

**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](http://www.rushcity.k12.mn.us)  
(Web access is available at Rush City Public Library.)

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 <b>INTRODUCTION</b>	

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 2025-2026**

*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**

### **Staff**

For a list of all current staff at Rush City Schools, please refer to:

[https://www.rushcity.k12.mn.us/district/staff\\_directory](https://www.rushcity.k12.mn.us/district/staff_directory) and  
<https://lookerstudio.google.com/u/0/reporting/1Y0GTTGLS4WYe8G1JuEWxju1YYzpJID4y/page/Vijy>

## Communication

Our school district is using an app called Edlio for communication in addition to our school website and Facebook. Please be sure to add this app to your device and enable notifications!

**RUSH CITY  
SCHOOL  
DISTRICT 139  
NOW HAS AN  
APP!**

Search for "Edlio" in the  
App Store or Google Play  
and download for free  
today!

Download on the  
App Store

ANDROID APP ON  
Google play

**Get instant updates** about  
school news and events on your  
mobile device!

**Access important information  
and documents** on the go!

**Find forms, links, & resources for  
your child** - right at your  
fingertips!

Below: We will be sharing school dates/events through Edlio instead.

# **SCHOOL CALENDAR 2025-2026**

## **SEPTEMBER**

1 Labor Day, No Classes  
 2-3 "Get to Know you Days" Pictures  
 4 First day of regular school day  
 19 Staff Flu Clinic 9:45-11 AM  
 29 Staff Development, No Classes

## **FEBRUARY**

Mid Term  
 Kindergarten Music program  
 16 President's Day, No Class  
 17 & 26 Parent Teacher Conferences

## **OCTOBER**

Mid-Term  
 3 Individual Picture Retakes  
 16-17 Professional Convention, No Classes  
 20 Staff Development, No Classes

## **MARCH**

12-13 School Closed, No Classes  
 27 End of Quarter 3  
 30 Staff Development, No Classes

## **NOVEMBER**

6 End of Quarter  
 7 Staff Development, No Classes  
 20 & 25 Parent/Teacher Conferences  
 26 Staff Development, No Classes  
 27-28 Thanksgiving Break, No Classes

## **APRIL**

3 & 4th Grade Music Program  
 3 & 6 Holiday, No Classes

## **DECEMBER**

13 Mid Term  
 22-31 Christmas Break, No Classes

## **MAY**

2 Mid-Term  
 Gr. 6-7 Band Root Beer Rag Concert  
 11 School Closed, No Classes  
 25 Memorial Day, No Classes

## **JANUARY**

1-2 Christmas Break, No Classes  
 23 End of Quarter 2  
 26 Staff Development, no Class

## **JUNE**

3 Last Day of School / End of Quarter 4  
 4 Staff Development

## **DAILY SCHEDULE 2025-2026 for grades K-4**

7:40	Building opens for students (breakfast)
7:50	Students begin arriving on buses
8:10	Report to classrooms (bell rings)

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8:15	Tardy (bell rings)
8:15-2:55	Instruction (Lunches/Recesses by grade level)
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 2025-2026 for grades 5-6**

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

### **Arrival**

Students should arrive at school no earlier than 7:40 AM and must report to the supervised area (cafeteria) until the bell rings at 8 AM. The doors open and supervision begins at 7:40AM. 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. After 7:50 am, students are allowed to play outside on their assigned playgrounds or remain in the cafeteria until the bell rings at 8:10am.

### **Dismissal**

Elementary students are not allowed to "hang around" at the elementary or high school before school or after dismissal outside of building hours. 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 come to school before 7:40am or stay after school must attend Tiger Care: enroll in childcare - Champions before and after school childcare (information available on the school's website, facebook, and available in the office).

### **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.

### **Morning Drop Off**

Students may be dropped off as early as 7:40 am if they are having breakfast at school. If students are not having breakfast, please try to drop them off at 8:00 am. The doors to the school are locked until 7:40 am and students may enter into the front of the building only where staff are supervising. Please be mindful of the weather when dropping students off prior to 7:40 am and consider their safety as staff are not available to supervise or support student needs.

