



Jordan School District #717
Health & Safety Meeting Agenda

Monday, July 13, 2020 at 6:00 PM
Regular Meeting
CERC Multi-purpose Room
500 Sunset Drive; Suite 3
Jordan, MN 55352

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Consideration of Agenda
5. Public Comments
6. Consent Agenda
 1. Minutes
 1. June 8th, 2020 - Regular
 2. Monthly Finance Reports
 3. Donations
 4. Policies
 1. 410 Family and Medical Leave Policy - 1st and Final Reading
 2. 413 Harassment and Violence - 1st and Final Reading
 3. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse - 1st and Final Reading
 4. 415 Mandated Reporting of Maltreatment of Vulnerable Adults - 1st and Final Reading
 5. 506 Student Discipline - 1st and Final Reading
 6. 514 Bullying Prohibition Policy - 1st and Final Reading
 7. 516 Student Medication - 1st and Final Reading
 8. 522 Student Sex Nondiscrimination - 1st and Final Reading
 9. 524 Internet Acceptable Use and Safety Policy - 1st and Final Reading
 10. 524.1 Social Media Policy - 1st and Final Reading
 11. 533 Wellness - 1st and Final Reading
 12. 616 School District System Accountability - 1st and Final Reading
 13. 714 Fund Balances - 1st and Final Reading
 14. 722 Public Data Requests - 1st and Final Reading

15. 806 Crisis Management Policy - 1st and Final Reading
16. 101 Legal Status of the School District - 1st and Final Reading
17. 208 Development, Adoption, and Implementation of Policies - 1st and Final Reading
5. Retirement - ES Cooks Helper - Judith Miller
6. New Hire - B Squad Girls Soccer Coach - Tania Farwell
7. Contract Renewal - Head Baseball Coach - Brent Goracke
8. Contract Renewal - B Squad Baseball Coach - Alex Beckman
9. Contract Renewal - C Squad Baseball Coach - Drew Sinke
10. Contract Renewal - 8th Grade Baseball Coach - Nicholas Dahlen
11. Contract Renewal - Head Softball Coach - Bryan Martin
12. Contract Renewal - B Squad Softball Coach - Kelsey Pekarna-Dabu
13. Contract Renewal - C Squad Softball Coach - Jenny Kusske
14. Contract Renewal - 8th Grade Softball Coach - Eric Hjelmeland
15. Contract Renewal - Head Boys Track Coach - Ben Nylander
16. Contract Renewal - Head Girls Track Coach - Kelley Walerius
17. Contract Renewal - B Squad Track Coach - Shane Peters
18. Contract Renewal - B Squad Track Coach - Michael Coddington
19. Contract Renewal - 7th/8th Grade Track Coach - Nate Kucera
20. Contract Renewal - 7th/8th Grade Track Coach - Heather Davis
21. Contract Renewal - Head Boys Golf Coach - Adam Larson
22. Contract Renewal - Head Girls Golf Coach - Ozzie Sand
23. Contract Renewal - 7th/8th Grade Golf Coach - Kevin Gutzmer
24. Contract Renewal - Knowledge Bowl Coach - Gerald Langsweirdt
25. Contract Renewal - Spring Play Director - Josh Barnd
26. Contract Renewal - Spring Play Assistant Director - Jessica Barnd
27. Contract Renewal - MS Spring Play Director - Marie Wignall
28. Contract Renewal - MS Spring Play Assistant Director - Janice Lennox
29. Contract Renewal - Weight Room Supervisor - Chris Olson
7. Action Items
 1. Review and Act on 20-21 JHS Student-Parent Handbook
 2. Review and Act on 20-21 JMS Student-Parent Handbook
 3. Review and Act on 20-21 JES Student-Parent Handbook
 4. Review and Act on FY22 LTFM Plan
 5. Review and Act on Resolution Combining Polling Places
 6. Review and Act on Resolution Calling for a General Election
 7. Review and Act on 20-21 MSBA Membership
 8. Review and Act on the 20-21 Literacy Plan
 9. Review and Act on 20-21 School Meals Pricing
 10. Review and Act on Approval of Sandy Burke as a District Speech Judge/Assistant Coach and Board Member for FY21
8. Board and Administrative Reports
 1. Interim Superintendent's Report
 2. HS Principal's Report
 3. MS Principal's Report
 4. ES Principal's Report
 5. Director of Teaching and Learning's Report
 6. Activities Director's Report

7. Community Education & Recreation Director's Report
8. Communication, Marketing, and Event Director's Report
9. Nutritional Services Director's Report
10. Special Services Director's Report
11. Facilities Director's Report
12. School Board Member Reports / Committee Reports
1. MSBA Summer Seminar
9. Adjourn Regular Meeting



Request to Address the School Board

According to School Board Policies 206 & 207, if a citizen wishes to speak to the School Board about an agenda item, the Superintendent's office must be notified. For all other purposes, citizens must complete the 'Request to Address the School Board' form, which must be submitted in person or email to the School Board Clerk, or other designee, any time up to ten (10) minutes prior to the start of the School Board meeting.

'During the public comment part of each regular board meeting, up to 30 minutes of time will be allowed for district constituents to address the board. Each person may have up to 3 minutes of time to speak. This is a time of "listening" by the school board. The board is here to listen only and will not take action or discuss topics brought forward during the open forum. It may, at its discretion, ask questions for clarification of issues. The board may, if it deems appropriate, bring said issues forward at a subsequent meeting. NO PERSONAL ATTACKS WILL BE ALLOWED. The open forum is the only opportunity for members of the audience to speak out during the meeting. Please attach form and follow the guidelines for presenting your topic.'

Name: _____

Residence (city only): _____

Date: _____

Phone Number: _____

**This will only be used for follow-up to your shared issue/concern.*

Please specifically state your purpose for addressing the School Board.

Have you previously contacted a School Board member and/or school employee about this issue/concern? (Circle One) YES NO

If so, please state name of board member/school employee: _____

If proper procedures have been followed and the School Board Clerk, or other designee, has determined that proper communication channels have been followed, your request will be submitted to the Board Chair. The Board Chair will then call you by name, state the purpose of your address, and invite you to the podium during the scheduled time for open forum/public comments.



School Board Meeting Minutes

Monday, June 8, 2020 at 6:00 PM
Regular Meeting
CERC Multi-purpose Room / Zoom

1. Call to Order
 - Deb Pauly called the meeting to order at 6:03 pm.
2. Pledge of Allegiance
3. Roll Call
 - Present: Deb Pauly, Tom Vogel, Sandy Burke (Remotely 6:03-7:32pm & 7:49-7:51pm), Connie Hennen (Remotely), Lauren Pedersen (6:05pm), Rob Langheim, Ryan Dahnert, and Olivia Rausch (Remotely - Student Representative).
 - Absent: None
4. Consideration of Agenda
 - Motion to approve the agenda with the stated revisions made by S. Burke, Seconded T. Vogel Passed 6-0 (L. Pedersen was absent)
5. Public Comments
 - None
6. Retirement / Resignation Recognition
 - Mr. Helgerson and the board thanked Kim Fuller, Joy Allen, Kathy Dunham, and Joanne Westphal for their years of dedicated service to the district. The board also recognized the tremendous work Mr. Helgerson accomplished during his tenure as Superintendent and wished him all the best in his future endeavors.
7. Presentations from Superintendent Search Firms
 7. 1. SCSC (South Central Service Cooperative)
 - Ed Waltman shared the process that SCSC would use to conduct a Superintendent search. SCSC is the firm that assisted in finding and hiring Mr. Helgerson.
 7. 2. MSBA
 - Barb Dorn presented MSBA's Superintendent search process and the criteria and timelines the board would need to determine. The MSBA will partner with the district before, during, and after the search process to ensure the ideal candidate is selected.

7. 3. School Exec Connect

- Ken Dragseth reviewed the steps School Exec Connect would take to run a Superintendent search. He explained that their strategy is to recruit candidates on a national level.

8. Consent Agenda

8. 1. Minutes

- 5/7/20 – Special
- 5/11/20 – Regular
- 5/26/20 – Workshop
- 5/26/20 - Special

8. 2. Monthly Finance Reports

- Amy Hafemann provided the reports for review.

8. 3. Donations

• Cathy Weeks	JHS Theater Dept	\$ 23.95
• Trina Dahlen	JHS	\$ 11.00
• Jaqueline Westbrook-Shaw	Food Shelf	\$545.00
• Tracy Skogland	JHS Band Dept. Drum & Bells	
• Anonymous	Food Shelf	\$ 35.00
• Laura Weiers	Food Shelf	\$400.00
• Nicholas & Megan Dahlen	Food Shelf	\$500.00
• McClellan Family	Food Shelf	\$ 40.00
• Jen St. John	Food Shelf	\$ 50.00
• Louise Lindquist	Food Shelf	\$400.00
• Rosalynn Olson	Food Shelf	\$200.00
• Laurie Schmidt	Food Shelf	\$ 50.00
• Rebecca Brewster	ES	\$200.00
• Bruce Lammers	Music Dept.	2 Trombones
• Denise Weber	Food Service	\$144.60

8. 4. Resignation - MS Special Education Teacher - Jennifer St. John

8. 5. Resignation - ES Paraprofessional - Kayli Shutrop

8. 6. Resignation - ES Paraprofessional - Annie Shurson

8. 7. Resignation - Girls Soccer Coach - Alicia Lhotka

8. 8. Resignation - Community Education Tutoring Coordinator - Dorothy Lewis

8. 9. Termination of Probationary Employee due to COVID-19 and Implications Related to the District's Budget

8. 10. Retirement - HS Nurse - Kathy Dunham

8. 11. Retirement - HS Media Center Paraprofessional - Joanne Westphal

8. 12. New Hire - MS Special Education Teacher - Rebecca Pauly

8. 13. New Hire - ES Special Education Teacher - Max Haakonson

8. 14. 20-22 Kids Company and Early Adventures Supervisors and Group Leaders; CERC Front Desk Assistants; ELS Paraprofessionals

8. 15. 20-22 Nutrition Services Director Contract

8. 16. 20-22 Community Education & Recreation Director Contract

- 8. 17.** 20-22 Special Services Director Contract
- 8. 18.** New Hire - Technology Assistant Intern - Garrett Glaccum
- 8. 19.** New Hire - Technology Assistant Intern - Abe Pass
- 8. 20.** New Hire - Technology Assistant Intern - Blaise Roberts
- 8. 21.** 20-22 Kids Company Coordinator Contract
- 8. 22.** 20-22 District Equity and Outreach Specialist Contract
 - Motion to approve the consent agenda made by L. Pedersen, R. Dahnert Passed 7-0

9. Action Items

- 9. 1.** Review and Act on Interim Superintendent's Contract
 - The Negotiations Committee and Ranae Case Evenson came to an agreement for the 20-21 contract.
 - Motion to approve the contract made by S. Burke, Seconded R. Dahnert
 - Roll Call Vote: D. Pauly – Aye, T. Vogel – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 7-0
- 9. 2.** Review and Act on MDE Identified Official with Authority (IOwA) Resolution
 - This is to change the IOwA for the MDE's secured systems from Matthew Helgersen to Ranae Case Evenson.
 - Motion to approve made by L. Pedersen, Seconded T. Vogel
 - Roll Call Vote: D. Pauly – Aye, T. Vogel – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 7-0
- 9. 3.** Review and Act on Approval of Superintendent Search Firm
 - The board discussed the three prospective firms and which would be the best fit for our district.
 - Motion to approve a contract with SCSC made by C. Hennen, Seconded T. Vogel
 - Roll Call Vote: D. Pauly – Aye, T. Vogel – Aye, S. Burke – Aye, C. Hennen – Aye, L. Pedersen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 7-0 (S. Burke was absent after this item)
- 9. 4.** Review and Act on FY20 Revised Budget #2
 - Amy Hafemann reviewed the fund accounts for FY20. The total General Fund revenues are estimated at \$21,004,291 and total expenditures at \$21,492,104. This creates an estimated deficit of \$487,813.
 - Motion to approve the budget made by L. Pedersen, Seconded R. Langheim
 - Roll Call Vote: D. Pauly – Aye, T. Vogel – Aye, C. Hennen – Aye, L. Pedersen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 6-0
- 9. 5.** Review and Act on FY21 Adopted Budget

- Amy Hafemann reviewed the fund accounts for FY21. The total General Fund revenues are estimated at \$20,585,773 and total expenditures at \$20,700,546. This creates an estimated deficit of \$114,773.
 - Motion to approve the budget made by R. Dahnert, Seconded T. Vogel
 - Roll Call Vote: D. Pauly – Aye, T. Vogel – Aye, C. Hennen – Aye, L. Pedersen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 6-0
- 9. 6. Review and Act on Tenure of Non-Tenured Teachers**
- The list of teachers up for tenure was provided by the building principals and reviewed by the board.
 - Motion to approve made by R. Langheim, Seconded C. Hennen
 - Roll Call Vote: D. Pauly – Aye, T. Vogel – Aye, C. Hennen – Aye, L. Pedersen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 6-0
- 9. 7. Review and Act on 20-21 Property, Casual, and Workers Comp Insurance**
- The district's current insurance agent obtained quotes. Upon review, the recommendation of Matt Helgerson and Amy Hafemann is to remain with EMC & RAS for 20-21.
 - Motion to approve the proposals from EMC & RAS made by T. Vogel, Seconded R. Dahnert
 - Roll Call Vote: D. Pauly – Aye, T. Vogel – Aye, C. Hennen – Aye, L. Pedersen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 6-0
- 9. 8. Review and Act on Resolution Approving SW Metro's Safe School Program**
- This is approved annually. For 21-22, Jordan's share will be \$11,434.
 - Motion to approve made by R. Langheim, Seconded C. Hennen
 - Roll Call Vote: D. Pauly – Aye, T. Vogel – Aye, C. Hennen – Aye, L. Pedersen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 6-0
- 9. 9. Review and Act on Resolution Approving SW Metro's LTFM Program Budget**
- This is approved annually. For 21-22, Jordan's share will be \$15,286.85.
 - Motion to approve made by T. Vogel, Seconded L. Pedersen
 - Roll Call Vote: D. Pauly – Aye, T. Vogel – Aye, C. Hennen – Aye, L. Pedersen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 6-0
- 10. Board and Administrative Reports**
- 10. 1. Superintendent's Report**
- 10. 2. HS Principal's Report**
- 10. 3. MS Principal's Report**

- 10. 4.** ES Principal's Report
- 10. 5.** Director of Teaching and Learning's Report
- 10. 6.** Activities Director's Report
- 10. 7.** Community Education & Recreation Director's Report
- 10. 8.** Communication, Marketing, and Event Director's Report
- 10. 9.** Nutritional Services Director's Report
- 10. 10.** Special Services Director's Report
- 10. 11.** Technology Director's Report
- 10. 12.** School Board Member Reports / Committee Reports
- 11.** Adjourn Regular Meeting
 - Motion to adjourn the meeting at 8:32pm made by T. Vogel, Seconded L. Pedersen
 - Roll Call Vote: D. Pauly – Aye, T. Vogel – Aye, C. Hennen – Aye, L. Pedersen – Aye, R. Langheim – Aye, R. Dahnert – Aye; Passed 6-0

School Board Clerk

Date



District Office
500 Sunset Drive, Suite #1
Jordan, Minnesota 55352
952-492-6200 main | 952-492-4445 fax

AMY HAFEMANN
Director of Finance
ahafemann@isd717.org

July 1, 2020

Board of Education Meeting

Finance Report

July financial reports show activity that has been completed thru June, 2020. Because June 30th is the end of our fiscal year, there will be much more activity that will be run thru June than what these reports will show. There is still work that needs to be done, but this data is as current as can be at this time.

The Detailed Payment Register by Vendor gives the detailed activity of all vendors that have been paid in the month of June. This report now also includes payments that have been made from the Student Activity Accounts that are now under "Board Control". The last page of this report gives the total that was paid out per fund. As seen, \$1,184.00 was paid out of the Student Activity Accounts. This report does not include the vendors that are paid for Payroll Taxes.

The Detailed Payment Register by Check No gives the detailed activity of the Payroll Taxes that have been paid in the month of June.

The pie chart shows the expenses by object codes in the General Fund that were paid thru June, 2020. This chart is as current as can be at this time.

Summer is a busy time in the District Office. Now is the time that I will start working on the district's audit and entries that deal with that. I received information on the district's CARES Funding. There are 3 revenue streams for these funds. The district will receive the following amounts:

- GEER Formula \$22,161.00
- ESSER Formula \$63,100.00
- ESSER Grants \$44,065.00

- TOTAL \$129,326.00

The district will use these funds to help pay for the addition of the K-2 devices.

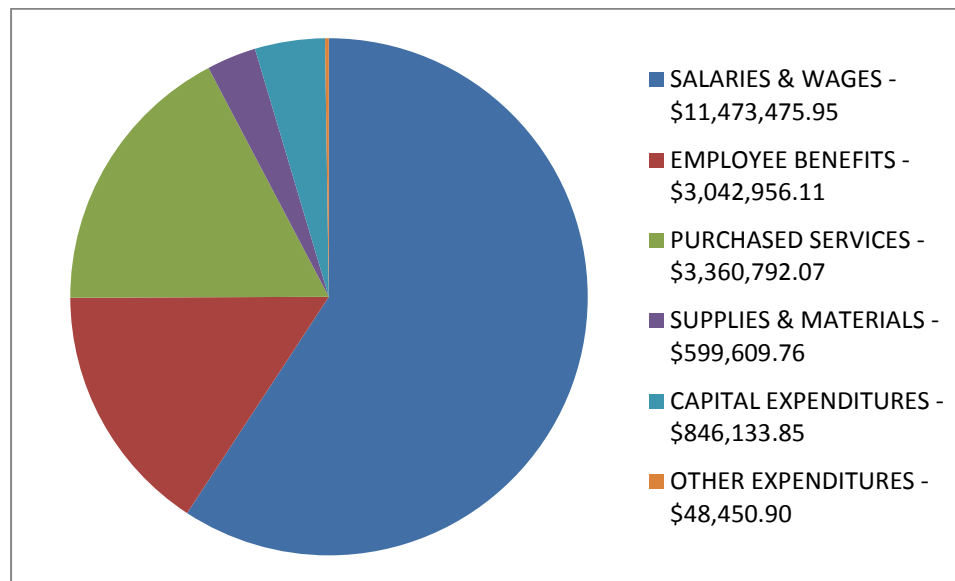
OUR MISSION

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



FUND 01 - EXP GUIDELINE BY OBJECT

JULY, 2020



TOTAL EXPENDITURES – FUND 01 - THRU JUNE, 2020 - \$19,371,418.64

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Jordan Public Schools
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type
28892		EDUCATORS BENEFIT CONSULTANTS	0717	001					
PO#:		Voucher #:		B 01	215 068	ING/Aetna			Wire
				111983	Invoice	Invoice No: S2020230	6/15/2020	\$5,586.25	Paid Amt: \$5,586.25
PO#:		Voucher #:		B 01	215 077	Modern Woodmen		\$334.02	
				111984	Invoice	Invoice No: S2020230	6/15/2020	\$400.00	Paid Amt: \$334.02
PO#:		Voucher #:		B 01	215 061	New York Life			
				111985	Invoice	Invoice No: S2020230	6/15/2020	\$1,047.41	Paid Amt: \$400.00
PO#:		Voucher #:		B 01	215 057	Thrivent Financial			
				111986	Invoice	Invoice No: S2020230	6/15/2020	\$654.31	Paid Amt: \$1,047.41
PO#:		Voucher #:		B 01	215 067	Valic			
				111987	Invoice	Invoice No: S2020230	6/15/2020		Paid Amt: \$654.31
								Check Amount:	\$21,461.21
				0717	001				Wire
PO#:		Voucher #:		B 01	215 056	American Express		\$2,605.98	
				112073	Invoice	Invoice No: S2020240	6/29/2020		Paid Amt: \$2,605.98
PO#:		Voucher #:		B 01	215 055	Equitable Life		\$2,623.96	
				112074	Invoice	Invoice No: S2020240	6/29/2020	\$537.52	Paid Amt: \$2,623.96
PO#:		Voucher #:		B 01	215 050	ECONOMIC SERVICES			
				112075	Invoice	Invoice No: S2020240	6/29/2020	\$474.93	Paid Amt: \$537.52
				B 01	215 053	Fidelity Investment		\$275.16	
PO#:		Voucher #:		B 01	215 068	ING/Aetna			
				112076	Invoice	Invoice No: S2020240	6/29/2020	\$129.20	Paid Amt: \$750.09
				B 01	215 068	ING/Aetna		\$500.02	
PO#:		Voucher #:		B 01	215 080	First Investors Corporation			
				112077	Invoice	Invoice No: S2020240	6/29/2020	\$586.04	Paid Amt: \$629.22
				B 01	215 064	Franklin Templeton		\$954.33	
PO#:		Voucher #:		B 01	215 068	ING/Aetna			
				112078	Invoice	Invoice No: S2020240	6/29/2020	\$130.00	Paid Amt: \$1,540.37
				B 01	215 069	Orchard Trust/Great West			
PO#:		Voucher #:		B 01	215 078	Horace Mann		\$4,781.08	Paid Amt: \$130.00
				112079	Invoice	Invoice No: S2020240	6/29/2020	\$5,474.21	Paid Amt: \$4,781.08
PO#:		Voucher #:		B 01	215 068	ING/Aetna			
				112080	Invoice	Invoice No: S2020240	6/29/2020	\$334.02	Paid Amt: \$5,474.21
PO#:		Voucher #:		B 01	215 068	ING/Aetna			
				112081	Invoice	Invoice No: S2020240	6/29/2020	\$400.00	Paid Amt: \$5,474.21
PO#:		Voucher #:		B 01	215 077	Modern Woodmen			
				112082	Invoice	Invoice No: S2020240	6/29/2020		Paid Amt: \$334.02
PO#:		Voucher #:		B 01	215 061	New York Life			
				112083	Invoice	Invoice No: S2020240	6/29/2020	\$1,047.25	Paid Amt: \$400.00
PO#:		Voucher #:		B 01	215 057	Thrivent Financial			
				112084	Invoice	Invoice No: S2020240	6/29/2020		Paid Amt: \$1,047.25

[illegible]

[illegible]

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26971

Jordan Public Schools
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
21994		TEACHERS RETIREMENT ASSN	0717	001			
				B 01	215 018		Wire
				B 01	215 018	\$67,012.94	
					Payroll Remittance	\$69.24	
PO#:		Voucher #:		111965	Invoice	6/15/2020	
					Invoice No: S2020230		
							Paid Amt: \$67,082.18
							Check Amount: \$67,082.18
				0717	001		Wire
				B 01	215 018	\$66,178.77	
					TRA		
PO#:		Voucher #:		112063	Invoice	6/29/2020	
					Invoice No: S2020240		
							Paid Amt: \$66,178.77
							Check Amount: \$66,178.77
							Vendor Total: \$133,260.95
							Report Total: \$725,830.30

Jordan Public Schools
Detail Payment Register By Vendor
Fund Summary

Fund	Description	Total
01	General Fund	\$305,545.63
02	Food Service Fund	\$29,525.50
04	Community Education	\$18,003.47
18	Custodial Fund	\$1,045.00
27	HS Student Activity Account	\$1,184.00
Report Total		\$355,303.60

Jordan Public Schools
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
4220		ADVANCED IMAGING SOLUTIONS					
		0717		001	104581		Check
				E 01	100 203 302 370 000	ES Lease	\$137.63
				E 01	100 203 000 335 000	ES Maintenance	\$242.83
				E 04	005 505 321 370 000	CE Lease	\$137.63
				E 04	005 505 321 335 000	CE Maintenance	\$242.81
				E 01	128 211 302 370 000	MS Lease	\$137.63
				E 01	128 211 000 335 000	MS Maintenance	\$242.81
				E 04	005 582 344 370 000	ELS Lease	\$137.62
				E 04	005 582 344 335 000	ELS Maintenance	\$242.81
				E 04	005 582 344 335 000	DO Lease	\$137.63
				E 01	005 170 000 335 000	DO Maintenance	\$242.81
				E 01	300 211 302 370 000	HS Lease	\$137.63
				E 01	300 211 000 335 000	HS Maintenance	\$242.81
				E 01	100 203 302 370 000	ES Staff Lease	\$137.62
				E 01	100 203 000 335 000	ES Staff Maintenance	\$242.81
				E 01	128 211 302 370 000	MS Staff Lease	\$137.62
				E 01	128 211 000 335 000	MS Staff Maintenance	\$242.81
				E 01	300 211 302 370 000	HS Staff Lease	\$137.62
				E 01	300 211 000 335 000	HS Staff Maintenance	\$242.80
				E 01	100 203 302 370 000	ES Front Desk Lease	\$137.62
				E 01	100 203 000 335 000	ES Front Desk Maintenance	\$242.80
				E 01	005 110 302 370 000	DO Nicky Lease	\$137.62
				E 01	005 170 000 335 000	DO Nicky Maintenance	\$242.80
PO#:	49253	Voucher #:		111819	Invoice	Invoice No: 415406727	Paid Amt: \$4,184.77 Check Amount: \$4,184.77
		0717		001	104634		Check
				E 01	005 420 419 405 000	Software-Global Capture	\$407.48
PO#:	49295	Voucher #:		111942	Invoice	Invoice No: 415920164	Paid Amt: \$407.48 Check Amount: \$407.48
							Vendor Total: \$4,592.25
4071		AFFINETY SOLUTIONS, INC					
		0717		001			Wire
				E 01	300 292 000 305 259	May 2020 Affinity Merchant Fees	\$42.92
PO#:		Voucher #:		111909	Invoice	Invoice No: 05-20	Paid Amt: \$42.92 Check Amount: \$42.92
							Vendor Total: \$42.92

	Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date	Pmt Type																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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	PO#:	49369	Voucher #:	112025	Invoice	Invoice No: Reimbursement		6/25/2020		\$120.75																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			

Jordan Public Schools
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date	Pmt Type
11220		BENJAMIN BUS						
		0717		001	104671			Check
			E 01	005	760	728 360 000		\$6,725.25
						Care & Treatment		
PO#:	49384	Voucher #:	112093	Invoice		Invoice No: May/June 2020	6/30/2020	
								Paid Amt: \$53,108.16
								Check Amount: \$53,108.16
							Vendor Total:	\$110,486.04
1130		BENKO, DAWN						
		0717		001	104584			Check
			B 02	230	000			\$9.55
						Josie Benko		
PO#:	49262	Voucher #:	111822	Invoice		Invoice No: Refund	6/5/2020	
								Paid Amt: \$9.55
								Check Amount: \$9.55
							Vendor Total:	\$9.55
4779		BERGER'S FLOORCOVERING						
		0717		001	104585			Check
			E 01	100	865	379 520 000		\$13,185.00
			E 01	300	865	379 520 000		\$4,690.00
			E 01	005	400	372 520 000		\$2,300.00
						Life Skills Room		
PO#:	49238	Voucher #:	111823	Invoice		Invoice No: 1227	6/5/2020	
								Paid Amt: \$20,175.00
								Check Amount: \$20,175.00
							Vendor Total:	\$20,175.00
5303		BEUCH/BRIAN&MAIRA						
		0717		001	104586			Check
			R 04	005	505	321 050 326		\$175.00
						River Valley Spring Soccer Refund		
PO#:	49288	Voucher #:	111824	Invoice		Invoice No: Refund	6/5/2020	
								Paid Amt: \$175.00
								Check Amount: \$175.00
							Vendor Total:	\$175.00
26156		BIFFS, INC.						
		0717		001	104650			Check
			E 04	005	505	321 305 000		\$61.26
						MS Location-Tennis Crtis		
PO#:	49374	Voucher #:	112026	Invoice		Invoice No: W767906	6/25/2020	
			E 04	005	505	321 305 000		\$61.26
						HS Location-FB		
PO#:	49374	Voucher #:	112027	Invoice		Invoice No: W767907	6/25/2020	
			E 04	005	505	321 305 000		\$61.26
						HS Location-SB		
PO#:	49374	Voucher #:	112028	Invoice		Invoice No: W767908	6/25/2020	
			E 04	005	505	321 305 000		\$61.26
						ES Location		
PO#:	49374	Voucher #:	112029	Invoice		Invoice No: W767909	6/25/2020	
								Paid Amt: \$61.26
								Check Amount: \$245.04
							Vendor Total:	\$245.04

Jordan Public Schools
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
4424		BROADWAY AWARDS					
		0717	001		104635		
		E	01	300	292 000 401 300	Men's Basketball Trophy	Check
							\$49.75
PO#:	49230	Voucher #:	111943	Invoice	Invoice No: 47449	6/19/2020	
							Paid Amt: \$49.75
							Check Amount: \$49.75
							Vendor Total: \$49.75
1915		BSN SPORTS					
		0717	001		104651		
		B	01	131	000	Turf Softball Home Plate 7x12	Check
							\$200.00
		B	01	131	000	Turf Softball Home Plate 7x12	
							\$163.48
		E	01	300	292 000 302 000	Turf Softball Home Plate 7x12	
							\$36.51
		E	01	300	292 000 302 000	Numbers on Shirts	
							\$74.85
		E	01	300	292 000 302 000	TCB Baseball Hde Ball 2.9"	
							\$83.98
		E	01	300	292 000 302 000	Freight	
							\$42.81
		E	01	300	292 000 302 000	TCB Baseball Hde Ball 2.9"	
							(\$83.98)
PO#:	48777	Voucher #:	112052	Invoice	Invoice No: 909220855/909221719	6/25/2020	
							Paid Amt: \$517.65
							Check Amount: \$517.65
							Vendor Total: \$517.65
4231		CAPTIVATE MEDIA/CONSULTING					
		0717	001		104652		
		E	01	300	790 000 305 605	2020 Grad Video Balance Due-COVID	Check
							\$2,100.00
PO#:	49252	Voucher #:	112030	Invoice	Invoice No: 1421	6/25/2020	
							Paid Amt: \$2,100.00
							Check Amount: \$2,100.00
							Vendor Total: \$2,100.00
5117		CARDCONNECT					
		0717	001				
		E	04	005	505 321 305 000	Com Ed-rSchool Today - on line fees-May20	Wire
							\$21.00
PO#:		Voucher #:	112054	Invoice	Invoice No: CARCO-Jun20	6/18/2020	
							Paid Amt: \$21.00
							Check Amount: \$21.00
							Vendor Total: \$21.00
5323		CASTANO/ASHLEE					
		0717	001		104620		
		R	04	000	505 321 050 515	J. Castano-Pee Wee Boys Refund	Check
							\$80.00
PO#:	49303	Voucher #:	111865	Invoice	Invoice No: Refund	6/11/2020	
							Paid Amt: \$80.00
							Check Amount: \$80.00
							Vendor Total: \$80.00
10873		CENTERPOINT ENERGY					
		0717	001				
		E	01	100	810 000 330 203	ES	Wire
							\$1,119.90

Jordan Public Schools
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
10873		CENTERPOINT ENERGY					
		0717	001				Wire
			E 01	128	810 000 330 203	MS	\$1,031.58
			E 01	300	810 000 330 203	HS	\$833.21
			E 04	005	505 321 330 000	ES CE	\$25.17
			E 04	005	505 321 330 000	MS CE	\$43.59
			E 04	005	582 344 330 000	ECFE	\$75.50
			E 02	100	770 701 330 000	ES Food Service	\$37.75
			E 02	128	770 701 330 000	MS Food Service	\$43.59
			E 02	300	770 701 330 000	HS Food Service	\$34.72
			E 04	005	505 321 330 550	CERC	\$334.17
PO#:		Voucher #:	111910	Invoice	Invoice No: 6/8/20	6/22/2020	Paid Amt: \$3,579.18 Check Amount: \$3,579.18
3676		CHOICE ELECTRIC					Check
		0717	001	104587			\$587.75
			E 04	005	505 321 350 550	CERC-SO Cord/Plugs/Ends & Misc	
PO# 49243		Voucher #:	111825	Invoice	Invoice No: 18592	6/5/2020	Paid Amt: \$587.75 Check Amount: \$587.75
10254		CITY OF JORDAN					Check
		0717	001	104636			\$1,246.18
			E 01	100	810 000 330 204	ES	\$1,578.15
			E 01	128	810 000 330 204	MS	\$1,782.79
			E 01	300	810 000 330 204	HS	\$635.57
			E 01	005	810 000 330 204	Athletic Complex	\$28.32
			E 04	005	505 321 330 000	ES CE	\$67.64
			E 04	005	505 321 330 000	MS CE	\$84.97
			E 04	005	582 344 330 000	ECFE	\$56.64
			E 02	100	770 701 330 000	ES Food Service	\$90.18
			E 02	128	770 701 330 000	MS Food Service	\$113.79
			E 02	300	770 701 330 000	HS Food Service	\$518.53
			E 04	005	505 321 330 550	CERC	
PO#:		Voucher #:	111945	Invoice	Invoice No: 6/9/20	6/19/2020	Paid Amt: \$6,202.76
			E 04	005	505 321 305 000	CERC-2020 Spring Street Sweeping	\$25.00
			E 01	100	810 000 350 272	ES-2020 Spring Street Sweeping	\$125.00
			E 01	128	810 000 350 272	MS-2020 Spring Street Sweeping	\$300.00
			E 01	300	810 000 350 272	HS-2020 Spring Street Sweeping	\$300.00

Jordan Public Schools
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date	Pmt Type
10254		CITY OF JORDAN						
		0717	001		104636			Check
			E 01	998 810 000 350 000	MRVSEC			\$225.00
PO#:	49349	Voucher #:	111946	Invoice	Invoice No: 00002792	6/19/2020		
							Paid Amt:	\$975.00
							Check Amount:	\$7,177.76
							Vendor Total:	\$7,177.76
4924		COLVIN, MEGAN						
		0717	001		104588			Check
			E 01	005 760 720 360 000	Marley & Maverick Colvin-2019-20 Non Public T			\$133.40
PO#:	49271	Voucher #:	111827	Invoice	Invoice No: Reimbursement	6/5/2020		
							Paid Amt:	\$133.40
							Check Amount:	\$133.40
							Vendor Total:	\$133.40
2629		COMCAST						
		0717	001		104637			Check
			E 04	005 505 321 320 550	6/4/20-7/3/20			\$2.25
			E 04	005 505 321 320 550	6/18/20-7/17/20			\$2.25
PO#:	49254	Voucher #:	111944	Invoice	Invoice No: 6/19/20	6/19/2020		
							Paid Amt:	\$4.50
							Check Amount:	\$4.50
							Vendor Total:	\$4.50
2405		CONCRETE CUTTING & CORING, INC						
		0717	001		104589			Check
			E 01	005 810 302 530 000	Tuck Pointing Blade			\$80.00
			E 01	005 810 302 530 000	Wall Chaser			\$700.00
			E 01	005 810 302 530 000	5 X 1-3/16 X 7/8			\$160.65
PO#:	49256	Voucher #:	111826	Invoice	Invoice No: 14242	6/5/2020		
							Paid Amt:	\$940.65
							Check Amount:	\$940.65
							Vendor Total:	\$940.65
1839		DALTON, AILEEN						
		0717	001		104590			Check
			B 02	230 000	Selena Dalton			\$42.50
PO#:	49263	Voucher #:	111828	Invoice	Invoice No: Refund	6/5/2020		
							Paid Amt:	\$42.50
							Check Amount:	\$42.50
							Vendor Total:	\$42.50
28906		DISTRIBUTED WEBSITE CORP.						
		0717	001		104653			Check
			B 01	131 000	New Conference Setup			\$100.00

Jordan Public Schools

Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date	Pmt Type
28906		DISTRIBUTED WEBSITE CORP.	0717	001	104653			
				B 01	131 000	Data Migration		Check
							\$200.00	
PO#:	49139	Voucher #:	112032	Invoice	Invoice No: 53375		6/25/2020	Paid Amt: \$300.00 Check Amount: \$300.00
							Vendor Total:	\$300.00
5319		DOYLE/CRYSTAL	0717	001	104591			Check
				R 04	005 505 321 050 326	River Valley Spring Soccer Refund	\$175.00	
PO#:	49289	Voucher #:	111829	Invoice	Invoice No: Refund		6/5/2020	Paid Amt: \$175.00 Check Amount: \$175.00
							Vendor Total:	\$175.00
5330		DVORAK/MANDI	0717	001	104654			Check
				R 04	000 505 321 050 515	G. Dvorak	\$49.00	
PO#:	49372	Voucher #:	112033	Invoice	Invoice No: Refund		6/25/2020	Paid Amt: \$49.00 Check Amount: \$49.00
							Vendor Total:	\$49.00
28892		EDUCATORS BENEFIT CONSULTANTS	0717	001	104655			Check
				E 01	005 110 000 311 000	403b Admin Fee June 2020	\$233.54	
PO#:		Voucher #:	112034	Invoice	Invoice No: 14568		6/25/2020	Paid Amt: \$233.54 Check Amount: \$233.54
							Vendor Total:	\$233.54
4784		FIMON, ROBERT	0717	001	104656			Check
				E 01	100 810 000 401 000	Shirt/Shoes/Pants/Shorts	\$150.00	
PO#:	49373	Voucher #:	112035	Invoice	Invoice No: Reimbursement		6/25/2020	Paid Amt: \$150.00 Check Amount: \$150.00
							Vendor Total:	\$150.00
28477		FLINK, KATHY	0717	001	104592			Check
				E 01	005 760 720 360 000	Jordan Flink-2019-20 Non Public Transportation	\$353.63	
PO#:	49272	Voucher #:	111831	Invoice	Invoice No: Reimbursement		6/5/2020	Paid Amt: \$353.63 Check Amount: \$353.63
							Vendor Total:	\$353.63

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Jordan Public Schools
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date		Pmt Type
2214		ILLIKAINEN, PATRICIA							
		0717	001		104598				
		B	02	230	000				
		Sedaya Illikainen							
PO#:	49265	Voucher #:	111836	Invoice	Invoice No: Refund	6/5/2020		\$25.20	Check
Paid Amt: \$25.20									
Check Amount: \$25.20									
Vendor Total: \$25.20									
1272		INDIANHEAD FOODSERVICE DISTRIB							
		0717	001						
		E	02	005	770	709 490 000	HS Food Service COVID-19 Inv#093316	\$2,251.11	Wire
PO#:		Voucher #:	111920	Invoice	Invoice No: 093316	6/22/2020			
		E	02	005	770	709 490 000	MS Food Service COVID-19 Inv#093312	\$1,223.76	Paid Amt: \$2,251.11
PO#:		Voucher #:	111921	Invoice	Invoice No: 093312	6/22/2020			
		E	02	005	770	709 490 000	MS Food Service COVID-19 Inv#093315	\$2,087.34	Paid Amt: \$1,223.76
PO#:		Voucher #:	111922	Invoice	Invoice No: 093315	6/22/2020			
		E	02	005	770	709 490 000	ES Food Service COVID-19 Inv#096698	\$2,280.45	Paid Amt: \$2,087.34
PO#:		Voucher #:	111923	Invoice	Invoice No: 096698	6/22/2020			
		E	02	005	770	709 490 000	ES Food Service Inv#095927	\$1,852.12	Paid Amt: \$2,280.45
PO#:		Voucher #:	111924	Invoice	Invoice No: 095927	6/22/2020			
		E	02	005	770	709 490 000	Food	\$891.30	Paid Amt: \$1,852.12
		E	02	005	770	709 401 000	Supplies	\$75.39	
PO#:		Voucher #:	111925	Invoice	Invoice No: 094603	6/22/2020			
		E	02	005	770	709 490 000	Food	\$445.59	Paid Amt: \$966.69
		E	02	005	770	709 401 000	Supplies	\$199.44	
PO#:		Voucher #:	111926	Invoice	Invoice No: 098765	6/22/2020			
		E	02	005	770	709 490 000	Food	\$1,076.75	Paid Amt: \$645.03
		E	02	005	770	709 401 000	Supplies	\$42.00	
PO#:		Voucher #:	111927	Invoice	Invoice No: 096693	6/22/2020			
		E	02	005	770	709 490 000	Food	\$794.85	Paid Amt: \$1,118.75
		E	02	005	770	709 401 000	Supplies	\$46.28	
PO#:		Voucher #:	111928	Invoice	Invoice No: 095923	6/22/2020			
		E	02	005	770	709 490 000	MS Food Service COVID-19 Inv#094600	\$914.02	Paid Amt: \$841.13
PO#:		Voucher #:	111929	Invoice	Invoice No: 094600	6/22/2020			
		E	02	005	770	709 490 000	Food	\$548.17	Paid Amt: \$914.02
		E	02	005	770	709 401 000	Supplies	\$163.50	
PO#:		Voucher #:	111930	Invoice	Invoice No: 098770	6/22/2020			
		E	02	005	770	709 490 000	HS Food Service COVID-19 Inv#096699	\$1,573.00	Paid Amt: \$711.67
PO#:		Voucher #:	111931	Invoice	Invoice No: 096699	6/22/2020			
		E	02	005	770	709 490 000	HS Food Service COVID-19 Inv#095922	\$859.83	Paid Amt: \$1,573.00
PO#:		Voucher #:	111932	Invoice	Invoice No: 095922	6/22/2020			
		E	02	005	770	709 490 000	Food	\$996.95	Paid Amt: \$859.83

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date	Pmt Type
1272		INDIANHEAD FOODSERVICE DISTRIB 0717 001						
PO#:		Voucher #:	E 02	005	770	709	401 000 Supplies	Wire
			111933	Invoice	Invoice No:	094605	6/22/2020	
			E 02	005	770	709	490 000 MS Food Service Credit COVID-19 CM-18607	\$13.32
PO#:		Voucher #:	111934	Invoice	Invoice No:	CM-18607	6/22/2020	Paid Amt: (\$22.53)
								Paid Amt: (\$22.53) Check Amount: \$18,312.64
								Vendor Total: \$18,312.64
25958		INNOVATIVE GRAPHICS 0717 STUD 1857						
			E 27	300	298	301	401 971 Student Council T-shirts	Check
			E 27	300	298	301	401 971 Student Council Sweatshirts	\$264.00
PO#:	49338	Voucher #:	112092	Invoice	Invoice No:	49257	6/30/2020	Paid Amt: \$1,184.00
								Check Amount: \$1,184.00
								Vendor Total: \$1,184.00
26578		INNOVATIVE OFFICE SOLUTIONS 0717 001 104673						
			E 01	005	110	000	401 000 MEA59880 PAD,WIRE 70SH 20#,CA	Check
			E 01	005	110	000	401 000 ROA74501 PAD,LANDSCAPE,11X9.5,CAN	\$13.11
PO#:	49411	Voucher #:	112095	Invoice	Invoice No:	IN3018953	6/30/2020	\$7.32
								Paid Amt: \$20.43
								Check Amount: \$20.43
								Vendor Total: \$20.43
24970		JORDAN ACE HARDWARE 0717 001 104599						
			E 01	100	810	000	350 274 ES In House Repairs	Check
			E 01	300	810	000	350 274 HS In House Repairs	\$34.90
			E 01	128	810	000	350 274 MS In House Repairs	\$296.62
			E 01	005	810	000	350 274 District In House Repairs	\$123.00
			E 01	300	050	000	401 000 HS Supplies	\$45.95
			E 02	128	770	701	401 000 Kitchen	\$14.92
			E 01	300	260	000	430 000 HS Science Supplies	\$1.39
			E 01	005	810	000	401 000 Maintenance Supplies	\$23.98
PO#:		Voucher #:	111837	Invoice	Invoice No:	April 2020	6/5/2020	\$22.25
								Paid Amt: \$563.01
								Check Amount: \$563.01
								Vendor Total: \$563.01
								Check
			E 01	100	810	000	350 274 ES In House Repairs	\$43.74
			E 01	300	810	000	350 274 HS In House Repairs	\$95.41
			E 01	128	810	000	350 274 MS In House Repairs	\$43.72
			E 01	005	810	000	350 274 District Wide In House Repairs	\$5.16

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Jordan Public Schools
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1030		MASTERCARD - HARRIS BANK					
		0717	001	E	01 005 760 723 360 000	J. Jones May-June 2020	Wire
PO#:	49306	Voucher #:	111882	Invoice	Invoice No: DO	6/30/2020	Paid Amt: \$2,730.10 Check Amount: \$2,730.10
		0717	001	E	02 005 770 709 490 000	Inv#04824613	Wire
			E	02 005 770 709 490 000	Inv#04824595	\$157.94	\$226.80
			E	02 005 770 709 490 000	Inv#04824620	\$188.39	
PO#:		Voucher #:	111883	Invoice	Invoice No: Food Service	6/30/2020	Paid Amt: \$573.13
			E	02 005 770 709 490 000	Inv#10000520115012	\$56.30	
			E	02 005 770 709 490 000	Inv#10000520125012	\$69.30	
PO#:		Voucher #:	111884	Invoice	Invoice No: Food Service	6/30/2020	Paid Amt: \$125.60
			E	02 005 770 709 401 000	Inv#606649-00	\$203.98	
			E	02 005 770 709 401 000	Inv#606647-00	\$125.36	
PO#:		Voucher #:	111885	Invoice	Invoice No: Food Service	6/30/2020	Paid Amt: \$329.34
			E	02 005 770 709 490 000	Inv#04827616	\$465.08	
			E	02 005 770 709 490 000	Inv#04827697	\$221.90	
			E	02 005 770 709 490 000	Inv#04827612	\$170.72	
PO#:		Voucher #:	111886	Invoice	Invoice No: Food Service	6/30/2020	Paid Amt: \$857.70
			E	02 005 770 709 490 000	Inv#10000519339014	\$49.50	
			E	02 005 770 709 490 000	Inv#10000519344013	\$133.50	
			E	02 005 770 709 490 000	Inv#10000520049010	\$17.50	
			E	02 005 770 709 490 000	Inv#10000520049010	\$17.80	
			E	02 005 770 709 490 000	Inv##10000520063009	(\$16.50)	
			E	02 005 770 709 490 000	Inv#10000520069001	\$49.50	
			E	02 005 770 709 490 000	Inv#10000520073008	\$54.20	
			E	02 005 770 709 490 000	Inv#10000520101011	\$46.90	
PO#:		Voucher #:	111887	Invoice	Invoice No: Food Service	6/30/2020	Paid Amt: \$352.40
			E	02 005 770 709 490 000	Inv#04815426	\$242.56	
			E	02 005 770 709 490 000	Credit#00268193	(\$4.73)	
			E	02 005 770 709 490 000	Credit#00310955	(\$48.05)	
PO#:		Voucher #:	111888	Invoice	Invoice No: Food Service	6/30/2020	Paid Amt: \$189.78
			E	02 005 770 709 401 000	Inv#607940-00	\$202.24	
			E	02 005 770 709 401 000	Inv#609186-00	\$165.21	
			E	02 005 770 709 401 000	Inv#609181-00	\$165.05	
			E	02 005 770 709 401 000	Inv#610593-00	\$113.70	
PO#:		Voucher #:	111889	Invoice	Invoice No: Food Service	6/30/2020	Paid Amt: \$646.20
			E	02 005 770 709 490 000	Inv#10000520132014	\$99.00	
			E	02 005 770 709 490 000	Inv#10000520136015	\$40.80	

Jordan Public Schools
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1030		MASTERCARD - HARRIS BANK	0717	001			
				E	02 005 770 709 490 000	Inv#10000520139010	Wire
				E	02 005 770 709 490 000	Inv#10000520143012	
PO#:		Voucher #:		111958	Invoice	Invoice No: Food Service 6/30/2020	Paid Amt: \$261.90
PO#:		Voucher #:		111959	Invoice	Invoice No: Food Service 6/30/2020	Paid Amt: (\$5.37)
				E	02 005 770 709 490 000	Inv#04830768	
				E	02 005 770 709 490 000	Inv#04830776	
				E	02 005 770 709 490 000	Inv#04830782	
				E	02 005 770 709 490 000	Inv#04833232	
				E	02 005 770 709 490 000	Inv#04833236	
				E	02 005 770 709 490 000	Inv#04833901	
				E	02 005 770 709 490 000	Inv#04837048	
				E	02 005 770 709 490 000	Inv#04836392	
				E	02 005 770 709 490 000	Inv#04839805	
				E	02 005 770 709 490 000	Inv#04839808	
PO#:		Voucher #:		111960	Invoice	Invoice No: Food Service 6/30/2020	Paid Amt: \$3,554.73
							Check Amount: \$6,885.41
				0717	001		Wire
				E	01 300 050 000 820 000	Conference for Jeff - Administrators	
				E	01 300 050 000 820 000	Service Fee	
PO#:	49261	Voucher #:		111916	Invoice	Invoice No: HS 6/30/2020	Paid Amt: \$102.49
PO#:	49311	Voucher #:		111917	Invoice	Invoice No: HS 6/30/2020	Paid Amt: \$240.00
PO#:	49259	Voucher #:		111918	Invoice	Invoice No: HS 6/30/2020	Paid Amt: \$279.30
				E	01 300 298 000 369 297	Robotics Portion	
				E	01 300 292 000 302 000	Boosters Portion-Need to Refund	
PO#:		Voucher #:		111919	Invoice	Invoice No: HS 6/30/2020	Paid Amt: (\$4,000.00)
				E	01 300 640 316 366 000	Sales Tax Refund	
PO#:		Voucher #:		111989	Invoice	Invoice No: HS 6/30/2020	Paid Amt: (\$1.47)
				E	01 300 640 316 366 000	Adobe Creative cloud software June	
				E	01 300 640 316 366 000	Tax	
PO#:	49215	Voucher #:		111990	Invoice	Invoice No: HS 6/30/2020	Paid Amt: \$21.46
							Check Amount: (\$3,358.22)
				0717	001		Wire
				E	01 128 211 000 401 934	Faculty council lunch provided per Mr. Bakeberg	
PO#:	49317	Voucher #:		112049	Invoice	Invoice No: MS 6/30/2020	Paid Amt: \$173.64

\$173.64

Jordan Public Schools
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
1030		MASTERCARD - HARRIS BANK					
		0717		001			Wire
				E 01	128 211 000 401 934		
PO#:	49318	Voucher #:		112050	Invoice Invoice No: MS	6/30/2020	Paid Amt: \$157.60
				E 01	128 640 316 366 000		\$360.00
PO#:	49322	Voucher #:		112051	Invoice Invoice No: MS	6/30/2020	Paid Amt: \$360.00
				E 01	128 211 302 460 000		(\$115.50)
PO#:		Voucher #:		112053	Invoice Invoice No: MS	6/30/2020	Paid Amt: (\$115.50)
				E 01	128 050 000 820 000		\$102.49
PO#:	49323	Voucher #:		112089	Invoice Invoice No: MS	6/30/2020	Paid Amt: \$102.49
							Check Amount: \$678.23
		0717		001			Wire
				E 01	100 050 000 820 000		\$102.49
PO#:		Voucher #:		112091	Invoice Invoice No: ES	6/30/2020	Paid Amt: \$102.49
							Check Amount: \$102.49
		0717		001			Wire
				E 01	005 110 000 401 000		\$41.82
PO#:	49257	Voucher #:		111880	Invoice Invoice No: Tim	6/30/2020	Paid Amt: \$41.82
				E 01	128 810 000 350 274		\$961.00
				E 01	128 810 000 350 274		\$65.00
				E 01	128 810 000 350 274		\$130.00
				E 01	128 810 000 350 274		\$8.00
				E 01	128 810 000 350 274		\$51.98
PO#:	49360	Voucher #:		111940	Invoice Invoice No: Tim	6/30/2020	Paid Amt: \$1,215.98
				E 01	005 810 000 350 274		\$121.44
PO#:	49359	Voucher #:		111941	Invoice Invoice No: Tim	6/30/2020	Paid Amt: \$121.44
							Check Amount: \$1,379.24
		0717		001			Wire
				E 01	128 404 740 406 000		\$9.99
PO#:	48885	Voucher #:		112088	Invoice Invoice No: Chad	6/30/2020	Paid Amt: \$9.99
							Check Amount: \$9.99
							Vendor Total: \$8,736.48
10879		MINNESOTA UI FUND					
		0717		001			Wire
				E 01	005 110 000 280 605		\$668.60
				E 01	005 110 000 280 605		\$776.00
				E 01	005 110 000 280 605		\$79.47
				E 01	128 211 000 280 000		\$4,053.00
				E 01	005 110 000 280 605		\$22.05
				E 01	005 110 000 280 605		\$200.98

Jordan Public Schools
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date	Pmt Type
10879		MINNESOTA UI FUND						
		0717	001					
		E	01	005	110	000	280	605
		COVID-19K. Chambers						
		Invoice No: Quarter 1 2020						
		6/22/2020						
		PO#: 49101						
		Voucher #:						
		111915						
		Invoice						
		Wire						
		\$227.34						
		Paid Amt:						
		\$6,027.44						
		Check Amount:						
		\$6,027.44						
		Vendor Total:						
		\$6,027.44						
3967		MINNESOTA VALLEY ELECTRIC COOPERATIVE						
		0717	001					
		E	01	005	810	000	330	201
		Ballfield Lights						
		Invoice No: 6/8/20						
		6/19/2020						
		PO#: 111954						
		Invoice						
		Check						
		\$10.74						
		Paid Amt:						
		\$10.74						
		Check Amount:						
		\$10.74						
		Vendor Total:						
		\$10.74						
27742		MN DEPT OF REVENUE						
		0717	001					
		R	01	100	201	000	621	000
		JES-kindergarten supplies-Sales tax - May 2020						
		\$0.14						
		R	01	100	203	000	621	804
		JES-yearbooks-Sales tax - May 2020						
		\$19.30						
		R	01	128	000	000	621	213
		JMS-planners-Sales tax - May 2020						
		\$0.81						
		R	01	128	000	000	621	268
		JMS-yearbooks-Sales tax - May 2020						
		\$31.84						
		R	01	128	000	000	621	923
		JMS-band resales-Sales tax - May 2020						
		\$1.29						
		R	01	128	000	000	621	925
		JMS-FACS projects-Sales tax - May 2020						
		\$1.29						
		R	01	300	000	000	621	924
		JHS-Ind Ed resales-Sales tax - May 2020						
		\$1.88						
		R	01	300	211	000	621	927
		JHS-yearbooks-Sales tax - May 2020						
		\$406.86						
		R	01	300	211	000	621	944
		JHS-parking permits-Sales tax - May 2020						
		\$8.04						
		R	01	300	291	000	621	384
		JHS-NHS resales-Sales tax - May 2020						
		\$17.05						
		R	04	000	000	321	621	550
		CERC Memberships-refunds						
		(\$79.50)						
		PO#: 112055						
		Invoice						
		Invoice No: MNDOR-Jun20						
		6/18/2020						
		Paid Amt:						
		\$409.00						
		Check Amount:						
		\$409.00						
		Vendor Total:						
		\$409.00						
5066		MONTGOMERY SPORTSMEN'S CLUB						
		0717	001					
		E	04	005	505	321	401	514
		5/11/20						
		\$312.00						
		E	04	005	505	321	401	514
		5/18/20						
		\$300.00						
		E	04	005	505	321	401	514
		5/25/20						
		\$264.00						
		E	04	005	505	321	401	514
		6/1/20						
		\$312.00						
		E	04	005	505	321	401	514
		6/8/20						
		\$276.00						
		E	04	005	505	321	401	514
		6/15/20						
		\$342.00						

PLAIN

	Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
27447	PLAINVIEW MILK PRODUCTS COOP								
		0717	001	E	02	100 770 701 490 000	ES		
	PO#:		Voucher #:	111878	Invoice	Invoice No: May 2020		6/11/2020	Check
								\$886.75	

Jordan Public Schools

Detail Payment Register By Vendor

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Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5322		REINKE/KALLY	0717	001	104630		Check
				R 04	000 505 321 050 515	c. Reinke-PreK Tee Ball Refund	\$65.00
PO#:	49302	Voucher #:	111872	Invoice	Invoice No:	Refund 6/11/2020	Paid Amt: \$65.00 Check Amount: \$65.00 Vendor Total: \$65.00
5307		RIETSCHEL/TERASA	0717	001	104631		Check
				R 04	005 505 321 050 326	L. Rietschel	\$175.00
				R 04	005 505 321 050 326	E. Rietschel	\$175.00
				R 04	005 505 321 050 326	Hubman Soccer Footskills Camp	(\$55.00)
PO#:	49301	Voucher #:	111873	Invoice	Invoice No:	Refund 6/11/2020	Paid Amt: \$295.00 Check Amount: \$295.00 Vendor Total: \$295.00
5312		ROBLING, BEN	0717	001	104611		Check
				B 02	230 000	Willie Robling	\$39.95
PO#:	49269	Voucher #:	111849	Invoice	Invoice No:	Refund 6/5/2020	Paid Amt: \$39.95 Check Amount: \$39.95 Vendor Total: \$39.95
3904		SABART, BRIAN	0717	001	104612		Check
				E 01	005 760 720 360 000	Luke Sabart-2019-20 Non Public Transportation	\$213.90
PO#:	49277	Voucher #:	111850	Invoice	Invoice No:	Reimbursement 6/5/2020	Paid Amt: \$213.90 Check Amount: \$213.90 Vendor Total: \$213.90
1799		SABLE, JOHN	0717	001	104613		Check
				E 01	005 760 720 360 000	Brooke & Paige Sable-2019-20 Non Public Tran:	\$385.00
PO#:	49278	Voucher #:	111851	Invoice	Invoice No:	Reimbursement 6/5/2020	Paid Amt: \$385.00 Check Amount: \$385.00 Vendor Total: \$385.00
21913		SIWEK LUMBER & MILLWORK INC	0717	001	104676		Check
				E 01	005 865 384 510 000	LTFM Batting Cages-Quicktube 36"	\$480.00
PO#:	49414	Voucher #:	112097	Invoice	Invoice No:	19856 6/30/2020	Paid Amt: \$480.00

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Jordan Public Schools
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date	Pmt Type
10214		SOUTHWEST METRO INTERMEDIATE DISTRICT						
		0717		001	104665			
				E 01	005 760 723 360 000	K. Sisomeath		Check
				E 01	005 760 723 360 000	Z. Brekke	\$233.78	
				E 01	005 760 723 360 000	J. Coleman	\$6.58	
				E 01	005 760 723 360 000	J. Cowart	\$6.58	
				E 01	005 760 723 360 000	E. Ulibarri	\$6.58	
				E 01	005 760 723 360 000	FY20 SWAT	\$251.64	
PO#:	49383	Voucher #:	112045	Invoice	Invoice No: 2527		6/25/2020	Paid Amt: \$511.74 Check Amount: \$511.74
		0717		001	104679			Check
				E 01	998 211 000 390 000	M. Floyd	\$11,669.68	
				E 01	998 211 000 390 000	I. Lembcke	\$11,669.68	
				E 01	998 211 000 390 000	N. Hart	\$11,669.68	
				E 01	998 211 000 390 000	A. Johnson	\$11,669.68	
				E 01	998 211 000 390 000	S. Alonso	\$11,669.68	
PO#:	49379	Voucher #:	112099	Invoice	Invoice No: 2463		6/30/2020	Paid Amt: \$58,348.40
				E 01	998 211 000 390 000	FY20 2nd Sem Tuition Billing-SW Metro ALC	\$13,207.02	
PO#:	49415	Voucher #:	112105	Invoice	Invoice No: 2549		6/30/2020	Paid Amt: \$13,207.02 Check Amount: \$71,555.42 Vendor Total: \$94,006.14
4840		STANFORD EDU						
		0717		001	104666			Check
				E 01	100 640 316 366 000	L. Weber/J. Hoffman/L. Meyer	\$297.00	
PO#:	49213	Voucher #:	112044	Invoice	Invoice No: G007857		6/25/2020	Paid Amt: \$297.00 Check Amount: \$297.00 Vendor Total: \$297.00
25711		STAR GROUP, LLC/NAPA AUTO PARTS						
		0717		001	104646			Check
				E 01	005 810 000 350 274	Maintenance Repair Supplies	\$9.58	
PO#:	49346	Voucher #:	111955	Invoice	Invoice No: 770249		6/19/2020	Paid Amt: \$9.58 Check Amount: \$9.58 Vendor Total: \$9.58
4913		STROP, JUSTIN & CALLIE						
		0717		001	104615			Check
				E 01	005 760 720 360 000	Benjamin Strop-2019-20 Non Public Transportati	\$385.00	
PO#:	49279	Voucher #:	111853	Invoice	Invoice No: Reimbursement		6/5/2020	Paid Amt: \$385.00 Check Amount: \$385.00 Vendor Total: \$385.00

Jordan Public Schools
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date	Pmt Type
4922	T MOBILE		0717	001	104632			Check
				E 01	005 630 000 320 605	3/21/20-4/20/20-District Hot Spots-COVID-19		\$1,449.00
				E 01	005 630 000 320 605	4/21/20-5/20/20-District Hot Spots-COVID-19		\$1,449.13
	PO#: 49308	Voucher #:		111874	Invoice	Invoice No: Acct#963842030	6/11/2020	Paid Amt: \$2,898.13 Check Amount: \$2,898.13
					Vendor Total:			\$2,898.13
5320	THEIS/KIRSTEN		0717	001	104616			Check
				R 04	000 505 321 099 514	Spring Trap Clothing Refund		\$140.00
	PO#: 49290	Voucher #:		111854	Invoice	Invoice No: Refund	6/5/2020	Paid Amt: \$140.00 Check Amount: \$140.00
					Vendor Total:			\$140.00
	THOMPSON, KELLY		0717	001	104667			Check
PO#: 49387 3				R 04	005 505 321 050 326	C. Thompson-River Valley Winter Session Refur		\$67.50
	PO#: 49387	Voucher #:		112046	Invoice	Invoice No: Refund	6/25/2020	Paid Amt: \$67.50 Check Amount: \$67.50
					Vendor Total:			\$67.50
	TRUGREEN		0717	001	104680			Check
				E 01	998 810 000 350 000	River Valley		\$245.70
PO#: 49413				112100	Invoice	Invoice No: 122644438	6/30/2020	Paid Amt: \$245.70
				E 01	005 810 000 350 272	HS		\$3,113.63
	PO#: 49413	Voucher #:		112101	Invoice	Invoice No: 122649192	6/30/2020	Paid Amt: \$3,113.63 Check Amount: \$3,359.33
					Vendor Total:			\$3,359.33
	VERIZON WIRELESS		0717	001				Wire
23547				E 01	300 050 000 320 000	J. Vizenor		\$61.07
				E 01	100 412 740 320 000	R. Vollbrecht		\$64.15
				E 01	005 810 000 320 000	T. Bisek		\$76.20
				E 01	005 630 000 320 000	S. Damlo		\$51.17
				E 01	005 020 000 320 000	M. Helgerson		\$86.20
				E 01	005 630 000 320 000	Hot Spot		\$40.01
				E 01	300 292 733 320 000	Activity Bus 1		\$40.01
				E 01	300 292 733 320 000	Activity Bus 2		\$40.01
				E 01	128 050 000 320 000	B. Bakeberg		\$51.17
				E 01	005 420 419 320 000	C. Williams		\$61.07

Jordan Public Schools
Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No		Pmt/Void Date	Pmt Type
23547		VERIZON WIRELESS						
		0717	001					Wire
			E 01	100	050 000 320 000	M. Barnett		\$61.07
			E 04	005	505 321 320 000	S. Jensen		\$51.07
			E 04	005	505 321 320 000	Building Super 1		\$31.65
			E 04	005	505 321 320 000	Building Super 2		\$31.65
PO#:		Voucher #:	111911	Invoice	Invoice No: 9854768533		6/22/2020	Paid Amt: \$746.50 Check Amount: \$746.50
27930		WAGNER PRESS & GRAPHICS						Check
		0717	001		104668			
			E 01	100	203 000 401 000	#10 REGULAR ENVELOPES		\$208.00
PO#:	49321	Voucher #:	112047	Invoice	Invoice No: 33126		6/25/2020	Paid Amt: \$208.00 Check Amount: \$208.00
5315		WOELFEL/ANN						Check
	4	0717	001		104617			
			R 04	005	505 321 050 326	J. Woelfel		\$175.00
PO#:	49280	Voucher #:	111855	Invoice	Invoice No: Refund		6/5/2020	Paid Amt: \$175.00 Check Amount: \$175.00
5313		WOLF, TAMMY						Check
		0717	001		104618			
			B 02	230	000	Savanah Wolf		\$22.05
PO#:	49270	Voucher #:	111856	Invoice	Invoice No: Refund		6/5/2020	Paid Amt: \$22.05 Check Amount: \$22.05
18746		XCEL ENERGY						Wire
		0717	001					
			E 01	100	810 000 330 201	ES		\$2,939.60
			E 01	128	810 000 330 201	MS		\$2,622.28
			E 01	300	810 000 330 201	HS		\$7,218.83
			E 01	005	810 000 330 201	Athletic Complex		\$240.71
			E 04	005	505 321 330 000	ES CE		\$66.81
			E 04	005	582 344 330 000	ECFE		\$200.43
			E 02	100	770 701 330 000	ES Food Service		\$133.62
			E 02	128	770 701 330 000	MS Food Service		\$143.69
			E 02	300	770 701 330 000	HS Food Service		\$460.78

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The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education."; and

WHEREAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full."; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Jordan Public Schools ISD 717 gratefully accepts the following donations as identified below:

Donor	Designated Purpose	Amount / Item(s)
MN Valley Electric Trust	MS Backpack Program	\$1,000.00
Mighty Cause	Food Shelf	\$45.00
Jordan Transformer	Trap Team	\$300.00

The vote on adoption of the Resolution was as follows:

Aye: _____

Nay: _____

Absent: _____

Whereupon, said Resolution was declared duly adopted.

