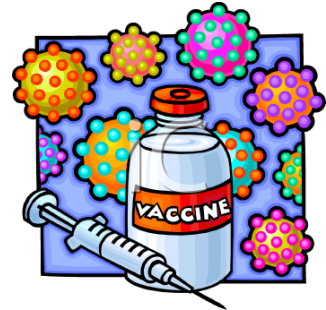
Immunizations

Minnesota State Law states that students who are not properly immunized may not attend school unless there is a record of medical exemption or a notarized copy of conscientious objection. The law defines a complete record of immunization as follows:

For Kindergarten:

- A series of 5 DTaP
- A series of 4 Polio
- A series of 3 Hepatitis B
- Two Measles, Mumps and Rubella
- Two Varicella or doctor's verification of the year your child had

Chicken pox (effective 9/10 by the state).



For Grade 7:

- One Td if five years have passed since last DTaP
- Second Measles, Mumps, Rubella
- A series of three Hepatitis B
- Two Varicella or doctor verification of the year the child had chicken pox (effective 9/10 by the state).
- A series of three Polio

- One Meningococcal

As of October 2003, Minnesota Immunization law requires all series be started before school starts and completed by May 1st of the current school year. County immunization clinics are provided each year to offer the second MMR, Tetanus-Diphtheria booster and HBV to 6th graders. Parents may submit their records as proof of immunization; physician's records are accepted but not required. Parents may submit a medical exemption or a notarized copy of conscientious objection. Records of these immunizations are required to be in the health office by the first day of school or the student will be sent home. Immunization laws frequently change and the school district will follow current regulations.

Medication Procedures

School staff will administer medications to students during school hours when necessary to ensure the student's health and enhance their educational program.

All medication will be stored in a secure area following state law and will be given under the direction of the school nurse. **NO** medication may be stored in student desks or backpacks except by arrangement with the school nurse and a doctor's order. If a student has permission to carry a rescue inhaler for asthma or an epi-pen for severe allergic reactions, the medication must be kept on the person at all times and are not to be shared. A complete prescription form must be on file in the health office for a student to carry an inhaler.

Medications must be brought to the health room before the school day begins. **Medications must be in the original container and labeled with the child's name. Medication will NOT be given to a child unless the following conditions are met.**

Medications prescribed by a physician require a written statement using the school medication authorization form or a form provided by their clinic. The written statement shall include:

- The child's legal name
- The name of the medication
- Dose information (frequency and time of day the medication is to be given)
- The starting and ending dates the medication is to be given
- The diagnosis or reason this medication is given
- Possible side effects
- Parent/guardian signature granting permission to administer medication

A written statement is also required annually from the parent/guardian authorizing the school to give the medication as prescribed by the physician. Medication authorization forms are available in the principal's office. Medications given three times a day should be given at home unless specified by doctor's orders.

Over-the-counter medications require a written statement from the parent/guardian authorizing the school to give the medication as indicated on original packaging. The written statement shall include

- The child's legal name
- The name of the medication
- Dose information (frequency and time of day the medication is to be given). Note: The requested dosage must follow the manufacturer's guideline unless a prescription form is completed.
- The starting and ending dates the medication is to be given
- The diagnosis or reason this medication is given
- Signature of parent/guardian

Screenings

Hearing/Vision: Each school year vision and hearing screening tests are given to children in Kindergarten through Fifth grade. Please get referrals completed and returned to school as soon as possible. Parents are welcome to call the school nurse with questions or concerns related to screenings or referrals, and to report any pre-existing health conditions that may affect the outcome of these tests on that particular day.

Scoliosis: Girls and boys in sixth grade are screened in the spring for signs of scoliosis, a condition affecting curvature of the spine.

Guidelines for keeping a child home:

- If a child has had a fever, of 100 degrees or more, the child should stay home for 24 hours after the temperature returns to normal without the aid of acetaminophen or ibuprofen for 6 hours.
- If a child has vomited or had diarrhea, the child should stay home until 24 hours after the last episode.
- If a child has any rash that may be disease-related or you do not know the cause, check with your family physician before sending the child to school.
- If your child is ill, please call the school to report illness.
- Questions regarding the above information or your child's illness may be directed to your family physician or the school nurse.

Guidelines for sending a child home from school:

- Temperature of 100° F or greater.
- Vomiting.
- Headache unrelieved by rest or medication administered with permission of the parents.
- Uncontrolled diarrhea.
- A rash that is increasing in size or spreading to other areas.
- Contracted contagious disease (ringworm, impetigo, chicken pox, etc.)
- Uncontrolled cough.
- Accident or injury that requires referral to a clinic or parent.
- So emotionally distraught that the student cannot function in the classroom.