### **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**

**Attendance Phone #: 320-358-4724**

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 before 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” or backpack 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. Books being transported to school should fit in a bag and not be carried for safety. If you are in need of a backpack you may notify the school.

## **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

Students will be assigned to one PRIMARY bus and we ask that they ride only that bus. In rare circumstances a student may also be assigned to an ALTERNATE bus (daycare, grandma’s etc.) IF they use this alternative site on a regular basis. In this situation, we ask that a regular schedule be established for each stop and that you provide the classroom teacher and transportation department with that schedule.

### Bus Passes

**We do not allow for daily bus passes.** Please understand that it is critical that we have consistent and accurate information on the location of all riders at any given time. Therefore, all students are required to ride the bus they are assigned to, as well as get on and off at their designated stop location. For the safety of all, we do not allow students (families) to alter these plans. Thank you for understanding that we cannot honor requests for bus passes. This is especially true for students’ parties - additional students CANNOT be added to bus routes.

### Transportation Changes

The District Office may change transportation routes due to weather, road conditions, etc. and will notify families whenever possible if it would affect drop off or pick up times.

### 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:

### **Ride with ROAR Bus Expectations**

R = Respectful

- Voice level 1
- Take care of bus property
- 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.

## Google Workspace for Educations

At Rush City Schools, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At C.E Jacobson Elementary, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not be able to create a Google Workspace for Education account for your child and you will need to set up a meeting with the building Principal. I give permission for Rush City Schools to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,

Alicia Nelson, CEJ Principal

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date

## Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Keep
- Migrate
- Sites
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “Additional Services”:

- Google Bookmarks
- Google Maps
- Google My Maps
- Google Public Data
- Google Translate
- Youtube

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Additional information about these third-party services is available at <https://swwc.app.learnplatform.com/new/public/tools?tag-filter-251%5b%5d=6702>

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, C.E. Jacobson Elementary may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google

may also collect personal information directly from students, such as a telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.

- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.

- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.

- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.

- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.

- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.

- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services;

measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;

- Change your student's account password;

- Suspend or terminate your student's account access;

- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;

- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

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First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Alicia Nelson, C.E. Jacobson Principal. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Alicia Nelson CEJ Principal. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at <https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).

### **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

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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 property or grounds or at school-sponsored activities. See School Board Policy #418, Drug-Free Workplace/Drug-Free School.

### **Field Trips**

Each grade level participates in various field trips throughout the school year. Field trips are for students to learn and bond with their classrooms and instructors in positive ways. Parents may attend only if they are selected through the chaperone process and through clearance of our safety system and procedures. If not selected as a chaperone, you may not meet your child at their field trip as you are not properly documented to accompany the class. This also applies to relatives, friends, or siblings of the students on the field trip. Siblings in other grade levels may not be pulled from school to attend.

Students may not choose to "opt out". They will be considered absent if they do not attend field trips, which are directly connected to classroom learning or incentives. The school does not provide alternative classrooms or education for a student who will not attend a field trip with the class, thus a student would remain home for the day.

### **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, technology and any other school property or facilities that are abused and/or lost.

### **Drills**

Minnesota law requires school personnel to conduct fire (evacuation), severe weather (shelter in place), lock down and other safety drills (hold or secure) during the school year. Students and staff follow specific procedures from the Standard Response Protocol 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 for sharing in class. 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. Shared snacks must be store-bought of from a properly licensed company.

Lunch-food from home: If bringing food (including store bought) to school for your child to enjoy at lunch it CANNOT be SHARED with other children 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. **personalized learning plans (PLP's), and subject-specific grade level advancement.**

### **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). **Energy drinks are not to be consumed during school hours or on school property.**

### **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.

### **Respecting Personal Space/Belongings of Others**

Students who do not respect the personal space, safety, and belongings of others are subject to disciplinary action as determined necessary by the principal **according to the disciplinary flow chart.**

### **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. **A letter from a medical provider must be current and state the necessity for home-based or home-bound 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. **Classroom teachers will contact parents if the selected homework is not made up for missed days of instruction and a plan will be made to ensure students have not missed content.**

### **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 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**

2025-2026 SCHOOL YEAR UPDATE--BREAKFASTS AND LUNCHES 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.