School Board Clerk

Date

JORDAN PUBLIC SCHOOLS POLICY

Adopted: July 9, 2012

Revised: July 13th, 2020

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- F. “Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address parental care needs; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

- b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
- 6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
- 7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata

portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during

the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the

case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct

students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 - 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 - 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable

law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

JORDAN PUBLIC SCHOOLS POLICY

Adopted: October 8, 2012

Revised: July 13th, 2020

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The school district will act to investigate all complaints, either formal or informal,

verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or

- c. is regarded as having such an impairment.
 - 2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 - 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 - 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 - 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 - 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 - 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
- 1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
- a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression,.

G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence

prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the Payroll and Benefits Specialist as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to

address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character

development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. 717
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 717 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ gender identity or expression \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group. _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

**JORDAN PUBLIC SCHOOLS
POLICY**

Adopted: July 9, 2012

Revised: July 13th, 2020

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical care, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4 6, Clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
 8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease

where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. “Report” means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- I. “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- J. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- K. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false

report may result in discipline. The court may also award attorney's fees.

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the

requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)

Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Confidential Student Maltreatment Reporting Form

Date Submitted: _____

MDE File #: _____ (MDE staff use only)

REPORTER (name of person completing form) Reporter is confidential under Minnesota Statutes, section 626.556.

Name: _____ Title: _____ Phone: _____ Mandated Reporter: Yes ___ No ___
Address: _____ City: _____ State: _____ Zip: _____

SCHOOL INFORMATION

ISD #: _____ School District: _____ Program Name: _____
School Name: _____ Address: _____ City: _____ Zip: _____
Principal/Director: _____ Phone: _____ (Ext): _____
Transportation Company (if necessary): Contact: _____ Phone: _____

ALLEGED VICTIM (Complete one reporting form for each alleged victim)

Name: _____ Address: _____ City: _____ State: _____ Zip: _____
Parent/Guardian: _____ Phone: _____ Alternate Phone: _____
Gender: Male ___ Female ___ DOB: _____ Grade: _____ Ethnicity: _____
Special Education: Yes ___ No ___ Disability Description: _____ State Student ID: _____

ALLEGED OFFENDER

Name: _____ Position: _____ DOB: _____ Gender: Male ___ Female ___
Address: _____ City: _____ State: _____ Zip: _____
Ethnicity: _____ Phone: _____ Alternate Phone: _____
Licensed: Yes ___ No ___ If licensed, name of licensing board: _____ Folder #: _____

INCIDENT

Date: _____ Time: _____ Location (i.e. - bus, classroom): _____
Address (if different than school): _____ County: _____
Witness Contact Information: _____
Police Notified: Yes ___ No ___ Police Department: _____
Police Contact: _____ Phone: _____ Case No.: _____

Alleged Maltreatment: Physical Abuse ___ Sexual Abuse ___ Neglect ___ Unknown ___ **Injury:** Yes ___ No ___ Unknown ___

Description of Incident and Injury: (please attach additional page if needed).

JORDAN PUBLIC SCHOOLS POLICY

Adopted: July 9, 2012

Revised: July 13th, 2020

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically

excluded by Minn. Stat. § 626.5572, Subd. 17.

- D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult’s will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.
- E. “Financial Exploitation” means a breach of a fiduciary duty by an actor’s unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor’s failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult’s funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult’s will for the profit or advantage of another.
- F. “Vulnerable Adult” means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or

type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.

- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Jordan Public Schools
Suspension Notice

Student Name:	Grade: Choose Grade	School: Choose School
Name of Referring Staff:	Date:	

TO: Parent/Guardian Name:

Phone:

Address:

This is notification that your child _____ has been suspended. The suspension will begin on the following date: _____ at _____ o'clock. This suspension is for _____ days.

The student **must** return to my office on _____ at _____ with **or** without a parent or guardian.

Signature of Administrator:

Phone Number:

Grounds for Suspension: ☐ Violation of school regulations
☐ Conduct that disrupted the education of others
☐ Conduct that endangered the student, other students, or school property

Statement of Facts Leading to Suspension (if incident involved a "dangerous weapon," description of the weapon required.)

Statement of Student: ☐ Student agrees with the above statement of facts.
☐ Student does not agree with the above statement of facts, and his/her statement follows

Student Signature: _____ Date: _____

☐ Student sent home without a conference because of an immediate or substantial danger.

Readmission Plan:

**** Student is NOT allowed on any school district property during the suspension****

For All Students: Including this suspension, the total days of suspension during this school year: _____
If the total number of days exceeds **10**, the school will assist the parent(s) in accessing a **Mental Health Screening**.

For Students with IEP's: If the total number of days is **5 or more or exceeds 10 cumulative for the year**, a **Manifestation Determination Review** has been scheduled as a part of this suspension.
Date of Meeting: _____

For all Students: Total number of days of in-school suspension in addition to these day: _____

As required by the Minnesota Pupil Fair Dismissal Act, a summary of the Act is enclosed for your review.

(2011)

JORDAN PUBLIC SCHOOLS POLICY

Adopted: July 9, 2012

Revised: July 13th, 2020

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

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

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students,

parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

district policy;

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district's Student Attendance Policy;

7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority,

cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or

operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate

authorities;

- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

- 1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- 2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- 3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
- 4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. *Procedures for Removal of a Student From a Class.*

1. Each teacher has the discretion to remove a student for inappropriate behavior as determined by the teacher. Upon asking the student to leave the classroom and report to the office, the teacher will notify the main office of the name of the student removed.
2. Disciplinary action may be taken as a result of any behavior which is disruptive of the education processes or which violates the rights of others. The acts set forth in the disciplinary policy are unacceptable and subject to disciplinary action in school buildings, on the school buses, school grounds and at school sponsored activities.
3. Teachers will contact the administration and/or complete appropriate behavior referral form in a timely manner.

D. *Responsibility for and Custody of a Student Removed From Class.*

1. Each teacher has the discretion to determine how to deal with inappropriate behavior by a student. The teacher may instruct the student to a designated supervised area or the office. When they are sent to the office, the teacher will notify the office staff of the name of the student reporting to the office. When appropriate or necessary, the teacher will contact the office to request an escort.
2. Administrators have broad discretion to determine the consequences based on the minimum and maximum consequences established in the student handbooks. In unusual situations administrators may impose discipline less than the minimum. In the event the student has engaged in the same or similar behavior in the past or has engaged in persistent violation of school rules, the maximum penalties may be increased.

E. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. Administrators will take appropriate action for each student removed from class on a case-by-case basis. Such action may include, but is not limited to, warning, student conference, parent conference, detention, or suspension.

F. Procedures for Notification.

Parents will be notified of consequences when students are dismissed from class. Notification may be in the form of a phone call, written communication, or conference.

G. Disabled Students; Special Provisions.

1. Consideration of whether there is a need for further assessment will be determined by the Individual Education Plan (IEP) team members.
2. Consideration of whether there is a need for a review of the adequacy of the current Individual Education Plan (IEP) of a disabled student who is removed from class or disciplined will be determined by the IEP team members.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. A chemical abuse pre-assessment team will be established pursuant to Minn. Stat. 121A.26;
2. Any teacher or school district employee who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled-substance while on school premises or involved in school, shall immediately notify the building principal.

I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

Nothing in this policy shall prohibit the School District from taking immediate action to protect individuals and property from harm. Nor shall this policy be construed to prohibit the School District from expelling students from behavior not specifically set forth if such conduct:

1. Materially and substantially disrupts the rights of others to an education; or
2. Endangers the student, other students or individuals or property of the school.

All violations of the Code of Student Conduct will be handled on a case-by-case basis.

J. *Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.*

School district personnel may respond to student misbehavior in a variety of ways in which to involve parents or guardians. They include, but are not limited to, communication of concerns, parent conferences, and mediation.

K. *Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.*

School district personnel may respond to behavioral problems in a variety of ways in attempts to modify the behavior. They include, but are not limited to, verbal warning, one-to-one interaction, written communication to parent, parent conference, detention, referral to administrator, and suspension.

IX. DISMISSAL

A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of

the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child’s IEP team,

including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time

the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of

their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject

to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)

Minn. Stat. § 121A.582 (Reasonable Force)
 Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
 Minn. Stat. § 122A.42 (General Control of Schools)
 Minn. Stat. § 123A.05 (Area Learning Center Organization)
 Minn. Stat. § 124D.03 (Enrollment Options Program)
 Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
 Minn. Stat. Ch.125A (Students With Disabilities)
 Minn. Stat. Ch. 260A (Truancy)
 Minn. Stat. Ch. 260C (Juvenile Court Act)
 20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
 34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
 MSBA/MASA Model Policy 501 (School Weapons)
 MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
 MSBA/MASA Model Policy 503 (Student Attendance)
 MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
 MSBA/MASA Model Policy 525 (Violence Prevention)
 MSBA/MASA Model Policy 526 (Hazing Prohibition)
 MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
 MSBA/MASA Model Policy 610 (Field Trips)
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
 MSBA/MASA Model Policy 711 (Video Recording on School Buses)
 MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

JORDAN PUBLIC SCHOOLS POLICY

Adopted: July 9, 2012

Reviewed: July 13th, 2020

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

III. DEFINITIONS

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

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.
- I. For further clarification, the PBIS Committee and District Administration has defined working definitions that will include, but are not limited to, teasing, harassment, conflict, and bullying.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the

particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if

adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

**JORDAN PUBLIC SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: July 13th, 2020

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 - 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and

- c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

- 6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
- 7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.
- 8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health

plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

- a. possess epinephrine auto-injectors; or
- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

- 9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

K. "Parent" for students 18 years old or older is the student.

L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.223 (Possession and use of Sunscreen)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

JORDAN PUBLIC SCHOOLS POLICY

Adopted: October 8, 2012

Reviewed: July 13th, 2020

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. Every school district employee shall be responsible for complying with this policy.
- C. The school board hereby designates the Joe Perkl, or designee, [600 Sunset Drive Jordan, MN 55352, 952-492-4400, jperkl@isd717.org] as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful

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

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Ranae Case Evenson, or designee, [500 Sunset Drive Jordan, MN 55352, 952-492-6200, revenson@isd717.org] as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the names of the Title IX coordinator and human rights officer(s), including office addresses and telephone numbers and work e-mail addresses.
- F. Submission of a good faith complaint, grievance, or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint, or grievance alleging unlawful sex discrimination toward a student, shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions, and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. 717

UNLAWFUL SEX DISCRIMINATION TOWARD A STUDENT

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward a Student

Independent School District No. 717 maintains a firm policy prohibiting all forms of unlawful sex discrimination. All students are to be treated with respect and dignity. Unlawful sex discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant: _____
Home Address: _____
Work Address: _____
Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person you believe unlawfully discriminated toward you or a student on the basis of sex: _____

If the alleged unlawful sex discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary): _____

Where and when did the incident(s) occur: _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has unlawfully discriminated against me or a student on the basis of sex. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature) (Date)

Received by: _____

JORDAN PUBLIC SCHOOLS POLICY

Adopted: July 9, 2012

Revised: July 13th, 2020

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of

employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information

about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or

another individual on social networks, including, but not limited to, social networks such as “Facebook”, “Twitter”, “Instagram”, “Snapchat”, “Tick Tock”, “Reddit”, and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an

appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate

based on viewpoint.

- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review,

disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher or district representative. The Internet Use Agreement form for employees must be signed by the employee. The signed staff and student forms must then be filed at the school office.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives,

orservers.

- b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
- 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 - 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 - 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access.

This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56

L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Non-school Persons)

JORDAN PUBLIC SCHOOLS

DISTRICT 717

TECHNOLOGY ACCEPTABLE USE POLICY FORM

FORM I

Our goal in providing the use of technology (Internet, computers, network and other equipment) to staff and students is to promote educational excellence in the Jordan Public Schools by facilitating research, resource sharing, innovation, and communication. In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals and objectives. Electronic information research skills are now fundamental to the preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

Students and employees are expected to use Internet access through the school system to further educational and personal goals consistent with the mission of the school district and school policies. The school district, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the school district. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

Rules for Technology Use:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute: pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors; obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language; materials that use language or images that are inappropriate in the education setting or disruptive to the educational process; information or materials that could cause damage or danger of disruption to the educational process; and materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

JORDAN PUBLIC SCHOOLS

DISTRICT 717

TECHNOLOGY ACCEPTABLE USE POLICY FORM

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who send the message.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize the works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

Possible consequences for misuse are:

Students or employees may be subject to disciplinary action for misuse, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet; and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

It is understood that the use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

The Jordan Public Schools do not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or handicap in employment, educational programs, or activities.

JORDAN PUBLIC SCHOOLS

DISTRICT 717

TECHNOLOGY ACCEPTABLE USE POLICY FORM

Jordan Public Schools are pleased to offer the staff and students access to the District's technology resources. To gain access to any technology, all students 18 years of age and under must obtain parental permission. A "Technology Acceptable Use Agreement" must be signed and returned to the school district before access to technologies will be granted. Students over the age of 18 may sign their own forms.

PARENT/S or GUARDIAN/S

I have read the Terms and Conditions for Technology Acceptable Use and I understand that the access is designed for educational purposes and the Jordan Public Schools have made access available for this purpose. I recognize that it is impossible for the Jordan Public Schools to completely restrict access to controversial material, and I will not hold them responsible for the materials this student may acquire through the use of these technologies. Furthermore, I understand that should my child commit any violation of the Terms and Conditions for Technology Acceptable Use, his/her access privileges may be revoked, school disciplinary action taken, and/or appropriate legal action initiated.

☐ **I have watched and understand the Digital Device Guideline and Instruction videos found on the district website at www.bit.ly/jpschromeguides**

Parent/s or Guardian/s Name (print name here) _____

Parent/s or Guardian/s Signature _____

Date _____ Phone _____

STUDENT

I have read the Terms and Conditions for Technology Acceptable Use and agree to abide by the stated Terms and Conditions. I understand that if I commit any violation of the Terms and Conditions for Technology Acceptable Use, my access privileges may be revoked, school disciplinary action taken, and/or appropriate legal action initiated.

☐ **I have watched and understand the Digital Device Guideline and Instruction videos found on the district website at www.bit.ly/jpschromeguides**

Student Name (print name here) _____

Student Signature _____

Date _____ Grade _____

The Jordan Public School makes no warranties of any kind, whether expressed or implied, for the services it is providing. The Jordan Public School System will not be responsible for any damages a user may suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through the Internet connection.

**JORDAN PUBLIC SCHOOLS
DISTRICT 717
DIGITAL DEVICE INSURANCE AGREEMENT**

FORM I-1

Jordan Public Schools recognizes that with the implementation of the **PLANIT JORDAN Learning Initiative** there is a need to protect the digital device investment by both the district and their families. The 1:1 Device (Chromebook) Insurance Cost is \$20 per device and will be due within two weeks of receipt of your student's 1:1 device. The insurance costs will be capped at \$60 for families with multiple students in Grades 5-12 attending school within the district. The district will cover 50% of the cost of insurance (\$10) for families that qualify for the free and reduced lunch program. Please return the 'Waiver of Confidentiality' (Form K-1) to the District Office to be eligible for the fee reduction.

Families who have purchased the insurance will have a reduced incident fee for device repair. The district will charge families \$30 for the first covered incident, \$60 for the second covered incident and \$90 for the third covered incident per student with no family cap on costs. The district will cover 50% of the cost of repair for families with insurance that qualify for the free and reduced lunch program. The 1:1 Device Insurance Cost will provide insurance coverage for accidental damage including screen repairs and liquid damage to the Chromebook, hardware failure, theft, and repair. Lost or damaged charging cables, replacement of a lost device or damage that is deliberate or negligent is NOT covered with this insurance plan. The annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

INTENTIONAL DAMAGE: Students/parents are responsible for full payment of intentional damages to the digital devices. The District Insurance Plan DOES NOT cover intentional damage of the 1:1 device.

All insurance claims must be reported to Stephen Damlo, Director of Technology. In cases of theft or other criminal acts, a police report MUST be filed by the student or parent. A copy of the police report must be provided to the Technology Department. In the case of loss of the device, students/parents are responsible for replacement costs of the device.

Families who decline the district provided protection plan will be responsible for the full cost of fixing or replacement of the Chromebook.

☐	<i>I have read all the insurance information and agree to pay the \$20 fee.</i>		
☐	<i>I have read all the insurance information and will decline the district plan. I will cover the full cost of any damage to the device.</i>		
Parent/Guardian Printed Name: _____			
Parent/Guardian Signature: _____			
Student Name: _____		Grade: _____	
Date: _____	Paid with:	☐ Campus Portal	☐ Cash ☐ Check #: _____



SOCIAL MEDIA GUIDELINES FOR STAFF

The line between professional and personal relationships is blurred within a social media context. While these guidelines are in no way intended to limit or infringe upon your rights to comment upon the workplace, it remains good practice to never post anything that would embarrass you or the Jordan Public Schools, or would call your professional reputation into question. Use common sense when posting online.

SOCIAL MEDIA TYPES OF ACCOUNTS AND ACCOUNT USE

The **first step to establishing a social media presence is to determine which kind of account fits your needs and desired purpose**. Consider your role in education and how social media can support and enhance your daily work and professional goals. Before you set up your account, please keep in mind that social media accounts require time and maintenance in order to be successful.

Types of social media accounts

	Personal Account	Personal/Professional Account	Program/District Level Account
Account Owner	Owned by individual	Owned by individual	Owned by a district staff member as a representative of the district
Account Purpose	Used for personal purposes	Used for purposes such as professional development and establishing a professional learning network (PLN)	Used for purposes such as family/student/team engagement, community outreach, and/or establishing a professional learning network (PLN)
Naming Requirement	No naming requirement	No naming requirement (the name should not reflect a whole department (i.e. JordanScience) since this is an individual account)	Must be assigned by the Jordan Communications Department and follow the ISD717 naming conventions when possible (i.e. @jordandance717, @jordansummit717)
Email Requirement	Must be created with a personal email account (you should not use a district email address for a personal social media account)	Can be created with district assigned email address	Must be created with an email assigned from the Jordan Communications Department (do not use your personal school email account or secondary gmail account)
Notes	Account holder is responsible for reviewing district guidelines as they relate to personal accounts	Account holder is responsible for adhering to all applicable district policies/guidelines since this account may have professional ties to ISD717	Account must be requested from and approved by the Jordan Communications Department

Do not create any social media account, blog, or website intended to represent the Jordan Public Schools without prior approval from the Jordan Communications Department.

Personal Social Media Account: *Owned by an individual and used for personal purposes.*

- You are personally responsible for the content you publish online or choose to share or repost.
- Special care should be taken when posting personal photographs. Remember your social network site is an extension of your personality and professional reputation. Even with privacy settings in place, your content could be seen by students or parents or find its way into the public realm.
- While the Jordan School District respects the rights of its employees to exercise their rights, employee should not make any derogatory statements about colleagues or students on social media.
- Do not post photos or videos that contain identifying information concerning any students, on your personal media, without prior parental consent.

Personal/“Professional” Account: *Owned by an individual and used for purposes such as professional development and establishing a professional learning network (PLN).*

- You are personally responsible for the content you publish online or choose to share or repost.
- Because you may be referring to Jordan Public Schools on this “professional” account, keep your posts positive and do not engage in negative or critical conversations online.
- Remember your social network site is an extension of your personality and professional reputation.

Program/District Level Social Media Account: *Owned by a district staff member as a representative of the district and used for purposes such as family/student/team engagement, community outreach, and/or establishing a professional learning network (PLN).*

- We encourage our staff to be innovative with the use of social media in their classrooms and programs and welcome new social media channels to be setup when appropriate. You must have approval to start a new district channel.
- Successful social media requires maintenance and regular monitoring. Consider this before requesting a channel.

Employee-Student Relations: *The district recognizes the role that communication and collaboration between employees and students plays in the educational process and experience. The district further recognizes that the advancement of electronic*

communication and social media technologies create greater opportunity for interactions between employees and students. **These additional guidelines are for your own and our students' protection.**

- Employees must exercise great care in connecting with students on any social media channels (personal or professional). It would be the District's recommendation that you do not send permission-based friend or follower requests to students from your personal social media, for example Facebook friend requests. It is the District's recommendation that employee wait until students reach graduation before accepting friend requests on their personal social media accounts (this does not apply to an account that is professional or program/district in nature).
- Any employee-student communications or relationships via social media should be of an appropriate professional nature. Employees are responsible for immediately reporting to the district any inappropriate communication received from a student; this is as much for your protection as the students.

Safety and Confidentiality: *Safety is the overriding concern with regard to information posted online. Always respect the privacy and confidentiality of student information.*

- Confidential student or personnel information should not be posted online. Keeping student educational designation confidential is important (i.e. a student should never be identified in a photo as a special needs or English Learner (EL) student). Be sure not to violate any provision of the Family Education Rights and Privacy Act (FERPA). Consult the district "no media" list from the Communications Department.
- Just like in the classroom, you have a responsibility for addressing inappropriate student behavior or activity witnessed on these social networks, including legal requirements for mandated reporting.

Professionalism: *District approved social media accounts are seen as extensions of the district and must reflect the mission, vision, and values of Jordan Public Schools.*

- Maintain professional boundaries. All online dialogue and interactions with students on social media pages should be for educational purposes only.
- Keep your posts positive and do not engage in negative or critical conversations online. The district recommends that you do not discuss students, co-workers, or District policies and procedures in a social media forum.
- Retweets, likes, and favorites are perceived as endorsements. These interactions should be done with care.
- At times, students or members of the public may create social media pages (not managed by the district) that represent student groups within the district (i.e. @JHStthemes). When employees, including coaches or advisors, choose to join or engage with these social networking groups, they do so as an employee of the District.
- Employees may not act as a spokesperson for the District or post comments as a representative of the District, except as authorized by the Superintendent or the

Superintendent's designee.

HOW TO GET APPROVAL FOR A NEW DISTRICT SOCIAL MEDIA CHANNEL(S)

Remember: Successful social media requires maintenance and regular monitoring. Consider this before requesting a channel.

1. Fill out the "[Jordan Public Schools Social Media Channel Approval Form](#)" found on the District website under STAFF. You will be asked to provide:
 - a. Name of group/team/department and/or project requesting the channel
 - b. Desired name of social media channel (this may be different than the page handle)
 - c. Purpose of account and targeted audience
 - d. Who will be responsible for monitoring and updating channel content
 - e. How often the channel content will be updated
2. The Communications and Marketing Department will review and respond within 72 hours.
3. Once approved, you are considered a channel manager. Your channel will be setup by the Communications and Marketing Department and the login and password will be sent to you.

HOW A CHANNEL MUST BE MAINTAINED

This set of guidelines outlines expectations of all participants of any ISD717 social media channel. With questions, contact the Communications and Marketing Department.

Profile/About:

- All District channels should be identified as part of Jordan Public Schools.
- Include link to the district website homepage or to corresponding website page (i.e. basketball social media should link to the district basketball website).

Cover photos and avatars (profile picture):

- Pick a cover and avatar (profile picture) that will help users visualize what your page is about and that are also reflective of the ISD717 community. Most often, you will be provided, by the Communications and Marketing Department, a profile picture that reflects the branding of the district.
- Be sure to update cover photo as needed.
- If a graphic or logo is needed, please contact the district Communications and Marketing Department.

Posting Photos and videos:

- You may only post photos of students who have permission through our Family Education Rights and Privacy Act (FERPA) form. A confidential list of "no media" students is shared to all certified staff via the Communication Department. Contact if needed. Do not publically single out students on the no media list. For

unique ways to include all students in a photo while maintaining “no media” status, contact the Communications and Marketing Department.

- Keeping student educational designation confidential is important (i.e. a student should never be identified in a photo as a special needs or English Learner (EL) student).
- When referring to students, use first names only (exceptions can be made at the high school level or consent of the Communications and Marketing Department).
- Only Jordan Public School staff members approved to be page managers may post photos and videos on school social media channels.
- Followers should not have the ability to “tag” photos posted by the school.

Maintenance:

- Program/district-level accounts may be maintained by one or more staff members. When multiple staff members are responsible, please work together to ensure a consistent voice.
- Only staff members/coaches are allowed to manage district approved social media. Management and access to accounts should not be given to students or parents/guardians.
- At a minimum, keep your accounts fresh by posting once per week. However multiple post per week is recommended.
- After posting, reload page and review the post and test all links, etc. to ensure they are working properly. Always review grammar and punctuation.

Monitoring and responding to criticism:

- To build your social media community you may need to interact with your followers when appropriate and positive.
- Regular monitoring is required so that you can address or remove any inappropriate posts/comments in a timely manner.
- Remember that not every comment needs either a response or acknowledgement.
- Use restraint when responding to negative or inaccurate comments.
- Try pointing to existing information found online in your answers when correcting people.
- If negativity on your Facebook page breaks the social media guidelines established by the Jordan Public Schools, you can delete the comment. Other things to consider:
 - It's okay to let a negative comment sit without a response (as long as it doesn't violate guidelines). Do not immediately delete a negative comment as it can cause your community to get upset.
 - If needed, you may choose to “hide” a comment on Facebook. This means only the person who posted the comment and their friends can see it. Once hidden, you can seek assistance from the Jordan Communications and Marketing Department.

- When needed, negative comments should be address offline.

- To take a comment offline you can respond to the person with a simple statement such as, "We would be happy to discuss this with you, please message your phone number or email address to continue the discussion".
- Remember emails can be shared online so it's best to address the person on the phone when possible.
- Contact the Communication and Marketing Department for help if you have an extremely upset or negative person posting on your page.

No endorsements or advertisements:

- Ethically, Jordan Public Schools' representatives cannot promote products or businesses through official district channels.
 - The exception is when a student group is participating in a fundraiser or event at a business (i.e. Pizza Ranch Fundraiser).
- Refrain from following or liking other political or potentially controversial social media users (i.e. political parties or corporations) as this could be seen as an endorsement of that organization and their ideology.

JORDAN PUBLIC SCHOOLS POLICY

Adopted: April 9th, 2018

Revised: July 13th, 2020

524.1 SOCIAL MEDIA POLICY

I. PURPOSE

The school board recognizes the value of staff inquiry, investigation, and innovation using new technology tools to enhance the learning experience and interpersonal communication. The District also recognizes its obligation to teach and ensure responsible and safe use of these technologies.

This policy addresses employees' use of private and district-connected internet content including: websites, blogs, wikis, social networks (Facebook, Twitter, Instagram, Snapchat, Reddit, etc), online forums, and any other social media.

II. GENERAL STATEMENT OF POLICY

- III. The District recognizes the importance of online social media networks as a communication and learning tool. Toward that end, the District provides district- approved social media tools and technologies for e-learning and encourages use of District tools for collaboration by employees. However, public social media networks, outside of those sponsored by the District, may not be used for classroom instruction or school-sponsored activities without the prior authorization of the Superintendent (or designee) and parental consent for student participation on social networks.

IV. DEFINITIONS

A Public social media networks are defined to include: websites, blogs, wikis, social networks, online forums, and any other social media generally available to the public or consumers that do not fall within the District's electronic technologies network. Examples of public social media networks are Facebook, Twitter, LinkedIn, Flickr, YouTube, blog sites, Instagram, SnapChat, Reddit, etc. This would not include internal only networks like Schoology.

B District approved social media tools are those that fall within the District's electronic technologies network (outlined in the social media guidelines) or which the District has approved for educational use. District approved social media tools include Facebook, Twitter, and Instagram.

V. REQUIREMENTS

Individual sites and departments or even teachers may choose to establish an official presence on public online social media sites with prior administrative approval (see social media guidelines for details). Once approved, this presence will be included in the definition of “district approved social media tools” as noted above. For any district-approved social media account, a district employee shall be designated as the site manager. Any security, login credentials, or passwords for such accounts must be shared with the site manager’s supervisor and the communications department.

Because readers of social media networks may view the employee as a representative of the schools and the District, the District requires employees to observe the following rules on any district approved social media tools:

1. An employee’s use of these district approved networks and an employee’s postings, displays, or communications must comply with all state and federal laws and any applicable District policies, including responsibilities for mandated reporting.
2. On district-approved social media accounts, employees and the public must be respectful and professional in all communications (by word, image or other means). Obscene, profane or vulgar language; communications or conduct that is harassing, threatening, bullying, libelous, or defamatory; personal attacks of any kind; offensive terms that target any specific race, ethnicity, color, creed, immigration status, religion, national origin, sexual orientation including gender identity and expression, marital status, familial status, socioeconomic status, physical appearance, status with regard to public assistance, disability, age, family care leave status or veteran status, or academic status related to student performance; terms that incite violence; election campaigning for a political office or ballot proposition; communication that discusses or encourages any illegal activity or the inappropriate use of alcohol; or sexual harassment; will be removed from district social media pages and, for employees, may result in further disciplinary actions. Comments or posts will also be removed if they violate the Terms of Use of the social media platform, are spam, are clearly 'off topic,' divulge personal student or staff information or promote services or products.
3. Employees should not use their District email address for communications or registration on public social media networks that have not been approved by the District. Employees may not act as a spokesperson for the District or post comments as a representative of the District, except as authorized by the Superintendent or the Superintendent’s designee.
4. Employees may not disclose information on any social media network that is confidential or proprietary to the District, its students, or employees or that is protected by data privacy laws.
5. Employees may not post images of coworkers without the coworker’s consent.
6. Images of students may be posted on official district social media accounts if the student has a consent to release educational data form on file that has been signed

by a parent or guardian. Images of students taken in the public arena, such as at sporting events or fine arts public performances, are exceptions to this rule.

7. Employees may not post any private or confidential images of the District premises and property, including floor plans.
8. When a social media account is used to communicate with students or colleagues, even when said communications are private, those personal social media pages, often in their entirety, could become subject to investigation in the event of a legal inquiry, requested under FERPA or the Minnesota Data Practices Act, or requested as part of a Freedom of Information 5 U.S.C. § 552 request.

VI. PERSONAL SOCIAL MEDIA

An employee's use of social media for personal reasons during the workday that are not related to one's job duties should be kept to a minimum and must not interfere with one's work responsibilities.

While the District does not actively monitor or restrict an employee's personal use of public online social media, it may take appropriate responsive action when it becomes aware of, or reasonably suspects, conduct or communication on a public online media site that creates an unlawful disruption or violates applicable district policies, professional codes of ethics or other laws. An employee who is responsible for a social media network posting that fails to comply with the rules set forth in district policy may be subject to discipline as outlined in respective policies. Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or private information on any public forum or website.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. American Library Association, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
Layshock v. Hermitage Sch. Dist., 412 F.Supp. 2d 502 (W.D. Pa. 2006)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
Policy 506 (Student Discipline)
Policy 514 (Bullying Prohibition Policy)
Policy 515 (Protection and Privacy of Pupil Records)
Policy 519 (Interviews of Students by Outside Agencies) Policy 521 (Student Disability Nondiscrimination) Policy 522 (Student Sex Nondiscrimination)
Policy 606 (Textbooks and Instructional Materials)
Policy 806 (Crisis Management Policy)
Policy 904 (Distribution of Materials on School District Property by Nonschool Person)

JORDAN PUBLIC SCHOOLS POLICY

Adopted: September 11, 2006

Revised: July 13th, 2020

533 WELLNESS

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion. Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

A. Nutrition Promotion and Education

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health; and is designed to provide students with the knowledge and skills necessary to promote and protect their health.
 - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity/Physical Education

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television. The District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs when needed.
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and quality physical education will be used as

the foundation for physical activity before, during and after school. Schools will ensure that these varied physical activity opportunities are in addition to, and not a substitute for, physical education classes. Elementary schools shall provide at least 20 minutes of active daily recess to all elementary school students each day. Outdoor recess will be offered when weather is feasible for outdoor play. In the event that the school or district must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students. Recess will complement, not substitute for physical education classes.

3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate. Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week.
4. The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. The physical education curriculum for grades K-12 will be aligned with established state physical education standards.
5. The District will supply adequate time for physical education. Elementary schools should provide 60-89 minutes per week of physical education instruction. Secondary students (middle and high school) are required to take the equivalent of one academic year of physical education. Physical education for grades K-12 are required to be taught by certified/licensed teachers who are endorsed to teach physical education. All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary. Unless otherwise exempted, all students will be required to engage in the Districts physical education program.
6. Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason. District teachers and other school personnel **will not** use physical activity (e.g., running laps, push ups) as punishment.
7. The District will support **Active Transport** to and from school, such as walking or biking. By designating safe or preferred routes to school, promote activities such as participating in International Walk to School

Week and/or Walk or Bike to school day. Secure storage facilities for bicycles at each school and use crossing guards.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams trans-fat per serving (nutritional label or manufacturer's specifications); and to meeting the nutrition needs of school children within their calorie requirements.

A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations. The district shall operate under USDA regulations for National School Lunch and/or Breakfast programs. All schools will provide breakfast through the USDA School Breakfast Program.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.

5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.
11. The school district will accommodate students with food allergies and intolerances on a case-by-case basis through individual plans.

Water

To promote hydration; free, safe, drinking water will be available to all students throughout the school day and throughout every school building. The District will make drinking water available where school meals are served during mealtimes.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition professionals. These school nutrition personnel will refer to the USDA's Professional Standards for School Nutrition Standards website to search for training that meets

their learning needs and/or will attend training in person at various workshops or conferences.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered “competitive foods.” Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district’s nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

***USDA Healthy Party Resources for Families and Districts:
[https://healthymeals.fns.usda.gov/hsmrs/Connecticut/CT%20Healthy Celebrations.pdf](https://healthymeals.fns.usda.gov/hsmrs/Connecticut/CT%20Healthy%20Celebrations.pdf)***

- b. Classroom snacks brought by parents. The school district will provide parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.

See attached sample list of suggested foods and beverages that meet Smart Snacks nutrition standards.

2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student’s individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas. Smart Snack nutrition standards apply to all foods and beverages sold to students through district-sponsored fundraisers, unless an exemption applies. Each school will be allowed to hold 3 exempt fundraisers per school year during which any food or beverage may be sold. It is recommended that schools avoid participation in fundraising or corporate incentive programs that promote a message inconsistent with our goals for a healthy school community.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy, such as Smart Snack items.
2. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written or graphic statements made for promoting the sale of foods and beverage products made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. Specifically prohibits advertising such as school signs, banners, scoreboards, busses, building exteriors, and on and around school property.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy. The District is committed to

being responsive to community input, which begins with awareness of the wellness policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplish through means similar to other ways that the district and individual schools are communicating important school information to parents.

2. The Wellness Coordinator will hold meetings four times a year for the purpose of establishing goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

1. After approval by the school board, the wellness policy will be implemented throughout the school district. The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities and includes information about specific goals and objectives for nutrition standards for all foods, beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

B. Annual Reporting

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. the extent to which the school district's wellness policy compares to model local wellness policies; and

- c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy)
 42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
 42 U.S.C. § 1758b (Local School Wellness Policy)
 42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
 7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
 7 C.F.R. § 210.10 (School Lunch Program Regulations)
 7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
 Minnesota Department of Health, www.health.state.mn.us
 County Health Departments
 Action for Healthy Kids Minnesota, www.actionforhealthykids.org
 United States Department of Agriculture, www.fns.usda.gov

ATTACHMENT A



LEADING THE WAY FOR CHILDREN'S HEALTH
HealthierGeneration.org

Healthy Snack & Beverage Ideas*

- Water
- 100% fruit juice with no added sugar
- Fat-free or low fat milk
- Fruit smoothies (made with frozen fruit with no added sugar and fat-free or low fat yogurt)
- 100% fruit juice slushes with no added sugar
- Fresh fruit – trays, salads or kabobs
- Fresh vegetables – trays, salads or kabobs
- Fat-free or low fat yogurt (alone or as dip for fruits or vegetables)
- Yogurt parfaits (fat-free or low fat yogurt, fruit and whole grain cereal or granola as topping)
- Canned fruit or fruit cups (in water, 100% fruit juice or light syrup)
- Frozen fruit or fruit cups (in water, 100% fruit juice or light syrup)
- Frosty fruits – freeze your own fruit (frozen grapes make a great summer treat!)
- Dried fruit with no added sugar
- Nut or seed butter (serve with fruit or whole grain crackers)
- Nuts or seeds
- Trail mix made of nuts or seeds and dried fruit with no added sugar
- Whole grain crackers
- Low-fat cheese (serve with fruit or whole grain crackers)
- Hummus (serve with vegetables or whole grain crackers)
- Small whole grain waffles or pancakes topped with fruit or nut or seed butter
- Whole grain pretzels (soft or crunchy)
- Low-fat or air-popped popcorn (no added butter or salt)
- Graham crackers
- Nut or seed butter and jelly sandwiches on whole grain bread
- Small whole grain bagels or English muffins with nut or seed butter or jelly
- Pizza (on whole grain crust with low fat cheese and lean protein or vegetable toppings)
- Roll-ups on whole grain tortillas (fill with a lean protein such as ham or turkey, low fat cheese, hummus, nut or seed butter and jelly or vegetables)
- Fat-free or low fat pudding
- Bean quesadillas or burritos made with whole grain tortillas with salsa
- Whole grain cereal bars
- Baked whole grain tortilla chips with salsa or bean dip
- Baked chips (small portions)

*Check ingredient statements and nutrition information to ensure items meet the USDA Smart Snacks in School nutrition standards. Ensure food allergies of any participants are known before serving any food item.

Pair foods together for an afternoon snack to power youth up for their activities, whether that is physical activity or educational activities. Combine a lean protein with a fruit or vegetable, such as sunflower seeds dried raisins. Or a low-fat dairy food and whole-grain rich choice, like string cheese and whole grain crackers. Try low-fat dairy and fruit – yogurt and strawberries. Pair a whole-grain rich food with a lean protein by spreading hummus on a whole grain tortilla. Or serve a whole-grain rich food and vegetable, such as a whole grain cereal bar and cherry tomatoes. Get creative!

For more information on healthy snacking or finding healthy snacks and beverages, contact Stephanie Joyce, National Nutrition Advisor at the Alliance for a Healthier Generation, at stephanie.joyce@healthiergeneration.org.

ATTACHMENT B

HEALTHY FUNDRAISING SOLUTIONS CONTINUED

CREATIVE FUNDRAISING IDEAS

There are many examples of creative fundraisers that support your school or afterschool program while also supporting a healthy environment for kids. Here are a few of our favorites:



GET KIDS MOVING

Host a walk-, run-, bike-, dance-, skate-a-thon or a 5K color run

Organize a Zumba, dance or yoga night

Visit an ice skating rink

Hold a jump rope or hula hoop competition

Create a team sports tournament for youth and their families

Hold a field day at school and encourage youth and families to form teams and compete



SPARK CREATIVITY

Host a talent show

Hold a yard sale or auction where youth, staff and parents donate items

Ask local businesses to donate:

- a portion of sales of healthy menu items
- products or services to an auction
- event tickets to a raffle

Sell school-branded promotional items such as t-shirts or water bottles

Organize a student art or craft fair

Hold a coin drive competition between classrooms



SUPPORT HEALTHY EATING

Hold a "Taste of Your Town" event and invite local chefs to donate healthy dishes

Sell cookbooks with healthy recipes donated from parents, students and staff

Host a healthy cooking class and ask a local chef to donate his/her time

Sell healthy snacks made by youth after school*

Create a healthy family night and invite parents to attend and enjoy a healthy meal with their children and school or program staff

Hold a youth healthy cooking competition and ask local grocery stores to donate food to keep costs down

*Foods or beverages sold as fundraisers should meet the USDA's Smart Snacks in School nutrition standards. Consider reaching out to your School Nutrition Program to set up cooperative purchasing of Smart Snacks compliant products.

For more information, contact Stephanie Joyce, MS, RD/LD, SNS, National Nutrition Advisor at the Alliance for a Healthier Generation, at stephanie.joyce@healthiergeneration.org



JORDAN PUBLIC SCHOOLS POLICY

Adopted: September 12, 2007

Revised: July 13th, 2020

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district's Curriculum and Technology Advisory Committee (Advisory Committee).
2. The Advisory Committee will be established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
3. The school district-wide improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

The Jordan School District has established a continuous curriculum review process that includes yearly documentation of current curricular materials and future needs.

C. Implementation of Graduation Requirements

1. The Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Comprehensive Continuous Improvement of Student Achievement

1. By November 1st of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Academic Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. Advising the school board about development of the annual budget.

3. The Advisory Committee shall meet the following criteria:
 - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and included teachers, parents, support staff, students, and other community residents. Included in its membership should be:
 - a. The Director of Curriculum (or similar educational leader)
 - b. Principal
 - c. School Board Member
 - d. Student Representative
 - e. One teacher from each building or instructional level
 - f. Two parents from each building or instructional level
 - g. Two residents without school-aged children, non-representative of local business or industry
 - h. Two residents representative of local business or industry

- i. District Assessment Coordinator (if different from “a.” above)
- 5. Translation services should be provided to the extent appropriate and practicable.
- 6. The Advisory Committee shall meet the following timeline each year:
 - Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.
 - Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.
 - Month(s): Review evaluation results and prepare recommendations.
 - Month: Present recommendations to the school board for its input and approval.
- E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.
- F. Reporting.
 - 1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world’s best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)

JORDAN PUBLIC SCHOOLS POLICY

Adopted: April 10, 2006

Revised: July 13th, 2020

714 FUND BALANCES

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 12 percent of the annual budget.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

JORDAN DISTRICT SCHOOLS POLICY

Adopted: March 11th, 2019

Revised: July 13th, 2020

722 PUBLIC DATA REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Government Data

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

B. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

C. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
2. A requestor is not required to explain the reason for the data request.
3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or

- b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
- 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 - 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
 - 4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
 - 5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 - 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
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 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 - 1. The estimated costs of preparing the summary data, if any; and
 - 2. The summary data requested; or
 - 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 - 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. COSTS

- A. Public Data
 - 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.

- b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
- 2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

- 1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
- 2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

Data Practices Contacts

Responsible Authority:

Interim Superintendent
500 Sunset Drive; Suite 1; Jordan, MN 55352
952-492-6200; revenson@isd717.org

Data Practices Compliance Official:

Payroll and Benefits Specialist
500 Sunset Drive; Suite 1; Jordan, MN 55352
952-492-6200; kdamlo@isd717.org

Data Practices Designee(s):

Finance Director

500 Sunset Drive; Suite 1; Jordan, MN 55352

952-492-6200; ahafemann@isd717.org

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
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Attachment A

Data Request Form -Requests for Public Data

Date of request: _____

Method of Access to Data:

(Note: inspection is free but there is a charge for copies)

Inspection ☐

Copies ☐

Both (inspection and copies) ☐

Description of Requested Information:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form or additional pages.

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Name: _____

Address: _____

Phone Number: _____

Email Address: _____

You do not have to provide any of the above contact information. However, if you want the school district to mail or e-mail you copies of data, the school district will need some contact information. In addition, failure to provide contact information could delay the processing of your request. If the school district does not understand your request and needs to get clarification from you, without contact information, the school district may not be able to process all, or a portion of, your request until you contact the school district again.

JORDAN DISTRICT SCHOOLS POLICY

Adopted: March 11th, 2019

Revised: July 13th, 2020

722 PUBLIC DATA REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

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D. Responsible Authority

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Data Practices Contacts

Responsible Authority:

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500 Sunset Drive; Suite 1; Jordan, MN 55352
952-492-6200; revenson@isd717.org

Data Practices Compliance Official:

Payroll and Benefits Specialist
500 Sunset Drive; Suite 1; Jordan, MN 55352
952-492-6200; kdamlo@isd717.org

Data Practices Designee(s):

Finance Director

500 Sunset Drive; Suite 1; Jordan, MN 55352

952-492-6200; ahafemann@isd717.org

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
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Description of Requested Information:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form or additional pages.

Contact Information:

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

You do not have to provide any of the above contact information. However, if you want the school district to mail or e-mail you copies of data, the school district will need some contact information. In addition, failure to provide contact information could delay the processing of your request. If the school district does not understand your request and needs to get clarification from you, without contact information, the school district may not be able to process all, or a portion of, your request until you contact the school district again.

JORDAN PUBLIC SCHOOLS POLICY

Adopted: September 12, 2007

Revised: July 13th, 2020

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district’s Crisis Management Policy, also known as the Emergency Action Plan, has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building’s specific situation and needs.

The school district’s administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum

to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based

upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

- 2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

- 3. School Emergency Response Teams

- a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

- b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. **Warning and Notification Systems**

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. **Early School Closure Procedures**

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.

3. Academic recovery.
4. Social/emotional recovery.

IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures

- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Ch. 7511 (Fire Safety)
20 U.S.C. § 1681, *et seq.* (Title IX)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

FOR ASSISTANCE IN DRAFTING A CRISIS MANAGEMENT PLAN

Resources are available to assist school districts in drafting a Crisis Management Policy and/or building-specific crisis management plans. Please contact any of the organizations listed below for assistance:

A. Minnesota Department of Education

Division of Compliance and Assistance
1500 Highway 36 West
Roseville, MN 55113-4266
651-582-8705 FAX: 651-582-8725
www.education.state.mn.us

Division of Safe and Healthy Learners
1500 Highway 36 West
Roseville, MN 55113-4266
651-582-8309 FAX: 651-582-8725
www.education.state.mn.us/mde/Learning_Support/Safe_and_Healthy_Learners/index.html

B. Minnesota Department of Public Safety

Division of Homeland Security and Emergency Management
444 Cedar Street, Suite 223
St. Paul, MN 55101-6223
651-296-2233 FAX: 651-296-0459
www.hsem.state.mn.us

C. Minnesota Department of Public Safety

State Fire Marshall Division
444 Cedar Street, Suite 145
St. Paul, MN 55101-5145
651-282-6555 FAX: 651-215-0525

D. Minnesota School Boards Association

1900 West Jefferson Avenue
St. Peter, MN 56082-3015
800-324-4459 FAX: 507-931-1515
507-934-2450
www.mnmsba.org

E. Knutson, Flynn & Deans

MSBA/MASA Policy Services Legal Counsel
1155 Centre Pointe Drive, Suite 10
St. Paul, MN 55120-1268
651-222-2811 FAX: 651-225-0600
www.kfdmn.com

OTHER RESOURCES/PUBLICATIONS:

U.S. Department of Education

www2.ed.gov/emergencyplan

The site includes crisis planning resources, including Practical Information on Crisis Planning – A Guide for Schools and Communities, January 2007; and A Bomb Threat Assessment Guide which is available on CD-Rom.

Information on school security equipment and technology, including a link to The Appropriate and Effective Use of Security Technologies in U.S. Schools, September 1999, National Institute of Justice.

www.schoolsecurity.org/resources/security-equipment.html

Threat Assessment in Schools: A Guide to Managing Threatening Situations and To Creating Safe School Climates (U.S. Department of Education, May 2002)

www2.ed.gov/admins/lead/safety/threatassessmentguide.doc

The Final Report and Findings of the Safe School Initiative: Implications for the Prevention of School Attacks in the United States (U.S. Department of Education, May 2002)

www2.ed.gov/admins/lead/safety/preventingattacksreport.doc

For support, advice, and assistance for coordination of outside mental health resources, consult with the Minnesota Department of Education, Division of Safe and Healthy Learners. Phone: 651-582-8352

www.education.state.mn.us

A school safety guide is available through the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management.

www.hsem.state.mn.us

Additional Web Sites:

www.ready.gov

www.fema.gov/kids

www.redcross.org/services/disaster

www.nasponline.org

Your local emergency response agencies (law enforcement, fire, emergency management) can also assess your building and situation, suggest changes, and assist in drafting building-specific crisis management/emergency plans.

FIRE

In the event of a fire, smoke from a fire or detection of a gas odor:

- Pull fire alarm and notify building occupants by means of

 - Evacuate students and staff to the designated areas.
 - These areas should be a safe distance away from emergency personnel.
 - Be aware of the arrival of emergency responders. See map of evacuation routes and assembly areas located

(or included in this manual on next page)
 - Follow primary fire drill route whenever possible. Follow alternate route if primary route is blocked or dangerous. See map, located

- (or included in this manual on next page)
- Teachers take class roster.
 - Teachers take attendance after evacuation.
 - Teachers report missing students to building administrator immediately.
- If trapped by fire, go to **Shelter-in-Place Procedures**.

Building administrator:

- Building administrator notifies fire department (call **911**) and superintendent.
- Building administrator or designee meets with emergency officials as soon as possible.
- After consulting with appropriate official, building administrator may move students to primary relocation center at _____ if weather is inclement or building is damaged.
- **Do not** reenter buildings until they are declared safe by fire or law enforcement personnel.
- Building administrator notifies staff and students of termination of emergency.

*Fire drills should be held at varied times during the school day.
Practice both primary and alternate routes.*

Extra staffing is necessary for students with special medical or physical needs.

HAZARDOUS MATERIALS

Incident occurs in school:

- Notify building administrator/office.
- Call **911**. If the type and/or location of hazardous material is known, report that information to 911.
- Evacuate to an upwind location, taking class roster. Teachers take attendance after evacuation.
- Seal off area of leak/spill. Close doors.
- Fire officer in charge will determine additional shelter-in-place or evacuation actions.
- Shut off heating, cooling, and ventilation systems in contaminated area to reduce the spread of contamination.
- Building administrator notifies superintendent.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

Incident occurs near school property:

- Fire or law enforcement will notify school officials.
- Consider closing outside air intake, evacuating students to a safe area, or sheltering students inside the building until emergency passes or relocation is necessary.
- Fire officer in charge of scene will instruct school officials on the need for sheltering or evacuation.
- Follow procedures for sheltering or evacuation.
- If evacuating, teachers take class rosters and take attendance after evacuation.
- If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

Extra staffing is necessary for students with special medical and/or physical needs.

SEVERE WEATHER TORNADO/SEVERE THUNDERSTORM/FLOODING

Tornado/severe thunderstorm WATCH has been issued in an area near school:

- Monitor NOAA Weather Radio All Hazards (National Weather Service) or emergency alert radio stations.
- Bring all persons inside building(s).
- Close windows.
- Review tornado drill procedures and location of safe areas.

Tornado safe areas are interior hallways or rooms away from exterior walls and windows and away from large rooms with long-span ceilings.

- Review “drop and tuck” procedures with students.

Tornado/severe thunderstorm WARNING has been issued in an area near school, or a tornado has been spotted near school:

- Move students and staff to safe areas.
- Close classroom doors.
- Teachers take class rosters.
- Ensure that students are in “tuck” positions.
- Teachers take attendance.
- Remain in safe area until warning expires or emergency personnel have issued an all-clear signal.

Post diagrams in each classroom showing routes to areas. Attach a building diagram showing safe areas.

Flooding:

- Monitor NOAA Weather Radio All Hazards and emergency alert radio stations. Stay in contact with emergency management officials.
- Review evacuation procedures with staff.
- Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be flooded.
- Check transportation resources.
- If district officials and emergency responders advise evacuation, do so immediately.
- Teachers take class rosters.
- Teachers take attendance.
- Notify parents/guardians according to district policy.

Refer to Severe Weather Awareness Week postings at www.hsem.state.mn.us for further information on severe weather safety.

MEDICAL EMERGENCY

Life-threatening injury or illness, or death:

- Notify office staff/building administrator to make emergency calls. If unable to reach office immediately, call **911**. **Work as a team.**
- Give full attention to the victim(s).
- Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
- If possible, isolate the affected student/staff member. Disperse onlookers and keep others from congregating in the area.
- Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
- Help stop bleeding.
 - Applying pressure on wound or elevating wound may help stop or slow bleeding.
 - Protect yourself from body fluids. Use gloves if available.
- Check for vital signs. Initiate first aid, if you are trained.
- Comfort the victim(s) and offer reassurance that medical attention is on the way.
- After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.

Non-life-threatening injury or illness:

- For all non-life-threatening illnesses and injuries, call the office/nurse.

Administrator:

- In case of traumatic medical emergency or death at school:
 - Notify superintendent.
 - Notify victim's parents, guardians, or family.
 - Activate post-crisis procedures, if necessary.
- In all other medical emergencies, assess individual's need for post-crisis intervention.

FIGHT/DISTURBANCE

- Ensure the safety of students and staff first.
- Notify building administrator/security/law enforcement. **Work as a team**, especially when separating participants.
- Don't let a crowd incite participants. Disperse onlookers and keep others from congregating in the area.
- When participants are separated, do not allow further visual or verbal contact.
- Document all activities witnessed by staff.
- Deal with event according to school's discipline policy.
- Building administrator notifies parents/guardians of students involved in fight. Superintendent and police may be notified as necessary, or as indicated by school policy.
- Assess counseling needs of participants and witnesses. Implement post-crisis procedures as needed.

*For fights or disturbances that elevate to possible assault level, refer to **Assault** guidance.*

ASSAULT

- Ensure the safety of students and staff first.
- Notify building administrator. **Work as a team.**
- Notify law enforcement if circumstances lead you to believe that criminal activity is involved, e.g., if a weapon is used, if there has been a sexual assault or there is a physical injury that causes substantial pain.
- Seal off area to preserve evidence and disperse onlookers.
- If victim requires medical attention, follow **Medical Emergency** procedures.
- **Do not leave the victim alone.**
- Notify parents/guardians and superintendent per district policy.
- Document all activities witnessed by staff.
- Assess counseling needs and implement post-crisis procedures as needed.

