



Jordan Elementary School
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Below is a list of the changes and additions being made in the JES Staff Handbook for the 2026-2027 school year:

JES STAFF HANDBOOK

- Revised all links in the handbook to connect to our new district website

ARRIVAL

- Added section to clarify arrival procedures/expectations for students and families as an awareness and reference for staff. All students being dropped off are entering the main entrance (K/1 will no longer enter via the Behavior Suite door).

ATTENDANCE REPORTING

- Included link to JPS & JES Attendance Flyers for staff reference

ADMINISTRATION AND LEADERSHIP TEAM SUPPORT

- Revised linked document to clarify building and district staff members' roles and responsibilities

EMERGENCY DRILLS

- Added language for staff to review emergency language (I Love You Guys) and evacuation maps posted in building

FACILITY USE

- Procedural language revised for staff entering the building after hours, along with a video to view in near future on how to arm the building.

FIELD TRIPS

- Added language for teachers to share with families if they choose to not attend the field trip, but want their child to attend school rather than keeping them at home.

MEALS

- Changed heading title from "Lunch" to "Meals" to align to MSBA Parent/Student handbook language, and added language for staff to not print menus to send home to families or display in the classroom, due to the likelihood of menus changing throughout the month.

OUR MISSION

Inspire a caring community to ignite learning, innovation, and success for all!

PHONE USE

- Added clarifying language to staff expectations of personal cell phone use along with other personal electronic devices (Meta Glasses)

PLANNERS

- Added language to expectations of staff to teach students how to use planners as an organizational/learning tool, not as a consequence for behavior

STAFF MEETING SCHEDULE

- Modified schedule of meetings and committee descriptions

SUPPLIES

- Added language that staff will consult with building principal regarding office supplies for teaching and learning prior to submitting a request to PTO

TEACHER EVALUATION

- Modified teacher observation schedule by adding new staff and cycle of observing tenured teachers

WORK ORDERS

- Changed *Brightly* to new company name, *Siemens*

Additional changes will/may be needed as updated information is shared throughout the school year.