Staff Lunch Cost: \$5

Staff Breakfast Cost: \$2.40

#### **Milk:**

Price per carton	1 Free per student per meal (extra)	\$ .50	\$10.00 (for 20)
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### **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 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

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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 27

### **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 **within the last year** stating that he/she is lactose intolerant.

### **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 [mnpicr@pacer.org](mailto:mnpicr@pacer.org), or at [www.pacer.org/mpc/](http://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. The recitation shall be conducted: A. By each individual classroom teacher or the teacher's surrogate; or B. Over a ~~school intercom system~~ **schoolwide system such as a newscast, intercom, or student-led media** or by a person designated by the school principal or other person having administrative control over the school. 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~~ **Approaching**, 1 = ~~Beginning skills~~ **Not Yet Demonstrating**

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.

### **School Resource Officer**

Our school district partners with a school resource officer who works within our schools on a daily basis to promote school safety, positive relationships and citizenship, provide resources and support, educate students and staff, and respond to incidents.

### **Search of Student's 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, 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.~~ Students, families, and spectators should follow sportsmanship conduct regulations established by Great River Conference:

1. All cheering should be directed to the support of each team rather than against the opposition or officials
2. Accept the decision of the officials
3. Stay off the playing area
4. Mechanical noise makers (bells, buzzers, horn, etc.), megaphones, indiscriminate use of musical instruments, whistles and confetti are not to be used

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.

## **Student Data Practices Notice (formerly Tennessean Warning)**

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.

## **Telephone**

### **Calls from Parents or Students**

Parents are welcome to call school staff any time during the school day with questions, concerns, or comments using the main school phone number: 320-358-4724. 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.

Students will not be making calls or texts using cell phones throughout the school day. After dismissal, students may use their cell phones.

### **Cell Phones**

~~Cell phones will be allowed to be carried by students as long as they are turned off during class time.~~ Students at C.E. Jacobson Elementary school are not allowed to have their cell phones in hand from the time they enter the school building until the time they are dismissed from school at the end of the day. Cell phones and electronic devices are to be kept in students' backpacks for the duration of the school day. Students should keep smart watches disengaged. They can keep them on unless or until they become problematic or students are using them to text for example. Reminder notes will be sent home when a cell phone or electronic device disturbs a class and the cell phone or instruction and the device may be given to the principal and will need to be picked up by the parent. The phone device may no longer be allowed at school in some circumstances.

**AWAY FOR THE DAY:** This campaign was adopted by the Mn Legislature to stop phone use disrupting school life and harming kids' social development by keeping phones, smartwatches and other personal devices "Away For The Day" at school. Research shows that kids and teens do better with phones, smartwatches and other personal devices away during school hours.

### **Unlisted Phone Numbers**

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

### **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. This also applies to vape products.

### **Unique Learners**

Special attention is provided for students who meet certain criteria indicating learning difficulties. MTSS, 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 and to maximize their growth through specially designed instructional opportunities.

### **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 the 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. **Destruction of personal property cases may be referred to the SRO or law enforcement as well.**

### **Visitors**

All visitors (parents too!) must report to the office, sign in, and wear a Visitor ID while in the building. **A valid drivers license or state-issued ID must be presented to obtain a visitor ID.** 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.

### **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.

### **Walking to/from 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
- **The school only supervises walkers from the dismissal of the building to the crossing of the first street in the back of the school and does not assume responsibility for the safety of walkers thereafter.**

**Note: Students are not allowed to walk to the high school after school. If they are meeting a sibling or staff member at the high school, they will ride the bus to the high school. Classroom teachers should be notified in advance by parents for this arrangement. Please note that it's also important to email the office if you are unable to reach a teacher.**

### **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 provide 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. Students may be directed to the health office if an injury is suspected. The health office will call parents/guardians if the injury needs attention or has an impact on the student's daily activities. If an injury is quickly resolved and very minor, phone calls are not necessarily made.