INTRUDER

Intruder – an unauthorized person who enters school property:

Minn. Stat. § 609.605, Subd. 4, gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

- Politely greet intruder and identify yourself.
 - Consider asking another staff person to accompany you before approaching intruder.
- Inform intruder that all visitors must register at the main office.
 - Ask intruder the purpose of his/her visit. If possible, attempt to identify the individual and/or vehicle.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.
- Notify building administrator or law enforcement.

If intruder refuses to leave:

- Notify building administrator and law enforcement if intruder refuses to leave. Give law enforcement full description of intruder.
- Back away from intruder if he/she indicates a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact.
 - Be aware of intruder's actions at this time (where he/she is located in school building, whether he/she is carrying a weapon or package, etc.).
 - Maintaining visual contact and knowing the location of the intruder is less disruptive than doing a building-wide search later.

Should the situation escalate quickly, the building administrator may decide at any time to initiate lockdown procedures.

Note: To assist staff members who interact with a stranger at school, use the "I CAN" rule.

*Intercept
Contact
Ask
Notify*

WEAPONS

Staff or students who are aware of a weapon brought to school:

- Immediately notify building administrator, teacher or law enforcement.
 - Give the following information:
 - Name of person suspected of bringing the weapon.
 - Location of the weapon.
 - Whether the suspect has threatened anyone.
 - Any other details that may prevent the suspect from hurting someone or himself/herself.
- Teachers who suspect that a weapon is in the classroom: STAY CALM.
 - Do not call attention to the weapon.
 - Notify the building administrator, the school resource officer or a neighboring teacher as soon as possible.
 - Teacher should not leave the classroom.

Building administrator:

- Call law enforcement to report that a weapon is suspected in school.
- Ask another administrator or a law enforcement officer to participate in questioning the suspected student or staff member.
 - Consider the best time and place to approach the person, taking into account these factors if possible:
 - Need for assistance from law enforcement.
 - Type of weapon.
 - Safety of persons in the area.
 - State of mind of the suspected person.
 - Accessibility of the weapon.
- Separate student/staff member from weapon, if possible.
- If the suspect threatens you with the weapon, DO NOT try to disarm him/her. Back away with your hands up. STAY CALM.
- Follow district procedures if you need to conduct a weapons search.
- Document all activities related to a weapons incident according to reporting requirements of the district and Minnesota Statutes.
- If the suspect is a student, notify parent(s)/guardian(s) according to district policy.

SHOOTING

If a person displays a firearm or begins shooting:

- Move to or seek safe shelter. Go to lockdown procedures.
- Notify building administrator/law enforcement.
- Call **911**.

If you hear gunshots:

- If possible, determine where shooting is taking place.
- Seek safe shelter.
 - If outside, stay as low to the ground as possible, and find any kind of cover.
 - If inside, go to lockdown procedures.
- Teachers take attendance and notify the building administrator of missing students or staff as soon as it is safe to do so.

Building administrator/school resource officer/security/law enforcement:

- Building administrator may order lockdown procedures.
- Assess the situation as to:
 - The shooter's location.
 - Injuries.
 - Potential for additional shooting.
- Call **911** and give as much detail as possible about the situation.
- Secure the school, if appropriate.
- Help students and staff find safe shelter.
- Care for the injured *if it is safe to do so* until emergency responders arrive. Do not add to the victim list by exposing yourself to danger.
- Notify superintendent's office.
- Refer media to district spokesperson per media procedures.
- Initiate post-crisis procedures.

Work with local law enforcement to identify their response methods and capabilities. Provide them with updated building diagrams.

HOSTAGE

Witness to a hostage situation:

If the hostage-taker is unaware of your presence, DO NOT INTERVENE!

- Notify building administrator. Building administrator may wish to initiate lockdown procedures or evacuation.
- Call **911**. Give dispatcher details of situation.
- Seal off area near hostage scene.
- Police will take control of hostage scene; building administrator coordinates with police for safety and welfare of students and staff.
- Document all activities.

If taken hostage:

- Cooperate with hostage-taker to the fullest extent possible.
- Try not to panic. Calm students if they are present.
- Treat the hostage-taker as normally as possible.
- Be respectful to the hostage-taker.
- Ask permission to speak; do not argue or make suggestions.

BOMB THREAT

Critical information:

- Schools are responsible for assessing bomb threats to determine credibility.
- All bomb threats must be taken seriously until they are assessed.
- The decision whether or not to evacuate rests with the **school**, not the responding agencies, unless a device is located.

Procedures upon receiving a bomb threat:

By phone call

- Complete the *Checklist for Telephone Threats*.

By written note

- Preserve evidence.
- Place note in plastic bag, if available.
- Photograph words written on walls.
- Notify building administrator or designee.
- Notify law enforcement.
- Building administrator orders evacuation or other actions according to threat assessment and school policy.

Caution: Overreacting may encourage additional threats.

Scanning process considerations:

- Scan classrooms and common areas for suspicious items. Scans should be made by people who are familiar with the building. Assign staff to certain areas of the building. Keep in mind that a bomb could be placed *anywhere* on school property – inside or outside.
- Any suspicious devices, packages, etc., should be pointed out to emergency responders. **Do not touch.**
- Once a device is located, emergency responders take responsibility for it.

Evacuation considerations:

- If a decision is made to evacuate, notify staff via phone system, hardwired PA system or by messenger. **Do not use cell phones, radios or fire alarm system** because of risk of activating a device.
- While notification is being made, other staff should survey the grounds to clear exits and areas where students and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
- When evacuating, leave everything as-is. Leave room doors unlocked. Teachers take class roster.

*Bomb squads generally will **not** search a building unless a suspicious package has been located.*

CHEMICAL OR BIOLOGICAL THREAT

If a telephone threat references a chemical or biological device or package, complete the *Checklist for Telephone Threats* procedures and refer to safety procedures in *Bomb Threat* and *Hazardous Materials* sections.

This page addresses receiving, by mail or delivery service, a suspicious letter or package that might be a chemical or biological threat.

When sorting mail or receiving delivered packages:

- Look for characteristics that make you suspicious of the content.
 - excessive postage, excessive weight
 - misspellings of common words
 - oily stains, discolorations, odor
 - no return address or showing a city or state in the postmark that does not match the return address
 - package not anticipated by someone in the school or not sent by a known school vendor

If a letter/package is opened and contains a written threat by no suspicious substance:

- Notify building administrator and law enforcement.
- Limit access to the area in which the letter/package was opened to minimize the number of people who might directly handle it. It is considered criminal evidence.
- Ask the person who discovered/opened the letter or package to place it into another container, such as a plastic bag.
- Turn the letter/package over to law enforcement. Document all activities.

If a letter or package is opened and contains some type of suspicious substance:

- Notify building administrator and law enforcement.
- Isolate the people who have been exposed to the substance. The goal here is to prevent/minimize spreading contamination.
- Limit access to the area in which the letter/package was opened.
- Ask the person who discovered/opened the letter/package to place it into another container, such as a clear plastic zip-lock bag. Handle with gloves if possible.
- Emergency officials will determine the need for decontamination of the area and the people exposed to the substance.

Building administrator:

- Building administrator and emergency officials determine whether evacuation is necessary.
- Building administrator notifies superintendent. Notification is made to parents/guardians, according to district policies.
- Implement post-crisis procedures as necessary.

Consider having gloves and zip-lock bags available at mail sorting areas.

CHECKLIST FOR TELEPHONE THREATS

If you receive a telephone threat (bomb/chemical/other):

- **Remain calm**
- **Do not hang up. Keep the caller on the line as long as possible and listen carefully.**

Ask the following questions:

- Where is the bomb/chemical or other hazard?
- When will it explode/be activated?
- What does it look like?
- What kind of bomb/hazard is it?
- What will cause it to explode/activate?
- What is your name?
- Did you place the bomb/hazard? WHY?
- Where are you?

Exact wording of the threat: _____

If voice is familiar, who did it sound like? _____

Caller ID information:

male	female	adult	juvenile	age

Call origin:

local	long distance	internal	cell phone

Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter
Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep breathing		

Background sounds: Check all that apply.

Voices	Airplanes	Street noises	Trains	Quiet	Bells
Clear	Static	Animals	Party	Vehicles	
Horns	House noises	PA system	Music	Factory machines	
Motor	Phone booth	Other:			

Threat language: Check all that apply.

Well-spoken (educated)	Foul	Taped	Incoherent	Irrational	Message read from script

Did caller indicate knowledge of the building? Give specifics: _____

Person receiving call: _____ Phone number where call received: _____

LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.

DEMONSTRATION

If demonstrators are near but not on school property:

- Building administrator notifies staff and superintendent's office.
- Monitor situation. Notify law enforcement if necessary.

If demonstrators are on school property:

- Ensure safety of students and staff, particularly safe entry into and exit from the building.
- Building administrator notifies staff and superintendent's office.
- Building administrator asks demonstrators to leave school property. Warn them that they are violating the state trespass statute. Notify law enforcement if necessary.
 - *If demonstrators leave*, continue to monitor the situation.
 - *If demonstrators do not leave*, notify law enforcement. Building administrator may initiate "lockdown with warning." **(See Lockdown Procedures)**

SUICIDE

Suicide threat:

- Consider any student reference to suicide as serious.
- Do not leave the student alone.
- Notify the school counselor, social worker, psychologist, or building administrator immediately.
- Stay with the student until suicide intervention staff arrives.
- Do not allow the student to leave school without parent, guardian, or other appropriate adult supervision.

Suicide attempt in school:

- Notify building administrator, school nurse, or other appropriate professional staff.
- Call **911** if the person needs medical attention, has a weapon, needs to be restrained, or parent/guardian cannot be reached.
- Try to calm the suicidal person.
- Stay with the suicidal person until suicide intervention staff arrives.
- Isolate the suicidal person or the area, if possible.
- Initiate first aid.
- Do not allow the student to leave school without parent, guardian, or other appropriate adult supervision.

Building administrator:

- Call parent(s) or guardian(s) if the suicidal person is a student.
- Call family or emergency contact if suicidal person is a staff member.
- Notify superintendent or appropriate district level administrator.
- Work with district public information officer.
- Implement post-crisis procedures.

LOCKDOWN PROCEDURES

One means of securing the school is to implement lockdown procedures. These procedures may be called for in the following instances:

- 1) **Lockdown with warning** – The threat is outside of the school building. The school may have been notified of a potential threat outside of the building.
- 2) **Lockdown with intruder** – The threat/intruder is inside the building.

Lockdown with warning procedures:

- Building administrator will order and announce “lockdown with warning” procedures. Repeat announcement several times. Be direct. Code words lead to confusion.
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Pull shades. Keep students away from windows.
- Control all movement, but continue classes. Disable bells. Move on announcement only.
- Building administrator will announce “all clear.”

Lockdown with intruder procedures (these actions happen rapidly):

- Building administrator will order and announce “lockdown with intruder.” Repeat announcement several times. Be direct. Code words lead to confusion.
- Immediately direct all students, staff and visitors into nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Building administrator will announce “all clear.”

Some other threats may override lockdown, i.e., confirmed fire, intruder in classroom, etc. Consider making an action plan for people in large common areas, i.e., cafeteria, gymnasium.

Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

SHELTER-IN-PLACE PROCEDURES

Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

Sheltering in place is used when evacuation would put people at risk (i.e., tornado, environmental hazard, blocked evacuation route).

Shelter areas may change depending on the emergency:

- Identify safe areas in each school building.
- Building administrator announces that students and staff must go to shelter areas.
- Bring all persons inside building(s).
- Teachers take class rosters.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if appropriate.
- Teachers account for all students after arriving in shelter area.
- All persons remain in shelter areas until a building administrator or emergency responder declares that it is safe to leave.

If all evacuation routes are blocked:

- Stay in room and close door.
- Keep air as clean as possible.
 - Seal door.
 - Open or close windows as appropriate.
 - Limit movement and talking in room.
- Communicate your situation to administration or emergency officials by whatever means possible.

EVACUATION/RELOCATION

Evacuation:

- Building administrator initiates evacuation procedures.
- Evacuation routes may be specified according to the type of emergency. They may need to be changed for safety reasons.
 - Bombs: Building administrator notifies staff of evacuation route dictated by known or suspected location of device.
 - Fire: Follow primary routes unless blocked by smoke or fire. Know the alternate route.
 - Chemical spill: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly.
- Teachers take class rosters.
- Do not lock classroom doors when leaving.
- When outside the building, account for all students. Immediately inform building administrator of any missing student(s).

Relocation:

- Building administrator determines whether students and staff should be evacuated to a relocation center.
- Building administrator or school emergency response team designee notifies relocation center.
- If necessary, a school emergency response team designee coordinates transportation to relocation center.
- Teachers stay with class en route to the relocation center and take attendance upon arriving at the center.
- Use student release forms for students who are picked up from a relocation center.
- Notify superintendent's office and district public information office of relocation center address.

Relocation centers:

List primary and secondary student relocation centers. The primary site is usually located close to the school. The secondary site is usually located farther away. Include maps and written directions to centers for staff reference.

Primary Relocation Center:_____	Secondary Relocation Center:_____
Address:_____	Address:_____
Phone:_____	Phone:_____

MEDIA PROCEDURES

All staff must refer media contacts to district spokesperson. The school district, in coordination with assisting agencies, assumes responsibility for issuing public statements during an emergency.

- Superintendent serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

District spokesperson: _____
Name Contact number(s)

Alternate spokesperson: _____
Name Contact number(s)

Consider pre-designating site spokespersons.

- District Public Information (PI) person helps district spokesperson coordinate media communications.

District PI: _____
Name Contact number

Alternate PI: _____
Name Contact number

Media checklist:

- Building administrator relays all factual information to superintendent and public information person.
- Establish a media information center away from the affected area. Consider:
 - Media need timely and accurate information. However, protect the privacy of staff and students when necessary and justified.
 - Media will want to be close enough to shoot video footage and photographs, but they should not be allowed to hinder responders.
- Before holding a news conference, brief the participants and coordinate information.
 - Determine the message you want to convey. Create key messages for target audiences: parents, students, and the community.
 - Emphasize the safety of students and staff.
 - Engage media to help distribute important public information. Explain how the emergency is being handled.
 - Respect privacy of victims and families of victims. Do not release names to media.
- Update media regularly. DO NOT say “No comment.” Ask other agencies to assist with media.
- Maintain log of all telephone inquiries for future use.

POST-CRISIS INTERVENTION PROCEDURES

- Assess the situation to determine the need for post-crisis interventions for staff, students, and families.
- Provide post-crisis briefings for staff, students, and families as appropriate.
- Re-establish school and classroom routine as quickly as possible.
- Consider interventions:
 - Defusing – Provide defusing sessions for students and staff as quickly as possible after the emergency.
Defusings are brief conversations with individuals or small groups held soon after an incident to help people better understand and cope with the effects of the incident. **Defusing should be conducted by trained individuals.**
 - Debriefing – Conduct critical-incident stress debriefing (CISD) three to four days after the emergency.
CISD is a formal group discussion designed to help people understand their reactions to the stress of an event and to give referral information. It must be modified for student's development level. **CISD should only be conducted by trained professionals.**
 - Counseling – Provide grief counseling.
- Provide on-going support as necessary for staff, students and families.
 - Monitor and support staff.
 - Provide ongoing opportunities for children to talk about their fears and concerns. They may have more questions as time passes.
 - Identify and monitor at-risk students.
 - Provide individual crisis or grief counseling, if necessary.
 - Conduct outreach to homes.
 - Provide follow-up referral for assessment and treatment, if necessary.

The district should identify a 24-hour contact person or agency responsible for post-crisis assessment and interventions.

In the event of a tragic, highly publicized event, mental health professionals from federal, state and non-government agencies may respond to offer post-crisis aid. Effective coordination is critical. Consult with the Minnesota Department of Education for support, advice and assistance in coordinating the activities of outside entities.

SCHOOL EMERGENCY RESPONSE TEAM

Build the school's emergency response team with people who can perform the functions identified below. Backup personnel should be assigned to each function, and key personnel should be cross-trained in critical requirements of the functions. Staff members who are not responsible for students should fill as many of the functions as possible. **Depending on the emergency, one person may be able to perform multiple assignments.**

See next page for descriptions of emergency response team functions.

Function	Staff Assigned	Backup Staff
Incident Commander (person in charge)		
Safety		
Public Information		
Liaison		
Operations Chief		
Medical		
(attach list of qualified first-aid/CPR responders in building)		
Site Security/ Facility Check		
Student Release Coordinator		
Logistics Chief		
Communications		
Transportation		
Planning Chief		
Financial/ Recordkeeping		
<i>These functions mirror the National Incident Management System (NIMS) used by emergency responders.</i>		

SCHOOL RESPONSE TEAM FUNCTIONS

The National Incident Management System (NIMS) was adopted by the U.S. Department of Homeland Security and is intended for use by all state and federal agencies when responding to emergencies. The system provides integrated and coordinated management guidelines for all types of disasters and emergencies.

Most functions necessary for emergency response in the community are also necessary for emergencies within the schools. Incident management functions below are described in the context of a school setting.

Incident Commander (person in charge)	Activates school's emergency response plan; assesses the threat; orders protective measures such as lockdown, evacuation or shelter-in-place; notifies district authorities and provides situation updates; requests resources.
Safety	Responsible for safety and security of the site; stops operations if conditions become unsafe.
Public Information	May be designated site spokesperson; cooperates with the district and other agencies on joint news releases; coordinates media briefings as necessary.
Liaison	Contact person for outside agencies; may represent school/district at city emergency operations center or at emergency responders' on-scene command post.
Operations Chief	Directs actions, i.e., lockdown, evacuation, site security, release of students to parents/guardians, first aid or medical care, cleanup, control of utilities.
Medical	Provides for first aid or other medical care; coordinates with emergency medical services personnel as necessary; activates school's first aid/CPR responders.
Site Security/Facility Check	Responsible for seeing that the school building and grounds are visually inspected and secured.
Student Release Coordinator	Responsible for implementing school's plan for release of students to parents/guardians from relocation site; takes necessary documents to relocation site.
Logistics Chief	Estimates logistical needs; gets personnel, facilities (relocation sites), services, and materials to support operations.
Communications	Responsible for emergency communications systems and equipment; may act as lead or hub for internal communications response.
Transportation	Responsible for arranging transportation for emergency relocations and early dismissal of school; keeps current contact list of transportation providers.
Planning Chief	Assists in assessing emergencies; establishes priorities, identifies issues and prepares an action plan with incident commander.
Financial/Recordkeeping	Manages financial aspects of an emergency; compiles record of expenditures; tracks injuries and lost or damaged property; coordinates with district for insurance; initiates business recovery efforts.

EMERGENCY PHONE NUMBERS

Fire/Ambulance/Police

Emergency-911

Dispatch Center:
(for local police, fire and emergency medical services)

Public Utilities

Electricity: Company _____
 Contact person _____
 24-hour emergency number(s) _____

Gas: Company _____
 Contact person _____
 24-hour emergency number(s) _____

Water: Company _____
 Contact person _____
 24-hour emergency number(s) _____

Emergency Management Agencies

Local emergency management director:

 Name _____
 Telephone _____

County emergency management director:

 Name _____
 Telephone _____

Referrals

Hazardous Materials: Report hazardous materials leaks or spills to Minnesota Duty Officer
24-hour numbers Statewide (800) 422-0798 Metro area (651) 649-5451

Poison Control Center _____

Crime Victim Services _____

Post-Crisis Intervention/Mental Health Hotline _____

HIGHLY CONTAGIOUS SERIOUS ILLNESS OR PANDEMIC FLU

- The school district may provide information on the proper methods for hand washing, covering coughs, and social distancing. Reminders of these methods may be placed throughout the school district's buildings.
- Children and staff should be asked to wash their hands thoroughly and frequently. All classroom surfaces should be disinfected according to guidance from health officials.
- If a case of highly contagious serious illness is suspected, the sick student, employee, or visitor should be immediately sent home. If that is not possible, the person should be isolated, as much as possible, until arrangements can be made for the person to leave the school.
- If a serious illness is confirmed, the local health agency should be notified and communication efforts initiated. See ***Emergency Phone Numbers*** and ***Media Procedures***.
- In the absence of a school closure order from a state agency, the superintendent, in consultation with the school board, will determine when to close school due to significant risk of spreading the illness. See ***Early School Closure Procedures, Part III.F.***, especially if school is closed before the end of a school day.
- If an extended school closure is ordered, the school district may make online learning or other at home learning options available to the extent feasible.
- Any closed school buildings should be disinfected according to guidance from health officials before reopening.

JORDAN PUBLIC SCHOOLS POLICY

Adopted: Sept. 12, 2007

Revised: July 13th, 2020

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

- A. Funds
 - 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.

4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of School Board)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 705 (Investments)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA Service Manual, Chapter 3, Employee Negotiations
MSBA Service Manual, Chapter 13, School Law Bulletin “F” (Contract and Bidding Procedures)

JORDAN PUBLIC SCHOOLS POLICY

Adopted: July 9, 2012

Revised: July 13th, 2020

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.

- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to an electronic copy of this policy manual. A hard copy of the manual shall be available in the district office. It may also be made available online for reference purposes to other interested persons in other district buildings.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; and 806 Crisis Management Policy.

- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

**Extra-Curricular Assignment
2019-2020**

To: Tania Farwell

You have been assigned the following extra-curricular assignment:

Assignment: Coach, Soccer Girls B-Squad

Group: 4

Year Started: 2020-2021

Longevity: 0

Location: JHS

Stipend Paid: \$2,674.00

Longevity: \$0.00

Total Stipend to be paid: \$2,674.00

In consideration thereof, the School Board agrees to pay said employee a fixed stipend based on the information above.

Employee Signature: _____



Date: 20200701

Activities Director Signature: _____

Date: _____



EMPLOYEE DATA SHEET

Employee:	Tania Farwell	Date Offer Accepted:	6/1/2020
Job Title:	Coach, Soccer Girls B-Squad	Indicate: Full-time/Part-time/ Seasonal/Temporary	Seasonal
Hiring Supervisor:	Joe Perkl	Location:	District Wide

PERSONNEL ACTION

New Hire	X	Replacement For	Michael Douglas-White	Change		Additional Assignment	

EDUCATION INFORMATION

List below all post secondary education, beginning with the most recent.

Name of Institution	Location	Major	Degree and Date Received	Dates Attended

List below any certificate(s) or license(s) now held.

Name of Certificate/License	Name of Provider	Date Received	Expiration Date

RELEVANT EXPERIENCE

List below all relevant experience, beginning with the most recent.

Name of Employer	Title	Nature of Duties	Dates Employed

Beginning Contract Date:	8/17/2020	Ending Contract Date:	10/31/2020

Brief Description of Previous Experience: Goalie coach, experience player



Jordan High School Handbook Changes for 2020-2021

Page 7--Drop Honors Courses from academically challenging courses. Changed research writing to college writing 2. Added CE Public Speaking

Multiple Pages--Replaced Schoology with Google Classroom

Page 12--Dropped language for SW Metro students having to ride a bus. No bus transportation will be provided.

Page 13--Added names of new coaches and advisors

Page 16--Added a sentence about PE/Athletic lockers. **“ All athletic and PE lockers will be assigned and school issued locks will be used in the locker room.”**

Page 31--Added the new age of 21 for tobacco products.

Multiple Pages--Cleaned up the Table of Contents.



**JORDAN HIGH SCHOOL
2020-2021 PARENT STUDENT HANDBOOK**



The mission of the Jordan School District is to
***inspire a caring community to ignite learning, innovation,
and success for all.***

The Jordan School District's vision is to:

- Help students attain high academic achievement
- Provide a safe, collaborative, and innovative culture and environment in which to learn and work
- Be fiscally responsible and maintain quality facilities
- Engage with all stakeholders in an intentional and effective manner

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PURPOSE OF HANDBOOK

This handbook is intended to serve as a guide for Jordan High School students and their parents. The handbook provides information for parents and students regarding academic opportunities, student life information, the attendance policy, and behavioral expectations. Education is a cooperative venture between parents, teachers, and administrators working toward the goal of the betterment of young people and the community.

***If you would like to request a print version of this handbook or are unable to access any information, for any reason, please contact the JHS office for assistance.

CONTACT INFORMATION

Principal, Jeff Vizenor.....	492-4401
Guidance Counselor, Robin Whiteside.....	492-4403
Guidance Counselor, Jenny Kusske.....	492-4415
Dean of Students, Brian Gustafson.....	492-4404
Athletics/Activities Director, Joe Perkl	492-4399

SCHEDULES

Schedule with Advisory

First Hour:	8:15 – 9:02	47 minutes
Second Hour:	9:06 – 9:52	46 minutes
Third Hour (SNAP)	9:56 – 10:21	25 minutes
Fourth Hour:	10:25 – 11:11	46 minutes
Fifth Hour:	11:15 – 12:29	49 minutes
First Lunch:	11:11 – 11:37	26 minutes
Second Lunch:	11:37 – 12:03	26 minutes
Third Lunch:	12:03 – 12:29	26 minutes
Sixth Hour:	12:33 – 1:19	46 minutes
Seventh Hour:	1:23 – 2:09	46 minutes
Eighth Hour:	2:13 – 3:00	47 minutes

Schedule 2: Early Release

First Hour	8:15 – 8:47
Second Hour	8:51 – 9:23
Fourth Hour	9:27 – 9:58
Sixth Hour	10:02 – 10:33
Seventh Hour	10:37 – 11:09
Fifth Hour	11:13 – 12:27
First Lunch	11:09 – 11:35
Second Lunch	11:35 – 12:01
Third Lunch	12:01 – 12:27
Eighth Hour	12:31 – 1:00

Schedule 3: Late Start

First Hour	10:15 – 10:47
Second Hour	10:51 – 11:23
Fifth Hour	11:27 – 12:38
First Lunch	11:23 – 11:48
Second Lunch	11:48 – 12:13
Third Lunch	12:13 – 12:38
Fourth Hour	12:42 – 1:14
Sixth Hour	1:18 – 1:49
Seventh Hour	1:53 – 2:24
Eighth Hour	2:28 – 3:00

ACADEMIC PROCEDURES

ACADEMIC AWARDS:

High achieving students will be recognized at an awards ceremony in the spring. Students in grade nine, ten, and eleven who maintain a grade point average of 4.0 or higher will earn a Pacesetter Award. Students who perform in the top five percent of their class in each subject area will be recognized. See Honor Graduates for senior awards on page 9 of the handbook.

ACADEMICALLY CHALLENGING COURSES:

All Jordan students are encouraged to take courses that will provide them with the appropriate challenge for their future education and career goals. Students who are high academic achievers will want to consider the most rigorous coursework available. Parents and students should be aware of some of the courses that provide additional challenge:

- College Writing II
- College in the Schools Introduction to Literature
- College in the Schools College Algebra through Modeling
- College in the Schools Calculus
- College in the Schools Human Physiology
- Advanced Placement Chemistry
- Advanced Placement US History
- Advanced Placement World History
- Concurrent Enrollment Health Care Core
- Concurrent Enrollment Introduction to Composition
- Concurrent Enrollment Introduction to Education
- Concurrent Enrollment Public Speaking
- Concurrent Enrollment Spanish IV and Spanish V

Advanced Placement, Concurrent Enrollment, and College in the Schools courses have weighted grades.

ADVISOR GROUP: SNAP (STUDENTS IN NEED AND PREPAREDNESS)

Students will attend an advisory period daily. Monday will be a quiet study hall atmosphere for students to check in with their advisor and plan for the week. On Tuesdays, teachers will present the Ramp Up to Readiness curriculum. The program concentrates on post-secondary preparedness and career readiness. Students will become engaged in the decision making process as they take the next step after high school. On the other days of the week, students will be allowed to make up tests and quizzes, access additional help from teachers, or simply study. Student groups (i.e. SADD, Student Council, etc.) will meet during this time as well.

CREDIT REQUIREMENTS FOR GRADUATION:

Students are responsible for keeping track of their credits and monitoring their status for graduation. Students must enroll in a minimum of five credit bearing classes to be considered a student at Jordan High School.

Graduation Requirements:

- Four credits of English
 - Full year of English 9 and English 10, each
 - Four semesters to include one literature, one communications, one writing and one elective choice
- Four credits of Social Studies
 - Full year of Civics, American History, and World History, each
 - One semester of Economics
 - One semester elective of choice

- Three credits of Mathematics (Three full years)
- Three credits of Science
 - Full year of Physical Science and Biology, each
 - One full year of Chemistry or Physics
- One half credit of PE 9, one-half credit of PE 10, one-half credit of Careers (Freshman Academy), and one-half credit of Health 10
- One credit of an art elective
- Seven credits of electives (may choose full year or semester courses)

CREDIT MAKEUP:

Students can make up credits by attending summer school through the Southwest Metro Educational Cooperative or at Jordan High School. Students must provide their own transportation. Students may also participate in extended day where they earn credits at the high school after school hours once a week. Students should see Ms. Whiteside or Ms. Kusske for help when determining the best way to make up credits.

COMMENCEMENT PROCEDURE:

To participate in graduation ceremonies, seniors must have completed all graduation requirements. Jordan High School students must have earned 24 credits (each semester course equals one-half credit and each year long course equals one credit) and completed the requirements outlined by the State of Minnesota regarding graduation tests. All students participating in the graduation ceremony must wear the graduation attire selected by the class and school. Students do not need to participate in the graduation ceremony to receive a diploma. Seniors who do not qualify for participation in commencement may attend the all-night party.

FEES:

Public Education in Minnesota is free to all students who are residents. However, fees may be charged to you under the following circumstances:

1. A minimal fee will be charged for class projects in classes such as FACS, Industrial Arts, Art, etc. Students opting to do a different project other than the one chosen for the class will pay for all supplies. In either case, the project is the student's to keep.
2. Cost of school equipment or material destroyed or broken or unduly damaged through carelessness or failure to follow the instructions in the amount necessary to restore the item involved to service.
3. Costs of field trips which are made available from time to time but are not required as part of a course should the students elect to participate in the field trip.
4. Cost of the school paper, yearbook, graduation announcements, or class rings, should the student elect to order any of these items.
5. Admission fees for plays, athletic events and other programs or activities which the student may attend at their option.
6. Students are required to furnish their own paper, pencils, pens, notebooks, calculators, graph paper, sketch pads, gym clothing, tennis and athletic shoes, and other items of personal equipment.

Fees unpaid within 30 days of the end of the school year may be collected through action in small claims court or other appropriate means. These procedures are in accordance with and governed by the MINNESOTA PUBLIC SCHOOL FEE LAW, MSA 120.71 - 120.76.

GRADE POINTS:

Students who complete Concurrent Enrollment, Advanced Placement or College in the Schools courses will receive weighted grades. Advanced Placement, Concurrent Enrollment, and College in the Schools courses have weighted grades; students who earn credit in similar courses through PSEO will have weighted grades.

The letter grades, if transposed to numerical grades, will be as follows:

	<u>Regular</u>	<u>CIS/CE & AP</u>
A	4.0	4.40
A-	3.67	4.04
B+	3.33	3.66
B	3.0	3.30
B-	2.67	2.94
C+	2.33	2.56
C	2.0	2.20
C-	1.67	1.84
D+	1.33	1.46
D	1.0	1.10
F	0	0

GRADING SCALE:

The high school grading scale is as follows:

A	93 – 100%
A-	90 – 92%
B+	87 – 89%
B	83 – 86%
B-	80 – 82%
C+	77 – 79%
C	73 – 76%
C-	70 – 72%
D+	67 – 69%
D	63 – 66%
D-	60 – 62%
F	0 – 59%

HONOR GRADUATES:

At graduation "Highest Honors" will be awarded to those students who maintained a Grade Point Average at 4.0 and above throughout their high school career. Highest Honors students will wear gold cords at graduation and will be recognized in the program. "High Honors" will be awarded to those students who maintained a 3.8 to 3.99 Grade Point Average throughout their high school career. High Honors students will wear silver cords at graduation and will be recognized in the program. Students with a 3.5 to 3.79 Grade Point Average will graduate as honor students. Honors students will wear white cords at graduation and will be recognized in the program. PSEO student grades will be credited in high school records and class rank. Advanced Placement, Concurrent Enrollment, and College in the Schools courses have weighted grades; students who earn credit in similar courses through PSEO will have weighted grades.

HONOR ROLL:

A letter system is used for evaluating scholastic achievement. Report cards are distributed at the end of

each semester. At the end of each semester an honor roll is established which recognizes scholastic excellence. "A" honor roll is achieved with a 3.67 grade point average and above and "B" honor roll is achieved with a 3.0 to 3.66 grade point average.

INCOMPLETE GRADES:

Students generally have two weeks after the end of a semester to complete an Incomplete grade at the end of a semester or they will become an "F." Students with Incompletes are not included on the Honor Roll. Students are responsible for acquiring assignments by either checking the teachers' website/Google Classroom and/or speaking directly with teachers.

INDEPENDENT STUDY POLICY:

1. Students are generally not allowed to take a required course through Independent Study.
2. Students must complete the required paperwork within ten days of the start of a semester.
3. Students will receive Pass/Fail grades on courses taken through Independent Study. The credit will count toward graduation requirements and the student's GPA will not be affected.
4. As a general rule, students will not be allowed to substitute an Independent Study class for a course already offered.

INTERNET ACCEPTABLE USE AND SAFETY:

All students and parents must read the district Internet Acceptable Use and Safety Policy. The policy can be found on page 33 of this handbook. Students must sign the Acceptable Use and Safety Policy Agreement prior to being granted access to the district Internet. The form can be found on the high school website under student life and technology.

MN STATE TESTING:

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota statute requires that districts provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. The form is available on the Jordan Public Schools website in English and Spanish. [JPS Teaching and Learning-Testing](#)

Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, may be granted free admission to a public school and is available to any resident under 21 years of age.

NATIONAL HONOR SOCIETY:

National Honor Society (NHS) is a nationally recognized student recognition program. Students selected for NHS demonstrate achievement in scholarship, character, leadership and service. Juniors and seniors with a 3.67 average are scholastically eligible for the National Honor Society. In the second semester, those eligible are invited to apply. The student's GPA is not the only consideration for admission into National Honor Society. Eligible students are rated by the Faculty Council on character, leadership and service.

PARENT-TEACHER-STUDENT CONFERENCES:

Conferences provide parents an opportunity to meet and start a dialogue with teachers. An extended discussion is not possible, as parents and teachers are asked to observe a five-minute time limit. Parents who would like an in-depth conversation should schedule an appointment with the teacher for a different date. Parents are encouraged to bring students to conferences.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO):

PSEO provides eleventh and twelfth grade students, who meet the qualifications of the post-secondary

school of their choice, the opportunity to take college courses for high school and college credit. The costs of attending are paid for the student, whose primary financial responsibility is transportation to and from the school. Credits count toward students' diplomas and toward their high school grade point averages.

Different post-secondary schools have different entrance requirements. At Normandale Community College high school students must be in the top one third of their class as juniors if they wish to take a single class and the top ten percent to take more than one class at a time. As seniors, they need to be in the top half to take a single course or at the top third for multiple courses. Normandale will also consider students' performance on the Preliminary Scholastic Aptitude Test (PSAT) or the ACT college entrance exam if they are not eligible by virtue of their class rank.

Students who are interested in learning more about PSEO or applying for PSEO may see the counselor. The best time to see the counselor is in the spring before planning a PSEO experience.

PROFICIENCY/DEFICIENCY NOTICE:

Parents will be informed when students are doing exceptionally fine work in a particular class, are failing or close to failing a class, or not doing as well as expected. Teachers who have concerns about students will contact parents via e-mail or telephone. Parents and students should monitor student progress through the Infinite Campus Parent Portal and Google Classroom.

REGISTRATION AND SCHEDULE CHANGES:

Students register the previous spring for the next school year courses. Schedule changes are discouraged and are kept to a minimum. Please see the guidance counselor if a schedule change is necessary. Once a semester begins, changes are highly discouraged unless a credit deficiency is noticed, a teacher recommends a change, a student has too many study halls, or an error was made. A course dropped after the first two weeks of each semester will result in the student receiving an "F" on their permanent record and they will be placed in a study hall.

REPORT CARDS:

Report Cards will be issued at the end of each semester. Credits are earned at the end of the first and second semesters. Cumulative Grade Point Averages are based on semester grades. Mid-term report cards and first semester report cards will be carried home by students. Second semester report cards will be mailed. Students receiving incompletes have a reasonable time (usually two weeks) to complete missing work. Students are responsible for finding out what is missing and getting it to the teacher.

SAIL (STUDENTS ADJUSTING IN LIFE):

SAIL is a program for students who struggle academically. They may have organizational issues that have resulted in failing grades or they may need help studying. Students are placed in SAIL through the Intervention Team. For the 2019-2020 school year we will be adding an alternative to SAIL that is called REACH. This program will be similar to SAIL, but with components of Social and Emotional learning and growth.

GOOGLE CLASSROOM (FORMERLY SCHOOLGY):

The use of electronics has become an important part of the school experience for students as we prepare them for what awaits them beyond high school. Teachers will use Google Classroom, a learning management system, to keep parents and students informed about assignments.

Parents will see folders organized by courses when they open Google Classroom. In the course folders, teachers will list individual units that may include presentations, links, videos, assignments, and other curriculum information.

SOUTHWEST METRO INTERMEDIATE DISTRICT:

The Southwest Metro Intermediate District Center serves the Jordan, Central, New Prague, Prior Lake, Shakopee, Waconia, Watertown-Mayer, Tri-City United, Belle Plaine and Eastern Carver County school districts. It is designed to provide courses and programs districts might not be able to provide individually. Seniors may register for vocational courses offered at the Southwest Metro Intermediate District. Students are subject to the same academic, behavioral, and attendance expectations at the Coop that they are expected of at Jordan High School.

STUDENT AIDES:

Students will be allowed to receive one-fourth ($\frac{1}{4}$) credit for serving as a student aide for a maximum of two semesters during their junior and senior years. Student aides will receive a pass/ fail grade. A passing grade will not be used in the determination of a student's grade point average or class rank. The one-fourth credit will count as an elective credit.

STATE STANDARDIZED TESTS:

As a parent/guardian you have the right to choose for your child on their participation on standardized tests. That information can be found at this [link](#).

TRANSCRIPTS:

Transcripts can be requested from Renee Hentges, Registrar, at the high school office, 492-4480 or rhentges@isd717.org. The fax number is 492-4425.

PARENT VOLUNTEERS:

Parents/guardians are welcome in the schools and are encouraged to volunteer in their child's classrooms. To volunteer in the school or for an event, parents/guardians should contact the building principal or school office to receive the necessary forms to complete. Parents/guardians who visit the school should sign in at the office before entering a classroom. All volunteers will be required to complete a criminal background check by the BCA (Bureau of Criminal Apprehension) prior to working with students. The school district will pay for the BCA background check for volunteers who will be working with students in the classroom setting. Volunteers will pay for the BCA criminal background check that will supervise students outside of school, such as for a field trip or school-related event. All background checks are good for one year.

WORK RELEASE POLICY:

Jordan High School will allow seniors to leave school one hour early if they choose the work release option. Seniors on the work release option during the second semester may leave two hours early if their schedule allows and they qualify for senior privileges. Students in the work release option will need parent permission and a form filed with the school from the student's workplace. Students will also need to adhere to the following criteria:

1. Carry a minimum of five classes each semester, which does not include student aide positions
2. Maintain passing grades in all classes
3. Submit signed work slips from parent and work supervisor every two weeks

Jordan High School recognizes the unique circumstances of all students. Questions or comments need to go through the building principal and counselor.

STUDENT LIFE

ACTIVITIES:

Students are encouraged to participate in the many activities available at Jordan High School. They include athletics, band, vocal, clubs, drama, yearbook, speech, and Knowledge Bowl. Many times these activities are referred to as the other half of a well rounded education. All activities whether associated with the Minnesota State High School League or not will follow the rules for eligibility set down by the League. All activities will also follow academic eligibility rules as set down by the school (see Extracurricular Student Eligibility Standards.) A separate policy handbook pertaining to extracurricular rules, philosophy, and responsibilities is available through the Activities Director.

FULL YEAR ACTIVITIES

Instrumental Music	Director Burnside
Knowledge Bowl	Mr. Langsweirdt
National Honor Society	Ms. Kusske
SADD	TBD
Spanish Club	Ms. Peters
Student Council	Ms. Peters & Ms. Spies
Vocal Music	Director McKnight

FALL ACTIVITIES

Boys Soccer	Coach Wareham
Cheerleading	Coach Shurson
Fall Play	Mr. Barnd
Football	Coach Sand
Girls & Boys Cross Country	Coach Nylander
Girls Soccer	Coach Yunke
Girls Tennis	Coach Bailey
Volleyball	Coach Soine
Weight Room	Varies by Season

WINTER ACTIVITIES

Boys Basketball	Coach Urbanek
Dance Team	Coach Bydal
Girls Basketball	Coach Aamalid
One Act Play	TBD
Robotics	Mr. McClellan
Speech	Coach Peters
Weight Room	Varies by Season
Wrestling	Coach Ripley

SPRING ACTIVITIES

Baseball	Coach Goracke
Girls & Boys Golf	Coach Sand/Coach Larson
Girls & Boys Track	Coach Walerius/ Coach Nylander
Softball	Coach Martin
Speech	Coach Peters
Spring Play	Mr. Barnd
Trap Shoot (Club)	Coach Radick
Weight Room	Varies by Season

ACTIVITY FEES:

The school board shall adopt student user fees to help offset the cost of supplies, equipment, and apparel. For more details reference the activities website at <https://www.jordan.k12.mn.us/Page/239>

ATHLETIC EVENTS SCHEDULES:

For the most up-to-date listing of grades 7-12 athletic events, log on to the district website (jordan.k12.mn.us) and choose Calendars on the home page.

CLOSED CAMPUS:

Jordan High School is a closed campus. Students must stay in school from the time they arrive until the time they are dismissed or until they are picked up by the bus. Students serving as aides in the elementary or middle school or who attend Industrial Technology classes at the middle school **are not to drive to the school.** Any student leaving the school building must check out through the main office. Approval from the principal or dean of students is needed to leave for personal or emergency situations.

DANCES:

The following rules will apply to all dances:

1. Any dance held at Jordan High School and sponsored by a class or organization of the high school shall be for students of Jordan High School and guests when permitted.
2. Dances will generally begin at 8:00 and conclude at 11:00.
3. A student of JHS may invite a guest to the dance.
 - a. The guest must be at least a freshman in high school and not older than 21 years of age. Freshmen are not permitted to attend Prom.
 - b. The guest must be registered in the office prior to the dance by completing a Dance Guest Registration Form.
4. Starting times for dances will be advertised and all dances will end no later than 11:30.
5. Once doors are locked, students will not be admitted. Students cannot leave the dance and re-enter.
6. Students not dressed appropriately will be refused admittance.
7. Students with detentions older than 48 hours will not be allowed to attend dances. Students that are suspended during the time frame of the dance are not allowed to attend.
8. Chemical, alcohol, or tobacco use must be reported at once to the advisor in charge. This person will inform the principal of details. Students under the influence of mood altering chemicals or alcohol will be detained and the parents/guardians and police will be called.

DETENTION:

Detention is a study time assigned to students as a consequence for violating school rules before, during, or after school or lunch time. Only the principal or dean may assign a student to the detention room, although teachers may submit detention for specific classroom reasons. The time assigned will be 24 hours after the student has received the detention notice so as to allow arrangements to be made with parents for transportation home. The school district assumes no responsibility for the welfare or transportation of students following detention. Detention goes from 3:05 pm - 3:35 pm on Monday through Friday (or as arranged by teacher or administration). A referral form will be sent home or a phone call will be made to inform parents of the detention. Seniors who have not attended detention will lose Senior Privileges. Students who do not serve detentions will be subjected to increased penalties.

EMERGENCY PROCEDURES:

Posted in each room is a notice related to evacuation and shelter in the event of an emergency. FOLLOW THESE DIRECTIONS unless an emergency causes other directions to be given. When exiting the building, move promptly, but without running. Keep orderly lines. All students and all school employees are to leave the building and are not to return until the all clear is given. Those leaving the building first are to go 300 feet away from the building. In the case of a tornado drill or warning, teachers will direct students to follow the signs posted in each room.

It may become necessary to evacuate or lockdown the building because of an emergency. Students will be notified of such an emergency over the intercom or by classroom teachers. All students are expected to follow the emergency directions given by adult supervisors. Emergency evacuation and lockdown procedures will be practiced.

EMERGENCY SCHOOL CLOSINGS:

Parents can become aware of weather related closings in three convenient ways:

1. WCCO (830 AM) will be the official station for notice of school closing, due to weather or other reasons. Also see Channel 4, 5, and 11 for further information. The announcement will be made as early as feasible.
2. Parents will receive a telephone message from the district.
3. District website.
4. In the case of a Flex Learning Day, use the [Flexible Learning day link](#) to access information and guidelines.

EXTRA-CURRICULAR STUDENT ELIGIBILITY STANDARDS:

Academic Achievement and co-curricular activity participation go hand in hand to promote the educational growth of each student. For this reason and to encourage achievement in both curricular and co-curricular areas, the following academic standards and eligibility guidelines have been established. In order to be eligible for all co-curricular events, students must have all school work current and up to a passing level. Please see the Activities Handbook for more details about academic eligibility standards.

Minnesota State High School League rules mandate students with chemical use/abuse violations will be excluded from competition per the following time frames:

- First violation: Two events or two weeks, whichever is greater
- Second violation: Six events or three weeks, whichever is greater
- Third violation: Twelve events or four weeks, whichever is greater

As soon as practical at the beginning of each season, informational meetings will be held for students to explain the Minnesota State High School League Rules.

FAMILY ACTIVITY NIGHT:

Wednesday evening shall be designated as Family Night in Jordan. Efforts will be made to avoid school activities for students this evening. All practices scheduled on that day will end at 6:15. This will allow families to plan family activities for their children.

HEALTH POLICIES/MEDICATIONS:

Parents are asked to notify the school when their child develops a communicable disease. This will enable the school to send letters home so parents can be aware of symptoms, etc.

All prescription medications to be taken by a student during school hours must be kept in the office and

an "Authorization to Administer Medications at School" form must be completed at the beginning of each new school year. Medication must be brought to school in an original container appropriately labeled by the pharmacy with date, child's name, dosage, time intervals and any other key instructions. Over-the counter medication will be administered only when the medication comes in the original container.

Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

- the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
- the inhaler is properly labeled for that student; and
- the parent has not requested school personnel to administer the medication to the student.

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication.

ILLNESS:

Students who become ill during the school day should report to the office. The office will contact parents if it is necessary to arrange for an ill student to be taken home. Students will not be allowed to leave the building until a parent is contacted. Students may use the bed in the nurse's area and return to class if they feel well enough to do so.

IMMUNIZATIONS:

In accordance with Minnesota Statutes, section 121A.15 and 135A.14, all children who are enrolled in a Minnesota school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps and rubella or submit signed exemption forms. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Students entering Kindergarten and 7th grade must also be immunized against hepatitis B. Allowable exemptions include either (1) a medical exemption signed by a physician stating that the immunization is prohibited for medical reasons or because an adequate immunity already exists or (2) a conscientious exemption signed by the parent or legal guardian and notarized stating that the child has not been immunized because of conscientiously held beliefs of the parent or legal guardian. Records of all children entering the Jordan schools will be reviewed.

LOCKERS AND TEXTBOOKS:

Lockers, locks, Chromebooks, and textbooks will be issued to students at the beginning of the year. They are the property of the school, and students are responsible for their care. Damages caused by misuse or carelessness will be charged to the student responsible. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. The school is not responsible for lost or stolen items. Students are not to give their locker combinations to others. Under state law, lockers may be examined at any time by school officials. 9th grade students will be assigned a locker and lock. Students in grades 10-12 may request one. **All athletic and PE lockers will be assigned and school issued locks will be used in the locker room.**

MESSAGES:

In emergency situations, students will be called to the office. All other messages will be posted on monitors in the hallways by the office staff. The office telephone is for school business only. Cell phones are not to be used in the classroom and must be on silent. Students who have special circumstances should get permission from the office staff to have their phones on in the classroom. A student phone is

available in the Commons for students to use before and after school as well as between classes.

PARKING:

All students are encouraged to ride district buses to Jordan High School. Students who must drive to school should keep in mind the following restrictions.

1. Student parking is provided in the west parking lot with the purchase of a \$100 annual permit (display in lower corner of front windshield). **Cost for a parking permit will increase after JHS Open House night to \$125.**
2. Permits may not be given or sold to another student.
3. Motorized vehicles must display the proper parking permit.
4. Cars parked illegally will be ticketed or towed away at the owner's expense.
5. Students are not allowed to go to their car during school hours without the permission of the principal, office, or dean of students.
6. Students driving vehicles to school for one day should pick up a visitor's permit from the office. A visitor's permit will be good for one day.
7. Unsafe drivers will lose their parking privileges.
8. **The area in front of school is reserved for visitors.** Violators will be ticketed and/or towed. Students who park in the visitor lot will lose their permit (cost of \$10 to get it back). Tickets will start in late September.

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

Students who ride bicycles should park them in bike racks.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance will be recited on the first day of the week in the morning. Any student or staff member may decline for personal reasons to participate in the recitation of the pledge, and students and staff must respect their right to make that choice.

SALES:

Students may not sell food or candy to the student body without the permission of the principal. All fundraising activities must be cleared through the principal. Board approval is needed for group fundraising.

SCHOOL BUS PRIVILEGES:

ISD #717 contracts with Benjamin Bus Company to provide safe and efficient transportation for students. Rider misbehavior sidetracks from achieving this goal. Riding the school bus is a privilege, not a right. Students should be at the designated bus stop on time (about 5 minutes before the scheduled pickup time). Students crossing the road after getting off the bus must cross in front of the bus. The driver is fully in charge at all times and students must obey and respect the drive. Video cameras may be placed in buses to help enforce conduct and aid in student safety. Following are expectations for students:

- No objects should be thrown on or off the bus
- Ride assigned bus only and leave only at designated bus stop
- No offensive language or obscene gestures
- No animals on the bus
- Follow directions of the bus driver

- Keep body inside windows
- No tobacco, alcohol, and chemicals are allowed on the bus
- No vandalism; restitution is required before the student will be allowed back on the bus
- No use or possession of nuisance devices (matches, lighters, smoke bombs, firecrackers, squirt guns, etc.)
- No tampering with emergency door
- No fighting (striking other students)
- No food or pop consumed on the bus (other than allowed by drivers for field trips, etc.)

Students who violate bus rules for the first time are warned and parents are called. A second violation results in loss of bus riding privileges for one week. Students who violate the rules a third time will lose bus riding privileges for the remainder of the year. More severe penalties may be imposed that reflect the increased risks, costs, and/or legal nature of any infractions. Any acts which may be construed as criminal shall be referred to law enforcement.

SCHOOL MEALS:

Salad bar will be offered every day. The cost of lunch for students is \$2.75 and for breakfast is \$1.80. Milk is 50 cents. An extra entree is \$2.00. Students will use a PIN number to access their lunch account. Families may deposit money in the family lunch account by turning money into the kitchen or paying online. Questions about lunch accounts should be referred to Andrea Schaak, 492-4417.

Students will eat in one of three lunch periods. Except for seniors, students will wait to be dismissed to get in line by table.

SCHOOL SONG:

Jordan High School hats off to thee
 To our colors true we shall ever be
 Firm and strong, united are we
 Rah, Rah, Rah, for JHS
 Rah, Rah, Rah, Rah,
 Rah for Maroon and Gold

SEARCH AND SEIZURE:

Jordan High School strives to maintain a safe environment for students, one that is free of drugs and weapons. To accomplish this goal staff may, when given cause, search students, lockers, and vehicles on the school grounds. School officials may conduct the search or the school may use drug sniffing dogs to conduct the search. ***Students are advised that cameras provide video surveillance in the building and the parking lot.***

School lockers remain the property of the school and may be inspected at any time. Personal possessions within the locker may be searched only when school officials have a suspicion that the search will uncover evidence of a violation of law or a school rule. Students will be notified of a search of their personal possessions as soon as possible following a search. In most cases, contraband will be turned over to the police.

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the

request of a school official. The student who drove the vehicle to school will be held responsible for the contraband and face school disciplinary action. In most cases, contraband will be turned over to the police.

When a student's locker or vehicle is searched, at least one administrator or designee and one other adult employee of the school district will be present. Under the threat of immediate danger, locker(s) and other areas will be searched immediately.

The full School District Policy 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person can be found in the Appendix to the 2015-16 Parent Student Handbook.

SENIOR PRIVILEGES:

Senior Privileges is a program for seniors who are on track for graduation. Students must have attained a minimum of 18 credits at the beginning of their senior year and 21 at the beginning of the second semester of their senior year. Students must demonstrate responsibility by maintaining appropriate grades, being positive role models, and sustaining a good attendance record. Seniors who qualify are released from school during their study hall. Senior Privileges will be removed for disciplinary, academic, and/or attendance issues. Students will not be allowed to have Senior Privileges if they have more than one study hall unless they have an advanced class (as defined on page 7) that is worth more than one-half credit. Senior Privileges is available to seniors after Homecoming. Seniors who qualify for Senior Privileges must complete the application form, have their parent or guardian sign it, and submit it. Seniors will be informed by the principal when they have been approved.

SPORTSMANSHIP:

School District 717 students will demonstrate good sportsmanship at all activities. Student participants in co-curricular activities represent the school in a very public manner, and thus student conduct is under close scrutiny. Because of their visibility and status as a role model for other students, it is extremely important that all of our students demonstrate proper conduct and abide by school rules, Minnesota State High School League rules, local and state laws.

Student athletes, coaches, and fans representing Jordan High School are expected to conduct themselves in a manner that would not cause the school, parents, or community any embarrassment. This applies whenever the student or coach is part of any activity, either athletic or non-athletic; before or after a contest/performance or practice, in transit to and from activities, or at any function associated with the activity.

Any acts of misconduct may result in disciplinary action whether or not this misconduct is directly involved with a school event or activity. The Minnesota State High School League's Code of Responsibility allows school authorities to discipline students for violation of League, State, Federal, and/or school rules.

In addition, coaches/advisors may establish their own additional specific rules. These rules should be presented to players and parents at the beginning of the season and are subject to the approval of the Activities Director.

SPECTATOR EXPECTATIONS AT CO-CURRICULAR EVENTS:

- It is recommended that elementary age students be accompanied by an adult at all activities and performances for their safety and the safety of others.
- We welcome enthusiastic fans that come to watch the game/performance and encourage our team/performers. Good sportsmanship is our goal.
- Please arrive at an appropriate time prior to the beginning of an auditorium event. If this is not

possible, please enter quietly at an appropriate time, such as a scene change or after the first musical selection.

- Running, throwing objects, or horseplay, such as grabbing hats or playing catch in crowded areas is both annoying and dangerous. Spectators that endanger themselves or others by their behavior will be removed from the event.
- Alcohol, tobacco and tobacco products are not allowed on any of the school grounds. (This includes outdoor venues like football, baseball, softball, and track)
- We expect spectators to address volunteers, supervisors and each other respectfully. Offensive language has no place at Jordan activities.
- Signs should be designed to promote our Jordan teams and give positive enthusiastic support.
- Firecrackers, smoke bombs or weapons of any kind are strictly prohibited at any District 717 activity. Violators may be subject to state and/or federal law.
- **Use of noisemakers, horns, whistles, or other artificial attention-getters is not permitted at any MSHSL sponsored event.**
- We thank the fans for patronizing our concession stand. Remember that rude behavior such as cutting in line or speaking rudely to those working there is not acceptable.

VISITORS:

Visitors are not allowed unless planned through a specific school organization. This policy also includes recent graduates. Parents and other visitors should check in at the office.

ATTENDANCE AND TARDY POLICY

Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming habits of regular attendance are legitimate objectives for any course, and learning that is lost due to absences can never be adequately replaced. Every absence stops the educational process for that day, and the information and interaction missed can never be made up. This is a well-established principle of education that underlies and gives purpose to the requirements of compulsory education in Minnesota. The Jordan High School attendance policy will prepare students to be productive employees and citizens.

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

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

RESPONSIBILITIES:

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

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

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

Administrator's Responsibility: It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

ATTENDANCE REPORTING PROCEDURES:

Reporting an Absence: Parents or guardians should call **492-4488 by 8:15am** to report an absence. Messages may be left on voicemail if the call cannot be made during school hours. If a call is not possible, the parent or guardian must send a note with their children when they return to school. This note is only required if the student's parents or guardians did not call. A student will be classified as truant if a parental note, doctor's note or phone call is not received within **two (2)** days of their return. Parents will receive an automated phone call when a student has been marked absent without an excuse.

Appointments: Any scheduled appointments for dentist, doctor, court, etc. should be cleared prior to the appointment by sending a note with the student or calling the attendance line. In general, parents are encouraged to make appointments after school hours or during study hall. The student will then be issued a pass excusing him/her from school. When possible, students should find out what they will miss prior to the absence so they are prepared upon returning to class.

Leaving the Building: Students who leave the building must be issued a pass from the high school office. All students must report to the high school office upon their return and obtain an admit slip for admittance to their classes.

Extended Family Trips: Parents or guardians are encouraged to schedule vacations around the school calendar breaks. However, the school recognizes this may not always be possible and that educational benefit can be gained for students when they are on vacation with their parents. The school will allow up to a maximum of five days for students to participate in a vacation with the parents if the following procedures have been completed.

- Written application for approval of vacation days must be submitted to the principal by a parent or guardian prior to the start of the vacation.
- After approval is granted, any homework that can be completed before or during the vacation will be assigned. Students should check teacher websites/Google Classroom and speak with teachers directly.

ABSENCES AND ACTIVITY MEMBERSHIP: Students may not be dismissed from a squad for absences that the school has excused. Playing time is a separate issue and is up to the discretion of the coach/director.

PARTICIPATION IN AND ATTENDANCE AT EXTRACURRICULAR ACTIVITIES AND SCHOOL-SPONSORED ON THE JOB TRAINING PROGRAMS:

This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

- School-initiated absences will be accepted and participation permitted.
- A student may not participate in any activity or program if he or she has an unexcused absence from any class (including lunch or study hall) during the day.
- If a student is suspended from any class, he or she may not participate in any activity or program that day.
- Students who arrive after second period on the day of an activity or practice will not be allowed to participate in that activity unless approval has been obtained from the principal or activities director.

ABSENCES DEFINED:

A student is considered absent whenever he/she is not present in class after the first ten minutes of class. All attendance information is kept by class. It is conceivable that a student could be in violation of the policy for all classes or for only one class.

EXCUSED ABSENCES:

To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

The following reasons shall be sufficient to constitute excused absences:

- Illness.
- Serious illness in the student's immediate family.
- A death or funeral in the student's immediate family or of a close friend or relative.
- Medical, dental, or orthodontic treatment, or a counseling appointment.
- Court appearances occasioned by family or personal action.
- Religious instruction not to exceed three hours in any week.
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school-sponsored outing.
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- Family emergencies.
- Active duty in any military branch of the United States.
- A student's condition that requires ongoing treatment for a mental health diagnosis.

CONSEQUENCES FOR EXCUSED ABSENCES:

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

For the first day of an absence, a student will have two days to make up work. Students will have one day to make up work for each subsequent day of absences. Any work not completed within a reasonable amount of time may result in a score reduction. However, the building principal or the

classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Students who will be absent because of an appointment or participation in an activity should contact their teachers before or after school prior to that absence so they can be prepared when they return to school.