COMMON CONCERNS PARENTS HAVE ABOUT THE HEALTH OF THEIR SCHOOL-AGE CHILD

DISEASE	SYMPTOMS	INCUBATION PERIOD	SCHOOL ACTION & PERIOD OF COMMUNICABILITY
Chickenpox	Slight fever, general feeling of illness, rash resembling water blister appearing after 3-4 days. Scabs appear later. Rash begins on the chest, back, under arm, neck and face.	2- 3 weeks	<ul style="list-style-type: none">● Exclude from school until vesicles are dry and crusted-usually 7 days from appearance of rash.● Contagious 5 days before eruption● And no more than 6 days after last crop of vesicles.
Cold Sores (Herpes Simplex)	Vesicles usually on lips but may occur anywhere on skin or in mucous membranes.	2-12 days	<ul style="list-style-type: none">● No restriction. May be communicable as long as 7 weeks after lesion appears.

Common Cold	Acute upper respiratory signs including watery eyes, sneezing, running nose, general feeling of illness.	12 hours-3 days	<ul style="list-style-type: none"> Restrict if clinically ill. Communicability 24 hours before onset and for 5 days after nasal involvement.
Conjunctivitis	Bacterial: Pink or red conjunctiva with pus that causes matting of the eyelids. Viral: pink conjunctiva with clear watery discharge.	24 – 27 hours	<p>Bacterial (with pus):</p> <ul style="list-style-type: none"> Until 24 hours after treatment. <p>Viral (without pus):</p> <ul style="list-style-type: none"> No exclusion <p>Allergy (clear yellow drainage)</p> <ul style="list-style-type: none"> No exclusion
Fifth Disease (Erythema Infectiosum)	No fever. Rash on cheeks (slapped face appearance), spreads to extremities and trunk. Rash exaggerated by exposure to sunlight or heat.	6 – 14 days	<ul style="list-style-type: none"> No restriction from school. Period of communicability uncertain. Usually subsides in 1-2 months.
Influenza	Chills, body ache, headache, fever, sore throat, then cough, runny nose & possibly stomach ache.	24 – 72 hours	<ul style="list-style-type: none"> Exclude from school until clinically well, usually 2-7 days.
Impetigo	Blisters, pustules rapidly covered with honey colored crusts.	4 – 10 days, occasionally longer	<ul style="list-style-type: none"> No exclusion if lesions are completely covered <p>Exclude from school until treatment with antibiotics for at least a full 24 hours, or until lesions are healed if they cannot be covered.</p>
Lice (Pediculosis)	Infestation of the head, hair or other hairy parts of the body with lice or nits. Pubic (crab) lice usually infest the pubic area.	Variable. Eggs hatch in 1 week	<ul style="list-style-type: none"> Considered communicable as long as eggs (nits) are attached to the hair & untreated or crawling. Encourage notification of recent contacts for nits/lice
Reye's Syndrome	Sudden onset of violent vomiting, mental confusion, extreme sleepiness, twitching or jerking movements, hostility, coma.	1-7 days following viral infection (cold, flu, chickenpox)	<ul style="list-style-type: none"> If one or more symptoms appear, call physician IMMEDIATELY. Go to hospital emergency room. Do not give aspirin or aspirin substitutes. Individuals under 25 should not take any product containing aspirin. Exclude until clinically well.
Mononucleosis	Include fever, sore throat, swollen lymph glands (neck) & tiredness.	4-6 weeks	<ul style="list-style-type: none"> Restrict only according to doctors orders Period of communicability unknown
Pin Worms	Itching of anal region, sometime disturbed sleep and irritability.	4-6 weeks	<ul style="list-style-type: none"> Exclude until 24 hours after treatment Communicable as long as worms are present in the intestines.

Ringworm (Tinea corporis)	Ring-shaped or irregular lesion with elevated vesicular or scaly borders. May show central clearing. May become inflamed and crusted.	Body: 4-10 days Scalp: 10-14 days	<ul style="list-style-type: none"> ● Exclude from school for 24 hours ● Communicable as long as fungi can be recovered. ● Area should be covered for school.
Scabies	Itching, scratch marks or burrow marks. Common sites are thighs, beltline, wrists, elbows, and webs of fingers. Scratching may cause secondary infections or rash.	2 – 6 weeks	<ul style="list-style-type: none"> ● Exclude until 24 hours after treatment has been started. ● Communicable until treated.
Strep Throat (Scarlet Fever)	Fever, sore throat, headache, nausea, vomiting, possibly fine rash.	1-3 days	<ul style="list-style-type: none"> ● Exclude from school until at least 24 hours after antibiotic treatment and is clinically well. ● Communicable until 24 hours after treatment is started, until child is w/o fever for 24 hours.