### **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.**

**Rescue Medications** - Each school building has on hand rescue medication in the event of an opioid overdose. That medication is currently Naloxone (NarCan). The district has developed procedures for administering the rescue medication. The rescue medication will be administered only by trained individuals.

### **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 chickenpox (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 1<sup>st</sup> of the current school year. County immunization clinics are provided each year to offer the second MMR, Tetanus-Diphtheria booster and HBV to 6<sup>th</sup> 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 is 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. (Take out)

### **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 blisters 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"> <li>Exclude from school until vesicles are dry and crusted-usually 7 days from appearance of rash.</li> <li>Contagious 5 days before eruption</li> <li>And no more than 6 days after the last crop of vesicles.</li> </ul>
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"> <li>No restriction.</li> </ul> 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"> <li>Restrict if clinically ill.</li> <li>Communicability 24 hours before onset and for 5 days after nasal involvement.</li> </ul>
Conjunctivitis	Bacterial: Pink or red conjunctiva with pus that causes matting of the eyelids. Viral: pink conjunctiva with clear watery discharge.	24 – 27 hours	Bacterial (with pus): <ul style="list-style-type: none"> <li>Until 24 hours after treatment.</li> </ul> Viral (without pus): <ul style="list-style-type: none"> <li>No exclusion</li> </ul> Allergy (clear yellow drainage) <ul style="list-style-type: none"> <li>No exclusion</li> </ul>
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"> <li>No restriction from school.</li> <li>Period of communicability uncertain. Usually subsides in 1-2 months.</li> </ul>
Influenza	Chills, body ache, headache, fever, sore throat, then cough, runny nose & possibly stomach ache.	24 – 72 hours	<ul style="list-style-type: none"> <li>Exclude from school until clinically well, usually 2-7 days.</li> </ul>
Impetigo	Blisters, pustules rapidly covered with honey colored crusts.	4 – 10 days, occasionally longer	<ul style="list-style-type: none"> <li>No exclusion if lesions are completely covered</li> </ul> Exclude from school until treatment with antibiotics for at least a full 24 hours, or until lesions are healed if they cannot be covered.
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"> <li>Considered communicable as long as eggs (nits) are attached to the hair &amp; untreated or crawling.</li> <li>Encourage notification of recent contacts for nits/lice</li> </ul>

Reye's roSyndme	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"> <li>• If one or more symptoms appear, call a physician IMMEDIATELY.</li> <li>• Go to the hospital emergency room.</li> <li>• Do not give aspirin or aspirin substitutes. Individuals under 25 should not take any product containing aspirin.</li> <li>• Exclude until clinically well.</li> </ul>
Mononucleosis	Include fever, sore throat, swollen lymph glands (neck) & tiredness.	4-6 weeks	<ul style="list-style-type: none"> <li>• Restrict only according to doctors orders</li> <li>• Period of communicability unknown</li> </ul>
Pinworms	Itching of anal region, sometimes disturbs sleep and causes irritability.	4-6 weeks	<ul style="list-style-type: none"> <li>• Exclude until 24 hours after treatment</li> <li>• Communicable as long as worms are present in the intestines.</li> </ul>
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"> <li>• Exclude from school for 24 hours</li> <li>• Communicable as long as fungi can be recovered.</li> <li>• Area should be covered for school.</li> </ul>
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"> <li>• Exclude until 24 hours after treatment has been started.</li> <li>• Communicable until treated.</li> </ul>
Strep Throat (Scarlet Fever)	Fever, sore throat, headache, nausea, vomiting, possibly fine rash.	1-3 days	<ul style="list-style-type: none"> <li>• Exclude from school until at least 24 hours after antibiotic treatment and is clinically well.</li> <li>• Communicable until 24 hours after treatment is started, until the child is w/o fever for 24 hours.</li> </ul>