UNEXCUSED ABSENCES:

An absence will be considered unexcused if the student is not in the class and the absence is not excused. Parents can access automated email notification through Infinite Campus resulting in an e-mail being sent if a student is marked absent without an excuse. Students may not be permitted to make up class work.

The following are examples of absences which will not be excused:

- Truancy. An absence by a student which was not approved by the parent and/or the school district.
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- Work at home.
- Work at a business, except under a school-sponsored work release program.
- Vacations with family, unless approved by the principal or designee.
- Personal trips to schools or colleges, unless approved by the principal or designee.
- Any other absence not included under the attendance procedures set out in this policy.

CONSEQUENCES FOR UNEXCUSED ABSENCES IN GRADES FIVE THROUGH TWELVE:

- Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.
- In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- Students in grades 5 through 12 with unexcused absences shall be subject to discipline in the following manner:
 - Parents will be notified when students are absent from school without an excuse.
 - Students will be expected to complete assignments but may receive reduced or no credit.

EXCESSIVE ABSENCES:

Students may have a maximum of ten absences in a semester at the middle and high school level. High school students may lose class credit on the eleventh total absence. Students with excessive absences may lose privileges like attending field trips. The following absences will not count toward the maximum absence rule:

- Official school field trip or other school-sponsored outing.
- Removal of a student pursuant to a suspension.
- Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- A death or funeral in the student's immediate family or of a close friend or relative.
- Family vacations.
- College visits.

Parents will be notified when students reach the seventh and eleventh total absence in a class at the middle school and high schools. Students may be required to submit a doctor's note or receive clearance from the school nurse in order for an absence to be excused. If the result of a grade

reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

PARENT NOTIFICATION:

1. When a student is in violation of the attendance policy, a conference may be held with the administration, appropriate staff, parents or guardians, and student. Appropriate consequences may occur, which could include loss of credit. Additionally, a contract may be established outlining expectations for the remainder of the semester.
2. Special consideration will be given to students with a long-term illness if the student submits verification from a doctor.
3. If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act.

TRUANCY:

Continuing Truant: Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for three or more class periods on three days if the child is in middle school or high school.

Reporting Responsibility:

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

- That the child is truant;
- That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
- That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
- That this notification serves as the notification required by Minn. Stat. § 120A.34;
- That alternative educational programs and services may be available in the child's enrolling or resident district;
- That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
- That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
- That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

Habitual Truant:

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

A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

CONSEQUENCES:

Students who are truant will not be allowed to receive credit for assignments missed on the day they were truant. Additionally, the following consequences will apply:

1. For the **first** truancy per semester, the student will be assigned one detention for each assigned period missed. The parent or guardian is to be advised of the detention assigned. The parent or guardian is responsible for transportation.
2. For the **second** truancy per semester, the student may be assigned two detentions for every assigned period missed. The parent or guardian will be advised of the detention assigned. The parent or guardian will be responsible for transportation.
3. For the **third** truancy, per semester, the student may be assigned In-School Suspension. **A parent conference may be required.**
4. The **fourth** truancy per semester from school or from class(es) may result in one or more of the following:
 - a. Detention.
 - b. In-School Suspension.
 - c. Loss of credit.
 - d. Suspension from school.

TARDY PROCEDURES:

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

Procedures for Reporting Tardiness

- Students tardy at the start of school must report to the school office for an admission slip.
- Tardiness between periods will be handled by the teacher.

Excused Tardiness

Valid excuses for tardiness are:

- Illness.
- Serious illness in the student's immediate family.
- A death or funeral in the student's immediate family or of a close friend or relative.
- Medical, dental, orthodontic, or mental health treatment.
- Court appearances occasioned by family or personal action.
- Physical emergency conditions such as fire, flood, storm, etc.
- Any tardiness for which the student has been excused in writing by an administrator or faculty member.

Unexcused Tardiness

An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse. Consequences of tardiness in grades 5 through 12 may include detention;

Students are expected to be in their scheduled room at the beginning of each assigned period. Failure to do so constitutes tardiness which will result in the following:

1. First tardy per assigned period in a semester: Warning.
2. Second tardy per assigned period in a semester: 15 minutes detention with teacher.
3. Third tardy per assigned period in a semester: One detention.
4. Fourth and successive tardies per assigned period in a semester: A parent conference may be scheduled or the issue will be turned over to dean and principal for further consequences.

CITIZENSHIP

BEHAVIORS DEFINED AND CONSEQUENCES:

The following guidelines have been established in order to help students, parents, and teachers better understand the behavioral expectations for students. The consequences are aimed at assisting students in meeting expectations. They are not, however, absolute. Each disciplinary situation that arises will be handled with the best interests of the student involved and the school as a whole in mind. Therefore, professional judgment may be used when determining what, if any, consequences are enforced in a given disciplinary situation. The principal or designee may impose or recommend longer suspensions, expulsion, or any other discipline as appropriate on a case by case basis.

Violation	First Offense	Second Offense	Subsequent Offenses
Abuse of Technology	Varies depending on offense: Warning to possible recommendation for expulsion		
Assault/Staff or Student	Suspension and possible recommendation for expulsion; parent conference; contact law enforcement	Possible recommendation for expulsion	
Bullying	Varies depending on offense: Warning, suspension, or recommendation for expulsion; parent contact	Varies depending on offense: Warning, suspension, or recommendation for expulsion; parent contact	
Bus Misbehavior	Warning and parent contact	Loss of riding privileges for one week and parent contact	Loss of riding privileges for the remainder of the school year and parent contact
Cafeteria Misconduct	Warning or suspension from the cafeteria for various amounts of time	Warning or suspension from the cafeteria for various amounts of time; parent contact	Possible permanent suspension from cafeteria; parent contact
Cyberbullying	Varies depending on offense: Warning to possible recommendation for expulsion	Varies depending on offense: Warning, suspension, or recommendation for expulsion; parent contact	
Disorderly Conduct	Varies depending on offense		

Disruptive Conduct (Classroom)	Removal from class for one day; parent contact	Removal from class for three days; parent contact	See Classroom Removal Policy
Electronic Devices	Confiscation; return at end of day	Confiscation; parents must retrieve	Confiscation; parents must retrieve; potential alternative plans to prevent future disruptions
Fighting	1 - 3 day suspension; parent conference; contact law enforcement	3 - 5 day suspension; parent conference; contact law enforcement	5 day suspension and possible recommendation for expulsion; parent conference; contact law enforcement
Harassment/Threats	Varies depending on offense: Warning to possible recommendation for expulsion	Varies depending on offense: Warning to possible recommendation for expulsion	
Hazing	Varies depending on offense: Warning to possible recommendation for expulsion	Varies depending on offense: Warning to possible recommendation for expulsion	
Improper Dress	Change into other clothes	Change into other clothes; detention	Considered Insubordinate
Insubordination	1 -3 days suspension; parent contact	1 - 3 days suspension; parent conference	Suspension and possible recommendation for expulsion; contact parents
Leaving the building without a pass	Detention	Increased hours of detention	Suspension
Nuisance Objects	1 – 3 day suspension; parent conference; possible law enforcement contact	1 – 3 day suspension; parent conference; possible law enforcement contact	Suspension; possible recommendation for expulsion
Plagiarism/cheating	Parent contact and must re-do the work	Parent conference and possible failing grade	
Theft, buying or receiving stolen goods	Return/replace; 1 - 5 day suspension; contact parents and law enforcement	Return/replace; 1 - 5 day suspension; contact parents and law enforcement	Suspension and possible recommendation for expulsion; contact parents and law enforcement

Unnecessary use of physical force	Warning to suspension depending on the offense		
Use or possession of tobacco, matches or lighter	1-2 day suspension; confiscation; contact parents and law enforcement	3 day suspension; confiscation; contact parents and law enforcement	Up to 5 days suspension; confiscation; contact parents and law enforcement
Use/possession of chemicals, alcohol or items intended to be used as mood altering	5 days suspension; contact parents and law enforcement	5 days suspension; contact parents and law enforcement; possible recommendation for expulsion	
Vandalism	Restitution; 1 - 3 day suspension; contact parent and law enforcement	Restitution; 1 -3 day suspension; contact parent and law enforcement	Restitution; suspension and possible recommendation for expulsion; contact parent and law enforcement
Vulgar Language	Detention	Detention or ISS	Suspension
Weapons, Possession and distribution	Suspension; contact parent and law enforcement; recommendation for expulsion		

ABUSE OF TECHNOLOGY:

Technology is available to students in many areas. Its use can enhance student learning and offer opportunities for student creativity. Specific guidelines are outlined in the Acceptable Use Policy. The use of the school district system and access to use of the Internet is a privilege, not a right.

ASSAULT: Staff or Student

Assault is committing acts of verbal and/or non verbal coercion through intimidation or threat of force. Assault and battery is committing a physical attack upon another person with the intent of causing bodily harm.

BULLYING:

See School District Policy 514 Bullying Prohibition at the end of the Jordan High School Parent/Student Handbook.

BUS BEHAVIOR:

Safety is of prime concern for the school bus driver. A student is in violation of this rule when he/she interferes with the safe and efficient transportation of students to and from school and/or fails to accept and carry out reasonable instructions given by the bus driver. Students must remember that riding the school bus is a privilege, not a right.

CAFETERIA MISCONDUCT:

Jordan High School has a closed campus and students are expected to stay in school for lunch. Students are expected to behave appropriately. If food is taken out of the commons, it should be disposed of properly and areas are picked up. Abusing lunchroom privileges will result in suspension from the lunchroom for various periods of time or other disciplinary actions.

CYBERBULLYING:

Cyberbullying is the act of using technology, such as the Internet or cellular phones, to bully or intimidate. Cyberbullying most often occurs outside of school; however, when the behavior causes a disruption at school and has a direct effect on school safety, students are subject to discipline. Cyberbullying includes messages intended for both students and staff members. Students who engage in cyberbullying will suffer consequences ranging from a warning to expulsion. **No student will take or share a picture or video of another person during the instructional day without their permission.** School district policies on Internet Acceptable Use and Safety and Student Discipline may be applied to this action.

DISORDERLY CONDUCT:

This is defined as engaging in obscene or abusive language or in boisterous and noisy conduct tending to arouse alarm or resentment in others (i.e. poor sportsmanship at athletic events, inappropriate cheers.) False fire alarms will result in an automatic five-day suspension and notification of police.

DISRUPTIVE CONDUCT (CLASSROOM):

Students who are disruptive in the classroom stop their own learning process and the learning of other students.

ELECTRONIC DEVICES:

Electronic devices are generally a distraction to the educational process. Additionally, they can disrupt classrooms. These items should not be brought to school. If students choose to carry a cellular phone, it must be muted so it does not disrupt class. Students are also not allowed to wear headphones in class, unless instructed otherwise by a teacher. Lost or stolen items are often not retrieved and the school will not be responsible for them. No student will take or share a picture or video of another person during the instructional day without their permission. School district policies on Internet Acceptable Use and Safety and Student Discipline may be applied to this action.

FIGHTING:

Fighting is mutual combat in which both parties have contributed to the situation by verbal and/or physical action. Students are expected to avoid fights and to seek other non-violent means of resolving conflicts. To that end, they are expected to walk away from situations in which they are provoked if at all possible.

HARASSMENT: Religious, racial, and sexual harassment:

See District 717 Policy Against Religious, Racial and Sexual Harassment and Violence at the end of the Jordan High School Parent/Student Handbook.

HAZING:

See School District Policy 526 Hazing Prohibition at the end of the Jordan High School Parent/Student Handbook.

Athletes who violate this rule are subject to the same High School League consequences as those who

violate High School League rules concerning chemical use and harassment. Participants in hazing or initiation may also be subject to criminal and/or civil action.

IMPROPER STUDENT DRESS:

Student dress is recognized as a matter of personal taste. However, no student will be allowed to attend school or school-sponsored activities while wearing clothing which could cause disruption of the orderly academic process. Inappropriate clothing is defined as clothing or grooming styles which constitute a health and safety hazard, clothes that advertise alcohol or tobacco products, or any clothing which contributes to a hostile environment. Torn or too revealing clothing as well as clothing expressing sexual innuendo are not accepted as appropriate attire. Strapless and backless tops, spaghetti straps, and tops that show the midriff are inappropriate. Wearing sunglasses in the building is not allowed. Appropriate dress helps establish the tone of the school. Shoes must be worn. The dean of students, counselors, or principal will make the final determination of inappropriate dress to determine if a student needs to change clothes.

INSUBORDINATION:

Each person, regardless of position or role at Jordan High School, has the right to be treated with respect. The deliberate refusal to follow and obey the reasonable request or order of a school staff member or employee will be considered insubordination. For example, any student who refuses to give the proper name to a district employee or go to the office when directed to do so will be considered insubordinate.

Insubordination is also involved when students directly attack a staff member or employee, either physically or with words or manner including but not limited to swearing or obscene language or gestures.

LEAVING THE BUILDING WITHOUT A PASS:

Students are not allowed to leave the building during the day without a pass from the office. This includes going out to the parking lot to retrieve books or supplies from cars. If students need to leave the building, they need to stop in the office to receive a pass. Teachers do not have authority to give students passes to leave the building.

NUISANCE OBJECTS:

Nuisance devices detract from the learning environment and can be potentially dangerous. Nuisance items include but are not limited to firecrackers, water pistols, water balloons, and smoke bombs. Students cannot be in possession of these items on school grounds, at school events, or on school buses. Depending on the seriousness of the item, police may be called.

PLAGIARISM/CHEATING:

The acts of plagiarism and cheating interfere with the learning process. They keep one student from learning and others from having the uniqueness of their work recognized. The following are the most common types of plagiarism that occur in student work:

1. Blatant plagiarism or direct copying of another's material without acknowledging that source.
2. Plagiarizing material or using an original idea of someone else without crediting the source of the material or idea.

To cheat is to mislead an instructor in some way so as to receive a grade for work that the student did not originate, or work performed with unauthorized aid and assistance. Providing work to another student who then claims it as his/her own is considered cheating.

THEFT/BUYING OR RECEIVING STOLEN GOODS:

Students should not bring large amounts of money or valuable property to school. Theft is the unauthorized taking of the property of another. A student knowingly in possession of stolen items is in violation of this policy.

UNNECESSARY USE OF PHYSICAL FORCE OR ROUGHNESS:

This is defined as irresponsible/inappropriate behavior that presents either the potential for or is the cause of physical injury to self or others.

USE OR POSSESSION OF TOBACCO, MATCHES, OR LIGHTER:

Use and possession of tobacco is forbidden by state law to anyone under the age of 21. Even if a person is over the age of 21, possession of tobacco products on school grounds is prohibited. This includes e-cigarettes or vapes. Smoking and/or possession of tobacco products is prohibited in school, on school grounds, in the parking lot, and at school-sponsored events. This no-tobacco use/possession policy is in effect both before and after school hours. See School District Policy 419 Tobacco-Free Environment at the end of the Jordan High School Parent/Student Handbook.

USE/POSSESSION OF CHEMICALS, ALCOHOL, ITEMS INTENDED TO BE USED AS MOOD ALTERING, PARAPHERNALIA:

The possession or use of controlled chemical substances by students is harmful and illegal. Possession of controlled substances includes illegal drugs, alcohol, or substances intended to be used as mood altering chemicals. Possession and use of narcotics without a prescription is illegal at any age. The school district will help the student and family find resources when appropriate to help maintain the proper atmosphere for learning. Students in violation of this policy during end of year activities will not be allowed to participate in any final week activities including graduation.

VANDALISM:

All members of the school community want to be proud of their school. Vandalism is the willful destruction and/or defacement of property or the destruction and/or defacement through negligence.

VULGAR LANGUAGE:

An effective learning and work environment is free of inappropriate language. Students should refrain from swearing while at school. This includes before school, during class, between classes and at lunch, after school, and at school sponsored events.

WEAPONS:

Items included in this policy:

1. Any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, a firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains, arrows; and objects that have been modified to serve as a weapon
2. Additionally, items treated like weapons which includes, but is not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. Articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate.

A student who finds a weapon on the way to school or in a school location, or a student who discovers

that he or she accidentally has a weapon in her or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. The superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

CLASSROOM REMOVAL POLICY:

To maintain a proper learning environment, students will sometimes need to be removed from the classroom. Disruptive, uncooperative, or inappropriate behavior that affects the learning environment is subject to Jordan High School's classroom removal policy.

A first reference removal is one day (class period) out of class. Upon removal, the student reports to the dean of students. Parents are notified of the removal from the particular class. Students will continue working on the material from class.

A second reference removal is three days out of class. The student reports to the dean's office and continues to work on material from the class. Parents are notified of the removal from the particular class.

A third reference removal in the semester may result in the student being removed from that particular class for the remainder of the term. The student reports to the dean's office where he/she is assigned a study hall in place of the class. Parents are notified of the removal. Students are then allowed to see the teacher in the mornings before school begins to receive assignments, ask for teacher assistance, and take tests.

Students who consistently fail to see the teacher before school risk failing the class and having to repeat the course.

USE OF REASONABLE FORCE:

"A teacher, a school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes § 121A.582 and other laws."

TENNESSEN WARNING::

The Minnesota Government Data Practices Act (Minn. Stat. 13.01 et seq.) provides that an individual asked to supply private or confidential data concerning the individual has the right to be informed of the following:

1. The purpose and intended use of the requested data;
2. Whether the individual may refuse or is legally required to supply the requested data;
3. Any known consequence of supplying or refusing to supply private or confidential data; and
4. The identity of persons or entities authorized by state or federal law to receive the data (Minn. Stat. 13.04, subd. 2).

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 Transportation of Public School Students, 707, 709, 710
 Video and Audio Recording, 711, 712
 Weapons Prohibited, 501

A full list of school board policies can be found on the Jordan Public Schools website.

Policy Name	Policy Number
Bullying Prohibition	514
Distribution of Non School Sponsored Materials	505
Harassment and Violence	413
Hazing Prohibition	526
Protection and Privacy of Pupil Records	515
School Weapons	501
Search of Student Lockers, Desks, Personal Possessions and Student's Person	502
Student Attendance	503
Student Discipline	506
Student Surveys	520

Tobacco Free Environment	419
Unpaid Meal Charges	534
Wellness Policy	533

Executive Summary: Jordan Middle School updates and edits for student parent handbook for the 2020-2021 school year.

Ben Bakeberg, Jordan Middle School Principal

This summary provides an overview of the changes to the JMS Student-Parent Handbook for the 2020-2021 school year. Overall, twenty changes have been made to the handbook. Thirteen of the changes are formatting and the remaining seven are outlined below.

Updates:

- Replaced Schoology with Google Classroom as the learning management system.
 - This is a result of budget reductions.
- Updated dates of open house and conferences.
- Added "Homework help is available each morning by scheduling ahead of time with the teacher."
 - Removed Media Center homework help in the morning as a result of media center paraprofessional budget reductions.
- Updated Ranae Case Evenson as Human Rights Officer.
- Updated WIN description and removed 5th-grade Enrichment option from WIN time.
 - This is a result of K-12 honors budget reductions.
- Updated Ranae Case Evenson as IAQ contact.
- Updated the table of contents to match these changes.

Recommendation:

It is my recommendation that the 2020-2021 Student Parent Handbook be approved by the Jordan School Board.

Jordan Middle School



2020 - 2021 PARENT / STUDENT HANDBOOK

INDEPENDENT SCHOOL DISTRICT #717

**Ben Bakeberg
Middle School Principal**

**Jordan Middle School Grades 5-8
500 Sunset Drive
Jordan, MN 55352
(952) 492-2332 -- Office
(952) 492-4450 -- Fax**

Welcome to Jordan Middle School

Dear Students and Families,

Welcome to Jordan Middle School! We currently serve over 600 students in our grades 5-8 middle school. Our highly trained and dedicated staff is committed to meeting the varied academic, social, and emotional needs of our students. Thank you for the pleasure of working with your family. The staff and I consider it an honor to serve you and your family during these transitional years of middle school.

JMS offers rigorous standards-based curriculum, infused with 21st century skills. Students leave our school with the ability needed to not only contribute but to lead in generations to come. Instructional staff plan and deliver curriculum resulting in learning opportunities where students will critically and creatively problem solve while developing strong collaboration and communication skills. Through the use of technology (*PLANIT JORDAN - our 1:1 Chromebook device initiative*), along with the award winning middle school design, students are prepared to not only contribute but lead in the 21st century.

At JMS, we pride ourselves on working as a team. We continually plan and work together to develop and improve the school culture, academic programming, and opportunities for all our students. As a Positive Behavioral Intervention and Supports (PBIS) school, we focus on J-Town PRIDE by being respectful, responsible, and safe. We offer strong elective options for students in and out of the instructional day. There are numerous ways for students to be involved at school including athletics, choir, band, student council, technology, before and after school programs and the list goes on! We are very committed to the growth of each and every student at our school.

If you have questions about items found in this handbook please contact the office at 952-492-2332 or view it online at www.jordan.k12.mn.us.

If you have questions at any point please do not hesitate to contact your child's teacher or the Jordan Middle School office. Office hours are 7:00 AM – 4:00 PM Monday through Friday during the regular school year. Have a great school year!

Respectfully,

Ben Bakeberg

Principal
Jordan Middle School

Directory

<u>Board of Education</u>	Current Board of Education members and information can be found at link below:
<u>Jordan Public Schools Board of Education</u>	

<u>Jordan Schools Policies</u>	Current policy information can be found at link below:
<u>Jordan Public Schools Board Policies</u>	

<u>Jordan Middle School Staff</u>	Current Jordan Middle School instructional and support staff can be found at link below:
<u>Jordan Public Schools Staff Directory</u>	

***If you would like to request a print version of this handbook or are unable to access any information, for any reason, please contact the JMS office for assistance. Managerial items are subject to change based on educational needs of Jordan Middle School.

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PART I – INFORMATION

Equal Education and Employment Opportunity Policy

The educational program of Jordan Public Schools #717 has sought to provide equal educational opportunities for all.

Jordan Public Schools #717 is in compliance with current state and federal statutes and regulations. In recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, it will not discriminate on the basis of sex, race, color, religion, creed, national origin, status in regard to public assistance, marital status, parental status, or disability in the following areas: access to course

offerings, curricular materials, counseling practices, extracurricular activities, use of school facilities, or employment practices.

This policy supports the district's good faith efforts to comply with Title IX of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Inquiries regarding compliance with this policy may be directed to the superintendent at Jordan Public Schools #717, 500 Sunset Drive, Jordan, MN 55352, telephone number (952) 492-6200, or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Any student, who feels he/she has been discriminated on the basis of sex by the school district or its employee, may file a formal complaint to the Principal. The forms for this complaint may be obtained in the District office.

SCHOOL HOURS

The school day begins at 8:00 AM with dismissal at 3:00 PM. The safe arrival and dismissal of our students is extremely important to the faculty and staff, as we know it is for parents. In the interest of safety and security, the following procedures are in place. Your cooperation is greatly appreciated.

ATTENDANCE

Absent: If your child is absent, please notify the middle school office by 8:30 AM (952-492-4477). If a call has not been received by that time, you will be contacted at home or work. This will be done to ensure the safety of your child. If you know your child/children will be absent, please notify the school in advance. All absences are unexcused unless cleared by the principal or designee. A parent contact will be made after 7 excused or 3 unexcused absences. If a child is absent for 3 or more days, the parent/guardian will be contacted by the school nurse to determine if medical intervention is necessary.

Tardy: School starts at 8:00 a.m. Your child will be considered tardy if they arrive after the start of the school day.

Vacations: Vacations during the school year are not recommended due to the volume of class and academics missed. **Parents/Guardians need to sign a Vacation**

Approval Form, available in the office, and the student is to have the request signed by all teachers **a minimum of FIVE days prior to a vacation**. The principal will consider the following in the approval or rejection of a vacation request:

- Student shows satisfactory progress in academic standards
- Student exhibits appropriate behavior in school
- Student adheres to school attendance policy

After review by the principal, if the vacation is denied, the parent/guardian will be notified. If approval is granted, make-up work that can be completed before or during vacation will be assigned. Vacations that do not go through the process may be

unexcused. Make-up work is required. ***Following the student's return, they will have two days to make up the 1st day's work, and one day on subsequent days missed.***

Excused Absences May Include:

- Illness (doctor's verification may be required by administration)
- Death of a family member
- Required court appearance
- Religious release
- Preplanned absences such as school related activities, dental/medical appointments that are not able to be scheduled outside of the school day, vacations, etc. (verification may be required)
 - **Vacations require a vacation approval form** to be completed prior to the dates of absence (the form must be signed by the principal and teachers - see vacation requests section)
- **Students must stop in the office whenever they leave school for any reason**

Unexcused Absences Include:

- Oversleeping/babysitting
- Missing the bus
- Skipping class
- Leaving building without permission
- Personal reasons (if the absence is necessary but too sensitive to discuss, a phone call should be made to the social worker or principal)
- **A note or call from the parent/guardian is required but does not necessarily excuse the absence**

Excessive School Absences May Result In the Following:

- Parent phone call/written note/conference with administration
- Detention/In school suspension
- Required doctor's note or school nurse verification of any absence due to illness
- Referral to school social worker
- Referral to Scott County for truancy in accordance with Minnesota Statutes

Truancy

If a student is frequently absent without lawful excuse, they may be considered truant according to state law. Habitual truancy concerns can be referred to the Scott County Attorney's Office.

Homework/Make-Up Work

Teaching staff enter their assignments on Google Classroom. We ask that you refer to Google Classroom for homework assignments when able. If unable to access the Google Classroom page, you may call the office to request homework if the student's absence is longer than two days. **Requests for homework must be received prior to 9:00 AM** in order to be gathered and ready by that day's end. **Parents may pick up**

the work in the office by 3:00 PM. For the first day of absence, students will have two days to make up class-work. Following the first day, students will have one additional day for each day absent.

Please note: Late work/homework policies are grade level specific. Consult with your classroom teachers for a copy of your grade level policies.

Tardy Procedures

Students are expected to get to their designated classes before the bell rings each hour. If students arrive after the bell without an excused pass, they are considered tardy. Unexcused tardies will result in some sort of detention. After continued tardiness, a parent/principal conference may be held. A referral to the social worker and or the Scott County Attorney's Office may be made.

ARRIVAL TO SCHOOL

Morning Procedures

- Morning supervision begins at 7:20 AM each morning. All students must remain in the Commons until the POD doors open at 7:55 AM unless the student has a pass to see a teacher.

Breakfast

- Students eating breakfast will be supervised in the Commons starting at 7:20 and remain in the commons until the POD doors open at 7:55.

Homework Help

- Homework help is available each morning by scheduling ahead of time with the teacher.

Academic Intervention

- Students needing additional support in a class will have the option of scheduling a time to meet with their teacher before or after school. Some students will be scheduled into an intervention time based on student need.

DROPPING OFF AND PICKING UP STUDENTS

Morning Drop Off:

- The routine for dropping students off at the start of the day is designed for the student's safety. Please use the following procedure:
 - Have students be prepared to exit the car.
 - Follow the drop off line.
 - Please continually pull forward following in line.
 - Drop them off next to the curb on the parking lot side.

Afternoon Pick Up:

- The routine for picking up students at the end of the day is designed for the student's safety. Please use the following procedure:

- Follow the pick up line.
- Please continually pull forward following in line.
- No parking along the side of the school building.
- No parking in the driving lanes between the parking spaces.
- Park only in the designated parking lot spaces. Meet your child at the pick spot and walk them to your car for their safety.
- Please follow the signs for exiting.

If you have any questions, please contact the building principal at 952-492-2332.

DISMISSAL

Instruction continues until dismissal time each day. If you must remove your child early from school, please report to the office to sign your child out. The school secretary will then call the classroom, and your child will come to the office to meet you.

We ask parents and family members picking up students from school to wait in the office area for your child. PLEASE DO NOT GO INTO THE GRADE LEVEL PODS. This can be very distracting and disruptive to both the students and the teachers.

EMPLOYMENT BACKGROUND CHECKS

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district will also seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school-district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.

- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for technology devices, textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building principal.

CLASSROOM TREATS / BIRTHDAY POLICY

Students are allowed to bring store-bought treats with permission of the Advisory teacher. Treats must be in the original wrapper and consumed within that class period. ***Parties are permissible only during the Advisory period and not during regular classes or the lunch period.*** Please refer to district Wellness Policy for further guidelines.

Students may bring a snack if they so choose. Please be sure the snack is a healthy snack. No candy or beverages high in sugar should be sent to school as a snack.

Birthday celebrations can be a very sensitive experience for your child. With this in mind, we ask the following:

- Please deliver party invitations outside of the school environment.
- Please have balloons, flowers, etc. delivered at home. Items sent to school will be kept in the office until the end of the school day.

During lunch, snack time, or Advisory parties, students must finish eating their food inside the school building. Food is not allowed outside of the building.

LUNCH

Please see current information from our Nutritional Services Department including current menu and pricing information found at [Nutritional Services](#).

Reduced or free lunches are available to qualifying families. Contact the school office (952-492-2332) to receive a form.

Occasionally parents like to come and eat lunch with their children. Please check in at the office and pay for your lunch in the lunchroom. Parties are permissible only during the Advisory period and not during regular classes or the lunch period. Please refer to district Wellness Policy for further guidelines.

PROCEDURES FOR NOTIFYING FAMILY OF LUNCH ACCOUNT STATUS

Please reference Jordan Public Schools Policy 534 *Unpaid Meal Charges* for procedures regarding lunch account balances.

MESSAGES TO STUDENTS

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages, except in the event of an emergency. The office will post a student's name on the monitors if students have a message in the office. Personal cell phone use during the instructional day is also prohibited.

NONDISCRIMINATION

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated the Interim Superintendent, Ranae Case Evenson, 500 Sunset Drive, Jordan, MN 55352, 952-492-6200, as the district's human rights officer to handle inquiries regarding nondiscrimination.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

The school district will give notice to teachers and other appropriate school district staff before any student with a history of violent behavior is placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

PARENTAL CUSTODY

The school will assume, unless informed differently, the parents listed on the family data sheet have legal and physical custody rights of a child. Legal custody allows the parent access to all educational data and involvement in school meetings for the child. Parents who have physical custody rights can make decisions regarding who can pick up or drop off the child, and may volunteer or visit the child at school. If parental custody of a child is changed or restricted, the school office must be given legal written notification from the court indicating the restrictions. No child will be released to anyone without permission from the custodial parent with physical custody rights. Any questions on custody issues must be clarified by the court and presented to the school.

PARENT – TEACHER INVOLVEMENT

Parent-Teacher Organization (PTO):

All parents are welcome and encouraged to be involved in their child's education by joining the [JMS PTO](#). PTO meetings are open to all parents and are held on a monthly basis. The function of the PTO is to:

- Help improve middle school programs.
- Discuss the strengths and needs of Jordan Middle School.
- Promote good home/school communication.
- Help with school/community projects.

VOLUNTEERS

Parents/Guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school building or classroom, parents/guardians should contact the building principal or office to receive the necessary forms to complete. Parents/Guardians who visit the school should sign in at the middle school office before entering a classroom. All volunteers will be required to complete a BCA (Bureau of Criminal Apprehension) criminal background check prior to working with students. The school district will pay for the BCA criminal background check for volunteers working with students in the classroom setting. Volunteers will pay for the BCA criminal background check when supervising students outside of school, such as on a field trip or school related event. All background checks will be good for one year.

PLEDGE OF ALLEGIANCE

Students at JMS will recite the pledge of allegiance to the flag of the United States of America each day. The recitation shall be conducted during Advisory.

Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises.

SEARCHES

In the interest of student safety and to ensure schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and when appropriate, the student may be referred to legal officials.

LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School officials may inspect the interior of lockers for any reason, at any time, without notice, without student consent, and without a search warrant.

Student's personal possessions within a school locker may be searched only when school officials have a reasonable suspicion the search will uncover evidence of a violation of law or school rules. After the search of a student's personal possessions,

the school officials will provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

PERSONAL POSSESSIONS AND STUDENT'S PERSON

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

SCHOOL CLOSING PROCEDURES

Parents can become aware of weather related closings in three convenient ways:

1. WCCO (830 AM) will be the official station for notice of school closing, due to weather or other reasons. Also see Channel 4, 5, and 11 for further information. The announcement will be made as early as feasible.
2. Parents will receive a telephone message from the district.
3. District website.
4. In the case of a Flexible Learning Day, use this [link for](#) detailed information.

Please have detailed information about a plan in place with your child in advance, so they know where to go if school is dismissed early. The office staff will attempt, but cannot guarantee messages will be successfully delivered to children at the last minute.

SKATEBOARDS, IN-LINE SKATES, & SHOES WITH SKATES

These items are not allowed in school and are prohibited on school property. Items will be taken away from students who do not follow the rules or who participate in unsafe use of their skateboard / skates. If you bring a skateboard to school, please store it in the office. Do not ride your skateboard until off school property.

STUDENT PUBLICATIONS AND MATERIALS

The policy of the school district is to protect students' free speech rights while at the same time, preserving the district's obligation to provide a learning environment free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non-school-sponsored publications may not be distributed without prior approval.

DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES

The school district recognizes students and employees have the right to express themselves on school property. This protection includes distributing non-school sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees" policy found on the [Jordan Schools Policies](#) page.

STUDENT RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, see the found on the [Jordan Schools Policies](#) page.

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. Please reference Jordan Public Schools Policy *520 Student Surveys* for complete procedures regarding student surveys.

TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

The school district will provide transportation for all resident students who live one mile or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances such as designated areas for summer school. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

VIDEO AND AUDIO TAPING

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the student's misconduct on the bus.

Places Other Than Buses

Jordan Middle School is equipped with video cameras – inside and outside. Video surveillance may occur in any school district building or on any school district property.

VISITORS IN DISTRICT BUILDINGS

Parents/Guardians and community members are welcome to visit Jordan Middle School. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the office and to wear a “visitor badge” while in the building during the school day. Visitors wanting to enter the classroom during instructional time must make arrangements with school staff in advance. An individual or group may be denied

permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employees, or the school district. Students are not allowed to bring visitors to school without prior permission from the principal.

PART II — ACADEMICS

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. A list of the alternative learning options is available in the district office. Students and parents/guardians with questions about these programs should contact the principal of their child's school.

CHEATING AND PLAGIARISM

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be disciplined in accordance with the school district's "Student Discipline" policy.

EXTENDED SCHOOL YEAR OPPORTUNITIES

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the building principal.

STUDENT OF THE MONTH

Once a month (November – May, please see school calendar), four students from each grade are nominated by the staff to be a Student of the Month. Students being nominated have displayed the following criteria:

- Displays acceptable behavior
- Displays a positive attitude
- Does his/her best work
- Displays J-Town P.R.I.D.E. at all times
- Has shown growth or improvement over time

All students assemble for an award presentation. Family members of the Students of the Month are invited to attend the presentation. Please check into the office upon arrival at school and pick up a visitor badge.

ACTIVITY NIGHTS

Activity nights will be offered and divided by 5th/6th grade and 7th/8th grade. Appropriate dress and behavior is expected, and all school rules and regulations will be enforced. Only students enrolled at the Jordan Middle School are allowed to attend these activities. Students who are absent on the day of the activity night, will not be allowed into the activity night. Poor school performance or behavior may also result in no admittance to activity nights.

PHYSICAL EDUCATION UNIFORM AND RULES

6th through 8th grade students are expected to be dressed in an appropriate uniform for Phy. Ed. class which includes shorts or sweatpants. Students are also asked to purchase a shirt (during fall open house) to be worn in class. After the third warning, a disciplinary action may be taken with students who do not dress appropriately for class.

ACTIVITIES

All students are encouraged to participate in the activities available at Jordan Middle School. They include Athletics, Band, Choir, School Plays, Student Council, Knowledge Bowl, Math Masters, and After School Program. Activities make Jordan Middle School both more enjoyable and more meaningful. All school activities, whether associated with the high school league or not, will follow the rules for eligibility set down by the league. All activities will also follow the rules for academic eligibility as set by the school. These rules are included below.

Extracurricular Student Eligibility Standards (Grades 7 – 8)

Any student who chooses to participate in an extracurricular activity at Jordan Middle School (including all interscholastic activities) is required to:

- Abide by all rules as mandated by the High School League
- Maintain passing grades in all classes (no failures)
- Maintain a GPA average of 1.67 (C-)
- Maintain acceptable standards of conduct in the classroom. If behavior is unsatisfactory, the student must attend a parent-teacher conference
- Special Education students must be making progress on IEP goals (IEP is in place at the beginning of the season) unless a student has been referred by staff to the Special Education Team for additional help.
- **JMS also runs its own requirements; they will be given out at the beginning of each sport season.**

Academic Support for Student Eligibility

Students participating in activities who fail a course will be placed on Academic Support for the remainder of the current semester with the goal of helping the student gain academic progress. Students on Academic Support are required to meet with his/her instructors to assure they are making progress during this semester. The student must

be attending all classes, turning in assigned work, and making an effort to improve their academic performance. An ***unexcused absence*** at any time during the semester of Academic Support may result in a loss of participation for the remainder of the current semester.

The Academic Support form must be signed by each instructor, for all classes the student is currently enrolled. It must be signed and returned to the Middle School Activities Director for verification on the dates listed. Failure to return the form by the dates listed will result in loss of participation for the next week. If the student fails to return this form, or if one instructor fails to support the student's participation, the student will not be allowed to participate for the next week, starting the Monday after the signature sheet is due.

Information meetings will be held for students to explain the High School League Rules related to violations resulting in suspension of participation:

- 1st violation – 2 events or 2 weeks
- 2nd violation – 6 events or 3 weeks
- 3rd violation – 12 events or 4 weeks (whichever is greater)

FIELD TRIPS

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

GRADES AND CONFERENCES

Student progress will be reported to parents by the use of a report card each semester and through Infinite Campus. In addition, parent/teacher conferences will be held twice during the school year. Conferences provide an opportunity for parents and teachers to share information about a student's progress and needs.

Conferences will go from 4:00 to 8:00 PM during two days each semester. Below are open house and conference information for the 2020-2021 school year.

- August 26th - Family Resource Night (Open House/Curriculum Night)
- October 12th - Invitation Conferences (Digital Learning Day for JMS)
- November 19th - Open House Conferences
- February 25th - Invitation Conferences (Digital Learning Day for JMS)
- March 18th - Open House Conferences

CAMPUS PORTAL PARENT ACCESS

Parents can purchase lunches and any other school items such as t-shirts, registration materials, etc. on their Campus Portal account. We encourage all families to get familiar with this account and use it instead of cash or checks.

HOMEWORK GUIDELINES

It is important for young students to develop good study skills at this time in their educational career. This includes the development of good home study habits. Homework may include reading assignments from textbooks and/or completing assigned work and projects. The amount of time spent on homework will vary, according to the needs and abilities of each student. *Ten minutes per night per grade level has been a common practice for assigned homework (i.e. a 5th grade student could have 50 minutes of homework each night: 5 x 10 minutes = 50 minutes).* Please set aside a time and place where quality work may be completed each evening. Make this a positive experience in your family.

ACADEMIC PERFORMANCE

All students are expected to achieve an acceptable level of proficiency. JMS has a variety of services to help students succeed in middle school. Some of these programs include RTI, SAIL, Extra Reading, Mathematics courses, Targeted Service Programs, etc. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year.

PROMOTION/RETENTION PROCEDURE

If retention of a student is to be considered, a discussion involving professional staff and parents/guardians will take place during the last semester of school. After the discussion and review of district policy, the building principal, educational team and parents/guardians will further evaluate and decide what is in the best interest of the student. After consultation with the district superintendent, a final decision will be made.

PLANNERS

The staff, students, and parents of JMS agree that the planner is an excellent tool for communication between home and school. Parents are asked to pay for planners at the beginning of the school year. Planners are most effective when expectations of all three members of the partnership are fulfilled. Those expectations are listed below:

Staff is expected to:

- Write all assignments on the board or post in Google Classroom.
- Write notes to parents when needed.

Students are expected to:

- Take planner to and from school every day.
- Copy assignments from board to planner.
- Designate a certain time nightly to do homework, discuss planner, and have a parent sign the planner.

Parents are expected to:

- Look at the planner every evening.
- Communicate with the teacher when needed.

SUMMER SCHOOL

The school district will provide summer school learning opportunities. Letters to those eligible will be sent out well before the summer classes begin. Our summer school will take place during the month of July for most students. For more information, contact the office or Principal.

TARGETED SERVICE PROGRAM

The school district offers students a learning program that provides instruction throughout the year on an extended calendar, extended school day, or both. A student's participation in the program is optional. Students participating in the After School Program will need parental permission to participate. Parents or guardians are responsible for transporting the students home after each session.

STATE STANDARDIZED TESTS

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota statute requires districts provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. The form is available on the Jordan Public Schools website in English and Spanish. [JPS Teaching and Learning-Testing](#).

PARENT RIGHT TO KNOW

If a parent requests, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will also provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

WIN (What I Need) Time

WIN time is a daily (25 minutes opposite lunch) opportunity for students to receive support and/or enrichment opportunities from staff. Students will be assigned a WIN

teacher but have the option to to complete the following:

- “Locked in” Options:
 - 8th Grade Band and Choir
 - Band and Choir teachers will work together to allow students to be in both band and choir.
 - Having 8th grade band and choir during WIN (12:08-12:33) allows students to be in band and/or choir **and** other elective classes during the 8th grade elective hour (2:14-3:00).
 - Specific Interventions assigned through the MTSS team.
 - Students missing work and/or failing classes.
 - Students needing to take/retake a test or lab.
- Student Selected Enrichment Options
 - Students may sign up for a teacher’s specific offering.
 - Students may sign up for a specific content area for extra support or enrichment.
 - Students may sign up to work on an assignment or homework.

REACH

REACH is an elective class designed to assist students academically, socially, and/or emotionally during the school day. REACH staff work closely with other professionals, students, and families to not only assist students academically but equip students with skills for future success. The REACH program follows a set schedule each week to support students. Below are the items followed on the schedule.

- Weekly Check-in/Goals Group
- Character Building Exercises
- Academic Days

What does REACH stand for?

- **Relationships** - A safe place for students to belong, connect, and be supported.
- **Education** - Create positive learning opportunities through academic support and individual assignment modification.
- **Accountability** - A support network with staff committed to help students succeed that nurtures student accountability with parent support.
- **Character** - Skill building activities that encourage positive academic and personal growth.
- **Hard Work** - Students that rise to the level of expectations

PART III — RULES AND DISCIPLINE

ATTENDANCE

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed

information, see the “Student Attendance” policy in this handbook and/or on the school district website.

BULLYING PROHIBITION

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at school-related functions. For detailed information regarding the school district’s “Bullying Prohibition” policy, refer to this handbook and/or the school district website.

BUSES—CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. The school district’s general student behavior rules are in effect for all students on school buses, including non-public and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked. All bus riders are under the authority of the bus driver and must obey rules as imposed by them to provide for the safe operation of their vehicle. In order to maintain a safe and healthy situation in and around a school bus, specific guidelines have been developed. The following acts are prohibited and may result in loss of bus privileges:

- Use or possession of alcohol, drugs, or tobacco on the bus.
- General disruptiveness such as fighting or throwing things.
- Unauthorized movement around the bus. Riders should stay seated when the bus is moving.
- Transportation of unauthorized passengers. Non-regular riders must receive official permission before being transported.
- Loud, obscene, or abusive language of any kind.
- Vandalism to the bus. (This may result in civil action.)
- Insubordination toward or failure to follow driver’s orders.
- Fighting or provoking a fight. (This may result in suspension from school and/or criminal charges being filed.)
- Using or carrying dangerous items on the bus such as guns, knives, lighters, etc. (Criminal charges may be filed.)
- Placing any part of the body out of the bus or throwing of objects from the bus. (Criminal charges may be filed.)

Students must avoid playing or loitering on the highway when waiting for the bus. When crossing the highway before boarding or after leaving the bus, students should be careful to check for approaching vehicles, as well as bus movement.

In the case of a discipline problem, the following procedures will be used:

1. The driver will take appropriate measures to maintain order and/or protect the health and safety of all students.

2. If the bus driver cannot correct a student's misbehavior by talking to the student and/or the student's parents, the driver shall report the problem to the Middle School Principal and Benjamin Bus Company.
3. Should another incident occur, the driver will complete an "Incident Report" before leaving their bus and drop it off with the bus supervisor at Benjamin Bus Company. The "Incident Report" will be mailed immediately to the student's parents/guardian, with a copy delivered to the appropriate school principal. Each subsequent incident will be handled in accordance with the aforementioned procedure through the third (3rd) offense, after which the student will not be allowed to ride the bus until a conference, which includes the contractor, appropriate principal, driver, and parent/guardian, has been held.
4. Suspensions for offenses one (1) through three (3) may be for a period of time from one (1) to ten (10) days.
5. In cases of serious or hazardous conduct, Benjamin Bus Company, with district approval, or the school district may skip the preliminary notices or warnings and immediately suspend the student's riding privileges for an indefinite period of time.

CELL PHONE AND OTHER ELECTRONIC COMMUNICATION DEVICES

Students are prohibited from using cell phones, pagers, SMART watches and other SMART devices, and other electronic communication devices during the instructional day, except as stated below and/or when a teacher allows students to bring an electronic mobile device to class for educational purposes (i.e. use a graphing calculator app in an upper level math course). Students are also prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. No student will take or share a picture or video of another person during the instructional day without their permission. School district policies on Internet Acceptable Use and Safety and Student Discipline may be applied to this action.

No student is allowed to take pictures or videotape another person without their permission.

If the school district has a reasonable suspicion a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

CELL PHONE/ELECTRONIC DEVICES

Cell phone/electronic devices must be kept in student's lockers during school hours (8:00 AM - 3:00 PM). If a cell phone is in a student's possession, or goes off during the school day, it will be taken by staff of the school and given to a building principal or designee.

- **1st offense:** The phone/electronic device will be kept by the principal/designee for the rest of the school day. At the end of the day, the student will be able to get the phone back from the principal.
- **2nd and subsequent offenses:** The phone/electronic device will be kept by the principal/designee and will only be given back to the parent or guardian.

DISCIPLINE

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the complete "Student Discipline" policy in this handbook and/or on the school district website.

JORDAN MIDDLE SCHOOL STUDENT DISCIPLINE PLAN

Students, who do not comply with the rules and regulations as set by the Board of Education, will face appropriate consequences for their behavior. These consequences may range from a simple reminder to expulsion or exclusion. Naturally, the severity of the consequence will depend upon the degree and frequency of the student's inappropriate behavior. Inappropriate behaviors/disruptions within the learning environment may result in more severe consequences due to the negative effect on learning. Students must provide accurate information when discussing disciplinary incidents.

Jordan Middle School staff is trained in School-Wide Positive Behavior Interventions and Supports. PBIS has a common purpose and approach to discipline that includes:

- A clear set of positive expectations and behaviors
- Procedures for teaching expected behavior
- Continuum of procedures for encouraging expected behavior
- Continuum of procedures for discouraging inappropriate behavior

DRESS AND APPEARANCE

Students are expected to be clean, neat, and dressed appropriately for the school day. Articles of clothing must not be disruptive to school property, offensive, nor interfere with the educational process and must comply with requirements for health and safety.

District #717 is committed to its schools being free from tobacco, drugs, and violence. Therefore, words or symbols on clothing or personal property that advertise products or actions which are illegal or harmful for children will not be permitted. Examples of unacceptable clothing/appearance include, but are not limited to the following:

- Obscene and/or profane language, slogans, emblems, or pictures
- Advertisements for alcohol or tobacco products
- Gang symbols or emblems on clothing worn in a manner to identify gang membership
- Chains, pins, studs, rings, and other potentially hazardous items
- Headgear, including hats or head coverings, is not to be worn in the building except with the approval of the building principal (i.e. student undergoing chemotherapy, medical situations, student religious practice or belief).
- Immodest or sexually provocative clothing, words, or symbols such as the following:
 - Shirts must cover the entire midsection of the body
 - Sleeveless tops must have straps
 - Undergarments must not be showing
 - Pants must be at a length so the student will not trip on them
 - Shorts and skirts must be of a length at the fingertip or beyond when the student is standing with arms at their sides

DRUG-FREE SCHOOL AND WORKPLACE

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances is also prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance, except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

HARASSMENT AND VIOLENCE PROHIBITION

The school district strives to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence. For detailed information on the school district's "Harassment and Violence Prohibition" policy, refer to the back of this handbook and/or on the school district website.

HAZING PROHIBITION

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's

“Hazing Prohibition” policy, refer to the back of this handbook and/or on the school district website.

INTERNET ACCEPTABLE USE

All school district students have conditional access to the school district’s computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. **Use of the school district’s system is a privilege, not a right.**

Unacceptable use of the school district’s computer system or the Internet may result in one or more of the following consequences:

- suspension or cancellation of use or access privileges
- payments for damages and repairs
- discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district’s “Internet Acceptable Use” policy is available in the district office.

TOBACCO-FREE SCHOOLS

School district students and staff have the right to learn and work in a tobacco-free environment. School policy is violated by any individual’s use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. This policy includes E-Cigarettes. Any student who violates this policy is subject to school district discipline. For detailed information on the school district’s “Tobacco-Free Environment” policy, contact the district office. Contact the building principal or the superintendent if you have questions or wish to report violations.

WEAPONS PROHIBITION

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded, air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district takes a “zero tolerance” position in regard to the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension, confiscation of the weapon, immediate notification of police, parent or guardian notification, and recommendation to the

superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the “School Weapons” policy see the back of this handbook and/or the school district website.

PART IV — HEALTH AND SAFETY

ACCIDENTS

All student injuries that occur at school or school-sponsored activities should be reported to the school nurse. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

INTEGRATED PEST MANAGEMENT (IPM) NOTIFICATION

Notice Concerning Use of Pesticides

All Minnesota schools are required to inform parents/guardians and school employees they may request to be notified prior to pesticide applications on school property. Pesticides include chemicals which are used to control insects, weeds, rodents, or other pests as defined by the law. (M.S. 123B.575, Subd.9)

Pests have the potential to sting, bite, contaminate, cause property damage, spread disease, cause asthma, and/or trigger an allergic reaction. Therefore, we attempt to minimize their impact on students, staff, and building visitors. Our district utilizes the service of a licensed, professional pest control firm for the prevention and control of pests in and around district buildings and grounds. All pest control materials are chosen and applied according to federal law.

Because long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood, the district requires the least amount and least toxic pesticides available be used.

An estimated schedule of interior pest control inspections and possible treatments are available for review or copying at the district office. A similar estimated schedule is available for applications to school grounds of herbicides and other materials. Parents may receive, at their expense, notification of pesticide application prior to their use should they be deemed necessary on unscheduled days if specifically requested.

The district's IPM program was reviewed by a representative from the Minnesota Department of Agriculture in February 2011. During this review, the district received additional technical expertise for IPM program improvements related to chemical storage and handling/disposal.

Any questions you may have regarding the ISD #717 Integrated Pest Management (IPM) program or practices should be directed to Mr. Tim Bisek – Jordan Public Schools Facilities Manager at (952) 492- 2336.

INDOOR AIR QUALITY (IAQ) ANNUAL NOTIFICATION

Jordan Public School ISD #717, in coordination with the Minnesota Department of Education (MDE) and the Environmental Protection Agency (EPA), have developed an indoor air quality management plan. A factor of the IAQ management plan is the following yearly correspondence to all district residents on the status of IAQ issues within the district.

Formal approval of the IAQ Management Plan by the ISD #717 School Board has been conducted. The plan is reviewed annually. Since that time, IAQ related activities specified in the management plan including walkthroughs, ventilation inspections, and staff surveys have been conducted annually in order to monitor and manage indoor conditions within our facilities.

Throughout the upcoming year, ISD #717 will continue to respond to IAQ concerns in a proactive manner to ensure the health and safety of students, staff, and building visitors. If you have questions relating to IAQ or would like to review the District IAQ management plan, please feel free to contact Ranae Case Evenson at (952)492-6200.

CRISIS MANAGEMENT

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district and school-specific plans.

The “Crisis Management” policy addresses a range of potential crisis situations that need mock drills scheduled in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lockdown drills, fire drills, and a tornado drill yearly. Complete building plans, including classroom and building evacuation procedures, and can be found in the school office.

PETS IN SCHOOL

Due to health and air quality concerns, dogs, cats, rodents, rabbits, reptiles, fish, birds or exotic animals are not allowed on school property, unless pre-arranged with the principal. Certified therapy dogs will be permitted. Science curriculum approved by the principal may bring in the above listed animals. Organizations that may be approved for presentations may include, but are not limited to Critters & Co., The Raptor Center, and The Humane Society. Animals brought in for “show and tell” should be scheduled for fall or spring, thus permitting the viewing of these animals in an outside location of the school.

SCHOOL NURSE

JMS employs the services of a school nurse on site. The school nurse attends to the needs of ill or injured students, maintains student medical records, and monitors the immunization records of students. The nurse is also in charge of vision and hearing.

Parents of students new to the system or parents having questions about medical or immunization records may reach the nurse at 952-492-4232.

Immunization Requirements

All students entering 7th and 8th grade must show proof of current immunization status to be enrolled in public schools. The immunizations required are as follows:

- ◆ Tetanus booster on or after their 11th birthday
- ◆ Polio Immunization series (4 shots)
- ◆ Second MMR (Measles, Mumps, and Rubella)
- ◆ Hepatitis B Immunization series (3 shots)
- ◆ Varicella (Chicken Pox) must show proof of immunizations or date of disease (month / year) (first immunization and booster)

The only exemptions to Minnesota Immunization requirements are:

- ◆ Medical exemption
- ◆ Exemption due to conscientiously held beliefs against immunization - this requires a notarized signature.

All immunization dates must show month, day, and year received. The requirements for 5th and 6th graders are unchanged from their Kindergarten requirements. Immunizations for 7th grade students must be completed and the records turned into the middle school office by the second week of August. If immunization records are not received by the due date, there will be one reminder letter sent. If no records are received by the second week of school, students will not be able to attend school.

Health Policies

All prescription or nonprescription medications to be taken by a student during school hours **MUST** be kept in the office and administered by appropriate school personnel. Parents/Guardian or physicians must notify the office when medication is required to be taken at school and must provide the following:

1. A signed "Authorization to Administer Medications at School" form. A new form must be completed at the beginning of each new school year.
2. Non-prescription medications must come in the original labeled container, with a signed permission form.

3. Prescription medication must come to school in the original prescription container appropriately labeled by a pharmacy. The container will be labeled with the student's name, name of the medication, dosage, directions for administration, the name of the person licensed to prescribe, name of manufacturer of the drug, and the date of the original issue or renewal.
4. Students are not allowed to have any medications, unless there is a written agreement between the school district, the prescriber, and the parent (i.e. inhalers). Controlled substances are never to be carried by a student or self-administered.
5. **The school will not offer *any medication* to students.**

Should an accident/injury occur, first aid is given by school personnel and parents are notified. Any further medical attention beyond first aid is entirely the parent's responsibility. If parents or the emergency contact person cannot be reached and a doctor's attention is necessary, 911 will be called.

Children should be kept at home if they have any of the following symptoms:

- ◆ Sore throat
- ◆ Nausea, vomiting
- ◆ Temperature of 100 degrees or more (must be fever free for 24 hours before returning to school)
- ◆ Diarrhea
- ◆ Skin rash
- ◆ Discharge from eyes or inflamed eyes
- ◆ Earache or discharging ear
- ◆ Sores on the skin such as impetigo, scabies, or ringworm
- ◆ Lice

If any of these occur, keep the child at home until recovered, call a family doctor for an accurate diagnosis and proper care.

If you have any health issues/concerns and/or questions regarding immunizations, please contact the school nurse at 952-492-4232.

School District Policies

A full list of school board policies can be found on the Jordan Public Schools website.

Policy Name	Policy Number
Student Discipline	506
School Weapons	501
Harassment and Violence	413

<u>Tobacco Free Environment</u>	419
<u>Search of Student Lockers, Desks, Personal Possessions and Student's Person</u>	502
<u>Bullying Prohibition</u>	514
<u>Hazing Prohibition</u>	526
<u>Student Surveys</u>	520
<u>Student Attendance</u>	503
<u>Distribution of Non School Sponsored Materials</u>	505
<u>Unpaid Meal Charges</u>	534
<u>Wellness Policy</u>	533
<u>Protection and Privacy of Pupil Records</u>	515

Below is a list of the changes and additions being made in the JES Family/Student Handbook for the 2020-2021 school year:

All affected sections revised in the JES handbook where new Supt. Ranae Case Eversen's name replaced outgoing Supt. Matthew Helgerson.

ATTENDANCE: Vacations

- Added hyperlink to JES Vacation Request form on the school website for families to easily access via the handbook

ENRICHMENT

- Revised section to reflect high ability students receiving differentiated instruction from classroom teacher(s) in their grade level versus enrichment teachers (due to budget reductions)

GRADES/ CONFERENCES

- Revised new parent/teacher conference dates and times

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

- Added language on Culturally Responsive Teaching (CRT) practices used in the classroom
- Added description of CRT language RAC (Recognize, Acknowledge, Connect) to help teachers reinforce expected behaviors in the classroom

HEALTH INFORMATION AND SCHOOL NURSE

- Changed RN to LPN to reflect qualifications of new school nurse at JES

ASBESTOS MANAGEMENT/ AIR QUALITY

- Revised dates of management plan

Jordan Elementary School



2020 - 2021 FAMILY / STUDENT HANDBOOK

INDEPENDENT SCHOOL DISTRICT #717
Jordan PreK-4 Elementary
815 Sunset Drive Jordan, MN 55352

(952) 492-2336: Main Office

(952) 492-4444: Attendance

(952) 492- 4446: Fax

Office Hours- 7:00-4:00

Student Hours- 8:10-2:50

BOARD OF EDUCATION

Ms. Deb Pauly	Chairperson
Mr. Tom Vogel	Vice Chairperson
Ms. Sandy Burke	Clerk
Ms. Connie Hennen	Treasurer
Mr. Ryan Dahnert	Director
Mr. Rob Langheim	Director
Ms. Lauren Pedersen	Director

ADMINISTRATORS

Ms. Ranae Case Evenson	Superintendent
Ms. Melissa Barnett	JES Principal
Ms. Erin Hjelmeland	JPS Director of Teaching & Learning
Mr. Ben Bakeberg	JMS Principal
Mr. Jeff Vizenor	JHS Principal
Mr. Brian Gustafson	JHS Dean of Students
Mr. Joe Perkl	JPS Activities Director
Mr. Stephen Damlo	Technology Director
Mr. Chad Williams	Special Services Director
Ms. Jenna Wendorff	Early Childhood Coordinator
Mr. Steven Jensen	Community Education Director
Ms. Andrea Schaak	Nutritional Services Director

OFFICE PERSONNEL

Ms. Terri Oakes	Administrative Assistant
Ms. Aileen Dalton	Office Assistant
Ms. Sarah Miller	Behavior Specialist/Instructional Coach/CRT Specialist
Ms. Molly Nefstead	Social Worker
Ms. Kristina Stresnak	School Nurse
Ms. Beth Dietel	Technology Assistant

KITCHEN STAFF

Ms. Kelly Raser	Kitchen Manager
Ms. Pauline Kerber	Assistant Kitchen Manager
Ms. Judy Miller	Cook Helper

CUSTODIAL STAFF

Mr. Bob Fimon	Lead Custodian
Mr. Mark Sokol	Custodian
Ms. Linda Nesbitt	Custodian

Jordan Elementary School Staff

Current Jordan Elementary School instructional and support staff can be found at:

[Jordan Elementary School Staff Directory](#)

***If you would like to request a print version of this handbook or are unable to access any information, for any reason, please contact the JES office for assistance. Managerial items subject to change based on the

educational needs of Jordan Elementary School.