BEHAVIOR PURPOSE STATEMENT

At CE Jacobson Elementary it is our goal that ALL students will know and follow our R.O.A.R. expectations of being Respectful, Organized, Attentive, and Responsible. We will constantly encourage students to make wise choices and be effective problem solvers academically and socially.

Introduction

School is a place where children come to get an education. Students, parents and school personnel must share the responsibility for creating a positive and successful learning environment. The school must provide quality teachers and programs to help children succeed in a complex world. Parents must teach their children to take responsibility for their actions. Students are expected to adhere to our PBIS (Positive Behavior Intervention and Supports) model, and always follow our school-wide ROAR expectations.

Students are encouraged to use a problem-solving approach, which leads them to reflect on problems, consider possible solutions, and make wise choices. Students learn to recognize the relationship between their behavior and the positive and negative consequences of their behavior.

If parents, teachers, and students work together and maintain open, honest communications, students can develop the self-discipline, which provides life-long benefits.

We appreciate parent support in helping all students meet our school-wide ROAR expectations:

		ROUTINE / SETTING						
		Classrooms	Hallways	Restrooms	Cafeteria	Playground	Assemblies	Bus
S C H O O L W I D E E X P E C T A T I O N S	R Respectful	* Voice level 0-2 * Follow directions the first time * Be helpful * Wait your turn * Use kind words and actions	* Voice level 0 * Use line basics * Walk safely * Respond to adult directions	* Voice level 1 * Respect others privacy * Wait your turn * Use appropriate language	* Voice level 2 * Say please and thank you * Show kindness * Use line basics * Walk safely with food items	* Voice level 0-4 * Make friends and include ALL * Use appropriate language * Follow directions the first time	* Voice level as directed * Respect personal space * Use appropriate language * Acceptable bleacher use	* Voice level 1 * Use appropriate language * Take care of bus property * Greet the bus driver
	O Organized	* Stay on task * Be prepared * Maintain a clean work area * Return Friday Folders on Monday	* Keep personal belongings out of hallway * Stay to the RIGHT	* Take care of stalls, walls, and floors	* Organize your lunch space * Place trays and utensils in proper location	* Stay in designated play areas * Pick up personal belongings	* Enter quietly * Be on time	* Be on time * Keep personal belongings in assigned seat
	A Attentive	* Keep eyes on speaker * Be an active participant * Listen to adults and students	* Be aware of surroundings * Keep up with your class	* Seek help as needed * Flush as needed	* Throw away trash * Take the lunch you chose * Awareness of dismissal time	* Remember to return school equipment * Watch for safety of others	* Keep ears and eyes on speaker * Be aware of directions	* Stay seated and face forward * Wait for signal to cross the road * Watch for your stop
	R Responsible	* Complete assignments on time * Take care of personal belongings and school equipment * Follow ALL classroom rules	* Straight to and from destination * Greet others appropriately in the hallway * Alert adults as needed	* Wash hands with one squirt soap, one paper towel * Take care of business quickly	* Raise hand to seek help * Leave area clean * Appropriate table manners * Eat only your food	* Use problem solving skills with others * Follow ALL playground rules * Wearing appropriate seasonal attire * Share	* Applaud / respond when appropriate * Remain seated * Sit in designated area	* Follow ALL bus driver rules * Keep all body parts inside bus * Maintain safety precautions at bus stop * Stay out of DANGER ZONE



Disciplinary Action

Most students never have serious discipline problems. It is important that parents and students understand the consequences of misbehavior. When unacceptable behavior occurs parents are typically informed by a brief written report allowing the student and parent to discuss the incident. There may also be an email and or phone call depending on the situation. Like all skills, behavior expectations must be explicitly taught and practiced. We focus on skill building to avoid a repeat of a same or similar incident. Understand that we want all children to feel successful and happy at school. Incidents are not taken lightly. Witnesses are interviewed and the student has a chance to explain their choices. If a referral comes home, there is substance to the report. Typical options a teacher or administrator may choose depends on the major/minor behavior flowchart:

- INFORMAL TALK and/or WARNING (for Behavior Concerns) with skill building.
- THE PLANNING ROOM: The student may process a behavioral concern with our ADSIS behavior coordinator in which a Think Sheet or Fix-it-Plan may be filled out and sent home with the student for parent signature.
- CONFERENCE WITH STUDENT: (for Unacceptable Behavior): The teacher or principal will discuss the incident and how to prevent it in the future.
- REMOVING STUDENT FROM CLASS: The teacher or principal may decide it is necessary to remove a student to allow instruction to continue, to give the student time to reflect on his/her actions, or to provide time to consider other options.
- NOON DETENTION: The principal may assign noon detention and send home a referral.
- CONFERENCE WITH PARENT AND STUDENT: The teacher, planning room, or principal will discuss the incident and how to prevent it in the future.
- REMOVING PRIVILEGES: The teacher or principal may deny the student certain privileges (riding the bus, using the playground, reward activity, field trip, etc.).
- RESTITUTION: The teacher or principal may assign tasks which attempt to get the student to think about and/or “makeup for” the misbehavior (scrubbing a wall for writing on it, writing about how to avoid a fight, research on an assigned topic, etc.).

- SEVERE DISCIPLINARY ACTIONS:
 - PARENT CUSTODY: The principal may release the student to the custody of the parent for the duration of the school day.
 - IN-SCHOOL SUSPENSION: The principal may remove a student from the normal school routine but keep the student in school.
 - SHORT SUSPENSION: The principal may suspend a student for up to and including five days.
 - LONG-TERM SUSPENSION: Suspensions of five or more school days are subject to the approval of the superintendent.
 - EXPULSION: Expulsion requires official action of the Board of Education. It prohibits a student from further attendance in school for the rest of the school year.

Code of Student Conduct

A list of examples of unacceptable behavior, examples of disciplinary action, and related procedures can be found in School Board Policy #506, [Student Discipline](#), at the end of this handbook or on the district website for the complete policy.

Student Discipline Complaints

Students, parents or guardians may choose to appeal a disciplinary decision or action. To do so, please see Rush City School District Policy #103 and follow the process (link below under District Policies).

Corporal Punishment

Corporal punishment may not be administered.

Discipline Guidelines for Parents

- Praise the child for the kinds of behavior valued
- Try to make an appropriate response to good or bad behavior
- Be consistent about important rules and limits
- Be reasonable in demands and responses
- Avoid showing excessive anger
- Be patient
- Help the child with ideas and skills for what to do in the future
- Make sure the child always remains confident of your love



NOTICES

Background Checks

The school district will request a criminal history background check from appropriate government agencies for all individuals who are offered employment in a school and for all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services. School Board Policy #404 Employment Background Checks, provides a more complete statement of policy in this area.

Highly Qualified

As a Title I School, we are required to notify parents on the professional qualifications of the students' classroom teachers. All of our classroom teachers meet the qualification of being Highly Qualified.

Non-Discrimination Notice

Rush City Schools promotes equal opportunity for students and staff and prohibits discrimination on the basis of race, color, national origin, sex, or disability. School Board policy designates the Superintendent as coordinator of Title IX, ADA, and Section 504 regulations. Brent Stavig, 51001 Fairfield Avenue, Rush City, MN 55069, Phone: 320-358-4855.

DISTRICT POLICIES

Rush City School District is governed by policy. We encourage you to click on the link provided to view our up to date district policies. If you would like a printed copy, please ask in the school office.

https://www.rushcity.k12.mn.us/district/school_board/school_board_policies

- #404: Employment Background Checks
- #413: Harassment and Violence
- #418: Drug Free Workplace/Drug Free School
- #419: Tobacco-Free Environment
- #501: School Weapons Policy

Parent-Student Handbook 2023-2024

- #502: Search of Student Lockers, Desks, Personal Possessions and Student's Person
- #503: Student Attendance
- #504: Student Dress & Appearance
- #505: Distribution of Non-School Sponsored
- #506: Student Discipline
- #514: Bullying
- #515: Protection & Privacy of Public Records
- #524: Internet Acceptable Use Policy
- #526: Hazing Prohibition
- #531: The Pledge of Allegiance
- #534 Unpaid Meal Charges
- #618 Assessment of Student Achievement

ASSESSMENT OF STUDENT ACHIEVEMENT

Policy #618, per statute 120B301 (a) & (c), the commissioner will publish a form that will explain the following:

1. the need for state academic standards; identifies the state assessments that are aligned with state standards
2. identifies the consequences, if any, the school or student may face if; a student does not participate in state or locally required standardized assessments;
3. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, non credit course at a Minnesota state college or university in the corresponding subject area;
4. summarizes the provisions in Minn. Stat. § 120B.301(a) and (c); and notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision

- #709: Student Transportation Safety