## 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 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	<ul style="list-style-type: none"> <li>* Voice level 0-2</li> <li>* Follow directions the first time</li> <li>* Be helpful</li> <li>* Wait your turn</li> <li>* Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>* Voice level 0</li> <li>* Use line basics</li> <li>* Walk safely</li> <li>* Respond to adult directions</li> </ul>	<ul style="list-style-type: none"> <li>* Voice level 1</li> <li>* Respect others privacy</li> <li>* Wait your turn</li> <li>* Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>* Voice level 2</li> <li>* Say please and thank you</li> <li>* Show kindness</li> <li>* Use line basics</li> <li>* Walk safely with food items</li> </ul>	<ul style="list-style-type: none"> <li>* Voice level 0-4</li> <li>* Make friends and include ALL</li> <li>* Use appropriate language</li> <li>* Follow directions the first time</li> </ul>	<ul style="list-style-type: none"> <li>* Voice level as directed</li> <li>* Respect personal space</li> <li>* Use appropriate language</li> <li>* Acceptable bleacher use</li> </ul>	<ul style="list-style-type: none"> <li>* Voice level 1</li> <li>* Use appropriate language</li> <li>* Take care of bus property</li> <li>* Greet the bus driver</li> </ul>
	O  Organized	<ul style="list-style-type: none"> <li>* Stay on task</li> <li>* Be prepared</li> <li>* Maintain a clean work area</li> <li>* Return Friday Folders on Monday</li> </ul>	<ul style="list-style-type: none"> <li>* Keep personal belongings out of hallway</li> <li>* Stay to the RIGHT</li> </ul>	<ul style="list-style-type: none"> <li>* Take care of stalls, walls, and floors</li> </ul>	<ul style="list-style-type: none"> <li>* Organize your lunch space</li> <li>* Place trays and utensils in proper location</li> </ul>	<ul style="list-style-type: none"> <li>* Stay in designated play areas</li> <li>* Pick up personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>* Enter quietly</li> <li>* Be on time</li> </ul>	<ul style="list-style-type: none"> <li>* Be on time</li> <li>* Keep personal belongings in assigned seat</li> </ul>
	A  Attentive	<ul style="list-style-type: none"> <li>* Keep eyes on speaker</li> <li>* Be an active participant</li> <li>* Listen to adults and students</li> </ul>	<ul style="list-style-type: none"> <li>* Be aware of surroundings</li> <li>* Keep up with your class</li> </ul>	<ul style="list-style-type: none"> <li>* Seek help as needed</li> <li>* Flush as needed</li> </ul>	<ul style="list-style-type: none"> <li>* Throw away trash</li> <li>* Take the lunch you chose</li> <li>* Awareness of dismissal time</li> </ul>	<ul style="list-style-type: none"> <li>* Remember to return school equipment</li> <li>* Watch for safety of others</li> </ul>	<ul style="list-style-type: none"> <li>* Keep ears and eyes on speaker</li> <li>* Be aware of directions</li> </ul>	<ul style="list-style-type: none"> <li>* Stay seated and face forward</li> <li>* Wait for signal to cross the road</li> <li>* Watch for your stop</li> </ul>



	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
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### **Disciplinary Response / Actions**

Most students never have serious discipline problems. It is important that parents and students understand the consequences of misbehavior. When unacceptable behavior **of a serious or disruptive nature** 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. **We also practice non-exclusionary discipline and will work with students on teaching, coaching, and behavior contracts that allow students to be aware of their behavior, part-owners in their choices, and make growth toward specific behavior or social goals.** 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. **Coaching opportunities are provided for making better choices in the future.**
- ~~NOON~~ LUNCH DETENTION: The principal may assign **lunch** detention and send home a referral.
- **With permission from a parent, recess detention may also be given.**
- 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:**
  - **DISMISSAL / PARENT CUSTODY:** The principal may release the student to the custody of the parent or legal guardian for the duration of any given school day.
  - **IN-SCHOOL SUSPENSION:** The principal may remove a student from the normal school routine but keep the student in school.
  - **SHORT-TERM SUSPENSION:** The principal may suspend a student in grades 3-6 for up to 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 this 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).

### **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
- Our school is committed to helping your child in school and providing ideas for helping your child be successful at home as well, so please reach out to a trusted staff member if you have any needs or concerns.

## **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](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
- #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