Welcome to Jordan Elementary School

Dear Families and Students,

Welcome to Jordan Elementary School! We are very excited to start the upcoming school year with you and your child. I am honored to be a part of such an outstanding staff committed to collaborating with parents, extended families, and the surrounding community in educating our students.

The mission of Jordan Public Schools is to, *Inspire a caring community to ignite learning, innovation, and success for all.* JES focuses on the academic and social-emotional development of students by incorporating a PBIS (Positive Behavioral Interventions and Supports) model where safety, respect and responsibility are integrated into all areas of the school. We celebrate and acknowledge students demonstrating J-Town Pride and continuously look for ways to support students when challenges arise. We value building relationships with students and believe when students feel cared for and nurtured, high levels of learning occur.

Our highly qualified staff ensures the overall well being of your child and will create an environment conducive to all learning styles and abilities. We incorporate a rigorous curriculum aligned with Minnesota state standards to meet individual needs. Academic programming consists of our enrichment program, RtI (Response to Intervention) Reading and Math, MN Reading Corp, and after school programs targeting students needing additional math and reading support. Staff members collaborate in professional learning communities to analyze student data on a regular basis and share best practices to guide instruction. Technology is integrated daily into the curriculum, where Smart Boards, iPads, Chromebooks, and the Internet are used to engage students and provide them with a 21st Century learning experience where students are encouraged to collaborate, think critically and creatively, and effectively communicate with peers and adults.

We appreciate you taking the time to view the information provided in this handbook. Please keep this handy for future reference, as it may answer many questions that come up during the school year. If you have any questions about items found in this handbook, please contact the school office at 952-492-2336 or view it online at www.jordan.k12.mn.us.

Again, welcome back! We look forward to working with you to ensure an outstanding school year!

Respectfully,

Melissa Barnett, Jordan Elementary School Principal

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PART I – INFORMATION

Equal Education and Employment Opportunity Policy

The educational program of Jordan Public Schools #717 has sought to provide equal educational opportunities for all.

Jordan Public Schools #717 is in compliance with current state and federal statutes and regulations. In recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, it will not discriminate on the basis of sex, race, color, religion, creed, national origin, status in regard to public assistance, marital status, parental status or disability in the following areas: access to course offerings, curricular materials, counseling practices, extra-curricular activities, use of school facilities, or employment practices.

This policy supports the District's good faith efforts to comply with Title IX of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Inquiries regarding compliance with this policy may be directed to the Superintendent at Jordan Public Schools #717, 500 Sunset Drive, Jordan, MN 55352, telephone number (952) 492-6200, or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Any student, who feels he/she has been discriminated on the basis of sex by the school district or its employee, may file a formal complaint to the Principal. The forms for this complaint may be obtained in the District office.

SCHOOL HOURS

The school day begins at 8:10 AM with dismissal at 2:50 PM. The safe arrival and dismissal of our students is extremely important to the faculty and staff, as we know it is for parents/guardians. In this interest of safety and security, the following procedures are in place. Your cooperation is greatly appreciated.

JES doors do not open until 7:45 for students to enter into the building to be supervised by a staff member or eat breakfast. Students arriving prior to this time will be asked to remain in the main office area and a phone call will be made to the family reminding them when students can arrive at school. Our Kids' Company program is available for students to attend before school to assist parents/guardians with before-school care.

Teachers want to provide students with a day full of engaging activities to ensure they can grow and learn to their fullest potential. In order for this to happen, staff needs uninterrupted

time before school to collaborate with one another and focus on planning and organizing their instructional spaces. Students will not enter into the classrooms until 7:55, and we ask if parents/guardians need to speak with the teacher that you call ahead of time to schedule a meeting.

ARRIVAL

Please make every effort to send your child to school in a positive frame of mind. A positive start at home each morning puts your child in the right state of mind for learning.

Breakfast: Students who are eating breakfast may arrive 25 minutes prior to the start of their school day (7:45 AM). **Students should not arrive before these times, as there are no adults on duty to supervise students outside the buildings.** This creates an unsafe situation for our children. Time prior to the start of the day is used by teachers to prepare for the day's work and will not be used to supervise children who arrive early.

If supervision before school is needed, Kids' Company is available by calling Pam Going at 952-492-4261 or kidsco@isd717.org. If arriving early is a consistent problem, a meeting will be set up between the principal and parents.

Upon arrival at school, all students are to report to the designated area(s) at their site. Adults will supervise students and dismiss them to the designated waiting area prior to the start of the school day and will be monitored and dismissed to classrooms at 7:55.

Parents/guardians who walk their children to school should accompany them to the front door. Parents are discouraged from walking students in grades 1-4 to class. **Those parents/guardians with Kindergarten students may accompany them to their classrooms for the first two weeks of school. After that time, Kindergarten students will wait with the rest of the students.** Making their way to class independently allows the students to develop skills in self-reliance.

ATTENDANCE

Absences

If your child is absent, please notify the elementary office by 8:30 AM (952-492- 4444). If a call has not been received by that time, you will be contacted at home or work. This will be done to ensure the safety of your child. If you know that your child/children will be absent, please notify the school in advance. All absences are unexcused unless cleared by the principal or building designee. Parent/guardian contact will be made after 12 excused or 3 unexcused absences.

Excused Absences May Include:

- Illness (Doctor's verification may be required by administration)
- Death of a family member
- Required court appearance
- Religious release
- Pre-planned absences such as school related activities, dental/medical appointments that aren't able to be scheduled outside of the school day, vacations, etc. (verification may be required)

Vacations require a vacation approval form to be completed prior to the dates of absence (the form must be signed by the principal and homeroom teacher; see *Vacations* section below)

Unexcused Absences Include:

- Oversleeping
- Babysitting
- Missing the bus
- Leaving building without permission
- Personal reasons (if the absence is necessary but too sensitive to discuss, a phone call should be made to the Social Worker or Principal)

A note or call from the parent/guardian is required, but does not necessarily excuse the absence

Excessive school absences may result in the following:

- Parent/guardian phone call/written note/conference with administration
- Required doctor's note or school nurse verification of any absence due to illness
- Referral to School Social Worker
- Referral to Scott County for Truancy in accordance with Minnesota State Statutes

Truancy

If a student is frequently absent without lawful excuse, they may be considered truant according to state law. Habitual truancy concerns may be referred to the Scott County Attorney's office.

Tardy

School starts at 8:10 AM. Your child will be considered tardy if they arrive after this time.

Please walk your child into the building if they are tardy so the office can verify the reason for being late. **3 unexcused tardies will equal 1 unexcused absence.**

Vacations

We strongly encourage families to plan all extended vacations during days that school is not in session. If you have vacation plans when school is in session, it is necessary to get pre-approval from administration. **Parents/Guardians need to sign a Vacation Approval Form** that is available in the office or [online on our school website, JES Vacation Request Form](#). The request form will need to be signed by the principal and homeroom teacher **a minimum of FIVE school days prior to a vacation**. The Principal will consider the following in the approval or rejection of a vacation request:

- Student shows satisfactory progress in academic standards
- Student exhibits appropriate behavior in school
- Student adheres to school attendance policy

After review by the Principal, if the vacation is denied, the parent/guardians will be notified. If approval is granted, a copy of the approval will be given to the teacher so he/she can plan accordingly. It is the teacher's responsibility to give the student two days to make up the work for every day that he/she is gone. To best meet the learning needs of the student and ensure he/she understands the concepts missed in the content areas, **make-up work will be given after the student returns from vacation**. It is the responsibility of the student to make up work that is missed while on vacation. Vacations that do not go through the process may be unexcused. Even though parents/guardians have the right to take their children out of school, it is the role of administration to determine if these absences will be excused or unexcused.

CHILD CARE

If you are looking for childcare before and/or after school, Kids' Company (school based childcare) is available. This is a well-organized program that provides children a safe environment and meaningful activities. Please contact Community Education (952) 492-4261 for more information.

CLASS ASSIGNMENTS

Classroom assignments are within the school district's discretion. Parents/guardians can provide input on the best teaching and learning environment for their child in the spring prior to the start of the next school year. Parent input forms will be available in the main office through mid-April for currently enrolled students, with families new to the district being able to submit the form through the summer months. Classroom teachers and support staff will

place students into classrooms in late spring, with a placement team composed of teachers and administration finalizing class lists at the end of the school year. Factors that may determine student placement include work habits, academic and social needs, special individual needs, balance of boys and girls, as well as overall grade level dynamics.

Fluctuation in enrollment and the factors listed above can also create the need for adding to or reducing total classroom numbers. For these reasons, the overall educational program must have the highest priority and the final determination of class assignments is the responsibility of the building principal. If you have further questions or would like to request a change in assignment for your child, please contact the building principal for consideration.

DISMISSAL

Instruction continues until dismissal time each day. If you must remove your child early from school, please report to the office to sign your child out. The school administrative assistant will then call the classroom, and your child will come to the office to meet you. **If there is a change in how or when your child is getting picked up, please call the office by 2:00 to ensure communication happens between the office and classroom teacher.** We cannot guarantee information received after 2:00 will be delivered to the classroom teacher due to changes in teaching and learning schedules and additional school-related activities.

DROP-OFF AND PICK-UP PROCEDURES

In the morning and afternoon, vehicles should use the drive-up area on the south side of the building for dropping off and picking up students. **DO NOT use the front entrance area or NE parking lot for drop-off or pick-up from 7:30-8:10 and 2:30-3:00 since this is where buses park and enter/exit for the day. This is for the safety of your child and we ask that you adhere to this request.**

1. Drop-off times are from 7:45-8:10 a.m. and school begins promptly at 8:10 a.m. Please **do not** drop your students off before 7:45 a.m. Students are not allowed into the classroom until 7:55, and they will be in the Multi-purpose Room until they are dismissed to the classrooms. We do not have supervision in the Multi-purpose Room until 7:45 and cannot have students in the building any earlier.

2. Pick-up times are from 2:45-3:00 p.m. We have a staggered release time starting at 2:50 until 2:55 to allow for a safe dismissal of all of our students. Families will receive signage to place in the window of their vehicle labeled with their child/children's name(s) in order to safely connect students with parents/guardians at the end of the day. If a child is not picked up by 3:00, they will be brought to the main office where families will be called to have them picked up. If another family member or older sibling from the MS or HS is picking up a

student, please remind them of the designated pick-up times and the need to display the family signage in the vehicle in the drop-off/pick-up loop. If it becomes a habit that JES students are not picked up by 3:10, local law enforcement and/or social services may be notified to file a child neglect report.

3. Please stay in the right hand lane. Pulling into the left lane causes near accidents as cars are pulling forward and is unsafe for cars backing out of the parking spaces.

4. The drop off zone is along the sidewalk parallel to the building ONLY! Dropping your children off on the grass backs up the line as the front cars pull forward, causing traffic to be backed up on Aberdeen. If you are the first car in line, please pull **ALL THE WAY UP TO THE LIGHT POST** so as to let as many cars into the drop off zone as possible.

5. Have your child(ren) exit/enter your vehicle on the right side (on the sidewalks) for their safety.

6. **Please stay in your vehicle.** If your child needs help with the car door, our staff can assist you in order to keep the line moving smoothly. If you want to walk your child into the building, please park your car in the Northeast parking lot in the front of the building and escort your child to the building.

7. The back parking lot **has been designated for our Early Learning Services families.** Families will be walking their young children into the building or picking them up in the mornings and afternoons. Please be aware of not stopping your vehicle in the middle of the crosswalk, and also watching for young children and their families walking to and from their parked vehicles.

EMERGENCY DRILLS

MN schools are required to have 5 fire drills, 5 lockdowns, and 1 tornado drill each school year. These drills may be planned or done without notice to staff and students in order to be prepared for the unexpected.

Jordan Public Schools has implemented a lockdown protocol called **Lockdown with Options.** Those options are **Run, Hide, Fight.** Students and staff need to be empowered with options if the school faces a serious safety threat. A lockdown is initiated when there is a threat in or around a school building. A "Lockdown with Warning" would be called in a low-level situation like a police action in a neighborhood near school. "Lockdown with Options" responds to a crisis like a dangerous intruder. Because the safety of everyone in our schools is our first priority, the district is committed to learning from past crises, research and best practice recommendations.

As a District, we have worked with the Minnesota Department of Homeland Security - School Safety Division and the Jordan Police Department to completely review and revise the District's Emergency Action Plan. This plan is a private document that provides District employees and students with a guide on how to react and respond to a crisis situation. Our plan incorporates **Run, Hide, Fight** strategies. To learn more about our JPS safety procedures and age appropriate discussion guides for parents to continue the conversation about safety and lockdown drills with their child at home, please click on the following link that will direct you to the JPS website: [JPS School Safety Info.](#)

EMPLOYMENT BACKGROUND CHECKS

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project or instructional tools that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the District's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health, accident and technology device insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building principal.

FOOD IN THE CLASSROOM / BIRTHDAY POLICY

Students will have a snack time as part of their daily routine. Students may bring a snack if they so choose or have the option of purchasing snacks from the District. Please be sure that the snack is a healthy snack. No candy or beverages high in sugar should be sent to school as a snack. Please refer to the JPS Wellness Policy 533 on the district website for further guidelines and a list for healthy snack choices: [District Wellness Policy and Healthy Snack Choices](#).

Birthday celebrations can be a very sensitive experience for your child. With this in mind, we ask the following: 1. Please deliver party invitations outside of the school environment. 2. Please have balloons, flowers, etc. delivered at home. Items sent to school will be kept in the office until the end of the school day. 3. Parents wishing to commemorate events such as birthdays or personal achievements may bring in commercially prepared treats that can be easily distributed within the classroom. **Food for these celebrations cannot be homemade, but commercially prepared to avoid the danger of improperly handled foods. Please also be aware of allergies students may have and consult your child's teacher regarding this important health issue. Please refer to the [JPS Wellness Policy 533](#) for further guidelines.**

LUNCH

Please see current information from our Nutritional Services Department including current menu and pricing information found on the [Jordan Public Schools](#) website. Reduced or free lunches are available to qualifying families. Contact the school office (952-492-2332) to receive a form. Occasionally parents like to come and eat lunch with their children. Please check in at the office and pay for your lunch in the lunchroom.

PROCEDURES FOR NOTIFYING FAMILY OF LUNCH ACCOUNT STATUS

Please reference *534 Unpaid Meal Charges* on the [Jordan Public Schools](#) website for procedures regarding lunch account balances.

MESSAGES TO STUDENTS

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is also prohibited.

NONDISCRIMINATION

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated the **Superintendent, Ranae Case Evenson**, 500 Sunset Drive, Jordan, MN 55352, 952-492-6200, as the district's human rights officer to handle inquiries regarding nondiscrimination.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

ONLINE PARENT/GUARDIAN ACCESS

Parents can check their child's/children's lunch account, attendance, and academic status on the Campus Portal of the District website. To access information, you will need to use a password/code. Please contact the District Office (952-492-6200) for more information.

PARENTAL CUSTODY

The school will assume, unless informed differently, that the parents/guardians listed on the family data sheet have legal and physical custody rights of a child. Legal custody allows the parent/guardian access to all educational data and involvement in school meetings for the child. Parents/guardians who have physical custody rights can make decisions regarding who can pick up or drop off the child, and may volunteer or visit the child at school. If parental custody of a child is changed or restricted, the school office must be given legal written notification from the court indicating the restrictions. No child will be released to anyone without permission from the custodial parent/guardian with physical custody rights. Any questions on custody issues must be clarified by the court and presented to administration.

PARENT/GUARDIAN – TEACHER INVOLVEMENT

Parent-Teacher Organization (PTO): All parents/guardians are welcome and encouraged to be involved in their child's education by joining the JES PTO. PTO meetings are open to all parents and are held on a monthly basis, usually the first Tuesday of the month. The function of the JES PTO is to: 1. Help improve the Elementary School programs. 2. Discuss the strengths

and needs of Jordan Elementary. 3. Promote good home/school communication. 4. Help with school/community projects.

Please contact the JES PTO for more information at [JES PTO Info](#)

PLEDGE OF ALLEGIANCE

Students in this school district shall 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 by each individual classroom teacher or the teacher's surrogate; or over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises.

RECESS

Students are expected to go outside for approximately 25 minutes during the school day. Students **will not** go outside if:

- The wind chill or air temperature is below zero degrees.
- The child is ill and has a doctor's note.
- It is raining / severe weather.

SCHOOL CLOSING PROCEDURES

When buses are not to be sent out or are to be sent home early, parents/guardians will be notified via the District messenger system. An automated phone call will be made to the emergency numbers parents/guardians have provided to the office. Closings, early dismissals and late starts will also be broadcast over local radio and television stations: WCCO (830 AM), KEEZ (99.1 FM), and KRBI (1310 AM) and on television channels 4 (WCCO), 5 (KSTP), 9 (KMSP), and 11 (KARE).

Please have a plan in place with your child(ren) in advance, so they know where to go if school is dismissed early. With the amount of incoming calls on these days, it is very difficult to receive phone calls and get last minute messages to children.

SEARCHES

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions within a Locker

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School officials may inspect the interior of lockers for any reason, at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. After the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. School officials may inspect the interior of desks for any reason, at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

For more specific information, see policy, *502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON*, on the [Jordan Public Schools](#) website.

SKATE/HOVER BOARDS, SCOOTERS, SKATES (IN-LINE & SHOES WITH SKATES)

These items are not allowed in school and are prohibited on school property. Items will be taken away from students who do not follow the rules or who participate in unsafe use. If students bring a skateboard or hoverboard to school, please store it in the office. Do not ride them until off school property.

STUDENT PUBLICATIONS AND MATERIALS

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non-school-sponsored publications may not be distributed without prior approval.

Distribution of Non-school-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete *505 Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees* policy found on the [Jordan Public Schools](#) website.

STUDENT RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, see the full policy *515 Protection and Privacy of Pupil Records*, found on the [Jordan Public Schools](#) website.

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. See policy *520 Student Surveys* on the [Jordan Public Schools](#) website for complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations.

TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

The school district will provide transportation for all resident students who live one mile or

more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardians.

VIDEO AND AUDIO TAPING

School Buses All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

VISITORS IN DISTRICT BUILDINGS

Parents/guardians and community members are welcome to visit Jordan Elementary School. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the office upon entering the building. All visitors will be required to check in at the office and wear a visitor's badge while in the building during the school day. Visitors wanting to enter the classroom during instructional time must make arrangements with school staff in advance. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interest of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

VOLUNTEER GUIDELINES

Jordan Public Schools welcome volunteers of all ages who want to share their talents, skills and resources to help support students, teachers, and school programs. Volunteers play an important role in our efforts to ensure academic success for every student. Every day parents, grandparents, community and business members bring fresh perspectives and enthusiasm to our schools while enriching the learning experience of our students. Volunteers have discovered that spending time and sharing talents with students is an energizing and

worthwhile experience. Whether you have an hour a day, a week or month, we have students and classrooms that can use your help.

Some of the ways you can share your skills and contribute are:

- Read to students or listen to them read
- Work one-on-one or in small groups helping students master basic skills in math, reading or writing
- Visit a classroom as a resource speaker and add first-hand experience by sharing your career, travel or ethnic heritage
- Assist with classroom and school activities
- Work behind the scenes on school projects and events
- Serve on a school or district-wide committees and councils

We are committed to working with you to ensure volunteering is a rewarding experience for everyone. We ask that you follow the policies and expectations outlined below to help us maintain a safe and respectful environment for students, staff, and volunteers.

Confidentiality

Confidentiality is very important. While volunteering, you may observe, read or hear much about individual students and their school or home experience. Do not discuss your observations or opinions about a student with anyone other than the student's teacher or school principal. All information about student abilities, behavior, relationships, grades or background is confidential. We depend on our volunteers to maintain confidentiality of our students, staff and volunteers.

Sign-In/Out

You are required to sign-in before you begin your volunteer activity. Stop in the office immediately upon arrival each time you volunteer. For the safety of everyone, we need to know who is in the building and where to locate you in case of an emergency. Don't forget to sign out.

Name Badges

Volunteers must wear an official volunteer name badge while in the building. Name badges identify you to students, staff and other volunteers as a registered volunteer.

Student Discipline

Volunteers may not discipline students beyond maintaining order in their group or activity. Please report any problems with a student's behavior to the supervising staff person. The

professional staff of the school is always responsible for discipline.

Student Contact

For the protection of both you and the students, observe the following when working with students:

- Avoid being isolated with a child, such as a room with a closed door. Work only in areas of the school that are in continual, direct supervision of district staff.
- Use the staff/adult restroom facilities rather than the student facilities.
- Refrain from giving students gifts, rewards, or food items without the teacher's permission.
- Interactions between you and students may take place only at scheduled times and in the school.

Cultural Differences

Our school community is diverse. It is important that we work with one another without bias and consider cultural, moral, and value differences.

Younger Children

Many of the volunteer jobs require your undivided attention, and bringing your younger child with you to school could prohibit you from doing your best work. Please talk to your staff contact about volunteer projects that you can do at home instead.

Use of Controlled Substances

The distribution, possession or use of tobacco, alcohol or controlled substances by staff, students, visitors or volunteers is prohibited on school grounds.

MN Bureau of Criminal Apprehension Background Check

Minnesota state statute 123B.03 requires that a background check be performed as this volunteer position may involve working with or near children. Jordan Public School District policy 404 outlines the procedures for a background check. If you will be volunteering in the school under the direct supervision of a school district employee, the District **will not require a criminal background check**. However, if you are volunteering in the school and will be working with children in areas not supervised by a school district employee, you will need to **complete a District-paid criminal background check via an online agency, Trusted Employees**. For volunteers chaperoning for field trips or other events **outside of school, the volunteer will need to pay for a criminal background check to be completed by the District**. Please contact the JPS District Office or click on the following link to complete the online form for a background check if you plan on volunteering at JES for the upcoming school year: [Volunteer Guidelines and Criminal Background Check](#)

PART II — ACADEMICS AND SOCIAL-EMOTIONAL LEARNING

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. A list of the alternative learning options is available in the district office. Students and parents/guardians with questions about these programs should contact the building Principal.

CHEATING AND PLAGIARISM

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's policy 506 *Student Discipline*.

EARLY ENTRANCE INTO KINDERGARTEN

General Statement of Policy 626: Jordan Public Schools #717 and the State (Statute M.S. 120A.20A) guidelines require that a person shall not be admitted to a public school as a Kindergarten pupil, unless the pupil is at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences; however, a child whose birth date falls on or between September 1st and October 30th may enter Kindergarten if he or she meets the early entrance requirements as listed in this policy and approved by the Superintendent. To view the complete policy, please go to the district website or contact the building principal.

ENRICHMENT

At Jordan Elementary, we pride ourselves on the high quality teaching and learning environment we offer to all students through differentiated instruction. Children have the opportunity to reach their highest potential as a learner with the support from the classroom teacher(s) in their grade level.

EXTENDED SCHOOL YEAR

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities

for students with an IEP, contact the building principal.

FIELD TRIPS

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

If a student is attending a field trip, he/she is required to report to school and ride the bus to the field trip. If there are medical reasons as to why a student cannot ride the school bus to a field trip, a doctor's note must be presented to the building principal for consideration of alternate forms of transportation to the event by a parent/guardian. This ensures the safe transportation and liability of students to the event, and also allows the school to adhere to the timelines and requirements administered by the organization or agency offering the field trip. Students are allowed to go home with a parent/guardian from the field trip, and must declare this on the field trip permission slip. Families are encouraged to contact administration at least a week before the field trip if there are extenuating circumstances to be considered in following these procedures.

FLEXIBLE ONLINE LEARNING DAYS

What is flexible learning? Flexible learning involves online or teacher-prepared lessons that students work on when away from the physical school building. By using one-to-one Chromebooks or other digital devices, and by making provisions for students without such devices, Jordan Public Schools (JPS) recognizes that education can continue even when students and teachers are not in the same location. Along with emphasizing the value of learning, the Flexible Learning Day encourages character growth in the areas of self-sufficiency, adaptability and perseverance.

What are the goals of JPS Flexible Learning Days?

- To minimize the disruption to academic progress caused with emergency school closures by making those out-of-school days as educationally productive and engaging as possible.
- To allow JPS's grade 5-12 students an opportunity to practice the kind of online learning that is increasingly part of both college study and workplace training.
- To maximize the use of JPS's one-to-one technology.

What does Flexible Learning look like at JPS?

- **Students in grades K-4** will have no planned academic requirements on these days. Enjoy time outside and with family - play games, read books and enjoy some physical activity

outside.

- **Students in grades 5-12** will complete assignments posted on Schoology, the school's online learning platform. All assignments will be posted by 10:00 AM with teachers available to answer questions via email throughout the day until 3:00 PM. It is understood that students will have a wide variety of responsibilities at home during Flexible Learning Days and that some may not have access to the internet. Staff members understand this and will be flexible with those situations. However, the expectation is that students will complete the work in a timely manner as developed between student and teacher.

- **Students with disabilities**, as required under Chapter 125A, will have assignments designed to meet the needs of IEP/504 plans.

- **Students and parents without home Internet access or with limited Internet access** must inform teachers of this fact so that needed modifications to assignments and due dates can be made.

How will families be notified that flexible learning is expected? If school is cancelled, families, teachers and students will receive an announcement about Flexible Learning expectations through the school messaging system. In addition, a notice will be placed on the JPS website, and *if possible*, the implementation of a Flexible Learning Day will be broadcast in conjunction with the school closing announcements on radio and television.

GRADES AND CONFERENCES

Student progress will be reported to parents by the use of a report card at the end of each semester (2 times per year). In addition, parent/teacher conferences will be held twice during the school year. Conferences provide an opportunity for parents and teachers to share information about a student's progress and needs.

Our Fall Conferences for grades K-4 will be held on Thursday, November 5th from 3:30-7:30 PM, and Friday, November 6th from 8:00 AM - 12:00 PM.

Our Spring Conferences for grades K-4 will be held on Thursday, March 25th from 3:30-7:30 PM, and Friday, March 26th from 8:00 AM - 12:00 PM.

By law, schools are only required to provide one conference per student unless there is court documentation that states otherwise. More information will be made available as we get closer to these dates.

HOMEWORK GUIDELINES

Jordan Elementary teachers feel it is important for children to develop good study skills at the

beginning of their school career. This includes the development of good home study habits. Homework may include reading assignments from textbooks and/or completing assigned work. It is strongly recommended that each student include recreational (outside) reading as part of his/her study time. The amount of time spent will vary according to the needs and abilities of each student. Please set aside a time and place where quality work may be completed each evening, and try to make it a positive experience for your family.

Academic Performance

All students are expected to achieve an acceptable level of proficiency on state standards. The district has a variety of services to help students succeed in school. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year.

Promotion/Retention Procedure

If retention of a student is to be considered, a discussion involving professional staff and parents/guardians will take place during the school year and at spring conferences. After the discussion, the building principal, educational team and parents/ guardians will further evaluate and decide what is in the best interest of the student. After consultation with the Superintendent, a final decision will be made.

Planners

The staff, students, and parents of Jordan Elementary agree that the planner is an excellent tool for communication between home and school. Parents/guardians of students in grades 2-4 are asked to pay for planners prior to the start of the school year and are covered by the classroom supply money collected at the beginning of the school year. Planners are most effective when expectations of all three members of the partnership are fulfilled. Those expectations are listed below:

Staff is expected to...

- Write all assignments on the board.
- Sign or initial each planner every day before dismissing.
- Write notes to parents when needed.

Students are expected to...

- Take planner to and from school every day.
- Copy assignments from board to planner.
- Designate a certain time nightly to do homework, discuss planner, and have a parent/guardian sign planner.

Parents/Guardians are expected to....

- Sign / initial planner every day.
- Write notes to teacher when needed.

MN STATE TESTING

Parents/guardians have a right to not have their student participate in state- required standardized assessments. Minnesota statute requires that districts provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. The form is available on the Jordan Public Schools website in English and Spanish. [JPS Teaching and Learning-Testing](#)

PARENT/GUARDIAN RIGHT TO KNOW

If a parent/guardian requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents/guardians with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents/guardians if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Jordan Elementary School staff is trained in school-wide Positive Behavior Interventions and Supports (PBIS), which is endorsed by MDE (MN Department of Education) and is written in state legislation as an appropriate character education program for students. It has a common purpose and approach to discipline that includes:

- Clear set of positive expectations and behaviors
- Procedures for teaching expected behaviors
- Continuum of procedures for encouraging expected behavior
- Continuum of procedures for discouraging inappropriate behavior

Culturally Responsive Teaching (CRT)

What is Culturally Responsive Teaching? Culturally responsive teaching is good for ALL students in ALL schools. The foundation of Culturally Responsive Teaching is creating equitable classrooms. Being aware of diversity [culture, ethnicity, gender, age, religion, socio-economic status] in a classroom creates a learning environment that promotes success for all students by recognizing individual strengths, acknowledging successful and harmful behaviors, and connecting students and staff to a positive school culture.

Focus of CRT in Jordan:

- **Cultural Responsiveness-** Teacher's response to culture in the classroom. It is the classroom management style that honors the way students learn and behave.
 - **What responsiveness looks like in the classroom:**
 - Recognize Acknowledge and Connect (RAC)- Behavior Management
 - Administration Supporting Discipline Practices
 - Movement Protocols, Response Protocols, and Discussion Protocols
 - Collaboration Contracts
- **Cultural Competence-** Teachers make a commitment to engage and understand cultures around the world and value differences.
 - **What competence looks like in the classroom:**
 - READO -- Reading Curriculum
 - Stories of America
 - Harambee -- Monthly School Celebration
 - I See You: I am Here to Be Seen -- Celebrating Differences Curriculum
 - Literature Studies Curriculum
- **Cultural Relevance-** Student voice is honored through a meaningful curriculum and instructional methods that relate to student interest.
 - **What relevance looks like in the classroom:**
 - Inquiry Learning
 - Project Based Learning
 - Student Leadership Group-Diversity Leadership Crew Juniors (DLC Jrs.)
 - Cultural Field Trips

J-Town Pride J-Town Pride is our school-wide PBIS behavior model we use to support students' social-emotional learning. Included in this approach, JES will make sure to emphasize that bullying will not be tolerated. Students and families can feel confident that we will address all forms of bullying and provide students with the necessary skills to prevent bullying, and further support students when conflict arises between peers.

Mindfulness The mindfulness curriculum is offered to students throughout the school day as a way to learn skills to develop self-regulation, manage strong emotions and build physical and emotional strength. This integrated approach to wellness uses mindful-based movement, breathing techniques, social/emotional skill development and relaxation techniques to meet children's emotional, physical and mental needs.

Mindfulness is used by thousands of educators, parents and mental health professionals nation-wide. Supported by the latest research in neuroscience, trauma and social-emotional learning, the curriculum creates optimal learning environments that improve children's focus, behavioral skills, physical health and emotional stability.

Students will:

- Learn simple relaxation techniques to help them calm the body and manage strong emotions
- Practice positive thinking – "I am strong, I am responsible, I can focus, I can do hard things" – helping students gain confidence in their abilities
- Learn physical exercises that increase concentration and self-regulation
- Have the opportunity to express feelings and be active – strong feelings are moved through the body in the physical exercises
- Develop community and group support, have opportunities to lead and follow, and learn to support other student's accomplishments

Harambee Harambee, which means pulling together, is a celebration event (taking place on the 3rd Wednesday of each month starting in October) that creates an environment that generates positive energy and **recognizes** the individual, **acknowledges** positive behaviors, and celebrates differences. Harambee focuses on unity by empowering the youth culture to build strong relationships and connections between grade levels. Harambee is an opportunity for staff and students to **Recognize** the uniqueness of each individual. The assembly **Acknowledges** positive behaviors that promote celebrating our differences and developing a love for learning and school. By coming together, we make meaningful **Connections** with the adults and students of our larger school community.

WHAT DOES HARAMBEE LOOK LIKE? This 30-minute event will follow the structure below:

- Introduction (explaining Harambee)
- Cheers and Chants (create unity and positive energy)
- Topic Discussion (recognize and celebrate differences)
- Celebration Song (theme song)
- Recognitions (all grades acknowledge students for positive behaviors)
- POWER Chant (create unity and positive/high energy)
- Moment of Silence (calm energy and quiet mind)

Peaceful Bus We incorporate the *Peaceful Bus* program where we partner with Benjamin Bus Company to promote J-Town Pride on the bus and help create positive relationships among students and with their bus drivers. The intent is to ensure a safe and respectful environment as students travel to school and back home, as well as during field trips.

Recognize, Acknowledge, Connect (R.A.C.)

R.A.C. is a behavior management system that incorporates Culturally Responsive Teaching (CRT) strategies to:

- To improve instruction and learning
- Increase student engagement
- Build strong connections and relationships
- Build a culture of caring

PROMOTION AND RETENTION

Jordan Public Schools expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

Retention

Retention of a student may be considered when professional staff and parents/guardians

feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's recommendation shall be final, and documentation will be included in the student's file.

SUBJECT/GRADE LEVEL ACCELERATION

Jordan Public Schools supports the philosophy that all students must be educationally challenged by their school programs. Some students may have already learned material taught in their grade level classes or may learn it more rapidly and in greater complexity than other students. When a reasonable attempt to provide curriculum at a student's grade level does not provide sufficient challenge, options for curriculum acceleration should be considered by teachers, parents/guardians, and the building principal. The District has a policy to establish standards and procedures for grade advancement and/or subject-specific acceleration of students in grades 3-8. To view the complete policy, please go to the district website or contact the building principal.

SUMMER SCHOOL/LEARNING YEAR PROGRAM

The school district may provide summer school learning opportunities. For more information, contact the office or principal.

After School Program

The school district offers to its students a learning year program that provides instruction throughout the year on an extended year calendar, extended school day calendar, or both. A student's participation in the program is optional. Students participating in the After School Program will need parental permission to participate in the program. Parents/guardians are responsible for transporting students home after each session.

PART III — RULES AND DISCIPLINE

ATTENDANCE

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see policy *503 Student Attendance* in the back of the handbook and/or on the [Jordan Public Schools](#) website.

BULLYING PROHIBITION

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of

students, is prohibited on school district property or at school-related functions. For detailed information regarding the school district's policy *514 Bullying Prohibition*, refer to the back of this handbook and/or on the [Jordan Public Schools](#) website.

BUSES-CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

- a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-4)

- **1st offense:** verbal warning, phone call or written documentation to parents
- **2nd offense:** parent/guardian conference either in person or phone
- **3rd offense:** up to a five school-day suspension from riding the bus.
- **Further offenses individually considered:** Students may be suspended for longer periods of time, including the remainder of the school year.

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense. The principal always has the discretion to change the above amounts if they deem it appropriate.

(2) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

CELL PHONES, PAGERS, AND OTHER ELECTRONIC COMMUNICATION DEVICES

Students are prohibited from using cell phones, pagers, and other electronic/SMART communication devices (which may include SMART watches and fitness trackers) during the instructional day that disrupt the teaching and learning environment. The only exception is stated below and/or when a teacher allows students to bring an electronic mobile device to class for educational purposes (i.e.: use a graphing calculator app in an upper level math course or for a teacher-assigned instructional activity/project). Students also are prohibited from using a cell phone or other electronic/SMART communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. **No student will take or share a picture or video of another person during the instructional day without their permission.** School district policies on *Internet Acceptable Use and Safety* and *Student Discipline* may be applied to this action.

If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic/SMART device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic/SMART device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic/SMART devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

CELL PHONE and ELECTRONIC/SMART DEVICES -- CONSEQUENCES OF MISUSE

Cell phones and other electronic/SMART devices must be kept in a student's locker/backpack during school hours, **except during the following time periods: before 7:45 AM, & after 2:55 PM, or by teacher's discretion for educational purposes within the classroom or course setting.** If a cell phone or electronic device is in a student's possession, or goes off during the school day, it may be taken by staff of the school and given to the building principal or designee.

- **1st offense:** The electronic device will be kept by the Principal/designee for the rest of the school day. At the end of the day, the student will be able to get the device back from the Principal/designee.
- **2nd and subsequent offenses:** The phone/electronic device will be kept by the Principal/designee, and will only be given back to the parent/guardian.

DISCIPLINE

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. Students who do not comply with the rules and regulations as set by the Board of Education, will face appropriate consequences for their behavior. These consequences may range from a simple reminder to expulsion or exclusion. Naturally, the severity of the consequence will depend upon the degree and frequency of the student's inappropriate behavior. Inappropriate behaviors/disruptions within the learning environment may result in more severe consequences due to the negative effect on learning. Students must provide accurate information when discussing disciplinary incidents.

For more detailed information on the Student Code of Conduct and consequences for violations, see the complete policy *506 Student Discipline* referenced in the back of this handbook and/or on the [Jordan Public Schools](#) website.

DRESS AND APPEARANCE

Students are expected to be clean, neat and dressed appropriately for the school day. Articles of clothing must not be disruptive to school property, offensive, nor interfere with the educational process and must comply with requirements for health and safety.

District 717 is committed to its schools being free from tobacco, drugs, and violence. Therefore, words or symbols on clothing or personal property that advertises products or actions which are illegal or harmful for children will not be permitted. Examples of unacceptable clothing/appearance include, but are not limited to, the following:

- Obscene and/or profane language, slogans, emblems or pictures
- Advertisements for alcohol or tobacco products
- Gang symbols or emblems on clothing worn in a manner to identify gang membership
- Chains, pins, studs, rings, and other potentially hazardous items
- Hats and other headwear is prohibited, except during school-sponsored events and/or for cultural, religious, or medical reasons or upon the principals approval
- Immodest or sexually provocative clothing, words, or symbols such as the following
 - o Shirts must cover the entire midsection of body
 - o Sleeveless tops must have straps
 - o Undergarments must not be showing
 - o Pants must be at a length so that the student will not trip on them
- Shorts and skirts must be of a length at the fingertip or beyond, when the student is standing with arms at their sides

DRUG-FREE SCHOOL AND WORKPLACE

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

HARASSMENT AND VIOLENCE PROHIBITION

The school district strives to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence. For detailed information on the school district's policy *413 Harassment and Violence Prohibition* at the back of this handbook and/or on the [Jordan Public Schools](#) website.

HAZING PROHIBITION

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's policy *526 Hazing Prohibition* at the back of this handbook and/or on the [Jordan Public Schools](#) website.

INTERNET ACCEPTABLE USE

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. **Use of the school district's system is a privilege, not a right.** Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district's *Internet Acceptable Use* policy is available in

the district office.

TOBACCO-FREE SCHOOLS

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's policy 419 *Tobacco-Free Environment*, refer to the back of this handbook and/or on the [Jordan Public Schools](#) website. Contact the building principal or the superintendent if you have questions or wish to report violations.

WEAPONS PROHIBITION

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district takes a "zero tolerance" position in regard to the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of policy 501 *School Weapons*, see the back of this handbook and/or on the [Jordan Public Schools](#) website.

PART IV — HEALTH AND SAFETY

ACCIDENTS

All student injuries that occur at school or school-sponsored activities should be reported to the school nurse. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will

call 911 or seek emergency medical treatment and then contact the parent(s).

ANNUAL ASBESTOS NOTIFICATION

Jordan Public Schools in accordance with the federal Asbestos Hazard Emergency Response Act (AHERA) continues to implement an E.P.A. approved asbestos management plan. The plan has been developed to identify and manage asbestos containing materials within ISD #717 buildings. ISD #717 approaches this issue in a safe and proactive manner to insure the health and safety of students, staff and other building occupants.

The following asbestos related activities have been or will be conducted within the year throughout Jordan Public School buildings:

October 2019 Six-month periodic surveillance completed by IEA, LLC **April 2020** Six-month periodic surveillance completed by IEA, LLC **October 2020** Six-month periodic surveillance to be completed by IEA, LLC **April 2020** Six-month periodic surveillance to be completed by IEA, LLC

If you have questions regarding the district's asbestos management plan, it is on file in the district office and is available for public viewing during normal district business hours. Should you have questions regarding this information please contact the **district Asbestos Program Manager, Ms. Ranae Case Evenson** at (952) 492-6200.

CRISIS MANAGEMENT

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district - and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations that need mock drills scheduled in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock- down drills, fire drills, and a tornado drill. Complete building plans include classroom and building evacuation procedures, and can be found in the school office.

HEALTH INFORMATION AND SCHOOL NURSE

Jordan Elementary School employs the services of a licensed **LPN school nurse** on site. The school nurse attends to the needs of the ill or injured students, maintains student medical records and monitors the immunization records of students. She/he is also in charge of vision and hearing screenings.

Should an accident/injury occur at school first aid will be given to the student by school personnel, and parents/guardians are notified. Any further medical attention beyond first aid is entirely the parent's responsibility. If parents or emergency contact person cannot be reached and a doctor's attention is necessary, 911 will be called.

Children should be kept at home if they have any of the following symptoms:

- Sore throat
- Nausea, vomiting
- Temperature of 100 degrees or more (must be fever free for 24 hours before returning to school)
- Diarrhea
- Skin rash
- Discharge from or inflamed eyes
- Earache or discharging ear
- Sores on the skin such as impetigo, scabies or ringworm
- Lice

If any of these occur, keep the child at home until recovered, call a family doctor for an accurate diagnosis and proper care.

Parents of students new to the system, or parents having questions about medical or immunization records, may reach the nurse at 952-492-4278. Students entering Kindergarten must have completed a screening process, which is required by state law.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent/guardian suspects that his/her child has a communicable or contagious disease, they should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Examples of common childhood communicable diseases are pink eye, strep throat, head lice, impetigo, flu, pneumonia and influenza.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is

contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse at (952) 492-4278.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in a student's prescription medication administration.

SAFETY

The district has installed automated external defibrillators (AEDs) in the main office, Early Childhood main entry and in the playground area. Tampering with any AED is prohibited and may result in disciplinary action.

INDOOR AIR QUALITY (IAQ) ANNUAL NOTIFICATION

Jordan Public School ISD #717, in coordination with the Minnesota Department of Education (MDE) and the Environmental Protection Agency (EPA), has developed an indoor air quality management plan. A factor of the IAQ management plan is the following yearly correspondence to all district residents on the status of IAQ issues within the district.

Formal approval of the IAQ Management Plan by the ISD #717 School Board has been conducted. The plan is reviewed annually. Since that time IAQ related activities specified in the management plan including walkthroughs, ventilation inspections and staff surveys have been conducted annually in order to monitor and manage indoor conditions within our facilities.

Throughout the upcoming year, ISD #717 will continue to respond to IAQ concerns in a proactive manner to ensure the health and safety of students, staff and building visitors. If you have questions relating to IAQ or would like to review the District IAQ management plan, please feel free to contact **Ms. Ranae Case Evenson** at (952) 492-6200.

INTEGRATED PEST MANAGEMENT (IPM) NOTIFICATION

Notice Concerning Use of Pesticides

All Minnesota schools are required to inform parents/guardians and school employees that they may request to be notified prior to pesticide applications on school property. Pesticides include chemicals which are used to control insects, weeds, rodents or other pests as defined by the law. (M.S. 123B.575, Subd.9)

Pests having the potential to sting, bite, contaminate, cause property damage, spread disease, cause asthma and/or trigger an allergic reaction. Therefore, we attempt to minimize their impact on students, staff and other building visitors. Our district utilizes the service of a licensed, professional pest control firm for the prevention and control of pests in and around district buildings and grounds. All pest control materials are chosen and applied according to Federal law.

Because long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood, the district requires the least amount and least toxic pesticides available be used.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the district office. A similar estimated schedule is available for applications to school grounds of herbicides and other materials. Parents may receive, at their expense, notification of pesticide application prior to their use should they be deemed necessary on unscheduled days if specifically requested.

The district's IPM program was reviewed by a representative from the Minnesota Department of Agriculture in February 2011. During this review, the district received additional technical expertise for IPM program improvements related to chemical storage and handling/disposal.

Any questions you may have regarding the ISD #717 Integrated Pest Management (IPM) program or practices should be directed to Mr. Tim Bisek – Jordan Public Schools Facilities Manager at (952) 492- 6200.

PETS IN SCHOOL

Due to health and indoor air quality concerns, dogs, cats, rodents, rabbits, reptiles, fish birds or exotic animals are not allowed on school property, unless pre-arranged with the principal. Certified therapy dogs will be permitted with proper paperwork. Science curriculum approved by the principal may bring in the above listed animals. Organizations that may be approved for presentations may include, but are not limited to Critters & Co, Raptor Center, and Humane Society. Animals brought in for “show and tell” should be scheduled for fall or spring, thus permitting the viewing of these animals in an outside location of the school. A copy of the school district's policy [825 Animals on School Property](#), is available on the district website.

PART V- SCHOOL DISTRICT POLICIES/LINKS

A full list of school board policies can be found on the [Jordan Public Schools](#) website.

<u>Policy Name</u>	<u>Policy Number</u>
Bullying Prohibition	514
Distribution of Non School Sponsored Materials	505
Harassment and Violence	413
Hazing Prohibition	526
Immunizations and Birth Certificates	530
Internet Acceptable Use	524
Protection and Privacy of Pupil Records	515
School Weapons	501
Search of Student Lockers, Desks, Personal Possessions and Student's Person	502
Student Attendance	503
Student Discipline	506

Student Surveys	520
Tobacco Free Environment	419
Unpaid Meal Charges	534
Wellness Policy	533

The complete Jordan Elementary Family/Student Handbook is available on the school website, www.jordan.k12.mn.us, or in the school and/or district office.

Board Approved: July 2020



Executive Summary: FY 2022 Application for LTFM Revenue Statement of Assurances

Amy Hafemann, Finance Director

Attached are the following:

- Ten-year Expenditure Excel Spreadsheet
- Ten-year Revenue Excel Spreadsheet
- Statement of Assurances
- Board Resolution - approving ten-year plan

These documents show the district's ten-year plan on the projected LTFM Revenue and also a listing of the estimated expenditures by Finance code.

On the ten-year expenditure Excel spreadsheet, the data for 2022 has been updated to be as current as possible at this time and 2021 has been updated based on the projects that we estimate to be completed by 06/30/2021. The remaining years are estimated \$s on projects that we are anticipating in future years.

- Projects for FY2021 include some of the following:
 - JHS - Finish Trane Conversions to Northern Air
 - JHS - Auditorium - Lighting & Sound Board
 - JMS - Tile Walls in Common Spaces
 - JES - Water Bottle Station
 - JES - Carpet Next Phase of Classrooms
 - Bus Garage - Finish & Heat
 - Parking Lights to LED
 - Parking Lot Repairs - JES - JMS - JHS

The ten-year revenue provides the projected LTFM revenue for the next 10 years. These estimates are based on the district's APU's (adjusted pupil units) and also the age of our buildings.

The school board resolution is the requirement necessary for approving the ten-year plan.

I recommend that the board approve the District's LTFM Ten-year Revenue & Expenditure Plan.

FY 22 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection					Revised 6/18/2020								
717	<= Type in School District Number												
	JORDAN PUBLIC SCHOOL DISTRICT		Change only										
			if requiring levy	Payable 2020									
Calculations for Ten Year Projection		Pay 20	adjustments	LLC Certification	Current Estimate								
		LLC #	FY 2020	FY 2021	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
1	Type your district number in cell A2 (Minneapolis = 1.2)												
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b												
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33												
4	Look-up data from following tabs												
5	Initial Formula Revenue												
6	Current year APU	57		2,090.60	2,098.18	2,114.64	2,114.64	2,114.64	2,114.64	2,114.64	2,114.64	2,114.64	2,114.64
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)												
6b	Total Adjusted Pupil Units = (6) + (6a)				2,098.18	2,114.64	2,114.64	2,114.64	2,114.64	2,114.64	2,114.64	2,114.64	2,114.64
7	District average building age (uncapped)	451		31.42	31.42	32.42	33.42	34.42	35.42	36.42	37.42	38.42	39.42
8	Formula allowance			\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	452			0.89771	0.92629	0.95486	0.98343	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	453		713,169	715,756	744,330	767,289	790,248	803,564	803,564	803,564	803,564	803,564
11	Added revenue for Eligible H&S Projects > \$100,000 / site												
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702			-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756			-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701			-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755			-	-	-	-	-	-	-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab				-	-	-	-	-	-	-	-	-
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue				-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	767			-	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	455	-		-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	456		-	-	-	-	-	-	-	-	-	-
	Added revenue for Pre-K remodeling (for VPK approvals only)												
20a	Net debt service for bonds approved for Pre-K remodeling	768			-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	457			-	-	-	-	-	-	-	-	-
20c	Total Pre-K revenue				-	-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)	458			715,756	744,330	767,289	790,248	803,564	803,564	803,564	803,564	803,564

FY 22 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection					Revised 6/18/2020								
717	<= Type in School District Number												
	JORDAN PUBLIC SCHOOL DISTRICT		Change only										
Calculations for Ten Year Projection		Pay 20	if requiring levy adjustments	Payable 2020 LLC Certification	Current Estimate								
		LLC #	FY 2020	FY 2021	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
	Old Formula revenue												
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2022)	459		-	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701			-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to line 22				-	-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	765			-	-	-	-	-	-	-	-	-
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	766			-	-	-	-	-	-	-	-	-
26	Old formula alt facilities pay as you go revenue (1A)	460	-		-	-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2022)	463			-	-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds	767			-	-	-	-	-	-	-	-	-
27b	LTFM "other" bonds for 1A hold harmless	769			-	-	-	-	-	-	-	-	-
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	466			120,548	125,361	129,228	133,094	135,337	135,337	135,337	135,337	135,337
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467		120,113	120,548	125,361	129,228	133,094	135,337	135,337	135,337	135,337	135,337
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	468		713,169	715,756	744,330	767,289	790,248	803,564	803,564	803,564	803,564	803,564
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469		-	-	-	-	-	-	-	-	-	-
32	District LTFM Revenue (30) - (31)	470		713,169	715,756	744,330	767,289	790,248	803,564	803,564	803,564	803,564	803,564
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471		11,358	-	-	-	-	-	-	-	-	-
34	Grand Total LTFM Revenue (32) + (33)	472		724,527	715,756	744,330	767,289	790,248	803,564	803,564	803,564	803,564	803,564
Aid and Levy Shares of Total Revenue													
35	For ANTC & APU, three year prior date			2018	2018	2019	2020	2021	2022	2023	2024	2025	2026
36	Three year prior Ag Modified ANTC	33		13,687,423	13,687,423	15,471,545	16,090,407	16,734,023	17,403,384	18,099,520	18,823,500	19,576,441	20,359,498
37	Three year prior Adjusted PU (New Weights)	54		2,001.89	2,001.88	2,088.29	2,096.91	2,098.18	2,114.64	2,114.64	2,114.64	2,114.64	2,114.64
38	ANTC / APU = (36) / (37)	474		6,837.25	6,837.28	7,408.72	7,673.41	7,975.49	8,229.94	8,559.14	8,901.50	9,257.56	9,627.87
39	State average ANTC / APU with ag value adjustment	475		8,569.99	8,569.99	9,139.23	9,569.17	9,960.02	10,358.00	10,772.00	11,203.00	11,651.00	12,117.00
40	Equalizing Factor = 123% of (39)	476		10,541.09	10,541.09	11,241.25	11,770.08	12,250.82	12,740.34	13,249.56	13,779.69	14,330.73	14,903.91
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	477		64.86%	64.86%	65.91%	65.19%	65.10%	64.60%	64.60%	64.60%	64.60%	64.60%
42	State (aid) share of Equalized Revenue (1 - (41))	478		35.14%	35.14%	34.09%	34.81%	34.90%	35.40%	35.40%	35.40%	35.40%	35.40%
43	Equalized Revenue (lesser of (34) or (6) * (8))	473		713,169	715,756	744,330	767,289	790,248	803,564	803,564	803,564	803,564	803,564
44	Initial LTFM State Aid (42) * (43)	479		250,583	251,494	253,768	267,061	275,783	284,482	284,466	284,472	284,467	284,465
45	Old formula Grandfathered Alternative Facilities Aid	481		-	-	-	-	-	-	-	-	-	-
46	Total LTFM State Aid (Greater of (44) or (45))	482		250,583	251,494	253,768	267,061	275,783	284,482	284,466	284,472	284,467	284,465
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485		473,944	464,261	490,562	500,228	514,465	519,082	519,098	519,092	519,097	519,100
48	Debt Service Portion of Revenue (non-grandfather districts)												
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (24)	765+766+767+768			-	-	-	-	-	-	-	-	-
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	769			-	-	-	-	-	-	-	-	-
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05				-	-	-	-	-	-	-	-	-
51	Total Debt Service Revenue = (49) + (50) + (50b)	770			-	-	-	-	-	-	-	-	-
52	Equalized debt Service Revenue (lesser of (43) or (51))	486			-	-	-	-	-	-	-	-	-
53	Debt Service Aid = (52) * (42)	488			-	-	-	-	-	-	-	-	-
54	Equalized Debt Service Levy = (52) - (53)	489			-	-	-	-	-	-	-	-	-

FY 22 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection					Revised 6/18/2020								
717	<= Type in School District Number												
	JORDAN PUBLIC SCHOOL DISTRICT		Change only										
			if requiring levy	Payable 2020									
Calculations for Ten Year Projection		Pay 20	adjustments	LLC Certification	Current Estimate								
		LLC #	FY 2020	FY 2021	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490			-	-	-	-	-	-	-	-	-
56	General Fund Portion of Revenue (non-grandfather districts)												
57	Total General Fund Revenue = (34) - (51)	491			715,756	744,330	767,289	790,248	803,564	803,564	803,564	803,564	803,564
58	General Fund Equalized Revenue = (43) - (52)	492			715,756	744,330	767,289	790,248	803,564	803,564	803,564	803,564	803,564
59	Total General Fund Aid = (46) - (53)	493			251,494	253,768	267,061	275,783	284,482	284,466	284,472	284,467	284,465
60	General Fund Equalized Levy = (58) * (41)	494			464,261	490,562	500,228	514,465	519,082	519,098	519,092	519,097	519,100
61	General Fund Unequalized levy = (57) - (58)	495			-	-	-	-	0	0	0	0	0
62	Total General Fund Levy = (60) + (61)	496			464,261	490,562	500,228	514,465	519,082	519,098	519,092	519,097	519,100
	Notes: 1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid. 2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan. 3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.												

FY 2030
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2,114.64
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2027
21,173,878
2,114.64
10,012.98
12,602.00
15,500.46
64.60%
35.40%
803,564
284,478
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284,478
519,086
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FY 2030
-
803,564
803,564
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Detail Line Instructions for Ten Year Revenue Projection Spreadsheet

Note: Column "D" for FY 2020 is blank, and blue shaded cells should only be filled in for changes requiring prior year levy adjustments on the Levy Limitation and Certification system.

1 Type your district number in cell A2

example: 6 for South St. Paul (Minneapolis = 1.2)

Initial Formula Revenue

6 Current year APU

Adjusted Pupil Units: out year data held constant. ADMWE data for FY 2021 & FY 2022

6a Additional Pre-K Pupil Units (line 19 of Pre-K application)

Add data from the "FY 2019 Site Application for Voluntary Pre-kindergarten Program" form.

7 District average building age (uncapped)

Average Building Age data as of January 2020 plus 1: out years = previous year plus one.

Enter changes on this line, not in the ave age tab.

Added revenue for Eligible H&S Projects > \$100,000 / site
(1A = 26 largest districts, 1B remaining districts)

11 Eligible projects include Indoor Air Quality, Fire prevention and suppression, and Asbestos Abatement (IAQFAA)

12 Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess

1B existing debt schedules as of May 5, 2020

13 Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)

- Step 1: The pay 21 total debt excess =
June 30, 2019 UFARS fund 7-464 balance
- Pay 19 debt excess
 - Pay 20 Debt excess
 - 5% of pay 21 debt service levy

Step 2: Alt Facilities portion of the pay 21 debt excess = pay 21 total debt excess * alt facilities debt service levy / total debt service levy.

14 Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)

If a portion of the existing 1A debt schedules fund H&S Projects > \$100,000, enter that amount here. Unless 1A districts anticipate more revenue under the new program than the hold harmless, this entry can be skipped. MDE makes no assumption for the split so assumes 0%.

15 Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)

see debt excess calculation in line 13

16b New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue

new projects portion that is being levied above initial revenue

18

Pay as you go revenue for eligible new H&S projects > \$100,000 / site

new projects portion

20a Net debt service for bonds approved for Pre-K remodeling

20b Pay as you go for projects approved for Pre-K remodeling

2016 legislation permits bonding for Voluntary Pre-k to be included in the LTFM program (VPK approvals only, School Readiness Plus is not included)
2016 legislation permits annual levies for Voluntary Pre-k to be included in the LTFM program (VPK approvals only, School Readiness Plus is not included.)

Old Formula revenue

21 Old formula H&S revenue (estimated annual costs for all eligible projects < \$500,000)

"Hold harmless" section

22

Old formula alt facilities debt revenue (1A) - gross before debt excess

regular Health and Safety MS 123B.57

23 Debt Excess allocated to line 22

1A debt schedules as of May 5, 2020

25 Old formula alt facilities debt revenue (1B) = (12) - (13)

see debt excess calculation in line 13

26 Old formula alt facilities pay as you go revenue (1A)

line 12 minus line 13 from above

27 Old formula alt facilities pay as you go revenue (1B) > \$500,000

If there are no bonds, lines 21 plus 27 should equal the sum of the first 9 items on the ten year expenditure spreadsheet.

30	Total LTFM Revenue for Individual District Projects = (Greater of [(10) + (19)] or (29))
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System
32	District LTFM Revenue (30) - (31)
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)
34	Grand Total LTFM Revenue (32) + (33)

Aid and Levy Shares of Total Revenue

- 36 Three year prior Ag Modified ANTC
37 Three year prior Adjusted PU (New Weights)

lines 38-47 formulae

Debt Service Portion of Revenue

- 50b New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05

lines 51-55 formulae

General Fund Portion of Revenue

lines 57-62 formulae

formula

Optional revenue reduction (under-levy) amount expressed as positive number. **To include on your payable 2021 levy, enter this amount into the Levy Information System, General and Community Service screen, line 8.**

formula

Additional amount for intermediate/cooperative districts. Special spreadsheet for Intermediate/Cooperative districts.

Formula. Revenue to new reserved account. Account balance may be negative or positive and carried forward.

FY 2019 estimated ANTC data from DOR. Out years plus 4% annually
FY 2019-23 3YP is EDRS data. Out years no growth

UFARS fund 7 separation

New bonds (other than Indoor Air Quality, Fire, and Asbestos Abatement greater than \$100,000 per site)

Equalization aid applied to LTFM debt service levies before applying to general fund levies

UFARS fund 1 separation

4 to 7 pieces to submit for LTFM as detailed in the Long-Term Facilities Maintenance Revenue Memo dated July 10, 2015.

- 1 Ten year expenditure projection spreadsheet
- 2 Ten year revenue projection spreadsheet
- 3 statement of assurances
- 4 board resolution
- 5 detail of projects > \$100,000
- 6 detail of projects > \$2,000,000
- 7 bond schedule

Special email address for above submission: MDE.facilities@state.mn.us

Data must be submitted through the Health and Safety Data Submission System, and new bond schedules submitted through the Levy Information System in addition to the above.

Levy Information System memo to Superintendents email

End of Worksheet

Alternative Facilities Bond Lookup Data as of May 5, 2020

Bond_flag	Dist_Num	FY2021_sum	FY2022_sum	FY2023_sum	FY2024_sum	FY2025_sum	FY2026_sum	FY2027_sum	FY2028_sum	FY2029_sum	FY2030_sum
1	1.2	11,575,856.25	11,582,786.25	11,576,118.75	11,430,011.25	11,430,483.75	11,431,113.75	11,430,313.13	11,424,196.88	11,360,002.50	11,359,897.50
1	112	1,121,925.00	1,102,500.00	-	-	-	-	-	-	-	-
1	191	6,795,636.75	6,810,783.00	6,763,848.00	6,793,326.75	6,813,539.25	6,820,784.25	6,824,590.50	6,877,552.50	6,854,308.13	8,004,031.88
1	194	889,166.25	868,796.25	2,593,316.25	1,802,666.25	12,100,593.75	7,445,156.25	-	-	-	-
1	270	9,764,383.13	10,333,063.13	14,495,735.63	12,348,853.13	11,828,945.63	12,203,480.63	12,140,533.13	12,283,608.75	8,809,500.00	4,336,500.00
1	271	1,489,083.75	1,489,083.75	1,489,083.75	1,489,083.75	1,489,083.75	2,607,333.75	2,546,853.75	2,414,028.75	2,609,696.25	2,814,341.25
1	272	7,282,819.95	7,101,747.45	5,617,906.35	5,514,895.58	5,446,632.45	5,335,936.20	5,335,410.15	2,422,560.00	-	-
1	273	1,045,327.50	1,083,652.50	1,029,262.50	896,962.50	5,097,756.57	4,950,159.38	203,896.88	203,896.88	203,896.88	203,896.88
1	276	5,359,437.16	5,415,742.25	5,521,122.35	5,080,458.35	7,791,996.72	7,820,342.78	7,833,273.53	7,838,950.88	4,277,526.75	4,168,203.38
1	279	3,288,476.10	10,429,526.10	12,564,421.80	7,399,612.50	1,861,912.50	-	-	-	-	-
1	281	12,417,416.67	10,956,172.50	10,596,810.00	8,867,827.50	10,761,135.00	10,329,952.50	3,259,042.50	2,327,640.00	1,506,645.00	847,862.40
1	284	3,241,815.95	3,282,240.95	5,232,353.45	5,695,403.45	2,586,720.95	2,596,170.95	2,571,180.95	2,570,760.95	2,756,610.95	2,764,170.95
1	535	5,096,790.57	4,904,501.45	4,898,408.82	4,878,277.70	4,880,323.88	4,886,083.13	4,884,941.25	4,830,065.63	2,561,790.00	1,112,908.13
1	621	4,013,080.31	3,996,195.00	3,916,500.00	3,959,287.50	3,963,487.50	-	-	-	-	-
1	622	6,626,876.47	5,946,314.60	5,507,047.10	4,905,475.32	4,397,899.28	3,442,936.88	3,459,750.00	2,228,730.00	1,401,540.00	940,170.00
1	624	4,572,150.19	4,823,625.19	6,917,325.19	6,614,137.69	6,622,065.19	6,632,252.82	-	-	-	-
1	625	-	787,290.00	788,392.50	789,442.50	789,180.00	792,855.00	794,955.00	800,730.00	805,980.00	809,970.00
1	709	5,547,780.00	5,548,830.00	5,544,892.50	5,546,205.00	5,551,875.00	5,560,275.00	5,558,437.50	5,553,502.50	-	-
1	728	1,186,867.50	1,189,755.00	2,320,080.00	2,329,110.00	2,314,042.50	3,672,217.50	3,700,830.00	3,727,447.50	3,722,880.00	784,087.50
1	742	2,787,244.70	2,783,622.20	2,783,832.20	2,777,217.20	2,775,077.82	2,769,565.32	2,758,540.32	2,909,950.32	2,910,370.32	2,912,470.32
1	833	1,431,636.15	1,404,703.65	1,379,923.65	12,315,778.65	12,095,803.65	10,683,291.15	10,295,158.65	10,095,907.50	-	-
1	834	586,984.65	587,986.35	-	-	-	-	-	-	-	-

96,120,754.99	102,428,917.55	111,536,380.78	111,434,032.55	120,598,555.13	109,979,907.22	83,597,707.22	78,509,529.02	49,780,746.77	41,058,510.17

End of Worksheet

Health and Safety Bond Lookup Data as of May 5, 2020

Bond_flag	Dist_Num	FY2021_sum	FY2022_sum	FY2023_sum	FY2024_sum	FY2025_sum	FY2026_sum	FY2027_sum	FY2028_sum	FY2029_sum	FY2030_sum
2	14	1,982,610.00	1,970,272.50	1,960,560.00	1,947,960.00	1,953,472.50	2,028,547.50	2,999,010.00	2,871,960.00	-	-
2	15	901,635.00	815,640.00	815,535.00	814,800.00	818,685.00	816,532.50	-	-	-	-
2	16	626,430.00	630,420.00	633,360.00	-	-	-	-	-	-	-
2	32	194,407.50	196,822.50	193,830.00	190,837.50	277,095.00	281,925.00	281,190.00	279,785.63	278,210.63	281,715.00
2	88	585,099.90	578,301.15	566,133.75	569,717.40	-	-	-	-	-	-
2	91	107,388.75	105,498.75	108,858.75	106,863.75	104,868.75	107,625.00	-	-	-	-
2	94	740,092.50	747,442.50	1,436,505.00	277,305.00	285,652.50	272,527.50	259,560.00	-	-	-
2	111	131,349.75	130,357.50	192,218.25	189,966.00	187,577.25	179,733.75	287,358.75	287,537.25	287,358.75	286,812.75
2	113	230,289.60	229,945.17	230,302.17	230,582.31	229,735.59	229,881.23	-	-	-	-
2	129	1,258,992.00	1,250,067.00	1,127,742.00	1,127,398.13	1,140,982.50	-	-	-	-	-
2	162	470,730.75	469,247.63	472,515.75	475,140.75	477,015.00	481,005.00	479,193.75	482,265.00	479,535.00	481,687.50
2	166	448,455.00	451,080.00	453,495.00	456,802.50	459,637.50	-	-	-	-	-
2	181	44,520.00	44,520.00	44,520.00	2,270,520.00	-	-	-	-	-	-
2	192	196,592.82	198,587.82	200,477.82	202,046.25	203,280.00	204,165.95	204,690.95	199,591.88	-	-
2	199	553,596.59	555,712.50	554,925.00	553,087.50	550,200.00	556,762.50	-	-	-	-
2	200	373,366.88	377,041.88	374,025.75	376,136.25	-	-	-	-	-	-
2	206	826,363.65	132,615.00	130,620.00	132,877.50	129,727.50	131,827.50	133,770.00	130,305.00	132,090.00	133,717.50
2	207	-	-	-	-	-	-	-	-	-	-
2	227	137,261.25	139,991.25	137,038.65	128,835.00	-	-	-	-	-	-
2	241	1,236,444.30	2,749,800.90	2,755,091.85	2,709,007.35	2,699,077.50	1,982,310.75	273,000.00	273,000.00	273,000.00	257,250.00
2	256	84,420.00	82,950.00	85,995.00	83,632.50	86,520.00	-	-	-	-	-
2	280	3,017,752.50	3,022,005.00	3,027,255.00	3,033,607.50	3,029,827.50	-	-	-	-	-
2	282	950,656.88	956,011.88	955,696.88	960,316.88	964,516.88	968,296.88	975,804.38	976,368.75	979,387.50	-
2	283	775,845.00	813,750.00	808,605.00	-	-	-	-	-	-	-
2	286	110,250.00	-	-	-	-	-	-	-	-	-
2	294	152,775.00	151,725.00	150,412.50	148,837.50	-	-	-	-	-	-
2	309	345,022.65	342,019.65	344,266.65	330,689.10	333,010.65	2,755,507.65	1,069,320.00	1,075,830.00	1,092,315.00	1,087,065.00
2	314	702,030.00	698,040.00	687,960.00	-	-	-	-	-	-	-
2	316	647,910.38	650,304.38	653,144.63	649,913.78	654,045.00	652,443.75	653,073.75	646,773.75	650,553.75	653,703.75
2	317	325,480.30	330,100.30	324,010.30	328,420.30	327,055.32	-	-	-	-	-
2	361	175,610.40	176,964.90	172,701.90	173,384.40	173,751.90	173,712.00	-	-	-	-
2	381	53,130.00	51,240.00	54,600.00	53,550.00	-	-	-	-	-	-
2	402	186,027.20	188,442.20	195,713.45	197,445.95	198,180.95	193,455.95	158,110.32	160,367.82	162,467.82	164,410.32
2	413	186,109.88	291,109.88	291,109.88	291,109.88	2,028,859.88	2,095,842.00	1,756,650.00	-	-	-
2	414	267,104.25	260,316.00	258,851.25	475,755.00	477,645.00	479,325.00	486,045.00	481,950.00	-	-
2	424	218,557.50	220,552.50	217,192.50	219,082.50	220,867.50	222,101.25	223,214.25	223,742.40	229,386.15	229,005.00
2	432	310,432.50	309,802.50	156,817.50	-	-	-	-	-	-	-
2	463	86,019.15	594,775.65	592,814.25	590,607.15	582,902.25	580,324.50	-	-	-	-
2	477	715,680.00	707,700.00	710,115.00	712,215.00	-	-	-	-	-	-
2	482	824,794.95	830,300.10	825,111.00	825,099.45	824,950.35	824,664.75	-	-	-	-
2	492	1,228,462.55	1,233,692.05	1,228,105.60	1,248,768.16	1,263,392.21	1,272,135.27	382,554.38	369,744.38	362,341.88	375,939.38

2	518	504,144.38	501,204.38	503,409.38	510,654.38	507,084.38	503,409.38	504,879.38	504,984.38	504,853.13	499,235.63
2	534	355,635.00	349,440.00	353,745.00	352,590.00	356,580.00	355,110.00	358,785.00	-	-	-
2	548	544,956.56	541,071.56	542,331.56	542,620.31	537,435.94	547,883.44	552,621.56	567,518.44	198,135.00	-
2	578	767,137.88	773,605.88	768,867.75	768,789.00	778,575.00	779,940.00	780,990.00	776,475.00	-	-
2	593	519,466.50	523,131.00	518,301.00	518,563.50	518,511.00	518,143.50	522,711.00	521,167.50	518,700.00	523,320.00
2	595	427,875.00	431,655.00	433,545.00	440,055.00	440,475.00	440,265.00	442,470.00	444,465.00	-	-
2	627	154,187.25	156,056.25	-	-	-	-	-	-	-	-
2	628	156,492.00	153,242.25	154,938.00	150,969.00	-	-	-	-	-	-
2	659	1,089,060.00	1,132,530.00	1,179,990.00	1,226,085.00	1,354,815.00	-	-	-	-	-
2	700	-	-	-	-	-	-	-	-	-	-
2	701	602,437.50	602,437.50	602,437.50	602,437.50	602,437.50	602,437.50	-	-	-	-
2	716	290,430.00	289,065.00	292,792.50	290,955.00	294,210.00	291,900.00	386,505.00	384,615.00	387,870.00	390,915.00
2	719	388,762.50	887,512.50	1,161,037.50	3,941,070.00	4,174,747.50	4,461,187.50	-	-	-	-
2	726	208,569.38	210,564.38	207,204.38	209,094.38	210,879.38	207,309.38	208,989.38	205,314.38	206,889.38	208,359.38
2	738	561,225.00	559,125.00	561,225.00	556,762.50	-	-	-	-	-	-
2	740	673,411.20	671,165.25	668,857.35	666,487.50	669,305.70	-	-	-	-	-
2	745	344,295.00	343,665.00	342,930.00	347,340.00	341,040.00	334,740.00	344,190.00	348,075.00	-	-
2	750	455,207.82	451,906.88	243,495.00	244,335.00	245,070.00	245,700.00	240,975.00	-	-	-
2	811	326,970.00	327,075.00	332,325.00	332,115.00	331,800.00	331,380.00	330,855.00	330,225.00	327,993.75	330,881.25
2	813	984,456.38	1,032,097.50	1,077,510.00	1,113,735.00	1,162,035.00	1,216,372.50	1,260,472.50	1,310,347.50	1,363,372.50	1,413,720.00
2	821	464,100.00	455,175.00	-	-	-	-	-	-	-	-
2	829	1,295,910.00	-	-	-	-	-	-	-	-	-
2	837	203,558.25	737,798.25	736,013.25	739,268.25	742,208.25	743,520.75	748,728.75	757,653.75	749,453.25	-
2	840	266,668.50	269,818.50	267,298.50	269,818.50	268,768.50	267,561.00	271,446.00	269,535.00	267,225.00	269,755.50
2	846	362,709.38	363,234.64	363,601.88	521,311.88	521,889.38	523,858.13	519,435.00	519,225.00	523,950.00	519,120.00
2	852	249,262.65	250,615.05	251,403.60	251,829.90	251,882.40	251,304.90	250,569.90	249,421.20	247,846.20	251,081.25
2	857	377,737.50	366,975.00	378,262.50	388,237.50	396,900.00	-	-	-	-	-
2	877	231,131.25	223,203.75	215,355.00	2,265,165.00	-	-	-	-	-	-
2	879	404,722.50	405,457.50	405,877.50	405,982.50	405,772.50	405,247.50	408,187.50	408,975.00	-	-
2	891	189,000.00	525,000.00	546,000.00	551,250.00	561,750.00	572,250.00	577,500.00	588,000.00	598,500.00	-
2	911	1,027,262.25	1,020,122.25	1,018,912.13	354,642.75	-	-	-	-	-	-
2	912	328,702.50	325,552.50	322,402.50	323,452.50	1,358,542.50	1,354,552.50	1,359,382.50	1,353,555.00	1,357,282.50	-
2	2071	160,755.00	158,983.13	157,211.25	160,335.00	158,130.00	160,440.00	152,145.00	112,455.00	-	-
2	2125	144,926.25	142,511.25	144,742.50	141,592.50	138,127.50	144,847.50	146,002.50	-	-	-
2	2149	819,000.00	820,785.00	827,505.00	823,305.00	824,145.00	824,670.00	824,880.00	830,025.00	-	-
2	2164	85,890.00	85,890.00	1,046,640.00	1,020,390.00	941,640.00	946,890.00	-	-	-	-
2	2165	775,635.00	777,630.00	784,560.00	791,070.00	791,910.00	787,185.00	-	-	-	-
2	2168	289,800.00	294,840.00	289,170.00	-	-	-	-	-	-	-
2	2170	279,121.50	-	-	-	-	-	-	-	-	-
2	2172	109,462.50	109,462.50	980,962.50	981,067.50	980,385.00	984,165.00	-	-	-	-
2	2176	253,207.50	223,912.50	227,587.50	225,487.50	228,375.00	225,487.50	227,587.50	229,162.50	224,962.50	225,750.00
2	2180	607,831.88	610,299.38	612,609.38	609,511.88	612,622.50	611,047.50	-	-	-	-
2	2190	681,985.50	685,182.75	688,112.25	696,024.00	603,750.00	798,000.00	-	-	-	-

2	2198	487,203.15	486,599.40	485,407.65	483,551.25	491,657.25	482,994.75	481,860.75	485,514.75	482,527.50	483,603.75
2	2358	107,121.00	104,433.00	101,493.00	103,803.00	100,411.50	102,270.00	103,740.00	-	-	-
2	2448	648,709.70	645,034.70	645,822.20	644,562.20	647,922.20	645,192.20	643,748.45	644,850.95	645,480.95	645,638.45
2	2683	64,995.00	63,840.00	62,685.00	66,780.00	65,520.00	64,260.00	-	-	-	-
2	2711	397,530.00	395,430.00	394,747.50	-	-	-	-	-	-	-
2	2752	1,000,052.81	996,587.81	998,162.81	997,427.81	996,062.81	999,317.81	999,212.81	998,792.81	997,027.50	999,127.50
2	2754	146,855.63	144,020.63	146,435.63	143,443.13	140,450.63	142,708.13	144,808.13	141,500.63	143,443.13	145,228.13
2	2769	138,639.38	136,539.38	134,439.38	137,589.38	140,634.38	138,324.38	140,109.38	136,486.88	138,114.38	128,769.38
2	2805	1,011,097.50	1,009,837.50	1,008,262.50	1,011,622.50	1,009,312.50	1,006,687.50	1,009,575.00	1,017,056.25	-	-
2	2854	135,625.88	134,155.88	137,825.63	136,132.50	181,689.38	183,159.38	184,471.88	180,035.63	180,849.38	181,492.50
2	2856	129,152.80	127,344.00	134,274.00	130,284.00	126,294.00	127,554.00	133,854.00	129,234.00	129,864.00	130,284.00
2	2860	428,452.50	427,822.50	426,772.50	430,552.50	428,452.50	425,932.50	428,242.50	429,922.50	425,722.50	430,132.50
2	2890	399,168.00	398,538.00	397,803.00	402,213.00	405,783.00	408,796.50	400,732.50	395,902.50	396,165.00	396,112.50
2	2899	409,920.00	413,280.00	405,930.00	409,080.00	406,770.00	409,605.00	406,980.00	-	-	-
2	2906	310,679.25	309,288.00	154,938.00	150,969.00	-	-	-	-	-	-

47,187,999.14	48,266,916.05	49,972,400.94	52,664,728.69	48,135,292.02	43,064,260.76	27,120,189.37	23,729,713.37	15,942,874.00	12,123,832.90

End of Worksheet

New Indoor Air Quality, Fire, Asbestos Abatement LTFM Bond Lookup Data as of May 5, 2020

Bond_flag	Dist_Num	FY2021_sum	FY2022_sum	FY2023_sum	FY2024_sum	FY2025_sum
3	23	177,030.00	173,250.00	174,720.00	175,980.00	177,030.00
3	84	243,334.88	241,969.88	161,697.38	162,303.75	-
3	93	607,792.50	605,062.50	634,252.50	630,315.00	294,525.00
3	99	144,375.00	140,595.00	142,065.00	139,440.00	142,065.00
3	100	383,465.47	312,004.88	646,534.88	673,624.88	672,784.88
3	110	686,280.00	905,520.00	789,390.00	769,755.00	928,725.00
3	113	52,605.00	52,500.00	47,092.50	47,092.50	47,092.50
3	115	65,835.00	65,835.00	65,835.00	65,835.00	65,835.00
3	173	83,516.13	82,950.00	85,995.00	83,632.50	86,520.00
3	181	1,262,274.72	908,722.50	744,397.50	828,922.50	1,218,472.50
3	195	77,463.75	76,755.00	76,046.25	75,337.50	74,445.00
3	203	521,984.40	521,984.40	521,984.40	521,984.40	521,984.40
3	204	146,107.50	142,957.50	145,057.50	147,000.00	143,535.00
3	242	526,314.87	527,543.37	528,488.37	529,149.87	529,527.87
3	252	256,751.25	249,926.25	248,508.75	241,841.25	240,581.25
3	270	509,617.50	509,617.50	509,617.50	509,617.50	509,617.50
3	278	43,365.00	41,790.00	45,465.00	43,627.50	47,040.00
3	280	1,175,251.88	1,175,251.88	1,175,251.88	1,175,251.88	1,175,251.88
3	283	683,392.50	920,167.50	1,150,117.50	1,299,480.00	1,319,167.50
3	294	225,868.13	231,328.13	231,223.13	230,960.63	262,040.63
3	317	222,865.16	219,975.00	220,500.00	-	-
3	361	-	163,485.00	158,865.00	164,745.00	164,955.00
3	391	131,145.00	133,875.00	-	-	-
3	414	314,790.00	317,992.50	310,327.50	318,412.50	320,722.50
3	423	222,438.56	210,577.50	209,947.50	235,357.50	238,507.50
3	432	165,637.50	169,207.50	330,172.50	502,845.00	503,842.50
3	500	153,247.50	153,510.00	158,760.00	158,235.00	157,447.50
3	535	1,731,758.44	1,652,483.44	2,104,928.44	1,151,265.94	1,039,178.44
3	553	365,297.18	340,790.63	327,350.63	340,580.63	914,930.63
3	577	359,079.00	362,649.00	360,654.00	363,751.50	361,284.00
3	599	406,297.50	406,822.50	407,242.50	405,090.00	402,780.00
3	601	649,364.50	648,986.14	648,418.60	647,661.45	650,499.59
3	630	140,542.50	138,757.50	142,222.50	139,387.50	141,802.50
3	695	105,000.00	105,000.00	131,250.00	136,500.00	136,500.00
3	709	150,412.50	151,410.00	-	-	-
3	727	-	-	-	148,890.00	579,390.00
3	756	153,693.75	151,593.75	149,493.75	147,393.75	145,136.25
3	777	249,738.87	247,815.75	257,265.75	271,335.75	268,815.75
3	787	418,779.38	418,779.38	418,569.38	565,149.38	566,829.38
3	803	675,312.75	671,690.25	678,042.75	678,252.75	672,582.75
3	829	254,887.50	254,782.50	254,520.00	254,100.00	258,772.50
3	846	29,360.63	28,835.63	28,310.63	27,785.63	27,260.63
3	857	94,526.25	94,526.25	94,526.25	94,526.25	94,526.25
3	858	142,763.25	142,763.25	725,513.25	718,530.75	716,483.25

3	882	378,525.00	390,075.00	385,035.00	400,785.00	394,485.00
3	891	103,142.52	103,509.00	102,868.50	103,259.63	102,564.00
3	914	29,728.13	29,728.13	113,728.13	117,298.13	115,513.13
3	2137	677,985.00	756,210.00	751,222.50	740,460.00	734,685.00
3	2142	79,755.08	87,370.50	86,740.50	70,360.50	259,360.50
3	2155	437,902.50	437,692.50	437,377.50	436,957.50	436,432.50
3	2164	216,918.68	220,007.82	220,007.82	219,797.82	219,377.82
3	2165	62,947.50	62,947.50	62,947.50	62,947.50	62,947.50
3	2170	92,228.97	357,262.50	353,325.00	369,862.50	369,075.00
3	2184	777,787.50	808,867.50	806,347.50	808,237.50	809,077.50
3	2342	84,787.50	83,212.50	144,375.00	291,637.50	289,537.50
3	2396	235,460.20	273,304.50	231,619.50	243,799.50	244,849.50
3	2754	13,866.09	14,628.39	14,311.92	13,995.45	14,728.98
3	2908	499,339.28	503,559.00	501,669.00	499,359.00	501,879.00

18,699,937.12	19,200,414.57	20,452,196.30	20,199,705.44	21,373,000.73

End of Worksheet

FY2026_sum	FY2027_sum	FY2028_sum	FY2029_sum	FY2030_sum
172,620.00	173,460.00	174,090.00	174,510.00	175,980.00
-	-	-	-	-
283,027.50	282,135.00	281,085.00	279,877.50	283,762.50
144,585.00	-	-	-	-
671,314.88	674,464.88	671,524.88	673,204.88	673,624.88
569,730.00	338,310.00	321,300.00	-	-
740,092.50	903,052.50	-	-	-
65,835.00	65,835.00	65,835.00	464,835.00	484,365.00
-	-	-	-	-
1,225,560.00	1,225,297.50	1,207,447.50	1,934,047.50	1,698,217.50
73,552.50	508,410.00	530,145.00	-	-
521,984.40	521,984.40	521,984.40	521,984.40	521,984.40
145,320.00	146,947.50	143,167.50	128,887.50	109,672.50
531,181.62	585,099.12	583,051.62	580,720.62	580,295.37
239,323.35	232,811.25	231,892.50	1,921,473.75	1,988,542.50
509,617.50	509,617.50	509,617.50	3,202,867.50	2,381,137.50
45,360.00	43,680.00	-	-	-
2,970,751.88	2,529,226.88	3,900,789.38	3,934,914.38	3,881,364.38
1,309,717.50	1,314,442.50	1,311,555.00	1,311,817.50	1,314,967.50
255,268.13	256,003.13	261,883.13	257,053.13	257,473.13
-	-	-	-	-
164,955.00	172,725.00	169,785.00	502,845.00	519,435.00
-	-	-	-	-
318,255.00	312,165.00	316,128.75	313,884.38	316,758.75
241,237.50	238,297.50	235,147.50	237,037.50	-
504,630.00	505,155.00	505,417.50	400,470.00	403,410.00
156,397.50	155,085.00	153,510.00	158,340.00	-
1,041,015.94	1,042,118.44	1,041,908.44	1,040,202.19	1,035,332.81
909,680.63	914,090.63	911,990.63	908,840.63	912,253.13
358,659.00	361,126.50	360,811.50	360,391.50	359,866.50
405,562.50	408,030.00	404,932.50	406,927.50	403,357.50
652,391.40	644,824.15	646,432.20	647,472.69	487,141.61
138,810.00	141,067.50	143,167.50	139,860.00	141,802.50
876,750.00	876,750.00	687,750.00	-	-
-	-	-	-	-
598,920.00	527,730.00	547,890.00	577,080.00	572,355.00
142,878.75	139,728.75	120,828.75	123,401.25	125,816.25
266,085.75	268,395.75	265,035.75	266,715.75	267,345.75
559,899.38	747,009.38	747,481.88	747,481.88	741,759.38
676,730.25	672,635.25	677,622.75	676,572.75	679,617.75
257,880.00	256,830.00	255,622.50	254,257.50	257,985.00
32,051.25	-	-	-	-
283,526.25	283,106.25	282,528.75	287,043.75	285,993.75
719,213.25	716,063.25	713,648.25	716,273.25	718,247.25

396,165.00	397,530.00	393,330.00	394,222.50	384,300.00
-	-	-	-	-
124,228.13	121,983.75	124,740.00	121,852.50	123,952.50
744,135.00	741,772.50	1,792,402.50	1,792,402.50	1,789,357.50
262,300.50	75,820.50	64,753.50	53,970.00	53,970.00
435,802.50	435,067.50	436,432.50	437,482.50	438,217.50
218,747.82	217,907.82	218,432.82	218,800.32	220,690.32
62,947.50	593,197.50	614,040.00	30,030.00	30,030.00
110,250.00	-	-	-	-
808,867.50	807,607.50	810,547.50	809,182.50	807,187.50
292,162.50	-	-	-	-
308,689.50	306,694.50	307,295.63	260,413.13	255,530.63
14,383.74	14,038.50	13,693.26	14,398.02	14,024.01
503,769.00	499,779.00	504,346.50	503,191.50	500,461.50

24,062,819.77	23,905,109.56	25,183,022.74	28,787,236.62	27,197,586.53

New "Other" LTFM Bond Lookup Data as of May 5, 2020

Bond_flag	Dist_Num	FY2021_sum	FY2022_sum	FY2023_sum	FY2024_sum	FY2025_sum
4	1	269,430.00	269,167.50	268,747.50	268,170.00	267,435.00
4	1.2	14,049,735.00	13,910,085.00	13,776,210.00	13,642,072.50	13,507,147.50
4	15	998,812.50	1,072,207.50	1,260,787.50	1,078,297.50	1,095,727.50
4	22	82,356.16	101,535.00	101,535.00	395,535.00	394,905.00
4	93	47,040.00	45,780.00	44,100.00	-	-
4	94	933,450.00	935,550.00	930,300.00	935,497.50	-
4	99	366,502.50	383,302.50	430,815.00	428,085.00	420,000.00
4	110	653,047.50	649,477.50	651,840.00	654,360.00	650,370.00
4	113	142,222.50	140,017.50	141,960.00	143,745.00	140,122.50
4	115	217,297.50	217,980.00	218,505.00	218,872.50	219,082.50
4	138	787,237.50	784,875.00	787,290.00	783,825.00	785,137.50
4	139	141,960.00	143,745.00	140,122.50	141,750.00	143,220.00
4	146	192,570.00	193,252.50	193,777.50	194,145.00	189,105.00
4	173	135,048.38	136,815.00	138,915.00	135,607.50	137,550.00
4	177	187,530.00	183,750.00	185,220.00	186,532.50	184,957.50
4	181	1,071,525.00	1,076,250.00	1,105,912.50	1,122,450.00	1,142,137.50
4	192	621,915.00	660,765.00	733,740.00	781,252.50	825,352.50
4	194	605,430.00	992,088.06	1,300,267.50	1,300,267.50	3,069,517.50
4	204	106,470.00	108,885.00	105,892.50	108,150.00	-
4	227	247,432.50	247,485.00	247,380.00	247,117.50	246,697.50
4	229	105,472.50	107,572.50	104,160.00	105,997.50	102,322.50
4	242	61,845.00	60,270.00	58,695.00	62,370.00	60,637.50
4	252	118,492.50	115,500.00	112,507.50	114,765.00	116,865.00
4	255	370,807.50	370,597.50	375,217.50	373,957.50	372,277.50
4	270	633,570.00	633,570.00	633,570.00	633,570.00	633,570.00
4	271	1,848,446.25	1,848,446.25	1,848,446.25	1,848,446.25	1,848,446.25
4	272	711,775.32	711,775.32	711,775.32	711,775.32	711,775.32
4	273	1,340,246.25	1,340,246.25	1,340,246.25	1,340,246.25	1,340,246.25
	exist	896,372.17	898,314.38	902,330.63	898,550.63	882,511.88
	new	-	328,845.72	325,458.53	324,408.53	328,451.03
4	276	896,372.17	1,227,160.10	1,227,789.16	1,222,959.16	1,210,962.91
4	278	331,380.00	335,055.00	332,692.50	335,055.00	336,630.00
4	279	3,520,433.45	3,520,433.45	3,919,433.45	3,504,473.45	7,898,723.45
	exist	2,344,230.00	2,344,230.00	2,638,230.00	3,726,030.00	6,302,205.00
	2019B	1,140,430.38	1,106,017.50	1,077,667.50	2,052,330.00	850,867.50
4	281	3,484,660.38	3,450,247.50	3,715,897.50	5,778,360.00	7,153,072.50
4	283	832,597.50	832,335.00	831,022.50	865,410.00	865,410.00
4	294	144,795.00	141,487.50	143,430.00	145,215.00	146,842.50
4	297	92,452.50	90,982.50	89,512.50	93,292.50	91,717.50
4	300	146,842.50	142,117.50	153,142.50	152,880.00	152,355.00
4	308	32,717.97	33,707.10	33,003.60	37,550.10	36,705.90
4	317	283,393.54	277,357.50	276,675.00	70,717.50	68,827.50
4	318	399,787.50	398,737.50	402,412.50	400,050.00	397,162.50
4	319	183,225.00	185,220.00	181,860.00	183,750.00	180,285.00

4	330	51,712.50	51,124.50	50,536.50	49,780.50	49,024.50
4	333	76,626.59	76,725.30	76,724.63	76,725.22	76,643.51
4	345	128,205.00	131,040.00	128,520.00	-	-
4	361	5,433.75	45,255.00	49,035.00	42,105.00	40,635.00
4	378	114,518.25	115,258.50	114,877.88	-	-
4	390	47,124.00	46,662.00	46,116.00	45,570.00	44,730.00
4	413	448,035.00	447,037.50	445,725.00	446,512.50	-
4	423	410,395.90	405,142.50	403,882.50	402,202.50	405,352.50
4	432	260,242.50	261,607.50	262,867.50	261,975.00	260,925.00
4	465	211,417.50	207,991.88	209,435.63	210,748.13	211,522.50
4	466	-	178,851.23	177,192.75	175,491.75	178,969.88
4	477	627,637.50	626,587.50	655,987.50	656,512.50	650,475.00
4	482	474,921.57	469,461.57	463,844.07	468,569.07	463,739.07
4	484	307,125.00	302,925.00	303,712.50	303,975.00	303,712.50
4	485	170,672.25	166,892.25	168,362.25	169,674.75	170,829.75
4	500	10,776.55	127,661.63	125,293.88	122,926.13	125,808.38
4	505	82,957.00	77,964.08	76,364.40	80,014.73	78,269.63
4	531	202,518.75	204,723.75	206,823.75	203,568.75	205,563.75
4	535	1,269,705.95	1,275,480.95	1,275,218.45	2,376,930.95	2,624,993.45
4	548	169,585.50	166,855.50	169,375.50	166,540.50	168,955.50
4	553	233,310.00	234,150.00	233,310.00	235,935.00	232,785.00
4	577	112,302.75	109,782.75	112,512.75	109,835.25	107,157.75
4	578	177,450.00	179,550.00	176,295.00	178,290.00	180,180.00
4	599	198,187.50	194,827.50	196,717.50	196,770.00	196,665.00
4	601	71,460.50	71,418.86	71,356.40	71,273.13	71,585.41
4	622	4,361,178.08	4,912,484.07	4,167,771.57	4,675,709.07	4,810,896.57
4	623	419,790.00	419,790.00	419,790.00	419,790.00	419,790.00
4	624	503,055.00	503,055.00	503,055.00	503,055.00	839,055.00
4	630	115,027.50	113,557.50	112,087.50	115,132.50	112,770.00
4	659	161,647.50	162,960.00	164,115.00	165,112.50	160,702.50
4	690	275,336.25	281,531.25	298,016.25	298,331.25	298,541.25
4	695	203,155.32	205,412.82	202,262.82	204,362.82	206,305.32
4	698	36,351.00	35,799.75	35,201.25	34,555.50	33,862.50
4	701	188,370.00	190,470.00	192,465.00	189,105.00	189,315.00
4	709	662,865.00	665,122.50	-	-	-
4	716	102,742.50	101,062.50	99,382.50	97,702.50	100,432.50
4	719	869,754.38	943,254.38	997,224.38	1,058,544.38	1,121,544.38
4	720	1,049,106.95	998,300.63	1,000,138.13	1,000,400.63	999,088.13
4	721	555,765.00	550,777.50	555,502.50	553,665.00	565,582.50
4	727	753,401.25	760,383.75	794,771.25	858,138.75	899,561.25
4	728	1,079,137.50	1,079,137.50	2,008,387.50	2,569,717.50	3,128,107.50
4	738	150,360.00	152,460.00	154,402.50	150,937.50	152,722.50
4	739	182,650.13	184,902.38	187,049.63	194,341.88	190,879.50
4	740	254,743.13	256,003.13	257,158.13	258,208.13	253,903.13
4	743	158,392.50	155,242.50	157,342.50	159,285.00	155,820.00
4	745	87,033.91	225,540.00	246,960.00	267,330.00	339,150.00
4	750	325,500.00	327,075.00	328,125.00	328,650.00	328,650.00

4	763	155,410.50	159,067.13	167,879.25	176,347.50	184,416.75
4	786	124,320.00	127,050.00	129,622.50	126,787.50	123,952.50
4	787	129,661.88	131,551.88	127,981.88	129,661.88	126,826.88
4	803	129,360.00	132,825.00	130,935.00	129,045.00	132,405.00
4	820	97,435.80	100,642.50	98,453.25	101,514.00	99,178.80
4	821	172,725.00	189,000.00	198,975.00	213,412.50	221,550.00
4	829	174,247.50	171,832.50	174,667.50	176,137.50	177,450.00
4	831	855,540.00	858,427.50	859,740.00	859,477.50	857,640.00
	exist	1,417,014.38	1,417,014.38	1,417,014.38	1,417,014.38	1,417,014.38
	new	-	805,455.00	905,205.00	905,205.00	905,205.00
4	833	1,417,014.38	2,222,469.38	2,322,219.38	2,322,219.38	2,322,219.38
4	836	26,765.81	26,168.63	25,530.75	24,892.88	24,255.00
4	840	142,973.30	143,814.09	143,892.84	142,889.25	142,919.49
4	846	198,450.00	200,130.00	201,705.00	197,925.00	199,395.00
4	857	44,992.50	49,612.50	48,877.50	48,142.50	47,407.50
4	858	169,833.42	164,115.00	164,535.00	164,745.00	164,745.00
4	881	166,372.50	166,110.00	165,585.00	164,797.50	168,997.50
4	882	955,027.50	956,392.50	957,442.50	952,927.50	958,702.50
4	912	539,700.00	540,907.50	536,602.50	532,192.50	531,457.50
4	914	49,499.63	48,995.63	48,491.63	47,861.63	47,231.63
4	2071	80,955.00	79,159.50	82,614.00	80,668.88	78,723.75
4	2137	149,152.50	149,415.00	149,415.00	149,152.50	148,627.50
4	2142	450,034.66	456,183.00	456,393.00	456,183.00	455,553.00
4	2144	347,151.00	345,313.50	348,568.50	346,258.50	349,041.00
4	2155	259,980.00	256,725.00	258,720.00	260,610.00	257,145.00
4	2164	570,704.96	571,600.32	571,180.32	575,380.32	573,490.32
4	2165	318,270.75	317,714.25	317,000.25	321,205.50	319,845.75
4	2172	172,830.00	173,460.00	173,880.00	170,100.00	171,570.00
	exist	171,399.38	168,564.38	170,979.38	168,026.25	169,995.00
	new	2,683.34	25,200.00	24,780.00	24,360.00	23,940.00
4	2174	174,082.72	193,764.38	195,759.38	192,386.25	193,935.00
4	2342	204,960.00	206,325.00	144,585.00	-	-
4	2396	122,193.75	125,199.38	122,836.88	120,211.88	122,836.88
4	2609	85,680.00	88,620.00	86,100.00	83,580.00	86,310.00
4	2687	94,405.50	98,584.50	107,924.25	111,678.00	125,832.00
4	2711	131,775.00	128,625.00	125,475.00	122,325.00	124,425.00
4	2752	48,293.44	219,712.50	217,875.00	221,025.00	218,400.00
4	2754	62,009.01	64,914.36	63,504.63	62,094.90	59,635.17
4	2805	243,041.37	243,764.07	248,174.07	246,914.07	245,444.07
4	2835	150,937.50	153,195.00	150,045.00	152,145.00	148,837.50
4	2856	83,212.50	81,637.50	85,312.50	83,580.00	81,847.50
4	2860	185,010.00	186,165.00	185,745.00	185,115.00	184,275.00
4	2905	118,545.00	120,645.00	122,587.50	124,372.50	-
4	2907	91,651.88	88,764.38	91,126.88	89,236.88	87,346.88
4	2908	116,788.00	116,130.00	117,390.00	118,440.00	98,280.00

End of Worksheet

71,537,133.44	75,423,500.59	76,723,116.28	82,200,138.72	90,840,844.17

FY2026_sum	FY2027_sum	FY2028_sum	FY2029_sum	FY2030_sum
266,542.50	270,742.50	269,377.50	267,855.00	266,175.00
13,365,660.00	13,232,205.00	13,101,322.50	12,961,777.50	12,823,755.00
852,600.00	852,180.00	851,130.00	854,700.00	852,232.50
398,685.00	396,585.00	394,065.00	397,845.00	396,165.00
-	-	-	-	-
-	-	-	-	-
390,915.00	-	-	-	-
651,630.00	652,050.00	651,840.00	651,210.00	650,107.50
141,750.00	143,220.00	139,282.50	140,595.00	-
213,885.00	219,187.50	218,925.00	218,505.00	217,927.50
785,820.00	785,872.50	785,295.00	784,087.50	-
139,282.50	140,595.00	-	-	-
189,315.00	189,367.50	189,262.50	-	-
134,085.00	135,870.00	137,497.50	133,717.50	135,187.50
188,370.00	186,007.50	188,632.50	183,592.50	183,802.50
1,154,212.50	1,153,687.50	1,156,837.50	1,152,900.00	1,152,637.50
860,790.00	903,577.50	942,690.00	977,602.50	979,282.50
3,982,440.00	7,633,132.50	7,269,412.50	6,031,830.00	6,236,055.00
-	-	-	-	-
251,370.00	250,477.50	249,427.50	248,220.00	246,855.00
105,367.50	102,217.50	103,530.00	106,260.00	103,582.50
59,193.75	-	-	-	-
113,557.50	-	-	-	-
370,177.50	372,907.50	373,170.00	373,117.50	-
633,570.00	633,570.00	633,570.00	901,320.00	1,814,610.00
3,964,196.25	3,979,158.75	3,898,833.75	3,900,933.75	3,929,178.75
711,775.32	711,775.32	1,704,025.32	3,643,585.32	3,718,975.32
3,371,996.25	5,636,452.50	5,911,867.50	5,989,095.00	5,994,450.00
892,565.63	903,170.63	893,484.38	894,219.38	895,177.50
326,928.53	325,248.53	328,661.03	328,976.03	325,070.03
1,219,494.16	1,228,419.16	1,222,145.41	1,223,195.41	1,220,247.53
335,160.00	338,520.00	-	-	-
10,773,203.45	11,269,275.95	12,019,710.95	9,882,435.95	10,085,768.45
8,556,030.00	12,137,317.50	12,562,935.00	13,350,960.00	14,074,357.50
834,592.50	1,028,317.50	1,489,792.50	1,475,355.00	1,364,580.00
9,390,622.50	13,165,635.00	14,052,727.50	14,826,315.00	15,438,937.50
869,347.50	866,460.00	867,510.00	866,985.00	864,885.00
148,312.50	150,937.50	148,207.50	150,727.50	147,892.50
90,142.50	88,567.50	92,242.50	90,562.50	93,712.50
151,567.50	150,517.50	149,205.00	152,880.00	-
35,861.70	35,017.50	34,173.30	33,329.10	37,734.90
66,937.50	70,297.50	-	-	-
399,000.00	400,050.00	400,312.50	401,047.50	401,467.50
182,070.00	-	-	-	-

48,268.50	47,512.50	51,502.50	50,085.00	48,667.50
76,724.94	76,726.40	76,725.81	76,663.25	76,726.31
-	-	-	-	-
44,415.00	43,575.00	37,485.00	-	-
-	-	-	-	-
49,140.00	48,195.00	-	-	-
-	-	-	-	-
392,122.50	405,142.50	401,362.50	402,412.50	394,747.50
259,717.50	263,602.50	261,922.50	218,085.00	217,350.00
206,902.50	207,112.50	207,165.00	207,060.00	206,797.50
177,058.88	180,250.88	177,967.13	175,531.13	178,192.88
653,887.50	650,475.00	-	-	-
462,426.57	464,841.57	468,149.07	470,039.07	476,969.07
302,190.00	305,760.00	303,765.00	306,862.50	304,395.00
171,827.25	167,417.25	169,727.25	166,682.25	168,658.88
128,583.00	-	-	-	-
76,524.53	80,029.43	78,138.90	76,248.38	79,607.85
207,033.75	203,135.63	204,487.50	204,828.75	205,025.63
2,384,805.95	2,567,925.95	2,433,683.45	2,140,208.45	2,671,095.01
166,015.50	168,325.50	165,280.50	167,485.50	169,585.50
232,837.50	232,732.50	232,470.00	232,050.00	231,472.50
109,730.25	106,895.25	110,255.25	108,260.25	111,515.25
176,715.00	-	-	-	-
196,402.50	59,482.50	-	-	-
71,793.60	70,960.85	71,137.80	71,252.31	53,608.39
5,918,909.07	5,950,409.07	8,001,321.57	8,345,091.57	8,673,636.57
419,790.00	2,000,040.00	1,999,830.00	2,002,350.00	2,002,140.00
1,217,475.00	2,844,240.00	2,909,550.00	2,907,765.00	2,903,775.00
115,657.50	113,137.50	115,867.50	113,190.00	115,762.50
161,542.50	162,225.00	-	-	-
303,896.25	298,541.25	303,686.25	308,621.25	308,096.25
202,840.32	204,625.32	206,252.82	201,212.82	201,422.82
33,122.25	32,334.75	-	-	-
189,367.50	189,262.50	-	-	-
-	-	-	-	-
97,755.00	100,327.50	102,742.50	-	-
1,180,764.38	1,230,954.38	1,280,475.00	1,320,243.75	1,365,787.50
996,200.63	996,988.13	1,001,188.13	998,038.13	996,148.13
550,777.50	551,407.50	551,565.00	-	-
933,581.25	968,493.75	1,007,081.25	939,041.25	940,537.50
2,995,440.00	3,395,070.00	3,764,775.00	4,115,422.50	6,972,945.00
154,350.00	150,570.00	152,040.00	153,352.50	149,257.50
192,667.13	189,099.75	190,782.38	192,031.88	193,131.75
254,848.13	255,688.13	256,423.13	257,053.13	262,828.13
157,605.00	159,232.50	155,452.50	156,922.50	158,235.00
339,570.00	339,570.00	339,150.00	338,730.00	343,455.00
328,125.00	327,075.00	325,500.00	328,650.00	325,762.50

197,350.13	204,789.38	210,833.45	216,562.50	232,522.50
121,117.50	118,282.50	115,447.50	112,612.50	109,777.50
128,296.88	129,556.88	126,406.88	128,506.88	130,449.38
130,410.00	133,665.00	130,515.00	132,615.00	128,756.25
102,093.60	99,612.45	102,381.30	99,754.20	97,127.10
234,150.00	250,950.00	261,187.50	275,625.00	-
173,355.00	174,510.00	175,507.50	176,347.50	177,030.00
859,477.50	859,477.50	857,640.00	854,385.00	-
1,417,014.38	1,417,014.38	6,026,514.38	9,854,289.38	9,472,824.38
905,205.00	905,205.00	2,558,955.00	2,581,267.50	2,573,917.50
2,322,219.38	2,322,219.38	8,585,469.38	12,435,556.88	12,046,741.88
23,617.13	22,979.25	22,341.38	26,953.50	26,103.00
142,917.39	143,932.95	-	-	-
101,495.63	-	-	-	-
46,672.50	45,570.00	49,717.50	48,457.50	47,197.50
175,455.00	166,950.00	166,320.00	165,480.00	166,005.00
167,422.50	165,585.00	166,425.00	167,107.50	167,632.50
958,807.50	955,801.88	958,597.50	954,397.50	960,067.50
530,407.50	534,292.50	537,652.50	537,022.50	539,831.25
46,601.63	51,142.88	50,224.13	49,213.50	48,111.00
82,028.63	79,933.88	77,839.13	80,994.38	-
147,840.00	152,040.00	151,830.00	151,410.00	-
454,503.00	453,033.00	455,169.75	457,023.00	458,592.75
346,258.50	348,568.50	345,313.50	347,151.00	348,673.50
258,930.00	260,610.00	260,347.50	254,677.50	254,257.50
576,220.32	572,860.32	573,805.32	574,277.82	574,277.82
323,463.00	321,562.50	318,937.50	316,155.00	313,215.00
172,882.50	174,037.50	175,035.00	170,625.00	171,465.00
171,832.50	168,288.75	169,640.63	170,848.13	171,911.25
23,520.00	23,100.00	22,680.00	22,260.00	21,840.00
195,352.50	191,388.75	192,320.63	193,108.13	193,751.25
-	-	-	-	-
120,080.63	122,298.75	124,372.50	-	-
83,580.00	86,100.00	88,410.00	85,260.00	87,360.00
128,937.38	137,179.88	144,850.13	147,013.13	154,035.00
126,367.50	128,152.50	129,780.00	-	-
220,762.50	217,350.00	220,710.00	218,400.00	215,880.00
63,504.21	61,979.40	60,454.59	63,129.78	61,489.89
243,764.07	247,124.07	244,814.07	247,544.07	244,604.07
150,780.00	152,565.00	148,942.50	150,570.00	152,040.00
85,365.00	83,475.00	86,835.00	84,787.50	82,740.00
177,975.00	189,000.00	183,802.50	183,855.00	-
-	-	-	-	-
90,706.88	88,659.38	91,861.88	89,656.88	87,268.13
-	-	-	-	-

103,937,169.87	120,508,825.62	136,915,897.80	144,172,108.66	146,675,641.28

New VPK LTFM Bond Lookup Data as of May 5, 2020

Bond_flag	Dist_Num	FY2021_sum	FY2022_sum	FY2023_sum	FY2024_sum	FY2025_sum
5	1.2	129,832.50	131,670.00	133,245.00	129,307.50	130,620.00
5	840	92,074.50	95,985.75	94,221.75	92,457.75	90,525.75
5	2142	15,389.79	18,165.00	18,165.00	18,165.00	18,165.00
		237,296.79	245,820.75	245,631.75	239,930.25	239,310.75

End of Worksheet

FY2026_sum	FY2027_sum	FY2028_sum	FY2029_sum	FY2030_sum
131,670.00	133,350.00	129,570.00	131,040.00	132,300.00
93,843.75	96,862.50	-	-	-
18,165.00	18,165.00	18,165.00	18,165.00	18,165.00
243,678.75	248,377.50	147,735.00	149,205.00	150,465.00

Grandfathered Alternative Facilities Aid as of July 1, 2015

	PAYGO Aid	Debt Aid	Total
1.2 Minneapolis		11,000,000.00	11,000,000
11 Anoka	610,294.59	-	610,295
271 Bloomington	576,663.00	1,114,660.00	1,691,323
281 Robbinsdale	900,000.00	-	900,000
535 Rochester	574,805.41	-	574,805
625 St Paul	-	3,732,577.00	3,732,577
709 Duluth	168,063.64	609,000.00	777,064
	2,829,826.64	16,456,237.00	19,286,064
End of Worksheet			

Adjusted Pupil Unit Lookup Data

stNum	Type	District Name	FY18 February, 2020	FY19 Forecast	FY20
1	1	AITKIN PUBLIC SCHOOL DISTRICT	1,287.01	1,290.07	1,274.13
1.2	3	MINNEAPOLIS PUBLIC SCHOOL DIST.	37,953.54	36,982.65	35,703.49
2	1	HILL CITY PUBLIC SCHOOL DISTRICT	303.69	290.00	292.48
4	1	MCGREGOR PUBLIC SCHOOL DISTRICT	493.06	504.29	529.69
6	3	SOUTH ST. PAUL PUBLIC SCHOOL DIST.	3,800.77	3,723.47	3,704.97
11	1	ANOKA-HENNEPIN PUBLIC SCHOOL DIST.	41,818.80	41,823.24	42,175.26
12	1	CENTENNIAL PUBLIC SCHOOL DISTRICT	7,177.08	7,190.49	7,164.98
13	1	COLUMBIA HEIGHTS PUBLIC SCHOOL DIST	3,747.25	3,789.99	3,709.10
14	1	FRIDLEY PUBLIC SCHOOL DISTRICT	3,341.16	3,173.18	3,134.04
15	1	ST. FRANCIS PUBLIC SCHOOL DISTRICT	4,833.99	4,774.54	4,635.35
16	1	SPRING LAKE PARK PUBLIC SCHOOLS	6,277.61	6,491.91	6,579.40
22	1	DETROIT LAKES PUBLIC SCHOOL DIST.	3,275.58	3,272.78	3,288.10
23	1	FRAZEE-VERGAS PUBLIC SCHOOL DIST.	1,000.76	997.08	951.59
25	1	PINE POINT PUBLIC SCHOOL DISTRICT	63.47	64.18	61.10
31	1	BEMIDJI PUBLIC SCHOOL DISTRICT	5,497.53	5,481.07	5,547.07
32	1	BLACKDUCK PUBLIC SCHOOL DISTRICT	661.79	715.75	691.56
36	1	KELLIHER PUBLIC SCHOOL DISTRICT	292.08	300.53	324.34
38	1	RED LAKE PUBLIC SCHOOL DISTRICT	1,622.51	1,570.88	1,673.40
47	1	SAUK RAPIDS-RICE PUBLIC SCHOOLS	4,917.50	4,919.70	4,856.12
51	1	FOLEY PUBLIC SCHOOL DISTRICT	2,107.29	2,115.71	2,108.52
75	1	ST. CLAIR PUBLIC SCHOOL DISTRICT	729.49	724.29	750.65
77	1	MANKATO PUBLIC SCHOOL DISTRICT	9,293.80	9,392.58	9,589.54
81	1	COMFREY PUBLIC SCHOOL DISTRICT	162.21	163.93	147.45
84	1	SLEEPY EYE PUBLIC SCHOOL DISTRICT	638.45	629.00	634.26
85	1	SPRINGFIELD PUBLIC SCHOOL DISTRICT	614.81	608.61	618.63
88	1	NEW ULM PUBLIC SCHOOL DISTRICT	2,333.13	2,337.01	2,350.73
91	1	BARNUM PUBLIC SCHOOL DISTRICT	802.79	775.63	784.71
93	1	CARLTON PUBLIC SCHOOL DISTRICT	507.49	473.69	462.17
94	1	CLOQUET PUBLIC SCHOOL DISTRICT	2,987.78	3,003.84	3,040.58
95	1	CROMWELL-WRIGHT PUBLIC SCHOOLS	352.34	357.58	354.19
97	1	MOOSE LAKE PUBLIC SCHOOL DISTRICT	713.29	691.98	677.33
99	1	ESKO PUBLIC SCHOOL DISTRICT	1,360.39	1,366.47	1,374.30
100	1	WRENSHALL PUBLIC SCHOOL DISTRICT	419.09	398.81	412.09
108	1	CENTRAL PUBLIC SCHOOL DISTRICT	1,111.50	1,047.60	1,060.17
110	1	WACONIA PUBLIC SCHOOL DISTRICT	4,417.01	4,438.21	4,584.86
111	1	WATERTOWN-MAYER PUBLIC SCHOOL DIST.	1,722.89	1,681.10	1,732.70
112	1	EASTERN CARVER COUNTY PUBLIC SCHOOL	10,533.81	10,590.97	10,831.71
113	1	WALKER-HACKENSACK-AKELEY SCHL. DIST	837.32	835.02	840.40
115	1	CASS LAKE-BENA PUBLIC SCHOOLS	1,262.54	1,255.25	1,290.16
116	1	PILLAGER PUBLIC SCHOOL DISTRICT	1,196.61	1,264.83	1,299.57
118	1	NORTHLAND COMMUNITY SCHOOLS	347.47	354.40	356.40
129	1	MONTEVIDEO PUBLIC SCHOOL DISTRICT	1,662.22	1,724.16	1,716.07
138	1	NORTH BRANCH PUBLIC SCHOOLS	3,134.72	2,963.05	2,981.58
139	1	RUSH CITY PUBLIC SCHOOL DISTRICT	948.81	928.00	924.95

146	1 BARNESVILLE PUBLIC SCHOOL DIST.	942.37	959.85	943.58
150	1 HAWLEY PUBLIC SCHOOL DISTRICT	1,082.51	1,077.27	1,070.59
152	1 MOORHEAD PUBLIC SCHOOL DISTRICT	7,173.07	7,435.59	7,438.64
162	1 BAGLEY PUBLIC SCHOOL DISTRICT	1,104.08	1,076.12	1,089.02
166	1 COOK COUNTY PUBLIC SCHOOLS	526.94	512.83	508.85
173	1 MOUNTAIN LAKE PUBLIC SCHOOLS	560.63	558.37	544.51
177	1 WINDOM PUBLIC SCHOOL DISTRICT	1,165.68	1,174.63	1,224.65
181	1 BRAINERD PUBLIC SCHOOL DISTRICT	7,162.13	7,183.59	7,308.54
182	1 CROSBY-IRONTON PUBLIC SCHOOL DIST.	1,142.47	1,140.69	1,119.67
186	1 PEQUOT LAKES PUBLIC SCHOOLS	1,866.96	1,902.39	1,963.48
191	1 BURNSVILLE PUBLIC SCHOOL DISTRICT	9,643.80	9,467.53	9,119.75
192	1 FARMINGTON PUBLIC SCHOOL DISTRICT	7,876.59	7,967.33	7,918.84
194	1 LAKEVILLE PUBLIC SCHOOL DISTRICT	12,133.37	12,192.18	12,340.63
195	1 RANDOLPH PUBLIC SCHOOL DISTRICT	706.73	737.34	711.19
196	1 ROSEMOUNT-APPLE VALLEY-EAGAN	30,932.06	31,222.19	31,670.38
197	1 WEST ST. PAUL-MENDOTA HTS.-EAGAN	5,541.81	5,620.24	5,642.03
199	1 INVER GROVE HEIGHTS SCHOOLS	3,985.86	3,924.19	3,973.16
200	1 HASTINGS PUBLIC SCHOOL DISTRICT	4,807.40	4,779.40	4,738.12
203	1 HAYFIELD PUBLIC SCHOOL DISTRICT	768.00	777.61	740.44
204	1 KASSON-MANTORVILLE SCHOOL DISTRICT	2,366.06	2,423.81	2,423.85
206	1 ALEXANDRIA PUBLIC SCHOOL DISTRICT	4,608.42	4,597.60	4,675.62
213	1 OSAKIS PUBLIC SCHOOL DISTRICT	875.17	923.19	929.35
227	1 CHATFIELD PUBLIC SCHOOLS	988.16	946.54	973.63
229	1 LANESBORO PUBLIC SCHOOL DISTRICT	386.29	386.59	388.25
238	1 MABEL-CANTON PUBLIC SCHOOL DIST.	266.16	277.95	272.26
239	1 RUSHFORD-PETERSON PUBLIC SCHOOLS	721.22	755.63	759.47
241	1 ALBERT LEA PUBLIC SCHOOL DISTRICT	3,777.51	3,806.43	3,822.59
242	1 ALDEN-CONGER PUBLIC SCHOOL DISTRICT	539.04	548.27	533.09
252	1 CANNON FALLS PUBLIC SCHOOL DISTRICT	1,254.45	1,263.01	1,258.10
253	1 GOODHUE PUBLIC SCHOOL DISTRICT	727.26	745.48	772.09
255	1 PINE ISLAND PUBLIC SCHOOL DIST.	1,436.51	1,475.22	1,486.28
256	1 RED WING PUBLIC SCHOOL DISTRICT	2,989.09	2,978.92	2,968.56
261	1 ASHBY PUBLIC SCHOOL DISTRICT	287.31	310.02	330.55
264	1 HERMAN-NORCROSS SCHOOL DISTRICT	120.42	105.79	103.97
270	1 HOPKINS PUBLIC SCHOOL DISTRICT	7,441.61	7,516.46	7,542.05
271	1 BLOOMINGTON PUBLIC SCHOOL DISTRICT	11,435.75	11,482.44	11,316.28
272	1 EDEN PRAIRIE PUBLIC SCHOOL DISTRICT	9,711.26	9,795.14	9,628.10
273	1 EDINA PUBLIC SCHOOL DISTRICT	9,276.84	9,218.02	9,157.91
276	1 MINNETONKA PUBLIC SCHOOL DISTRICT	11,761.77	11,925.20	12,118.66
277	1 WESTONKA PUBLIC SCHOOL DISTRICT	2,581.99	2,678.38	2,747.19
278	1 ORONO PUBLIC SCHOOL DISTRICT	3,123.82	3,159.32	3,162.09
279	1 OSSEO PUBLIC SCHOOL DISTRICT	22,891.38	23,022.77	23,350.84
280	1 RICHFIELD PUBLIC SCHOOL DISTRICT	4,733.17	4,597.94	4,601.19
281	1 ROBBINSDALE PUBLIC SCHOOL DISTRICT	13,453.48	13,371.94	13,199.62
282	1 ST. ANTHONY-NEW BRIGHTON SCHOOLS	2,042.62	2,005.62	2,006.75
283	1 ST. LOUIS PARK PUBLIC SCHOOL DIST.	5,088.37	5,039.72	5,135.79
284	1 WAYZATA PUBLIC SCHOOL DISTRICT	12,715.55	12,987.43	13,489.95

286	1 BROOKLYN CENTER SCHOOL DISTRICT	2,840.76	2,754.68	2,574.10
294	1 HOUSTON PUBLIC SCHOOL DISTRICT	2,161.45	2,151.24	2,029.29
297	1 SPRING GROVE SCHOOL DISTRICT	382.92	396.60	407.28
299	1 CALEDONIA PUBLIC SCHOOL DISTRICT	757.96	789.48	790.52
300	1 LA CRESCENT-HOKAH SCHOOL DISTRICT	1,249.02	1,219.96	1,213.43
306	1 LAPORTE PUBLIC SCHOOL DISTRICT	343.07	349.29	344.05
308	1 NEVIS PUBLIC SCHOOL DISTRICT	649.49	643.39	668.32
309	1 PARK RAPIDS PUBLIC SCHOOL DISTRICT	1,775.86	1,811.74	1,832.42
314	1 BRAHAM PUBLIC SCHOOL DISTRICT	802.73	805.43	809.55
316	1 GREENWAY PUBLIC SCHOOL DISTRICT	1,135.47	1,142.68	1,148.72
317	1 DEER RIVER PUBLIC SCHOOL DISTRICT	989.37	996.04	970.82
318	1 GRAND RAPIDS PUBLIC SCHOOL DISTRICT	4,347.90	4,378.35	4,352.48
319	1 NASHWAUK-KEEWATIN SCHOOL DISTRICT	643.67	641.19	629.05
323	2 FRANCONIA PUBLIC SCHOOL DISTRICT	30.18	29.35	30.85
330	1 HERON LAKE-OKABENA SCHOOL DISTRICT	314.19	305.64	284.48
332	1 MORA PUBLIC SCHOOL DISTRICT	1,781.27	1,768.03	1,774.37
333	1 OGILVIE PUBLIC SCHOOL DISTRICT	540.19	553.10	545.11
345	1 NEW LONDON-SPICER SCHOOL DISTRICT	1,650.91	1,675.19	1,697.84
347	1 WILLMAR PUBLIC SCHOOL DISTRICT	4,565.38	4,651.96	4,637.73
356	1 LANCASTER PUBLIC SCHOOL DISTRICT	191.15	175.21	178.70
361	1 INTERNATIONAL FALLS SCHOOL DISTRICT	1,175.02	1,094.69	1,062.58
362	1 LITTLEFORK-BIG FALLS SCHOOL DIST.	364.05	352.73	352.59
363	1 SOUTH KOOCHICHING SCHOOL DISTRICT	303.92	318.13	331.95
378	1 DAWSON-BOYD PUBLIC SCHOOL DISTRICT	616.64	617.34	626.05
381	1 LAKE SUPERIOR PUBLIC SCHOOL DIST.	1,497.82	1,513.47	1,522.95
390	1 LAKE OF THE WOODS SCHOOL DISTRICT	494.89	502.17	520.87
391	1 CLEVELAND PUBLIC SCHOOL DISTRICT	570.04	561.03	570.15
402	1 HENDRICKS PUBLIC SCHOOL DISTRICT	138.83	154.56	118.20
403	1 IVANHOE PUBLIC SCHOOL DISTRICT	159.12	151.32	144.04
404	1 LAKE BENTON PUBLIC SCHOOL DISTRICT	224.69	208.17	213.56
413	1 MARSHALL PUBLIC SCHOOL DISTRICT	2,715.88	2,756.76	2,796.68
414	1 MINNEOTA PUBLIC SCHOOL DISTRICT	515.53	526.49	520.47
415	1 LYND PUBLIC SCHOOL DISTRICT	207.39	227.20	213.16
423	1 HUTCHINSON PUBLIC SCHOOL DISTRICT	3,098.88	3,100.76	3,030.67
424	1 LESTER PRAIRIE PUBLIC SCHOOL DIST.	487.67	509.19	531.29
432	1 MAHNOMEN PUBLIC SCHOOL DISTRICT	666.80	663.50	644.68
435	1 WAUBUN-OGEMA-WHITE EARTH PUBLIC SCH	713.56	708.91	704.18
441	1 MARSHALL COUNTY CENTRAL SCHOOLS	433.89	465.57	476.80
447	1 GRYGLA PUBLIC SCHOOL DISTRICT	166.14	165.03	155.66
458	1 TRUMAN PUBLIC SCHOOL DISTRICT	226.95	227.02	233.22
463	1 EDEN VALLEY-WATKINS SCHOOL DISTRICT	1,043.96	1,051.13	1,047.15
465	1 LITCHFIELD PUBLIC SCHOOL DISTRICT	1,679.10	1,703.84	1,686.02
466	1 DASSEL-COKATO PUBLIC SCHOOL DIST.	2,447.92	2,415.71	2,426.66
473	1 ISLE PUBLIC SCHOOL DISTRICT	483.57	455.73	425.72
477	1 PRINCETON PUBLIC SCHOOL DISTRICT	3,632.75	3,646.56	3,566.76
480	1 ONAMIA PUBLIC SCHOOL DISTRICT	646.53	647.97	691.96
482	1 LITTLE FALLS PUBLIC SCHOOL DISTRICT	2,691.69	2,703.70	2,639.01

484	1 PIERZ PUBLIC SCHOOL DISTRICT	1,291.66	1,289.71	1,305.38
485	1 ROYALTON PUBLIC SCHOOL DISTRICT	1,021.62	1,038.29	1,035.33
486	1 SWANVILLE PUBLIC SCHOOL DISTRICT	338.84	337.99	365.21
487	1 UPSALA PUBLIC SCHOOL DISTRICT	412.76	417.79	400.47
492	1 AUSTIN PUBLIC SCHOOL DISTRICT	5,528.24	5,494.54	5,566.41
495	1 GRAND MEADOW PUBLIC SCHOOL DISTRICT	484.83	481.26	498.83
497	1 LYLE PUBLIC SCHOOL DISTRICT	301.60	317.94	323.72
499	1 LEROY-OSTRANDER PUBLIC SCHOOLS	292.30	290.37	294.69
500	1 SOUTHLAND PUBLIC SCHOOL DISTRICT	476.60	446.09	413.89
505	1 FULDA PUBLIC SCHOOL DISTRICT	350.50	373.61	383.64
507	1 NICOLLET PUBLIC SCHOOL DISTRICT	414.57	423.55	412.49
508	1 ST. PETER PUBLIC SCHOOL DISTRICT	2,430.60	2,430.32	2,497.17
511	1 ADRIAN PUBLIC SCHOOL DISTRICT	624.47	627.65	615.23
514	1 ELLSWORTH PUBLIC SCHOOL DISTRICT	156.92	155.96	161.27
518	1 WORTHINGTON PUBLIC SCHOOL DISTRICT	3,773.02	4,218.05	4,215.41
531	1 BYRON PUBLIC SCHOOL DISTRICT	2,278.49	2,321.35	2,410.63
533	1 DOVER-EYOTA PUBLIC SCHOOL DISTRICT	1,240.37	1,222.96	1,245.88
534	1 STEWARTVILLE PUBLIC SCHOOL DISTRICT	2,286.73	2,273.86	2,289.03
535	1 ROCHESTER PUBLIC SCHOOL DISTRICT	18,995.72	19,188.66	19,457.75
542	1 BATTLE LAKE PUBLIC SCHOOL DISTRICT	469.86	473.80	461.37
544	1 FERGUS FALLS PUBLIC SCHOOL DISTRICT	3,163.24	3,193.79	3,318.95
545	1 HENNING PUBLIC SCHOOL DISTRICT	429.29	409.92	394.76
547	1 PARKERS PRAIRIE PUBLIC SCHOOL DIST.	605.55	599.66	597.80
548	1 PELICAN RAPIDS PUBLIC SCHOOL DIST.	944.74	954.58	963.81
549	1 PERHAM-DENT PUBLIC SCHOOL DISTRICT	1,609.67	1,668.20	1,717.67
550	1 UNDERWOOD PUBLIC SCHOOL DISTRICT	598.86	611.07	613.02
553	1 NEW YORK MILLS PUBLIC SCHOOL DIST.	815.40	802.06	844.01
561	1 GOODRIDGE PUBLIC SCHOOL DISTRICT	233.31	249.69	249.26
564	1 THIEF RIVER FALLS SCHOOL DISTRICT	2,183.19	2,152.06	2,125.95
577	1 WILLOW RIVER PUBLIC SCHOOL DISTRICT	463.69	454.42	470.99
578	1 PINE CITY PUBLIC SCHOOL DISTRICT	1,784.22	1,740.19	1,731.09
581	1 EDGERTON PUBLIC SCHOOL DISTRICT	448.80	442.29	447.75
592	1 CLIMAX-SHELLY PUBLIC SCHOOLS	239.02	238.32	234.39
593	1 CROOKSTON PUBLIC SCHOOL DISTRICT	1,256.35	1,228.11	1,218.54
595	1 EAST GRAND FORKS PUBLIC SCHOOL DIST	2,060.92	2,076.43	2,082.68
599	1 FERTILE-BELTRAMI SCHOOL DISTRICT	504.72	521.94	518.07
600	1 FISHER PUBLIC SCHOOL DISTRICT	287.96	295.40	272.26
601	1 FOSSTON PUBLIC SCHOOL DISTRICT	702.96	675.75	663.31
621	1 MOUNDS VIEW PUBLIC SCHOOL DISTRICT	12,446.65	12,731.07	12,948.25
622	1 NORTH ST PAUL-MAPLEWOOD OAKDALE DIS	11,674.89	11,674.51	11,716.91
623	1 ROSEVILLE PUBLIC SCHOOL DISTRICT	8,360.41	8,274.28	8,229.44
624	1 WHITE BEAR LAKE SCHOOL DISTRICT	9,378.87	9,456.15	9,698.01
625	1 ST. PAUL PUBLIC SCHOOL DISTRICT	39,496.20	39,026.28	38,601.13
630	1 RED LAKE FALLS PUBLIC SCHOOL DIST.	393.15	401.40	419.50
635	1 MILROY PUBLIC SCHOOL DISTRICT	58.62	88.65	88.35
640	1 WABASSO PUBLIC SCHOOL DISTRICT	438.05	451.28	455.76
656	1 FARIBAULT PUBLIC SCHOOL DISTRICT	4,042.72	3,903.02	3,754.63

659	1 NORTHFIELD PUBLIC SCHOOL DISTRICT	4,444.38	4,460.40	4,435.61
671	1 HILLS-BEAVER CREEK SCHOOL DISTRICT	404.70	400.94	407.88
676	1 BADGER PUBLIC SCHOOL DISTRICT	253.54	243.44	199.33
682	1 ROSEAU PUBLIC SCHOOL DISTRICT	1,271.90	1,268.01	1,292.16
690	1 WARROAD PUBLIC SCHOOL DISTRICT	1,063.78	1,087.35	1,083.41
695	1 CHISHOLM PUBLIC SCHOOL DISTRICT	798.03	792.66	793.33
696	1 ELY PUBLIC SCHOOL DISTRICT	635.23	616.54	579.97
698	1 FLOODWOOD PUBLIC SCHOOL DISTRICT	245.29	228.85	222.77
700	1 HERMANTOWN PUBLIC SCHOOL DISTRICT	2,298.17	2,271.43	2,343.92
701	1 HIBBING PUBLIC SCHOOL DISTRICT	2,619.49	2,594.80	2,597.74
704	1 PROCTOR PUBLIC SCHOOL DISTRICT	1,956.32	1,953.54	1,996.94
706	1 VIRGINIA PUBLIC SCHOOL DISTRICT	1,884.81	1,882.92	1,848.01
707	1 NETT LAKE PUBLIC SCHOOL DISTRICT	109.80	104.28	88.55
709	1 DULUTH PUBLIC SCHOOL DISTRICT	8,967.70	8,986.22	8,952.49
712	1 MOUNTAIN IRON-BUHL SCHOOL DISTRICT	532.15	565.83	591.99
716	1 BELLE PLAINE PUBLIC SCHOOL DISTRICT	1,773.44	1,743.50	1,741.11
717	1 JORDAN PUBLIC SCHOOL DISTRICT	2,001.88	2,088.29	2,096.91
719	1 PRIOR LAKE-SAVAGE AREA SCHOOLS	9,424.93	9,656.47	9,732.87
720	1 SHAKOPEE PUBLIC SCHOOL DISTRICT	9,053.16	9,062.71	9,207.39
721	1 NEW PRAGUE AREA SCHOOLS	4,577.88	4,622.43	4,685.43
726	1 BECKER PUBLIC SCHOOL DISTRICT	3,112.27	3,132.03	3,166.89
727	1 BIG LAKE PUBLIC SCHOOL DISTRICT	3,356.31	3,301.47	3,378.65
728	1 ELK RIVER PUBLIC SCHOOL DISTRICT	14,351.59	14,568.25	14,643.08
738	1 HOLDINGFORD PUBLIC SCHOOL DISTRICT	1,188.18	1,151.21	1,150.92
739	1 KIMBALL PUBLIC SCHOOL DISTRICT	815.80	832.64	813.16
740	1 MELROSE PUBLIC SCHOOL DISTRICT	1,479.25	1,486.58	1,493.90
741	1 PAYNESVILLE PUBLIC SCHOOL DISTRICT	1,023.00	1,022.81	1,056.77
742	1 ST. CLOUD PUBLIC SCHOOL DISTRICT	10,878.97	10,895.34	10,940.33
743	1 SAUK CENTRE PUBLIC SCHOOL DISTRICT	1,177.64	1,204.47	1,164.75
745	1 ALBANY PUBLIC SCHOOL DISTRICT	1,937.00	1,915.38	1,946.05
748	1 SARTELL-ST. STEPHEN SCHOOL DISTRICT	4,261.79	4,401.84	4,340.86
750	1 ROCORI PUBLIC SCHOOL DISTRICT	2,316.44	2,350.37	2,391.60
756	1 BLOOMING PRAIRIE PUBLIC SCHOOL DIST	797.42	827.91	853.03
761	1 OWATONNA PUBLIC SCHOOL DISTRICT	5,337.96	5,398.97	5,335.12
763	1 MEDFORD PUBLIC SCHOOL DISTRICT	981.00	967.05	990.46
768	1 HANCOCK PUBLIC SCHOOL DISTRICT	378.68	391.72	428.52
771	1 CHOKIO-ALBERTA PUBLIC SCHOOL DIST.	176.89	171.72	174.29
775	1 KERKHOVEN-MURDOCK-SUNBURG	769.48	793.48	810.55
777	1 BENSON PUBLIC SCHOOL DISTRICT	892.84	859.38	861.76
786	1 BERTHA-HEWITT PUBLIC SCHOOL DIST.	519.04	535.05	519.67
787	1 BROWERVILLE PUBLIC SCHOOL DISTRICT	603.04	612.34	589.99
801	1 BROWNS VALLEY PUBLIC SCHOOL DIST.	154.89	164.69	177.90
803	1 WHEATON AREA PUBLIC SCHOOL DISTRICT	423.78	400.54	411.69
811	1 WABASHA-KELLOGG PUBLIC SCHOOL DIST.	594.90	576.01	593.79
813	1 LAKE CITY PUBLIC SCHOOL DISTRICT	1,346.97	1,353.17	1,321.61
815	2 PRINSBURG PUBLIC SCHOOL DISTRICT	1.09	1.63	1.00
818	1 VERNDALE PUBLIC SCHOOL DISTRICT	613.27	622.25	632.26

820	1 SEBEKA PUBLIC SCHOOL DISTRICT	565.19	548.19	542.11
821	1 MENAUGA PUBLIC SCHOOL DISTRICT	1,092.12	1,121.60	1,147.02
829	1 WASECA PUBLIC SCHOOL DISTRICT	2,095.92	2,047.96	2,036.80
831	1 FOREST LAKE PUBLIC SCHOOL DISTRICT	6,729.88	6,658.37	6,704.21
832	1 MAHTOMEDI PUBLIC SCHOOL DISTRICT	3,620.48	3,649.11	3,640.29
833	1 SOUTH WASHINGTON COUNTY SCHOOL DIST	20,256.44	20,252.31	20,327.38
834	1 STILLWATER AREA PUBLIC SCHOOL DIST.	9,178.16	9,276.77	9,376.47
836	1 BUTTERFIELD PUBLIC SCHOOL DISTRICT	223.43	224.66	234.19
837	1 MADELIA PUBLIC SCHOOL DISTRICT	640.29	647.34	641.27
840	1 ST. JAMES PUBLIC SCHOOL DISTRICT	1,127.24	1,122.11	1,119.27
846	1 BRECKENRIDGE PUBLIC SCHOOL DISTRICT	695.67	699.14	694.76
850	1 ROTHSAW PUBLIC SCHOOL DISTRICT	325.01	313.92	320.14
852	1 CAMPBELL-TINTAH PUBLIC SCHOOL DIST.	146.08	141.75	144.44
857	1 LEWISTON-ALTURA PUBLIC SCHOOL DIST.	808.53	806.82	827.98
858	1 ST. CHARLES PUBLIC SCHOOL DISTRICT	1,040.28	1,079.52	1,147.32
861	1 WINONA AREA PUBLIC SCHOOL DISTRICT	3,276.32	3,053.03	2,919.08
876	1 ANNANDALE PUBLIC SCHOOL DISTRICT	2,039.77	2,124.54	2,124.55
877	1 BUFFALO-HANOVER-MONTROSE PUBLIC SCH	6,325.79	6,362.34	6,296.28
879	1 DELANO PUBLIC SCHOOL DISTRICT	2,734.17	2,718.05	2,703.52
881	1 MAPLE LAKE PUBLIC SCHOOL DISTRICT	940.15	929.99	913.53
882	1 MONTICELLO PUBLIC SCHOOL DISTRICT	4,532.40	4,522.11	4,563.83
883	1 ROCKFORD PUBLIC SCHOOL DISTRICT	1,837.77	1,789.23	1,803.41
885	1 ST. MICHAEL-ALBERTVILLE SCHOOL DIST	6,877.66	7,044.08	7,258.33
891	1 CANBY PUBLIC SCHOOL DISTRICT	617.46	621.00	633.66
911	1 CAMBRIDGE-ISANTI PUBLIC SCHOOL DIST	5,394.16	5,425.47	5,496.39
912	1 MILACA PUBLIC SCHOOL DISTRICT	1,959.76	1,919.31	1,904.98
914	1 ULEN-HITTERDAL PUBLIC SCHOOL DIST	334.71	332.55	320.34
2071	1 LAKE CRYSTAL-WELLCOME MEMORIAL	986.60	1,013.11	1,026.12
2125	1 TRITON SCHOOL DISTRICT	1,239.17	1,207.52	1,205.42
2134	1 UNITED SOUTH CENTRAL SCHOOL DIST.	751.48	763.63	792.32
2135	1 MAPLE RIVER SCHOOL DISTRICT	1,024.77	985.48	965.21
2137	1 KINGSLAND PUBLIC SCHOOL DISTRICT	634.41	614.49	625.45
2142	1 ST. LOUIS COUNTY SCHOOL DISTRICT	2,094.79	2,163.59	2,157.61
2143	1 WATERVILLE-ELYSIAN-MORRISTOWN	831.99	845.79	863.44
2144	1 CHISAGO LAKES SCHOOL DISTRICT	3,722.12	3,753.76	3,746.66
2149	1 MINNEWASKA SCHOOL DISTRICT	1,294.56	1,354.80	1,377.10
2154	1 EVELETH-GILBERT SCHOOL DISTRICT	1,000.48	977.41	958.80
2155	1 WADENA-DEER CREEK SCHOOL DISTRICT	1,141.18	1,135.62	1,136.30
2159	1 BUFFALO LK-HECTOR-STEWART PUBLIC SC	565.03	553.84	549.92
2164	1 DILWORTH-GLYNDON-FELTON	1,773.01	1,738.26	1,758.94
2165	1 HINCKLEY-FINLAYSON SCHOOL DISTRICT	1,038.10	1,043.65	1,064.34
2167	1 LAKEVIEW SCHOOL DISTRICT	729.90	692.04	703.78
2168	1 NRHEG SCHOOL DISTRICT	969.18	963.43	947.38
2169	1 MURRAY COUNTY CENTRAL SCHOOL DIST.	805.33	803.62	800.14
2170	1 STAPLES-MOTLEY SCHOOL DISTRICT	1,239.16	1,235.63	1,184.78
2171	1 KITTSOON CENTRAL SCHOOL DISTRICT	265.80	253.29	256.23
2172	1 KENYON-WANAMINGO SCHOOL DISTRICT	865.48	848.45	833.19

2174	1 PINE RIVER-BACKUS SCHOOL DISTRICT	996.56	985.85	1,005.18
2176	1 WARREN-ALVARADO-OSLO SCHOOL DIST.	496.35	518.79	544.91
2180	1 M.A.C.C.R.A.Y. SCHOOL DISTRICT	780.09	790.93	779.30
2184	1 LUVERNE PUBLIC SCHOOL DISTRICT	1,355.65	1,354.52	1,319.21
2190	1 YELLOW MEDICINE EAST	789.26	760.77	750.25
2198	1 FILLMORE CENTRAL	689.59	670.17	681.54
2215	1 NORMAN COUNTY EAST SCHOOL DISTRICT	300.67	287.45	302.11
2310	1 SIBLEY EAST SCHOOL DISTRICT	1,297.71	1,261.34	1,254.10
2311	1 CLEARBROOK-GONVICK SCHOOL DISTRICT	472.82	505.15	494.23
2342	1 WEST CENTRAL AREA	854.26	854.89	848.02
2358	1 TRI-COUNTY SCHOOL DISTRICT	207.92	205.75	218.15
2364	1 BELGRADE-BROOTEN-ELROSA SCHOOL DIST	683.69	692.36	688.35
2365	1 G.F.W.	794.39	782.60	755.66
2396	1 A.C.G.C. PUBLIC SCHOOL DISTRICT	919.58	903.73	939.97
2397	1 LE SUEUR-HENDERSON SCHOOL DISTRICT	1,113.18	1,127.44	1,083.61
2448	1 MARTIN COUNTY WEST SCHOOL DISTRICT	798.69	791.55	761.27
2527	1 NORMAN COUNTY WEST SCHOOL DISTRICT	204.27	197.01	218.97
2534	1 BIRD ISLAND-OLIVIA-LAKE LILLIAN	779.24	726.69	707.98
2536	1 GRANADA HUNTLEY-EAST CHAIN	302.80	339.15	327.95
2580	1 EAST CENTRAL SCHOOL DISTRICT	819.61	809.22	796.93
2609	1 WIN-E-MAC SCHOOL DISTRICT	492.74	512.81	509.65
2683	1 GREENBUSH-MIDDLE RIVER SCHOOL DIST.	361.01	316.80	302.51
2687	1 HOWARD LAKE-WAVERLY-WINSTED	1,331.67	1,361.95	1,376.50
2689	1 PIPESTONE AREA SCHOOL DISTRICT	1,247.80	1,258.33	1,220.44
2711	1 MESABI EAST SCHOOL DISTRICT	1,046.11	1,040.13	1,045.55
2752	1 FAIRMONT AREA SCHOOL DISTRICT	1,917.50	1,885.47	1,884.87
2753	1 LONG PRAIRIE-GREY EAGLE SCHOOL DIST	1,016.52	1,046.85	1,042.74
2754	1 CEDAR MOUNTAIN SCHOOL DISTRICT	522.86	524.20	463.78
2759	1 EAGLE VALLEY PUBLIC SCHOOL DISTRICT	0.00	0.00	0.00
2769	1 MORRIS AREA PUBLIC SCHOOLS	1,131.20	1,136.64	1,177.97
2805	1 ZUMBROTA-MAZEPPA SCHOOL DISTRICT	1,322.11	1,313.56	1,294.56
2835	1 JANESVILLE-WALDORF-PEMBERTON	711.33	742.68	731.02
2853	1 LAC QUI PARLE VALLEY SCHOOL DIST.	856.63	859.30	882.27
2854	1 ADA-BORUP PUBLIC SCHOOL DISTRICT	628.41	620.46	602.55
2856	1 STEPHEN-ARGYLE CENTRAL SCHOOLS	323.96	320.46	315.53
2859	1 GLENCOE-SILVER LAKE SCHOOL DISTRICT	1,746.88	1,755.81	1,711.06
2860	1 BLUE EARTH AREA PUBLIC SCHOOL	1,212.00	1,146.77	1,153.93
2884	1 RED ROCK CENTRAL SCHOOL DISTRICT	453.85	475.11	448.95
2886	1 GLENVILLE-EMMONS SCHOOL DISTRICT	339.86	319.51	338.77
2888	1 CLINTON-GRACEVILLE-BEARDSLEY	362.56	346.12	343.77
2889	1 LAKE PARK AUDUBON SCHOOL DISTRICT	770.89	797.07	795.73
2890	1 RENVILLE COUNTY WEST SCHOOL DIST.	589.67	617.47	603.01
2895	1 JACKSON COUNTY CENTRAL SCHOOL DIST.	1,259.49	1,293.52	1,281.14
2897	1 REDWOOD AREA SCHOOL DISTRICT	1,224.14	1,230.66	1,217.64
2898	1 WESTBROOK-WALNUT GROVE SCHOOLS	401.28	389.68	428.08
2899	1 PLAINVIEW-ELGIN-MILLVILLE	1,581.67	1,617.67	1,593.46
2902	1 RTR PUBLIC SCHOOLS	625.42	639.59	632.06

2903	1 ORTONVILLE PUBLIC SCHOOLS	526.87	554.66	543.91
2904	1 TRACY AREA PUBLIC SCHOOL DISTRICT	779.89	778.47	749.55
2905	1 TRI-CITY UNITED SCHOOL DISTRICT	2,046.33	2,023.25	2,003.15
2906	1 RED LAKE COUNTY CENTRAL PUBLIC SCH	409.43	421.99	432.12
2907	1 ROUND LAKE-BREWSTER PUBLIC SCHOOLS	345.77	411.58	444.74
2908	1 BRANDON-EVANSVILLE PUBLIC SCHOOLS	505.69	519.36	534.09
2909	1 ROCK RIDGE PUBLIC SCHOOLS	2,885.29	2,860.33	2,806.81
		882,574.09	884,154.08	885,806.08

End of Worksheet

FY21

FY22

1,270.39	1,227.70
34,843.50	33,990.97
287.43	280.54
512.05	493.42
3,678.87	3,567.50
42,462.79	42,743.38
7,181.35	7,217.78
3,694.85	3,563.68
3,106.63	3,146.79
4,533.18	4,414.37
6,688.17	6,747.32
3,289.49	3,288.77
945.82	924.80
63.23	66.06
5,578.76	5,576.62
651.76	621.10
317.15	318.40
1,647.55	1,645.19
4,834.87	4,790.77
2,111.43	2,114.64
750.51	758.85
9,679.69	9,798.05
143.12	138.56
627.87	609.82
606.39	598.75
2,360.13	2,373.84
770.38	752.41
428.15	401.38
3,071.20	3,107.22
336.21	339.55
690.90	691.39
1,381.39	1,390.23
409.68	391.11
1,084.32	1,092.77
4,648.40	4,744.25
1,728.04	1,746.90
10,984.09	11,106.51
842.44	803.77
1,340.84	1,395.66
1,342.05	1,403.72
361.31	366.94
1,775.42	1,762.20
2,976.56	2,939.96
914.91	910.71

958.66	952.19
1,072.68	1,076.25
7,684.37	7,920.45
1,140.92	1,115.93
511.25	508.52
544.57	541.15
1,234.46	1,245.42
7,308.13	7,331.17
1,111.82	1,103.64
1,989.59	1,994.61
8,842.45	8,465.82
7,924.23	7,886.81
12,846.82	12,475.99
719.00	727.03
32,309.99	31,940.57
5,653.03	5,662.21
3,944.17	3,900.81
4,727.88	4,723.11
738.07	749.99
2,433.99	2,480.38
4,717.04	4,715.86
931.77	910.10
966.49	969.71
393.22	384.06
277.00	265.44
764.56	763.89
3,833.65	3,808.77
528.31	496.24
1,243.89	1,215.21
785.44	779.40
1,509.86	1,524.76
2,977.96	3,003.80
340.43	328.07
96.95	103.11
7,481.07	7,445.15
11,346.76	11,196.13
9,567.77	9,590.81
9,179.57	9,227.50
12,142.27	12,182.76
2,769.81	2,779.85
3,215.42	3,265.01
23,634.20	23,767.38
4,481.89	4,645.57
12,914.82	12,538.57
2,009.66	1,970.85
5,102.24	5,073.73
13,948.60	14,430.52

2,579.12	2,536.36
2,035.25	2,027.39
401.45	397.75
785.04	772.75
1,213.59	1,210.58
350.54	345.59
677.85	651.91
1,788.42	1,777.11
815.35	798.13
1,142.93	1,129.42
981.75	974.75
4,422.78	4,407.52
630.68	601.97
30.31	31.01
284.83	272.49
1,762.17	1,751.13
534.13	527.05
1,708.57	1,711.25
4,665.44	4,628.45
191.29	200.39
1,040.16	1,036.98
341.23	338.54
333.61	338.75
619.84	601.77
1,529.13	1,518.72
506.03	499.06
581.10	583.44
120.44	123.86
138.70	131.31
225.01	200.99
2,806.54	2,807.64
496.39	473.88
213.17	216.10
2,988.20	2,940.56
533.73	522.62
661.79	653.12
730.04	733.28
488.57	485.56
155.36	153.46
237.69	240.26
1,053.21	1,041.01
1,660.80	1,634.12
2,406.90	2,391.36
423.74	399.77
3,498.04	3,430.96
694.11	665.61
2,570.89	2,572.82

1,315.35	1,341.49
1,034.94	1,038.19
359.30	354.45
389.41	373.79
5,621.01	5,636.63
504.22	510.74
323.15	317.00
306.91	311.56
423.73	421.92
388.00	398.16
406.67	408.03
2,482.57	2,414.32
604.58	607.81
155.16	156.08
4,386.21	4,638.32
2,471.33	2,459.83
1,251.92	1,262.74
2,314.96	2,326.71
19,711.85	19,789.63
454.84	451.73
3,281.86	3,297.84
410.18	369.76
583.31	586.26
961.47	932.05
1,729.25	1,791.61
603.98	607.20
833.41	874.66
252.15	250.33
2,137.93	2,132.37
469.70	469.65
1,723.63	1,715.28
464.28	435.82
236.85	232.01
1,249.21	1,211.39
2,147.96	2,172.85
506.63	512.15
272.79	272.08
664.40	661.38
13,401.62	13,764.92
11,822.64	11,849.45
8,411.88	8,620.69
9,892.95	9,972.25
38,251.01	39,289.66
427.34	424.34
89.12	82.57
451.83	439.44
3,768.57	3,724.19

4,345.10	4,353.95
408.28	398.16
198.52	190.72
1,298.29	1,274.02
1,078.90	1,052.89
799.29	797.12
564.84	561.69
225.62	202.20
2,332.03	2,301.94
2,606.22	2,604.64
2,024.11	2,009.72
1,893.76	1,849.00
92.94	91.23
8,903.29	8,932.86
597.56	601.77
1,750.32	1,772.88
2,098.18	2,114.64
9,956.18	10,251.99
9,274.31	9,265.76
4,744.14	4,822.39
3,184.71	3,189.69
3,390.05	3,383.23
14,804.90	14,963.82
1,162.60	1,138.28
791.06	797.93
1,440.20	1,379.55
1,043.77	1,029.53
10,957.23	10,919.81
1,141.73	1,124.18
1,982.56	1,966.42
4,400.30	4,366.44
2,442.83	2,471.11
862.32	864.99
5,400.31	5,370.99
991.58	990.46
433.17	428.16
172.42	167.96
825.38	830.75
852.20	800.34
511.05	495.83
588.13	594.11
190.89	184.68
410.48	392.72
716.99	795.31
1,323.78	1,329.81
0.00	1.01
628.47	612.04

539.15	524.83
1,169.53	1,171.61
2,053.82	2,034.89
6,536.62	6,407.37
3,647.38	3,659.54
20,673.90	20,889.25
9,399.56	9,434.53
233.24	223.35
645.93	615.06
1,117.64	1,097.60
694.31	703.67
330.19	333.91
147.73	143.80
799.49	787.65
1,173.64	1,174.53
2,872.58	2,841.07
2,139.53	2,162.98
6,306.89	6,312.61
2,690.12	2,704.33
918.12	913.73
4,603.63	4,577.70
1,788.26	1,795.63
7,361.00	7,478.38
647.94	646.88
5,369.60	5,403.42
1,865.94	1,859.48
279.81	268.86
1,027.51	1,047.25
1,205.15	1,177.55
791.66	772.35
944.21	939.30
627.27	625.93
2,155.99	2,058.86
847.86	834.58
3,753.96	3,766.48
1,405.68	1,387.41
960.87	951.99
1,151.36	1,162.05
543.76	538.33
1,838.04	1,897.34
1,066.81	1,041.01
697.32	707.10
949.83	929.64
801.09	800.74
1,158.59	1,140.30
251.31	253.76
817.35	805.78

1,010.95	992.07
561.63	564.51
785.64	786.85
1,336.63	1,317.52
756.94	746.97
670.42	665.21
291.05	276.72
1,258.95	1,245.63
505.63	495.23
855.69	848.68
218.79	208.64
683.67	680.11
756.73	747.38
930.76	932.66
1,063.84	1,056.52
750.31	765.70
236.86	224.55
686.68	678.30
330.80	333.31
820.16	784.83
512.85	508.12
290.65	278.33
1,381.79	1,396.47
1,223.22	1,219.24
1,030.72	997.71
1,860.64	1,751.33
1,072.07	1,100.22
475.12	463.81
0.00	0.00
1,208.37	1,233.74
1,323.78	1,320.34
725.82	728.24
892.02	875.26
561.17	578.41
325.78	319.81
1,711.38	1,683.46
1,150.56	1,116.93
457.25	461.19
345.65	330.29
344.85	330.49
807.32	810.01
631.28	609.82
1,248.11	1,245.02
1,216.60	1,207.76
446.98	462.00
1,617.85	1,595.45
617.83	602.57

526.10	528.86
740.78	743.35
1,991.60	1,993.40
431.36	420.31
458.66	454.55
541.96	549.40
2,854.63	2,801.00
889,342.35	889,258.92

District Average Building Age, 1-30-20 upload

Dist	Type	19-20 age	20-21 age
1	1	50.12	51.12
1.2	3	56.35	57.35
2	1	30.90	31.90
4	1	47.05	48.05
6	3	46.92	47.92
11	1	42.01	43.01
12	1	39.24	40.24
13	1	52.61	53.61
14	1	53.52	54.52
15	1	38.53	39.53
16	1	33.73	34.73
22	1	43.65	44.65
23	1	38.72	39.72
25	1	18.00	19.00
31	1	31.95	32.95
32	1	41.59	42.59
36	1	27.82	28.82
38	1	26.14	27.14
47	1	32.98	33.98
51	1	26.88	27.88
75	1	37.27	38.27
77	1	48.73	49.73
81	1	49.66	50.66
84	1	48.81	49.81
85	1	41.17	42.17
88	1	36.79	37.79
91	1	37.76	38.76
93	1	61.87	62.87
94	1	35.75	36.75
95	1	29.55	30.55
97	1	5.39	6.39
99	1	41.20	42.20
100	1	40.65	41.65
108	1	43.60	44.60
110	1	21.76	22.76
111	1	35.57	36.57
112	1	25.37	26.37
113	1	44.89	45.89
115	1	32.92	33.92
116	1	26.72	27.72
118	1	26.53	27.53
129	1	46.84	47.84
138	1	29.15	30.15
139	1	29.96	30.96

146	1	51.55	52.55
150	1	33.58	34.58
152	1	27.44	28.44
162	1	35.89	36.89
166	1	36.71	37.71
173	1	70.73	71.73
177	1	43.98	44.98
181	1	46.00	47.00
182	1	35.66	36.66
186	1	29.51	30.51
191	1	44.13	45.13
192	1	26.36	27.36
194	1	29.91	30.91
195	1	33.90	34.90
196	1	34.07	35.07
197	1	44.54	45.54
199	1	39.42	40.42
200	1	36.87	37.87
203	1	41.69	42.69
204	1	21.52	22.52
206	1	22.00	23.00
213	1	35.66	36.66
227	1	32.16	33.16
229	1	45.22	46.22
238	1	68.47	69.47
239	1	3.00	4.00
241	1	45.27	46.27
242	1	36.08	37.08
252	1	37.36	38.36
253	1	50.98	51.98
255	1	31.68	32.68
256	1	37.60	38.60
261	1	30.12	31.12
264	1	83.59	84.59
270	1	49.55	50.55
271	1	49.65	50.65
272	1	34.59	35.59
273	1	44.66	45.66
276	1	44.21	45.21
277	1	45.10	46.10
278	1	39.97	40.97
279	1	38.38	39.38
280	1	59.80	60.80
281	1	49.91	50.91
282	1	50.83	51.83
283	1	60.02	61.02
284	1	33.38	34.38

286	1	34.88	35.88
294	1	66.45	67.45
297	1	71.46	72.46
299	1	31.00	32.00
300	1	43.66	44.66
306	1	31.95	32.95
308	1	30.25	31.25
309	1	34.58	35.58
314	1	37.96	38.96
316	1	76.22	77.22
317	1	35.86	36.86
318	1	35.76	36.76
319	1	88.12	89.12
323	2	-	
330	1	50.99	51.99
332	1	34.05	35.05
333	1	28.55	29.55
345	1	30.74	31.74
347	1	38.45	39.45
356	1	56.29	57.29
361	1	54.68	55.68
362	1	27.22	28.22
363	1	39.57	40.57
378	1	44.32	45.32
381	1	37.96	38.96
390	1	26.03	27.03
391	1	53.18	54.18
402	1	68.37	69.37
403	1	80.88	81.88
404	1	54.83	55.83
413	1	36.33	37.33
414	1	52.76	53.76
415	1	67.69	68.69
423	1	38.53	39.53
424	1	46.95	47.95
432	1	41.96	42.96
435	1	33.12	34.12
441	1	39.55	40.55
447	1	48.84	49.84
458	1	65.78	66.78
463	1	40.86	41.86
465	1	48.35	49.35
466	1	41.59	42.59
473	1	34.65	35.65
477	1	30.20	31.20
480	1	36.19	37.19
482	1	48.71	49.71

484	1	31.20	32.20
485	1	27.00	28.00
486	1	40.74	41.74
487	1	31.52	32.52
492	1	60.92	61.92
495	1	13.33	14.33
497	1	28.42	29.42
499	1	51.39	52.39
500	1	56.08	57.08
505	1	67.69	68.69
507	1	26.79	27.79
508	1	33.34	34.34
511	1	41.86	42.86
514	1	72.10	73.10
518	1	33.22	34.22
531	1	26.41	27.41
533	1	33.00	34.00
534	1	37.22	38.22
535	1	44.96	45.96
542	1	33.95	34.95
544	1	44.50	45.50
545	1	40.35	41.35
547	1	51.32	52.32
548	1	41.49	42.49
549	1	27.63	28.63
550	1	32.95	33.95
553	1	34.20	35.20
561	1	66.28	67.28
564	1	45.79	46.79
577	1	34.66	35.66
578	1	40.49	41.49
581	1	52.24	53.24
592	1	52.20	53.20
593	1	39.88	40.88
595	1	28.53	29.53
599	1	48.84	49.84
600	1	33.16	34.16
601	1	44.60	45.60
621	1	46.07	47.07
622	1	42.64	43.64
623	1	48.84	49.84
624	1	50.50	51.50
625	1	53.03	54.03
630	1	39.99	40.99
635	1	56.93	57.93
640	1	31.54	32.54
656	1	38.62	39.62

659	1	36.64	37.64
671	1	37.13	38.13
676	1	43.85	44.85
682	1	36.18	37.18
690	1	27.30	28.30
695	1	93.90	94.90
696	1	94.30	95.30
698	1	32.58	33.58
700	1	24.14	25.14
701	1	76.00	77.00
704	1	33.85	34.85
706	1	67.75	68.75
707	1	26.72	27.72
709	1	44.56	45.56
712	1	42.35	43.35
716	1	37.43	38.43
717	1	30.42	31.42
719	1	27.64	28.64
720	1	22.62	23.62
721	1	28.31	29.31
726	1	29.25	30.25
727	1	26.54	27.54
728	1	28.88	29.88
738	1	36.31	37.31
739	1	38.35	39.35
740	1	37.41	38.41
741	1	42.32	43.32
742	1	34.10	35.10
743	1	39.56	40.56
745	1	24.95	25.95
748	1	31.78	32.78
750	1	37.48	38.48
756	1	48.97	49.97
761	1	49.09	50.09
763	1	17.00	18.00
768	1	49.74	50.74
771	1	63.32	64.32
775	1	37.11	38.11
777	1	60.85	61.85
786	1	52.10	53.10
787	1	43.93	44.93
801	1	58.95	59.95
803	1	51.03	52.03
811	1	38.09	39.09
813	1	53.66	54.66
815	2	-	
818	1	38.16	39.16

820	1	43.22	44.22
821	1	24.09	25.09
829	1	51.07	52.07
831	1	34.60	35.60
832	1	31.20	32.20
833	1	31.48	32.48
834	1	37.31	38.31
836	1	78.20	79.20
837	1	48.87	49.87
840	1	45.05	46.05
846	1	59.77	60.77
850	1	10.20	11.20
852	1	68.83	69.83
857	1	46.47	47.47
858	1	57.87	58.87
861	1	47.00	48.00
876	1	27.03	28.03
877	1	33.54	34.54
879	1	31.59	32.59
881	1	34.06	35.06
882	1	34.07	35.07
883	1	30.39	31.39
885	1	19.55	20.55
891	1	52.96	53.96
911	1	39.17	40.17
912	1	37.21	38.21
914	1	29.99	30.99
2071	1	19.33	20.33
2125	1	24.79	25.79
2134	1	7.20	8.20
2135	1	57.88	58.88
2137	1	47.85	48.85
2142	1	34.14	35.14
2143	1	55.42	56.42
2144	1	29.75	30.75
2149	1	37.36	38.36
2154	1	88.68	89.68
2155	1	34.76	35.76
2159	1	66.25	67.25
2164	1	40.71	41.71
2165	1	41.73	42.73
2167	1	15.63	16.63
2168	1	46.95	47.95
2169	1	63.52	64.52
2170	1	49.22	50.22
2171	1	37.74	38.74
2172	1	36.43	37.43

2174	1	41.02	42.02
2176	1	57.68	58.68
2180	1	53.51	54.51
2184	1	46.82	47.82
2190	1	67.64	68.64
2198	1	54.11	55.11
2215	1	48.65	49.65
2310	1	20.25	21.25
2311	1	17.00	18.00
2342	1	42.05	43.05
2358	1	58.19	59.19
2364	1	40.03	41.03
2365	1	54.29	55.29
2396	1	40.71	41.71
2397	1	55.65	56.65
2448	1	59.18	60.18
2527	1	67.10	68.10
2534	1	63.49	64.49
2536	1	48.84	49.84
2580	1	15.87	16.87
2609	1	18.68	19.68
2683	1	62.71	63.71
2687	1	19.78	20.78
2689	1	26.17	27.17
2711	1	44.25	45.25
2752	1	45.71	46.71
2753	1	34.43	35.43
2754	1	48.05	49.05
2759	1	-	
2769	1	32.15	33.15
2805	1	50.41	51.41
2835	1	38.79	39.79
2853	1	45.42	46.42
2854	1	25.76	26.76
2856	1	73.49	74.49
2859	1	36.87	37.87
2860	1	51.47	52.47
2884	1	72.44	73.44
2886	1	56.25	57.25
2888	1	57.30	58.30
2889	1	24.03	25.03
2890	1	69.16	70.16
2895	1	46.39	47.39
2897	1	30.74	31.74
2898	1	62.51	63.51
2899	1	54.00	55.00
2902	1	77.01	78.01

2903	1	50.45	51.45
2904	1	45.23	46.23
2905	1	34.96	35.96
2906	1	60.12	61.12
2907	1	69.01	70.01
2908	1	57.92	58.92
2909	1	77.84	78.84

21-22 = 19-20 plus 2

End of Worksheet

2019 Est ANTC from Department of Revenue files. February, 2020 Forecast

MDE	School District		Ag Modified 2019 Est. ANTC
1	Aitkin		18,367,528
1.2	Minneapolis Special School District #1		694,140,739
2	Hill City		1,490,148
4	McGregor		9,672,767
6	South St. Paul Special School District #6		22,875,842
11	Anoka		304,790,313
12	Centennial		44,779,411
13	Columbia Heights		29,041,818
14	Fridley		19,546,984
15	Saint Francis		39,595,881
16	Spring Lake Park		53,719,540
22	Detroit Lakes		30,660,805
23	Frazee-Vergas		9,194,405
25	Pine Point		-
31	Bemidji		40,193,030
32	Blackduck		3,396,016
36	Kelliher		1,164,985
38	Red Lake		14,919
47	Sauk Rapids		23,075,018
51	Foley		7,429,773
75	St. Clair		3,743,332
77	Mankato		78,126,917
81	Comfrey		2,412,546
84	Sleepy Eye		6,077,346
85	Springfield		4,050,665
88	New Ulm-Hanska		19,736,392
91	Barnum		3,481,677
93	Carlton		5,245,281
94	Cloquet		12,028,016
95	Cromwell		2,080,807
97	Moose Lake		5,069,888
99	Esko		6,441,907
100	Wrenshall		3,653,389
108	Norwood-Young America		10,851,551
110	Waconia		34,563,680
111	Watertown-Mayer		14,278,062
112	Chaska		101,650,935
113	Walker-Akeley		22,952,330
115	Cass Lake		9,572,614
116	Pillager		12,270,170
118	Remer		17,665,370
129	Montevideo		6,553,105

138	North Branch		21,050,679
139	Rush City		6,036,435
146	Barnesville		6,368,135
150	Hawley		5,221,226
152	Moorhead		44,310,984
162	Bagley		5,367,883
166	Cook County		18,706,379
173	Mountain Lake		4,412,606
177	Windom		7,532,633
181	Brainerd		64,859,526
182	Crosby-Ironton		23,858,964
186	Pequot Lakes		38,157,595
191	Burnsville		100,242,642
192	Farmington		41,568,200
194	Lakeville		99,981,953
195	Randolph		4,946,177
196	Rosemount		228,151,381
197	West Saint Paul		88,926,167
199	Inver Grove-Pine Bend		40,268,448
200	Hastings		42,868,319
203	Hayfield		6,658,867
204	Kasson-Mantorville		10,552,409
206	Alexandria		51,458,664
213	Osakis		4,792,919
227	Chatfield		6,482,974
229	Lanesboro		2,777,243
238	Mabel-Canton		2,653,637
239	Rushford-Peterson		4,829,107
241	Albert Lea		19,495,673
242	Alden		1,961,203
252	Cannon Falls		10,694,213
253	Goodhue		3,946,433
255	Pine Island		8,180,979
256	Red Wing		38,340,075
261	Ashby		2,317,067
264	Herman		2,849,267
270	Hopkins		147,428,761
271	Bloomington		166,350,596
272	Eden Prairie		126,595,926
273	Edina		123,009,374
276	Minnetonka		111,736,373
277	Westonka		48,747,005
278	Orono		45,773,937
279	Osseo		228,797,280
280	Richfield		61,996,058
281	Robbinsdale		133,140,116
282	St. Anthony-New Brighton		13,728,737

283	St. Louis Park		82,898,454
284	Wayzata		174,545,509
286	Brooklyn Center		10,185,267
294	Houston		3,132,584
297	Spring Grove		2,055,511
299	Caledonia		5,292,303
300	La Crescent		9,036,282
306	Laporte		3,140,470
308	Nevis		6,847,207
309	Park Rapids		24,186,921
314	Braham		4,828,121
316	Coleraine		7,530,887
317	Deer River		8,348,517
318	Grand Rapids		43,840,479
319	Nashwauk-Keewatin		3,893,025
323	Franconia Common School District #323		324,123
330	Heron-Lake-Okabena		3,466,275
332	Mora		8,997,297
333	Ogilvie		2,625,648
345	New London-Spicer		15,604,117
347	Willmar		24,518,769
356	Lancaster		1,181,880
361	International Falls		8,780,796
362	Little Fork-Big Falls		1,419,263
363	South Koochiching		1,614,034
378	Dawson-Boyd		4,288,081
381	Lake Superior		24,991,692
390	Lake of The Woods		5,423,662
391	Cleveland		5,279,310
402	Hendricks		1,843,659
403	Ivanhoe		2,540,669
404	Lake Benton		3,526,494
413	Marshall		17,487,948
414	Minneota		3,670,925
415	Lynd		1,801,931
423	Hutchinson		18,932,936
424	Lester Prairie		2,995,666
432	Mahnomen		2,836,576
435	Waubun		5,267,606
441	Newfolden		3,847,081
447	Grygla-Gatzke		1,160,626
458	Truman		3,611,908
463	Eden Valley-Watkins		5,776,642
465	Litchfield		12,295,512
466	Dassel-Cokato		11,466,464
473	Isle		5,910,438
477	Princeton		20,035,732

480	Onamia		7,637,526
482	Little Falls		14,594,975
484	Pierz		4,660,485
485	Royalton		3,911,179
486	Swanville		2,236,749
487	Upsala		1,595,752
492	Austin		17,996,554
495	Grand Meadow		3,153,390
497	Lyle		1,535,217
499	LeRoy-Ostrander		3,071,728
500	Southland		5,682,486
505	Fulda		4,952,189
507	Nicollet		4,023,903
508	St. Peter		13,098,965
511	Adrian		5,250,666
514	Ellsworth		2,178,324
518	Worthington		18,508,984
531	Byron		10,998,507
533	Dover-Eyota		4,922,219
534	Stewartville		9,981,345
535	Rochester		195,089,368
542	Battle Lake		14,353,405
544	Fergus Falls		21,748,113
545	Henning		4,805,560
547	Parkers Prairie		4,016,213
548	Pelican Rapids		19,787,597
549	Perham		23,614,048
550	Underwood		3,402,220
553	New York Mills		3,347,570
561	Goodridge		1,195,378
564	Thief River Falls		12,120,736
577	Willow River		3,974,440
578	Pine City		10,752,149
581	Edgerton		3,332,441
592	Climax		1,599,382
593	Crookston		9,231,686
595	East Grand Forks		11,891,801
599	Fertile-Beltrami		5,099,953
600	Fisher		2,332,968
601	Fosston		3,802,894
621	Mounds View		123,750,884
622	North Saint Paul-Maplewood		112,025,940
623	Roseville		81,570,934
624	White Bear Lake		100,928,098
625	St. Paul		354,810,046
630	Red Lake Falls		1,537,759
635	Milroy		2,117,920

640	Wabasso		5,396,412
656	Faribault		32,959,372
659	Northfield		32,714,220
671	Hills-Beaver Creek		4,095,949
676	Badger		769,924
682	Roseau		5,414,942
690	Warroad		5,800,689
695	Chisholm		3,120,268
696	Ely		7,344,741
698	Floodwood		4,717,926
700	Hermantown		19,266,981
701	Hibbing		12,076,680
704	Proctor		14,463,800
706	Virginia		6,837,878
707	Nett Lake		131,179
709	Duluth		98,810,631
712	Buhl-Mount Iron		4,253,723
716	Belle Plaine		12,805,100
717	Jordan		15,471,545
719	Prior Lake		73,852,867
720	Shakopee		71,552,658
721	New Prague		27,940,477
726	Becker		26,277,209
727	Big Lake		19,234,828
728	Elk River		100,622,195
738	Holdingford		4,459,798
739	Kimball		5,711,021
740	Melrose		9,615,372
741	Paynesville		8,151,150
742	St. Cloud		94,996,938
743	Sauk Centre		9,836,620
745	Albany		10,244,368
748	Sartell		20,087,223
750	Cold Spring		17,151,848
756	Blooming Prairie		5,390,189
761	Owatonna		30,999,400
763	Medford		3,828,436
768	Hancock		1,948,619
771	Chokio-Alberta		3,465,117
775	Kerkhoven-Murdock-Sunburg		5,283,222
777	Benson		9,053,642
786	Bertha-Hewitt		1,910,422
787	Browerville		2,659,347
801	Browns Valley		1,076,071
803	Wheaton		5,326,071
811	Wabasha		7,241,388
813	Lake City		11,714,053

815	Prinsburg Common School District #815		1,017,959
818	Verndale		1,473,168
820	Sebeka		2,757,168
821	Menahga		3,789,468
829	Waseca		10,504,946
831	Forest Lake		69,535,276
832	Mahtomedi		28,293,369
833	South Washington County		144,505,016
834	Stillwater		122,002,821
836	Butterfield		2,253,719
837	Madelia		4,172,211
840	St. James		6,322,209
846	Breckenridge		6,739,628
850	Rothsay		2,149,675
852	Campbell-Tintah		4,101,550
857	Lewiston		4,674,294
858	St. Charles		6,204,615
861	Winona		35,085,311
876	Annandale		19,453,626
877	Buffalo		40,314,703
879	Delano		17,868,592
881	Maple Lake		6,686,940
882	Monticello		42,615,137
883	Rockford		13,737,040
885	St. Michael-Albertville		26,357,765
891	Canby		4,722,984
911	Cambridge		28,417,102
912	Milaca		8,433,918
914	Ulen-Hitterdal		2,907,273
2071	Lake Crystal-Welcome Memorial		9,503,200
2125	Triton		9,710,364
2134	United South Central		7,962,423
2135	Maple River		9,217,435
2137	Kingsland		5,899,628
2142	St. Louis County		36,019,333
2143	Waterville-Elysian-Morristown		9,139,306
2144	Chisago Lakes		27,508,617
2149	Minnewaska		14,360,314
2154	Eveleth-Gilbert		6,101,698
2155	Wadena-Deer Creek		4,938,234
2159	Buffalo Lake-Hector		7,507,048
2164	Dilworth-Glyndon-Felton		8,075,285
2165	Hinckley-Finlayson		8,099,742
2167	Lakeview		4,829,560
2168	NRHEG		7,600,585
2169	Murray County		8,127,586
2170	Staples-Motley		11,776,004

2171	Kittson Central		7,467,801
2172	Kenyon-Wanamingo		7,906,788
2174	Pine River-Backus		16,785,060
2176	Warren-Alvarado-Olso		6,392,542
2180	MacCray		8,407,302
2184	Luverne-Magnolia		11,114,458
2190	Yellow Medicine East		10,131,948
2198	Fillmore Central		6,562,061
2215	Norman County East		2,746,605
2310	Sibley East		9,624,417
2311	Clearbrook-Gonvick		8,669,987
2342	West Central Area		8,460,448
2358	Karlstad-Strandquist		2,322,393
2364	Belgrade-Brooten-Elrosa		5,468,751
2365	Gibbon-Fairfax-Winthrop		10,773,650
2396	A.C.G.C.		9,366,988
2397	Le Sueur-Henderson		9,683,390
2448	Martin County West		9,474,751
2527	Halstad-Hendrum		2,480,653
2534	Bird Island-Olivia Lake Lillian		7,343,788
2536	Granada-Huntley-East Chain		4,457,156
2580	East Central		6,198,192
2609	Win-E-Mac		5,287,345
2683	Greenbush-Middle River		2,494,502
2687	Howard Lake-Waverly-Winsted		9,826,522
2689	Pipestone-Jasper		12,516,881
2711	Mesabi East Schools		7,177,067
2752	Fairmont Area		14,079,508
2753	Long Prairie-Grey Eagle		7,322,791
2754	Cedar Mountain		4,829,976
2759	Eagle Valley		-
2769	Morris Area		8,369,526
2805	Zumbrota-Mazeppa		8,942,948
2835	Janesville-Waldorf-Pember		7,295,953
2853	Lac Qui Parle Valley		10,432,514
2854	Ada-Borup		4,067,699
2856	Stephen-Argyle Central		5,967,813
2859	Glencoe-Silver Lake		13,189,444
2860	Blue Earth Area		12,215,487
2884	Red Rock Central		7,900,456
2886	Glenville-Emmons		3,708,344
2888	Clinton-Graceville-Beardsley		6,757,118
2889	Lake Park-Audubon		14,182,146
2890	Renville County West		7,401,696
2895	Jackson County Central		13,445,775
2897	Redwood Falls Area		9,078,636
2898	Westbrook-Walnut Grove		5,739,565

2899	Plainview-Elgin-Milville		9,518,934
2902	Russell-Tyler-Ruthton		5,642,422
2903	Ortonville Area		4,307,573
2904	Tracy Area		9,201,718
2905	Tri-City United		14,581,877
2906	Red Lake County Central		4,679,319
2907	Round Lake-Brewster		4,007,337
2908	Brandon-Evansville		5,615,686
2909	Rock Ridge		12,939,576

Total 8,080,483,125

End of Worksheet

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Statewide ANTC / PU calculations

Revenue Year	FY 2019	FY 2020	FY 2021
Data Year	2016	2017	2018
Three year prior Ag. Modified ANTC	6,710,027,838	7,124,855,434	7,563,590,816
Three year prior APU	869,352.66	876,965.94	882,567.00
State average ANTC / APU	7,718.42	8,124.43	8,569.99
Percent change		5.3%	5.5%
End of worksheet			

FY 2022 2019	FY 2023 2020	FY 2024 2021	FY 2025 2022	FY 2026 2023	FY 2027 2024
8,080,483,125	8,476,426,798	8,857,866,004	9,212,180,644	9,580,667,870	9,963,894,585
884,154.08	885,806.08	889,342.35	-	-	-
9,139.23	9,569.17	9,960.02	10,358.00	10,772.00	11,203.00
6.6%	4.7%	4.1%	0	0	0

FY 2028 2025	FY 2029 2026	FY 2030 2027
10,362,450,368	10,776,948,383	11,208,026,318
-	-	-
11,651.00	12,117.00	12,602.00
0	0	0

for MDE administrative use only: Cut and paste entered data to master spreadsheet
FY 2022 Data

FY 2022 Data																	FY 2020	FY 2020	FY 2021	FY 2021	FY 2023	FY 2023	FY 2024	FY 2024				
check	dist	name	Pre-K APUs added	building age entered	building age prepop	building age change	Line 13 debt excess	Line 17 New IAQFAA bonds	Line 18 IAQFAA PAYGO	Line 20a Pre-K bonds	Line 20b Pre- K PAYGO	Line 23 Pre- debt excess	Line 26 1A Alt Fac PAYGO	Line 27 1B H&S PAYGO	Line 31 Underlevy	Line 33 Intermediate/ Coop	Line 50 - "other" debt	Revised Line 18 IAQFAA PAYGO	Revised Line 26 1A Alt Fac PAYGO	Revised Line 18 IAQFAA PAYGO	Revised Line 26 1A Alt Fac PAYGO	Revised Line 18 IAQFAA PAYGO	Revised Line 26 1A Alt Fac PAYGO	Revised Line 18 IAQFAA PAYGO	Revised Line 26 1A Alt Fac PAYGO	Revised Line 18 IAQFAA PAYGO	Revised Line 26 1A Alt Fac PAYGO	pad
1	717	JORDAN PUBLIC SCHOOL DISTRICT	-	32.42	32.42	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
End of Worksheet																												

Version List

date	version	tab
May 6, 2020	V1	all
May 7, 2020		FM Other bonds
May 18, 2020	V2	FM Other bonds
May 20, 2020	V3	FM Other bonds
May 27, 2020	V4	FM Other bonds
May 29, 2020	V5	ALL
June 3, 2020	V6	FM Other bonds
June 4, 2020	V7b	FM Other bonds
June 8, 2020	V8	FM Other bonds
June 10, 2020	V9	pay-go
June 12, 2020	V10	line instructions
June 18, 2020	V11	FM Other bonds
June 18, 2020	V12	Ten Year
End of Worksheet		

notes

Updated bond information as of May 5, 2020

Updated ANTC, APU, and building age information as of
February, 2020 Forecast

Certified LLC data for taxes payable 2020

new 833 bond added.

new 840 bond added.

new 361 bond added.

new 2752 bond added.

706 & 2154 CONSOLIDATION

new 2174 bond added.

new 281 bond added.

new 836 bond added.

Formula errors corrected

date references changed.

new proposed 276 bond added.

lines for new bonds added separately from existing

	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06							
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year.									
District Info.		Enter Information		District Info.		Enter Information			
District Name:	Jordan Public Schools	Date:	7/13/2020						
District Number:	0717	Email:	ahafemann@isd717.org						
District Contact Name:	Amy Hafemann								
Contact Phone #	952-492-4373								
Fiscal Year (FY) Ending June 30									
Expenditure Categories		2020 (base year)	2021	2022	2023	2024	2025	2026	2027
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.									
Finance Code	Category (1)								
347	Physical Hazards	\$6,000	\$20,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
349	Other Hazardous Materials	\$1,000	\$5,800	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
352	Environmental Health and Safety Management	\$42,132	\$35,547	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
358	Asbestos Removal and Encapsulation	\$16,665	\$16,665	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
363	Fire Safety	\$16,000	\$25,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects	\$81,797	\$103,012	\$109,000	\$109,000	\$109,000	\$109,000	\$109,000	\$109,000
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year									
Finance Code	Category (2)								
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151									
Finance Code	Category (3)								
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Remodeling for Approved Voluntary Pre-K Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility									
Finance Code	Category (4)								
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Accessibility Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects									
Finance Code	Category (5)								
368	Building Envelope	\$0	\$0	\$78,500	\$80,000	\$40,000	\$62,000	\$40,000	\$40,000
369	Building Hardware and Equipment	\$0	\$0	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
370	Electrical	\$100,000	\$59,000	\$25,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
379	Interior Surfaces	\$38,200	\$65,000	\$65,000	\$60,000	\$58,000	\$60,000	\$60,000	\$82,000
380	Mechanical Systems	\$355,000	\$45,000	\$30,000	\$97,500	\$160,000	\$200,000	\$200,000	\$200,000
381	Plumbing	\$6,000	\$7,500	\$25,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
382	Professional Services and Salary	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
383	Roof Systems	\$0	\$0	\$210,000	\$210,000	\$30,000	\$200,000	\$200,000	\$10,000
384	Site Projects	\$105,000	\$35,000	\$110,000	\$110,100	\$250,000	\$80,000	\$88,000	\$89,000
	Total Deferred Capital Expense and Maintenance	\$604,200	\$211,500	\$578,500	\$617,600	\$598,000	\$662,000	\$648,000	\$481,000
Total Annual 10-Year Plan Expenditures		\$685,997	\$314,512	\$687,500	\$726,600	\$707,000	\$771,000	\$757,000	\$590,000

	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	5 Projects Only	ED - 02478-06	
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Mirr in the cells provided.				
District Info.	Enter Information			
District Name:	Jordan Public Schools			
District Number:	0717			
District Contact Name:	Amy Hafemann			
Contact Phone #	952-492-4373			
Expenditure Categories		2028	2029	2030
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.				
Finance Code	Category (1)			
347	Physical Hazards	\$15,000	\$15,000	\$15,000
349	Other Hazardous Materials	\$6,000	\$6,000	\$6,000
352	Environmental Health and Safety Management	\$40,000	\$40,000	\$40,000
358	Asbestos Removal and Encapsulation	\$18,000	\$18,000	\$18,000
363	Fire Safety	\$30,000	\$30,000	\$30,000
366	Indoor Air Quality	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$109,000	\$109,000	\$109,000
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year				
Finance Code	Category (2)			
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151				
Finance Code	Category (3)			
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0
Accessibility				
Finance Code	Category (4)			
367	Accessibility	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects				
Finance Code	Category (5)			
368	Building Envelope	\$40,000	\$40,000	\$40,000
369	Building Hardware and Equipment	\$10,000	\$20,000	\$20,000
370	Electrical	\$20,000	\$30,000	\$30,000
379	Interior Surfaces	\$82,000	\$82,000	\$82,000
380	Mechanical Systems	\$200,000	\$190,000	\$200,000
381	Plumbing	\$20,000	\$20,000	\$20,000
382	Professional Services and Salary	\$10,000	\$10,000	\$10,000
383	Roof Systems	\$10,000	\$200,000	\$100,000
384	Site Projects	\$85,000	\$100,000	\$85,000
Total Deferred Capital Expense and Maintenance		\$477,000	\$692,000	\$587,000
Total Annual 10-Year Plan Expenditures		\$586,000	\$801,000	\$696,000

Long-Term Facilities Maintenance Expenditure Categories used in the Excel Spreadsheet Template

Category 1: Health and Safety Expenditures by Uniform Financial and Accounting Reporting Standards (UFARS) Finance Codes 347, 349, 352, 358, 363 and 366 (this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366).

projects for Fiscal Year (FY) 2021 and FY 2022. The later years can be a rough estimate. Fiscal 2020 is an estimate of what the **final** UFARS expenditures will be. Once the FY 2020 audited financial data is complete and final UFARS data has been submitted, enter the actual FY 2020 Health and Safety (H&S) expenditures on the Health and Safety Data Submission System Category 1 excludes projects costing \$100,000 or more for asbestos removal or encapsulation fire safety, and indoor air quality as they are entered under Category 2 as listed below. Also enter FY 2020, FY 2021 and FY 2022 totals per finance code in the Health and Safety Data Submission on the Minnesota Department of Education (MDE) website (MDE homepage > Districts, Schools and Educators > Business and Finance > Data Submissions, then select the Health and Safety category) so hold harmless revenue calculates properly on the levy.

Category 2: Health and Safety Expenditures by UFARS Finance Code for Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Quality projects costing \$100,000 or more per Project, per Site, per Year.

A district enters totals by finance code for individual projects that cost \$100,000 or more per site, per year for asbestos removal and encapsulation, fire safety, or indoor air quality as they generate additional revenue. Also, enter FY 2020, FY 2021 and FY 2022 H&S projects costing \$100,000 or more **on a separate line** in the Health and Safety Data Submission System on the MDE website (the project description should include the site name and whether it is financed by “pay-as-you-go” or bonded dollars).

Category 3: Remodeling for Approved Voluntary Prekindergarten (VPK) Program

If the district has an approved VPK program include planned expenditures for remodeling projects.

Category 4: Americans with Disabilities Act (ADA) Accessibility Projects

Enter approved project costs to increase accessibility to school facilities. The project shall conform to both the district’s ADA/Section 504 disabled access transition plan and the current ADA Accessibility Guidelines for Buildings and Facilities, as well as applicable state and local building and fire codes.

Category 5: Deferred Maintenance Projects by UFARS Finance Code.

Facility deferred maintenance projects are broken into nine finance codes. Each code represents a component grouping of a building designed to ease assignment of a project into the proper code. The code breakdown is also meaningful for comparison of costs among school districts and to the Minnesota legislature to assess school facility costs and the ongoing need for facility funding.

Additional Documentation

Category 2 Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Projects \$100,000 or over per Project, per Site, per Year

For districts with asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year for FY 2021 or FY 2022 the ten-year plan includes a narrative describing the scope and cost of the project in greater detail. Individual project approval is required as these projects generate additional revenue.

- a. For ***asbestos removal and encapsulation projects***, give a description of the type and amount of asbestos and the scope of the project including an engineer or contractor estimate of the cost.
- b. For ***fire safety projects***, include a project description and an estimate of the cost from the project engineer. If a building permit has been pulled for other school construction projects, the building inspector has jurisdiction over the review of the fire suppression rework, but the State Fire Marshal should be contacted for final review and approval; otherwise, the fire suppression rework requires an order from the state fire marshal, schools division.
- c. For ***indoor air quality projects***, describe which American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Indoor Air Quality (IAQ) standards are not being met and indicate how the project will result in meeting ASHRAE standards and include an estimate of cost from the project engineer. Also, include a floor plan to reflect classrooms affected and a report listing cubic feet per minute (CFM) ratings.

Category 3 Approved Voluntary Prekindergarten (VPK) Program - Remodeling Costs

For districts with an approved voluntary prekindergarten program under section 124D.151, a narrative describing the project to remodel existing instructional space to accommodate kindergarten instruction. In the narrative, describe the square footage and use of the existing instructional space, changes to be made to the facility, and the final square footage and features of the prekindergarten instructional space, for example, bathroom space, play area, and small group instruction space. This narrative may be the same narrative submitted to MDE as part of the application to obtain approval for the voluntary prekindergarten program under section 124D.151.

Category 5 Deferred Maintenance Projects costing \$2,000,000 per Project, per Site, per Year

For districts with deferred maintenance projects for FY 2021 or FY 2022 costing \$2,000,000 or more per project, per site, per year, a narrative describing each project in greater detail is required. In the narrative, discuss the deferred capital and maintenance criteria that make the project eligible for Long-Term facilities maintenance revenue and the work necessary to prevent further erosion of facilities. Describe the scope of work in sufficient detail to indicate the change in condition of the facility and provide an indication of the improvement to useful life. Indicate the level of deferred maintenance work needed for the facility before and after the project will be completed. Include an architect or consultant cost estimate detailing categories of work and associated cost including an estimate of fees.

Updating the Health and Safety Database

The Minnesota Department of Education (MDE) will continue to use the existing Health and Safety (H&S) database (located on the MDE website under MDE > Districts, Schools and Educators > Business and Finance > Data Submissions, select Health and Safety) to drive levy processing for fall levies. Districts enter summary data by finance code, consistent with the summary data for Fiscal Year (FY) 2020, FY 2021 and FY 2022 included on the district's ten-year plan expenditure spreadsheet. Detailed information by project will still be required for asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year since those generate additional revenue over and above the Long-Term Facilities Maintenance (LTFM) formula allowance. Do not enter information for deferred maintenance or accessibility finance codes. The Health and Safety amounts provide an accurate calculation of the hold harmless revenue estimate on the levy and aid entitlement reports, and either add to revenue or show complete information for persons who seek levy information.

When comfortable with data and assumptions, a district should **enter the total health and safety cost from the expenditure spreadsheet in the hold harmless section of the revenue spreadsheet and the Health and Safety Data Submission System**. Hold harmless revenue depends on the year's H&S costs plus deferred maintenance revenue for districts that did not qualify for alternative facilities revenue. Hold harmless for an alternative facilities school district is health and safety plus an amount to fund the other ten-year plan projects. For FY 2020 and later, MDE is asking school districts to enter **totals by finance code** from the expenditure spreadsheet in the **Health and Safety Data Submission System** (instructions on how to enter H&S data on the data submissions website may be found on the LTFM webpage under MDE > Districts, Schools and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance, then select "Health and Safety Website Instructions" (these instructions may also be found on the Health and Safety Data Submission System). MDE uses the submission system to load the prior law calculation H&S amount into the Levy Limitation and Certification system and LTFM Aid Entitlement system. Without this step, the levy shows zero in the health and safety line under the old law revenue and the calculation is inaccurate. An alternative facilities school district should not include the amount in both the Health and Safety Data Submission System and in the revenue amount entered for deferred maintenance ten-year plan projects levy as the H&S levy will be doubled. In the Health and Safety Data Submission System, enter the H&S finance totals, six in all (if all are included in the ten-year planned projects) from the expenditure spreadsheet plus separately enter each individual project (asbestos removal and encapsulation, fire safety or indoor air quality) costing \$100,000 or more for H&S. Only H&S finance codes are

Note: School Districts should continue to update H&S expenditures in the Health and Safety Data Submission system on a regular basis to accurately cost estimate decreases or increases for applicable fiscal years.

Make sure to update the system for final, audited UFARS H&S financial data (reference the 19-20 UFARS Turnaround Report titled **Expenditure by Finance Code Report** on the Minnesota Funding Reports (MFR) webpage located at Data Center > Data Reports and Analytics, locate the School Finance Reports section, select Minnesota Funding Reports (MFR). Enter your school name, view all reports, select UFARS Turnaround Reports category, select 19-20 school year, under Report select "All" and then List Reports.

Long-Term Facilities Maintenance

Scenario	Project Description
A - Fund 01	Project(s) between \$100,000 to \$1,999,999 per site for finance codes 358, 363 and 366 funded on a pay as you go basis with excess funds remaining.
B - Fund 06	Project(s) \$2 million or more per site for Finance Codes 358, 363 and 366, funded with pay as you go (no debt issued) project is completed with excess funds remaining.
C - Fund 06	Project(s) between \$100,000 to \$1,999,999 per site for Finance Codes 358, 363 and 366, funded with debt, with excess funds remaining.

D - Fund 06	Project(s) \$2,000,000 or more per site for Finance Codes 358, 363 and 366, funded with debt with excess funds remaining.
E - Fund 01	Funding in Fund 01 has accumulated over time providing for a project over \$2 million per site.
F - Fund 06	Project(s) \$2 million or more per site funded with pay as you go (no debt issued), project is completed with excess funds remaining.

G - Fund 06	Project(s) under \$2 million per site funded with debt issued, project is completed with excess funds remaining.
H - Fund 06	Project(s) \$2 million or more per site funded with debt, project is completed with excess funds remaining.
Guidance or Transfer of Funds for FY 2020 EO 20-41	
end of worksheet	

ce (LTFM) Fund Transfers as of 12/29/16

Conclusion	Minnesota Statutes	Funds
No fund transfer required. MDE will adjust revenues based on the lesser of actual expenditures or approved costs.	123B.595 (reserve)	
Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the project . At the completion of the project any amount that was transferred in excess of expenditures must be returned to Fund 01. MDE will adjust revenues in the general fund based on the lesser of final expenditures or approved costs.	123B.595 (reserve)	1 to 6 to 1
At the conclusion of the project, if the district does not have further approved LTFM projects in Finance Codes 358, 363, and 366 that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects in Finance Codes 358, 363 or 366 that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue for Finance Codes 358, 363 and 366. LTFM revenue is computed based on actual debt service payments.	475.61 (transfer)	6 to 7

At the conclusion of the project, if the district does not have further approved LTFM projects in finance codes 358, 363, and 366 that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects in finance codes 358, 363 or 366 that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved 467 Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue for finance codes 358, 363 and 366. LTFM revenue is computed based on actual debt service payments.	475.61 (transfer)	6 to 7
Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the projects . At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01.	123B.595 (reserve)	1 to 6 to 1
Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the projects . At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01.	123B.595 or MN Laws 2015, 1st SS, Ch 3, Art 7, Sec 19	1 to 6 to 1

At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.	123B.595 (reserve) or 475.61 (transfer), 475.65	6 to 7
At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.	123B.595 (reserve) or 475.61 (transfer), 475.65	6 to 7

RESTRICTED GRID CODES			
Program Code(s)	Finance Codes	Object Code	Source Code
865 and 867	358, 363 and 366	910	649
866	358, 363 & 366	910	649

867	358, 363 and 366	910	649
Fund 01-865 867	Fund 06- All Finance Codes, except 358, 363 and 366	910	649
867	All Finance Codes, except 358, 363 and 366	910	649

865	All Finance Codes, except 358, 363 and 366	910	649
867	All Finance Codes, except 358, 363 and 366	910	649

Journal Entry	
No Entry Required	
Entry 1: Debit Expense 01-005-865-3XX-910-000 Credit Revenue 06-005-867-000-649-000 Correcting Entry to Return Funds: Debit Revenue 06-005-867-000-649-000 Credit Expense 01-005-865-3XX-910-000	
Debit Expense 06-005-866-3XX-910-000 Credit Revenue 07-005-000-000-649-000	

Debit Expense 06-005-867-3XX-910-000
Credit Revenue 07-005-000-000-649-000

Entry 1:

Debit Expense 01-005-865-3XX-910-000
Credit Revenue 06-005-867-000-649-000

Correcting Entry to Return Funds:

Debit Revenue 06-005-867-000-649-000
Credit Expense 01-005-865-3XX-910-000

Entry 1:

Debit Expense 01-005-865-3XX-910-000
Credit Revenue 06-005-867-000-649-000

Correcting Entry to Return Funds:

Debit Revenue 06-005-867-000-649-000
Credit Expense 01-005-865-3XX-910-000

Debit Expense 06-005-865-3XX-910-000
Credit Revenue 07-005-000-000-649-000

Debit Expense 06-005-865-3XX-910-000
Credit Revenue 07-005-000-000-649-000

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
SCHOOL DISTRICT # 0717
JORDAN
STATE OF MINNESOTA

Pursuant to due call and notice thereof, School Board meeting of School District No. 0717, State of Minnesota, was held on July 13th, 2020 at _____ pm, for the purpose, in part, of approving and authorizing the Long-Term Facility Maintenance Ten-year Revenue and Expenditure Plans.

Director _____ introduced the following resolution and moved its adoption:

RESOLUTION TO APPROVE AND AUTHORIZE JORDAN PUBLIC SCHOOL DISTRICT NO. 717'S LONG-TERM FACILITY MAINTENANCE TEN-YEAR REVENUE AND EXPENDITURE PLANS AS SHOWN IN DOCUMENTS PROVIDED.

BE IT RESOLVED by the School Board of District No. 0717, State of Minnesota, as follows:

1. The School Board of Jordan Public Schools District 717 has approved a long-term facility maintenance program budget for its facilities for the 2021-2022 school year in the amount of \$578,500. The various components of the program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved (Exhibit A)

The motion for the adoption of the foregoing resolution was duly seconded by Director _____ and, upon vote taken thereon, the following voted in favor thereof:

And the following voted against the same: _____

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

I, the undersigned, being the duly qualified and acting Clerk of School District No. 0717, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 0717, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a FULL, TRUE AND COMPLETE TRANSCRIPT INsofar AS THE SAME RELATES TO THE APPROVAL OF Jordan Public School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this 13th day of July, 2020.

Clerk

School District No. 0717

RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR MULTIPLE PRECINCTS AND
DESIGNATING HOURS DURING WHICH THE POLLING
PLACES WILL REMAIN OPEN FOR VOTING
FOR SCHOOL DISTRICT ELECTIONS NOT HELD
ON THE DAY OF A STATEWIDE ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 717, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. **Each combined polling place must be a polling place that has been designated by a county or municipality.** The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Combined Polling Place: Community Education and Recreation Center 500 Sunset Drive, Jordan, MN 55352
Name and address of combined polling place

"This combined polling place serves all territory in Independent School District No. 717 located in Belle Plaine Township; Cedar Lake Township; Helena Township; Louisville Township; St. Lawrence Township; Sand Creek Township; Spring Lake Township; the City of Jordan Precinct 1; the City of Jordan Precinct 2; Scott County, Minnesota."

Note: See Section 2.3.2 of the Election Manual regarding changing polling places in the case of an emergency or if the polling place is no longer available.

*3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

Note: See Section 3.6 of the Election Manual regarding certain restrictions on voting hours.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a non-forwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

Witness my hand officially as such clerk this 13th day of July, 2020.

By: _____
Clerk of the School Board
ISD 717
Jordan, MN

(If a combined polling place is changed, the change must be adopted at least ninety (90) days prior to the first election where it will be used unless that polling place has become unavailable for use.) **This date is November 15, 2017, for an election on February 13, 2018.**

Note: A resolution similar to this model resolution must be adopted by December 31 of each year, and the combined polling places specified shall be the combined polling places for the following calendar year.

RESOLUTION FOR GENERAL ELECTION

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 0717, State of Minnesota as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. Even Year: The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November, 2020.

3. Even Year: Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate

election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

General Election Ballot

Independent School District No. 0717
Jordan Public Schools

November 3rd, 2020

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: 

School Board Member
Vote for Up to three (3)

☐ Candidate A

☐ Candidate B

☐ Candidate C

☐ Candidate D

☐ _____
write-in, if any

☐ _____
write-in, if any

☐ _____
write-in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. Even Year: The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

10. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

Dated: _____

BY ORDER OF THE SCHOOL BOARD

School District Clerk



Minnesota School Boards Association
1900 West Jefferson Ave
St. Peter, MN 56082-3015
507-934-2450 or 800-324-4459

INVOICE

ATTN: Accounts Payable
I.S.D. 717
500 SUNSET DR
JORDAN, MN 55352-4566

Invoice No: 24965K2J3D2
Invoice Date: 7/1/2020
Acct No: 192
Due Date: 11/15/2020
PO Number:

Invoice Item	Qty	Unit Price	Extended
Association Dues (FY 7/1/20 to 6/30/21)	1	\$6,406.00	\$6,406.00
BoardBook Subscription Tier I	1	\$2,100.00	\$2,100.00
Policy Services Renewal (FY 7/1/20 to 6/30/21)	1	\$715.00	\$715.00

Subtotal: \$9,221.00
Amount Paid: \$0.00
Balance Due: \$9,221.00

Dues for **ISD #717** are based on 1896.91 "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2019, as provided by the Minnesota Department of Education.

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2020-21 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.



ISD #717 Jordan Schools Local Literacy Plan

Board Approved on July 13th, 2020

Belief Statement from Minnesota Department of Education

Reading well by third grade is one of many developmental milestones in a child's educational experience. Providing quality curriculum, instruction and assessments is the foundation for developing comprehensive systems of support for all learners.

Minnesota's system of statewide assessment does not begin to assess students' reading proficiency until the end of third grade. However, it is critical that schools are monitoring and responding to students' literacy needs long before then. Broadly speaking, the "Read Well" legislation provides specific expectations to ensure that districts monitor students' early reading proficiency, provide interventions and monitor their effectiveness when needed, communicate and collaborate with families, and provide adequate teacher training to ensure all students meet this important milestone with success. How districts accomplish these responsibilities is left to local education agencies.

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Statement of Goals and Objectives:	

Goal: Building, state and nationally-normed assessments will show at least 60% of students are achieving grade level proficiency by the end of the school year.

- Teachers will create and inspire a love of learning and reading within all students.
- Teachers will know and understand the importance of providing a high quality literacy program that is rigorous, relevant, aligned to Minnesota Standards, and provides the appropriate differentiation and/or research based interventions when needed to ensure student success.
- Every child in our Kindergarten through Third Grade will receive a minimum of 110 minutes of literacy instruction a day. Formative and summative assessments will be used to identify and match students to research based interventions.
- Teachers will continue to provide a strong foundation (Tier 1) and support to all students within each classroom. Feedback in the form of progress monitoring will be used to individualize instruction and ensure student learning.
- Teachers will provide targeted reading interventions and support to the students that do not meet small group MTSS criteria (i.e., students falling within approximately the 15th to 35th percentile). This may include classwide and/or small group interventions.
- All staff will participate in planned, job embedded, data driven professional development to ensure best practice instruction is aligned with the Minnesota Academic Standards and delivered to our students.
- Assessment information will be shared with teachers/parents/guardians on a regular basis.

Statement of Process to Assess Students

All students are assessed up to three times per year using the universal screener, FastBridge. The following benchmarks are used: Letter Name Fluency (LNF), Nonsense Word Fluency (NWF), and Oral Reading Fluency (ORF). In addition, the following assessments are also used as universal screeners to assess reading proficiency: PRESS, W/APT and ACCESS, IGDIs (for PreK), and grade level specific formative assessments, which may include teacher observation to establish baseline data for each child and to identify students who are in need of reading intervention services.

Summary of Assessments Required by District

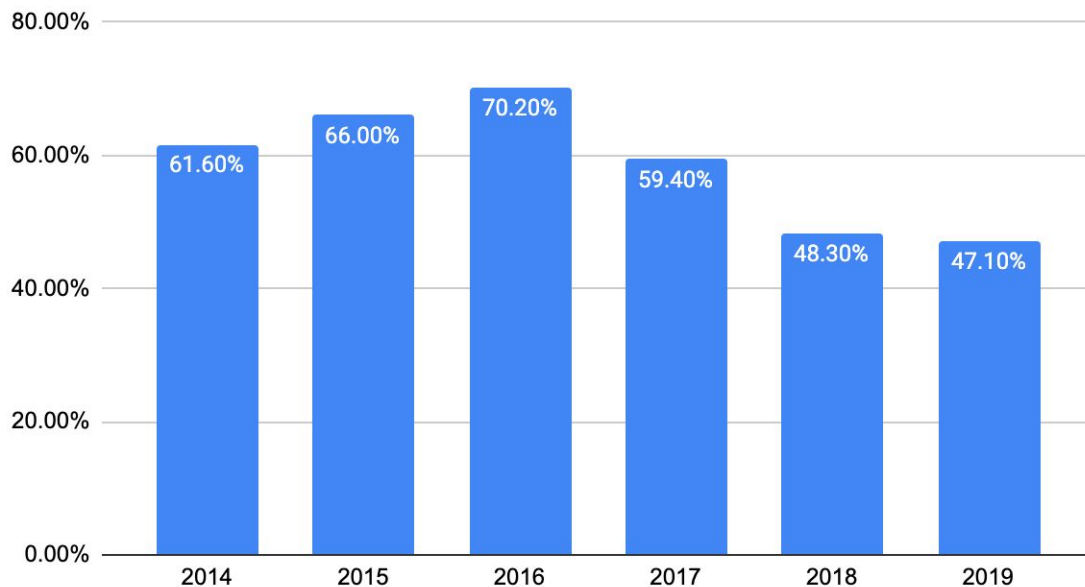
	<i>Kindergarten</i>	<i>Grade 1</i>	<i>Grade 2</i>	<i>Grade 3</i>
<i>Fall</i>	<i>PRESS</i>	<i>FASTBridge PRESS</i>	<i>FASTBridge PRESS</i>	<i>FASTBridge PRESS</i>
<i>Winter</i>	<i>FASTBridge PRESS</i>	<i>FASTBridge PRESS</i>	<i>FASTBridge PRESS</i>	<i>FASTBridge PRESS</i>
<i>Spring</i>	<i>FASTBridge PRESS</i>	<i>FASTBridge PRESS</i>	<i>FASTBridge PRESS</i>	<i>FASTBridge PRESS MCA Reading</i>

District Literacy Data

Jordan Public Schools, District 717, uses a literacy screening system for all enrolled students to ensure at risk students are identified early, and supports are provided accordingly by highly qualified teachers and paraprofessionals. Benchmark assessments are administered three times each school year. Criterion referenced target scores have been established for each measure at each administration time that reflect expected grade level performance. These target scores are set to predict a high likelihood of success on the Minnesota Comprehensive Assessment in Reading.

2020 Data Note -- Due to COVID-19 Pandemic, there are is no 2020 MCA, Spring NWEA, or Spring DIBELS Data

MCA Reading Scores: Percent of Meets or Exceeds



NWEA PROFICIENCY RESULTS (GRADE LEVEL EXPECTATION - AT OR ABOVE 61%)							
		Spring 2018			Spring 2019		
	Measure	%	No. of Students At or Above Grade Level	Total No. of Students Tested	%	No. of Students At or Above Grade Level	Total No. of Students Tested

Kdgn	NWEA	42%	48	117	38%	44	115
Grade 1	NWEA	49%	50	103	48%	56	117
Grade 2	NWEA	35%	43	124	40%	45	114
Grade 3	NWEA	43%	63	147	41%	50	123

DIBELS NEXT READING READINESS PROFICIENCY RESULTS					
			Spring 2019		
	Measure	Grade Level Expectation	%	No. of Students At or Above Grade Level	Total No. of Students Tested
Kindergarten	LNF	62	43%	49	115
	NWF	7	44%	50	115
Grade 1	NWF	30	49%	57	117
	ORF	69	67%	78	117
Grade 2	ORF	111	59%	66	112
Grade 3	ORF	123	64%	78	123

For students whose screening assessment results suggest elevated risk for difficulty developing grade level literacy skills, teacher problem solving teams will review local formative assessments and observational data from each student's participation in classroom instruction to understand the specific areas of literacy instructional need. For instances in which these data do not provide a clear picture of a student's instructional needs, additional diagnostic assessment may be completed by RTI specialists to clarify these needs. Diagnostic assessments may include the following:

- PRESS Literacy Probes
- FAST Literacy Probes
- Fountas and Pinnell Benchmark Assessment System

Parent Notification and Involvement

At least two times per year, parents will be provided with the results of their children's screening assessments. These reports are included with student report cards and discussed at parent-teacher conferences.

For students whose pattern of performance on the screening assessments indicate elevated risk for difficulty developing literacy skills consistent with grade level expectations, parents are provided with multiple opportunities to receive information and participate interactively to support student achievement in the home environment.

These opportunities include, but are not limited to:

- explanation and review of assessment data
- access to monthly communication folders
- articles and websites communicated through monthly school newsletter
- access to take home literacy kits (FROG kits, etc)
- participation in Family Night activities/strategies

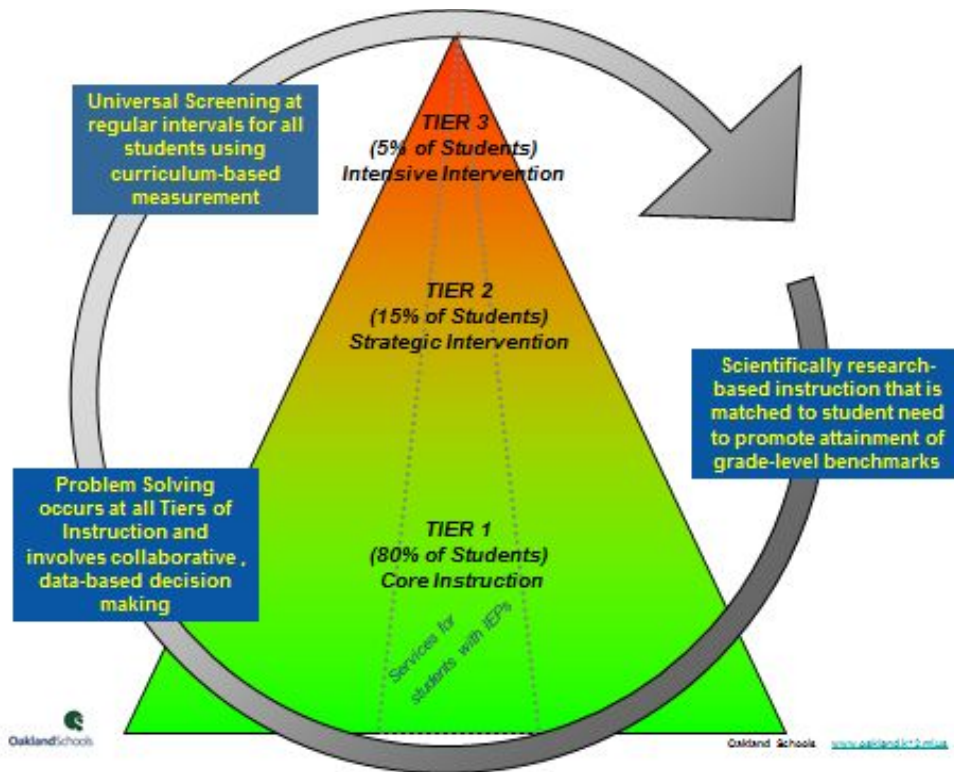
Intervention and Instructional Supports

Jordan Public Schools and its teachers require high quality instructional programs and materials to provide quality reading instruction to all children. Core instruction in the district will be aligned to the 2010 English Language Arts Academic Standards and will specifically address the development of the components of reading consistent with Section 122A.06 Subdivision 4. Research-based programs and materials will include a core reading program, supplemental programs for deeper instruction and additional practice as well as intervention programs for those learners well below grade level reading goals. Instruction will be differentiated during JWIN (Just What I Need) time based on the students' needs to reach reading goals.

A multi-tiered system of support will be utilized to meet the needs of all learners:

- Tier I will include students at a low risk for reading difficulties with a consistent amount of daily instruction in the core program. The first level of support occurs in the classroom with at least 60 minutes of core instruction delivered by the classroom teacher using the district's literacy curriculum that is being aligned with the 2010 English Language Arts Standards. Research-based reading instruction will address the five strands of reading (phonemic awareness, phonics, fluency, vocabulary, and comprehension). Teachers will differentiate instruction in small groups, and during JWIN time (an additional 50 minutes of instruction for all students) according to the individual needs of their diverse learners. This may include interventions provided by the classroom teacher.
- Tier II will include those students who are at a moderate risk for reading difficulties. Based on screening and diagnostic assessments, the second level of support identifies students not meeting grade/level targets who are, then, provided supplemental reading and math interventions according to their skill deficit(s) in addition to the core program component. This level of support will be provided in

- twenty-five to thirty minute blocks per day, at least four days per week.
- Tier III will include students who are at high risk for reading difficulties. Students not responding well to the interventions provided at the second level are referred to and receive the most intensive and individualized level of support outside of the 60 minutes of core instruction. These students may require replacement core reading programming. Students receiving Special Education services are sometimes included at this level.



Any K-3 student identified through the district screening system, which includes screening assessments and review of classroom performance through observation and local formative assessment, as performing below grade level expectation will be provided intervention in the area of identified need. The intent of intervention is accelerating student growth in order to reach the goal of reading at or above grade level by the end of the current grade and school year. When needed, additional diagnostic assessments will be completed to identify an appropriate instructional match for student interventions.

Parent involvement in support of students receiving reading interventions is encouraged. As described in the Parent Notification and Involvement section above, strategies for parents to use with their children to support growth in reading are communicated throughout the school year.

Supplemental reading interventions may be offered during the school day, through extended day programming, or during the summer. Supplemental reading interventions

are provided in addition to, and not in replacement of, core reading instruction. Supplemental reading intervention programs offered for grades K-3 include:

- Minnesota Reading Corps Interventions
- MTSS/RtI Interventions
- PRESS Interventions

For a small number of students, the district may elect to provide an alternate core reading program in replacement of the standard district program for reading instruction. This choice is made based on careful review of student data for students whose literacy needs are particularly complex and intensive, such that the standard program along with supplemental interventions are not predicted to be sufficiently explicit or intense to accelerate growth. Close communication with parents is an integral component of this instructional planning.

Dyslexia

All students are assessed through FASTBridge assessments for universal screening and progress monitoring up to three times a year. Upon completion of the assessments and reading records, an encompassing data review is completed for each learner. As this data review is completed by teachers and intervention team members, students who perform below targeted benchmarks may receive more targeted interventions. Moreover, classroom teachers provide interventions based on classroom data in small, targeted guided sessions.

Students who are experiencing difficulty reading at grade level due to a suspected vision problem are referred to the school nurse for vision screening. Parents will be notified if school staff suspect a vision problem or if a student shows a failure to make growth in their reading development over time.

Student Support System for EL Learners

The mission of the English Language (EL) program in Jordan Public Schools is to teach all English Learners through context, content, and real-life situations at their ability level to become successful in both academic and social situations while maintaining a sense of identity and pride. All of our students need a strong command of the English language in order to achieve academically. The EL Program supports development of English competence needed for academic success and for life in a literate culture. Our EL teachers focus on vocabulary development, grammar and making highly academic English discussions more accessible to students. Based on the W/APT and ACCESS assessments, students who qualify for EL support will receive the intervention of English language skill development from a licensed EL teacher, in addition to the core instruction.

Students are assessed one time per year to measure their academic English proficiency in Language Arts, Mathematics, Social Studies, Science and Social Language. New students are assessed with the W/APT. W/APT stands for the WIDA/ACCESS Placement

Test. It is an English language proficiency "screeners" test given to incoming students who may be designated as English Learners, typically administered only to new students. It assists educators with programmatic placement decisions such as identification and placement of ELs. The W/APT is a component of WIDA's comprehensive assessment system. Assessing Comprehension and Communication in English State/to/State for English Learners (ACCESS for ELs) is a secure, large/scale English language proficiency assessment given to Kindergarten through 12th graders who have been identified as English Learners (ELs). It is given annually in Minnesota to monitor students' progress in acquiring academic English.

Professional Development

Professional development that is data-driven, ongoing and is inclusive of all educators within our school community will be integral to the successful implementation of our Literacy Plan. Staff members at each grade level have been trained in implementing the use of data through a data driven dialogue model. These staff will become PLC Leaders for their groups and support the use of data to focus instruction for all students throughout the school year.

Our Professional Learning Communities (PLCs):

- meet weekly for 30 minutes
- use a team-oriented approach to promote strong literacy instruction
- reflect on student progress
- review student work and data
- align instruction to academic standards and desired outcomes

Grade level PLCs focus on the following four guiding questions:

1. What do we want students to know?
Essential learning targets (power standards) for each grade level
2. How will we know when they have reached proficiency?
Ongoing formative and summative assessments
3. What are we doing for those students who are not proficient?
Implement Tier 2 and Tier 3 interventions
4. What are we doing for students who are already proficient?
Enrichment through differentiated instruction

Communication System for Annual Reporting

Assessment methods and data will be posted on the district's Curriculum and Instruction webpage for all students in Kindergarten through Grade 11.

- After each key benchmarking period, i.e., fall, winter, and spring, the compilation of student data is examined, and monitored throughout the school year.
- Intervention strategies for students not meeting the benchmark(s) are established after the district and collaborative teams review this data.
- In order for our students to meet proficiency and literacy success, Professional Learning Communities (PLCs) analyze grade level data to delineate student areas that need focused attention.

- This report will also be a part of the Jordan Public Schools World's Best Workforce Plan approved by the district school board prior to posting on the district website.

July 13, 2020 Board Report

Thank you for your incredible support and partnership as I begin my new role in Jordan Public Schools! Below you will find the Superintendent's Monthly Board Report.

Fall Planning Update

- Erin and the principals will provide an update in relation to the following items:
 - Formal direction from MDE and timelines
 - Our Jordan planning process
 - Who is involved in the planning process
 - Formal guidance in relation to how districts are contingency planning the 3 scenarios... (distance learning, hybrid, all students back).
- The district team continues to plan in preparation as we await formal guidance from MDE.
- Our leadership team continues to collaborate with area colleagues in the sharing of ideas and information to strengthen collaboration and planning locally.
- Throughout July and August we will continue to update the board on any new information that comes forward.

Kindergarten Planning Update

- We continue to monitor our Kindergarten Registration numbers for Fall 2020. We have been meeting collaboratively to support July registration efforts and communications with families.
- Personal contact has been made with all prospective kindergarten families.
- As there are varied considerations related to Kindergarten registration in a typical year, this year is uniquely varied and is an area of focus.
- Elementary and District staff will continue to do outreach and communication to 2020 Kindergarten families.

Enrollment Update

- As of July 1, 2020 our PreK-12 monthly enrollment was 1836 students. This is 38 students less than end of year enrollment of 1874 for 19-20.
- Enrollment numbers will continue to increase as we continue to register students, particularly in kindergarten.
- We continue to monitor enrollment and will provide updates to the board on-going.

2020-21 PK-12 Monthly Jordan Enrollment

	End of Year 19-20	20-21 What If ADMs	7/1/2020	8/1/2020	8/31/2020	10/1/2020	11/1/2020	12/1/2020	1/1/2021	2/1/2021	3/1/2021	4/1/2021	5/1/2021	End of Year	ADM FY21 What ifs vs. Actual FY21 (Based on Monthly Child Count)
Early Childhood	50	50	50												
EC, ADM adjusted	25	25	25												-25
Kindergarten, HK	25	15	11												-15
Kindergarten	108	80	62												-80
Grade 1	116	134	134												-134
Grade 2	120	114	118												-114
Grade 3	119	119	122												-119
Grade 4	130	121	121												-121
K-4 Total	618	583	568	0	0	0	0	0	0	0	0	0	0	0	-583
Grade 5	155	130	133												-130
Grade 6	159	155	155												-155
Grade 7	141	162	163												-162
Grade 8	184	140	141												-140
5-8 Total	639	587	592	0	0	0	0	0	0	0	0	0	0	0	-587
Grade 9	157	184	192												-184
Grade 10	145	156	160												-156
Grade 11	153	143	145												-143
Grade 12	137	151	154												-151
9-12 Total	592	634	651	0	0	0	0	0	0	0	0	0	0	0	-634
Pre K-12 Total	1874	1829	1836	0	0	0	0	0	0	0	0	0	0	0	-1829

2020-21 PK-12 Monthly Jordan Enrollment

[illegible]

FALL 2020 PLANNING

General Overview

Fall 2020 Reopening Plan: Team Member Involvement

District and Site Level Leadership Team Members

- Ranae Case Evenson, Melissa Barnett, Ben Bakeberg, Jeff Vizenor, Chad Williams, Erin Hjelmeland, Kat Pass, Jenna Wendorff, Stephen Damlo, Andrea Schaak, Amy Hafeman, Tim Bisek, and Joe Perkl

On-going input and feedback

- Faculty
- Community
- Health and Safety Committee

MDE Direction and Timeline

Governor Walz's Office, in consultation with the Minnesota Department of Health and the Minnesota Department of Education, will determine and announce the scenario model under which schools may reopen for the 2020-2021 school year based on state COVID-19 metrics by

the week of July 27, 2020.

- These plans are subject to change based on COVID-19 metrics.
- Schools may choose to implement strategies that are more restrictive, but schools may not choose to implement less restrictive plans.

Formal Guidance

The Minnesota Department of Education, working closely with the Minnesota Department of Health to monitor COVID-19 changes, has developed guidance based on **three contingency plans** to prepare for the 2020-2021 school year.

- **Scenario 1:** In-person learning for all students
- **Scenario 2:** Hybrid model with strict social distancing and capacity limits
- **Scenario 3:** Distance learning only
- **DISTANCE LEARNING OPTION:** Offered as a choice for any student throughout scenario one and two

Scenario 1

In Person Learning for all Students

- Schools should create as much space between students and teachers as is feasible during the day.
- Review spring distance learning and identify learning gaps to target individual learning needs.
- Set expectations for virtual programs embedded into classroom lessons, which will make future distance learning transition easier if needed.
- Activities and extracurricular programming should continue to follow COVID-19 Sports Guidance for Youth and Adults.
- **Justification:** This scenario will be utilized if state COVID-19 metrics continue to stabilize and/or improve.

Scenario 2

Hybrid Model with Strict Social Distancing and Capacity Limits

- Hybrid learning encompasses classes in which some traditional face-to-face instruction has been replaced by distance learning activities.
- Schools must limit the overall number of people in school facilities and on transportation vehicles.
- Prioritize student groups that should be brought back to buildings.
- Social distancing of at least six feet must be in place.
- **Justification:** This scenario may be implemented if COVID cases worsen or if schools experience clusters of cases.

Scenario 3

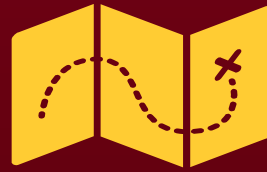
Distance Learning Only

- Students engaging in distance learning have access to appropriate educational materials and receive daily interaction with teachers.
- Students must be able to participate in learning equitably and have access to ALL services and supports.
- Districts must develop student feedback options, grading plans, individualized plans, and structured supports for distance learning .
- **Justification:** This scenario may be implemented if local or statewide COVID cases worsen.

Jordan Public Schools *VIRTUAL*

Distance Learning Option

- Schools should offer distance learning to enrolled students who may be medically vulnerable or otherwise unable or unwilling to return to in-person or hybrid learning.
- Districts should create a process for families to notify the district in writing of their intent to have their student(s) participate in distance learning instead of hybrid or in-person learning.
- **Justification:** Any student can choose distance learning throughout scenarios one and two.



NEXT STEPS

FALL 2020: Continued Planning

Administrative Retreat

- Finalize the scenarios with full leadership team input.

Staff, Community, and Student Feedback

- MDE recommends creating a plan for developing, seeking feedback, and communicating the district's plan under each scenario.
- Survey families and staff on what their specific needs are based on the potential learning models.

Communication Plan

- Solidify how information will be disseminated to all stakeholders.

COVID-19 Preparedness Plan

- Update current plan based on full team input.



A web page has been created
to house all updates regarding
FALL 2020 REOPENING.

jordan.k12.mn.us/fall2020



**High School Board Notes
July 13, 2020**

Improve Student Achievement, Learning and Career and College Readiness

- The only session of summer school will start on July 13th. It will be a hybrid classroom with students spending 2 days a week in person and 2 days working from home. Registration is light at this time, but we are hoping for more students to “walk up” and register next week. We have set up for social distancing and engaged all safety protocols per MDH and MDE.
- We are looking at ways to improve the Freshman FOCUS program and how we can extend that into the school year to improve student performance for our 9th grade students. We are looking at a way to make it a Freshman Academy with added features throughout the year. Our 9th grade team attended a virtual seminar in May to look at strategies to improve the transition for our newest students.
- The master schedule has been completed. I will be working with the counselors to plan for college and career readiness opportunities for the upcoming year. A message was shared with the families of 2021 and 2022 graduates about college visit (virtual) opportunities for the summer.
- We will be attending a few conferences virtually in July that will focus on many aspects in education. Many of the sessions will probably be built around hybrid and distance learning.

Provide a safe and collaborative culture in which to learn and work

- The building is getting cleaned and organized for the beginning of the school year. The custodians have made great progress and summer cleaning is nearly complete.
- I am continuing to look at books and concepts to tie in our district mission and school goals to create a unified message for staff, students, and families. I have enjoyed reading books this summer on CRT and the change process.

Improve Community Connection, Satisfaction, and Engagement

- We are working on the back to school letter for parents and students. We are only about 8 weeks from welcoming students back!
- We have been working on communication tools and strategies to improve the experience for our families at JHS. I plan to continue the parent informational meetings that we held in the first semester of last year. Though they were lightly attended, the response for them was very positive.

Integrate data-informed instruction, assessment and learning as a core competency in every classroom

- The administrative team will be meeting in July to map out a plan for the 2020-2021 school year using data from the past year and guidance from MDE and MDH. The format for the

school year will continue to be a focal point for the month of July as we plan and prepare for the 2020-2021 school year.

- We will look at ways to improve our PBIS/Intervention day and add additional times within the framework of our current schedule. We will try to incorporate more “Just in time” interventions for students to assist their academic growth.
- I am looking at concepts and ideas on creating a “Saturday School” to work in conjunction with credit recovery and whatever learning model we have for the upcoming school year.

**Jordan Middle School Board Report
July 13th, 2020**

Improve Student Achievement, Learning and Career and College Readiness

- Brainstormed options for fall return with staff as part of the check out process. These options include:
 - Back to School with Modifications
 - Hybrid Model
 - Complete Distance Learning
 - Online option for families
- The Leadership team has and will build off the below documents for future planning.
 - [COVID Distance Learning Guidelines](#)
 - [Distance Learning Instructional Matrix](#)
 - [Distance Learning Teacher Resources](#)

Integrate data-informed instruction, assessment, and learning as a core competency in every classroom

- Met to place students into remedial classes based on most current data.
- Completed end of year DIRS report to MDE.
- Updated Parent/Student Handbook and Staff Handbook for the 2020-2021 school year.
 - Addendum will be added outlining final fall plans for guidance from MDE.
- JMS will continue to focus on effective Tier 1 instructional strategies across all content areas regardless of model of school in the fall.
 - Culturally responsive teaching methods continue to be modeled to equip staff to reach all learners at all tiers of instruction.
 - PBIS committee continues planning and implementation of best practice approaches to address student needs.
 - MTSS committee continues to plan for identifying, intervening with struggling students.

Provide a safe and collaborative culture in which to learn and work

- The team completed the 2020-2021 master schedule. This schedule will be used in all options of return to school in the fall.
- The bell schedule for the 2020-2021 school year has been adjusted to allow for social distancing if needed in the fall of 2020.

Improve community connections, satisfaction, and engagement

- Summer school began on July 6th using a hybrid model. This means students are on-site for two days and distance learning two days.
- We are working to finalize plans and will be communicating back to school information to families in the weeks ahead. Some of the items being planned in multiple options include:
 - Model of return to school
 - Planning of Back to School Resource Night
 - Jumpstart Day for 5th grade
 - WEB leadership training and involvement in Jumpstart Day
 - Workshop week for staff



Jordan Elementary School
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Jordan, Minnesota 55352
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MELISSA BARNETT
Principal, Jordan Elementary School
mbarnett@isd717.org

Jordan Elementary School JES Principal Summary for June/July 2020

Throughout the course of the summer, our focus has been reviewing programs, processes and schedules as they relate to the uncertainties still present in our world with COVID-19. The admin team, with the collaboration of newly hired Supt. Ranae Case Evenson, continues to discuss the MDE options for teaching and learning for the upcoming school year.

Our most important priority at the present time is monitoring our Kindergarten enrollment for the 2020-2021 school year. I have been meeting with Supt. Ranae Case Evenson, DO and JES administrative assistants, and Kat Pass to develop a strong communication plan for families as we plan for Kindergarten. Our goal is to connect with all K families throughout the summer to welcome them to JES, share about school and district programming opportunities, encourage families to submit registration forms as soon as possible to plan for staffing and curricular resources, as well as address any questions they might have related to Kindergarten readiness and important dates and information for the summer and fall.

Below is a summary of the summer work being done to address the district's strategic plan:

Improve student achievement, learning and career and college readiness

- Finalized student assignments/class lists to create optimal teaching and learning environments
- Revised master schedule with collaboration from JES Building Advisory team to maximize teaching and learning while adhering to COVID health and safety guidelines
- Completed JPS Literacy Plan with Dr. Erin Hjelmeland, JPS Director of Teaching and Learning which was submitted to MDE
- JES Summer School is up and running to best meet the needs of our at-risk learners and close the achievement gap. Summer school is scheduled July 6th-30th on site from 8:30-10:30 Tuesdays and Wednesdays, with Mondays and Thursdays being Distance Learning.

OUR MISSION

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

Integrate data-informed instruction, assessment and learning as a core competency in every classroom

- Working with Dr. Erin Hjelmeland on implementing the new FAST Bridge assessment tool for Reading and Math in grades K-8
- Preparing for annual summer JPS Data Retreat with admin team

Provide a safe and collaborative culture in which to learn and work

- Meeting face to face and remotely with district administration and building principals to discuss possible implications of COVID pandemic on teaching, learning and working environments
- Collaborating with admin team to finalize summer flex professional development days

Improve community connections, satisfaction, and engagement

- Accepted book donation from Abby Oehlerking, JHS student, for her National Honor Society project
- Awarded \$5000.00 donation from ECMC Foundation with the intent of working with Ms. Amy Hafemann to officially accept donation in mid-July. The mission of ECMC is to inspire and to facilitate improvements that affect educational outcomes—especially among underserved populations—through evidence-based innovation.
- Revised 2020-2021 JES Family/Student Handbook and will share with school community on JES website

Executive Summary
Director of Teaching and Learning
July 2020

Primary Focus = Fall 2020 Planning

Improve Student Achievement, Learning, and Career and College Readiness

● **FALL 2020 Reopening**

- Developing the fall reopening plan has been a primary focus based on CDC, MDE, MDH, local needs, etc.
- MDE recommended that districts create three scenarios with an online option attached throughout.
 - **Scenario 1:** In Person Learning for ALL Students
 - **Scenario 2:** Hybrid Model with Strict Social Distancing and Capacity Limits
 - **Scenario 3:** Distance Learning Only
 - **VIRTUAL OPTION:** Applies as a choice for any students throughout scenarios one and two

**** An overview of these plans will be shared as a team during the board meeting. However, specifics will not be determined until after MDE's official announcement the week of July 27, 2020. ****

● **Professional Development Plan**

- Summer Flex Workshop
 - Dates: July 21, August 6, and August 21
 - Formal Agenda includes --
 - AIPAC sponsored "Cultural Teachings focused on Native American Understanding"
 - Prepare for Fall -- Professional Development sessions focused on continuation of CRT, Project Based Learning, and supporting Distance Learning
- Back to School Workshop
 - This workshop will be solidified after MDE's final decision on Fall 2020 reopening.

● **Optional Summer Professional Development**

- Many of the summer professional development options have been canceled completely or shorted and created in a virtual format.
 - The [Summer Professional Development Options](#) was shared with district staff

- development to disseminate to building teachers.
- THE LEARNER FIRST: VIRTUAL SUMMIT
 - [Conference Agenda](#)
 - July 20-21, 2020 -- Live Conference
 - Access for Teachers to the recorded sessions through October 1, 2020
 - *A district license was purchased for this conference, which was cheaper than the traditional cost of sending approximately 10 staff members to this conference in past years.*

Integrate Data-Informed Instruction, Assessment, and Learning as a Core Competency in Every Classroom

- **Data Retreat** -- That data retreat was originally scheduled for early June based on staff request; however, due to the challenges of fall planning with little data due to canceled spring testing, the district DATA RETREAT was postponed to early August. This allows time for team planning after MDE's reopening recommendations are solidified.
 - [Tentative Agenda](#) -- Subject to change based on MDE's fall reopening guidance and needs.
- **Resource Database** -- In order to complete a yearly review of all resources used, the resource list will be added to each middle school grade level Course Handbook and the high school Course Registration Guide. The elementary [curriculum resource bank](#) will be kept as a fluid document reviewed yearly.
 - Those teachers who completed the [Resource Bank](#) google form, will have this information added to the course guides. Any teachers who did not fill out the google form at the end of the year, will add the correct information to the course guides in the fall.
 - **Justification** -- Instead of having a separate and stagnant document, having the resources information for each course offered demands a yearly review. Each year in the late fall early winter, all teachers must review the course descriptions, which will then mandate a resources review.
 - Requested curriculum resources will be purchased based on the yearly review of current district use.
 - Currently, I am working through the list of teacher curriculum resources requests to prepare for the 2020-2021 school year.

Provide a Safe and Collaborative Culture in which to Learn and Work

- **SEL -- MOVE MINDFULLY**
 - Together with Chelsey Meyer, middle school counselor, we have been working to provide district wide Move Mindfully professional development to help meet the social / emotional learning practices of students and staff.
 - Chelsey -- along with Robin Whiteside, Jenny Kusske, and Molly Nefstead - has gone through this training in past years and all the counselors have started to infuse Move Mindfully through the district. This district wide training would continue and EXPAND current practices in place.

- Chelsey applied for a grant to help cover the costs of this training through the Jordan Education Foundation.

Improve Community Connection, Satisfaction, and Engagement

- **MDE Fall Reopening** -- Currently looking for ways to reach out to CT Advisory Council or other community members as fall planning is solidified.
- **Curriculum and Technology Integration Advisory Council** --
 - Information Available on the Website - <https://www.jordan.k12.mn.us/domain/60>
 - The council meetings will resume in October of the 2020-2021 School Year.



Monday, June 29th, 2020

Hello Coaches, Directors, & ISD717 Staff,

It was great seeing more student athletes back on campus this past week. As promising as it may be seeing activity in the gym/stadium again, it's important to remain realistic, and know we are not out of this pandemic yet. We are pushing forward with a plan for a fall season, but we just don't know what it will look like yet.

I am leaving for vacation today and will be back July 13th. You know I am always active on email, but really am going to try to disconnect and focus on family during this time. If major news comes out, I will be in communication with you all. I do think it will be pretty quiet over the next two weeks. No AD update next week.

MSHSL Update

- Transportation could be a major issue this year and not just an activities problem. Potentially allowing only 14 students per bus, with the windows down. Clearly, a lot of logistical and financial concerns if this were to happen.
- MDH [July scrimmage timeline](#) recommendation
- The league is frustrated with the amount of travel being done by youth sports associations. Concerned this could jeopardize the fall MSHSL season.

Wright County Conference Update

- The 8 WCC West schools (Annandale, Litchfield, Dassel-Cokato, Glencoe-SL, New London-Spicer, Rockford, Howard Lake WW, Watertown-Mayer) have banded together and are not willing to move any west schools into the now short handed East (Jordan, Delano, Holy Family, Mound-Westonka, Hutchinson) in 21-22.
- This was disappointing, but not surprising. Since we haven't officially competed in the WCC yet, some of you may not know that there is very little crossover between the East/West and they essentially act as two separate conferences when it comes to competition (except dance, hockey, lacrosse).
- The 5 East schools have had meetings to discuss potential school(s) to formally invite to the WCC East. Our goal is to have any applications from any interested school(s) joining the 21-22 school year, submit their application for the August 14th WCC AD meeting.

Jordan Summer Update

- If you haven't already, please review your summer camp/practice safety protocols, and update as needed based on the latest [COVID-19 Sports Guidance for Youth and Adults includes new information](#)
- Link to Jordan [Covid-19 Summer Protocol](#) - must be submitted if you hold any camps, clinic, practice, or open gyms/field.
- We have begun discussion within the Theater Department on how to proceed. This fall is scheduled to be a Musical year. We are looking to put a few options together, and will make a decision based on what we find out from MDE in late July. More updates to come across all Fine Arts in the weeks ahead.
- Fall coaching contracts will not be signed until we know there will be a season. Unfortunately, unlike the spring, if there is to be no fall season at all, the district would not be paying out those coaches on schedule C contracts. Let's hope that's not the case.

Fall Registration

- We will not be opening the fall registration window until it is confirmed that there will be a fall season. Typically we open up fall registration in early July. That will not be the case this year.
- The Family Max numbers have been updated for next year.

New max (last year max)

MS: individual = **\$325** (\$275)

HS: 1 student = **\$425** (\$375)

HS: 2 students = **\$600** (\$550)

HS: 3+ students = **\$750** (\$650)

New Website JordanActivities.org

- We had a group of head coaches take the Varsity New Network training this past Wednesday. This will help give them the tools to build their team pages on the new site. Virtual communication and resources are far more important now, than ever before. We want all our coaches to be prepared for it.

Coaches & Directors Wanted! Coaching Vacancies at Jordan

The following positions are currently open:

1. One Act Play Director - Competitive
2. One Act Play Director - Non Comp
3. Girls Soccer - C coach
4. Nordic Ski - Assistant Coach
5. Dance - Asst/JV coach

Go Hubmen! Go Jaguars!

Joe Perkl

Jordan Activities Director

Archives

Covid-19 AD Newsletters

[April 6th](#)

[April 13th](#)

[April 20th](#)

[April 27th](#)

[May 4th](#)

[May 18th](#)

[June 8th](#)

[June 15th](#)

[June 22nd](#)

COMMUNITY EDUCATION DIRECTOR

7/13/2020 BOARD REPORT

Director's Message

Community Education is slowly coming back within the parameters in place. The CERC is open and it is nice to see people back using our great facility. The numbers have been slow, however, summer numbers have always been lower. There have not been many people requesting to cancel their memberships and in fact, we have been selling some memberships. We are still on reduced hours with no fob access, and we will be monitoring how things go for a few weeks to see if we can bring back the fob access.

Recreation has been picking up. With the new phase from the Governor, we are able to have some more competition within youth and adult sports. We are able to have our open basketball, volleyball, and pickleball back on the schedule. We still highly encourage everyone to practice social distancing and good hygiene when in our facility, and our staff are making sure all spaces are clean for use.

The CERC would also like to thank the custodial staff for their team effort in cleaning the CERC on a nightly basis. They have been a huge part of keeping our space safe for the community.

Facility Use:

Our spaces are continually being booked. Now that our associations are able to play, we are scheduling out most of our outdoor spaces. It is extremely important all spaces inside and outside are booked through facilities so we are able to track what is being used when. This helps to be organized and for our staff to know when and where to clean.

Summer Kids Co. (Summer Adventures)



Jordan Community Education and Recreation
500 Sunset Drive, Suite #3
Jordan, Minnesota 55352
952-492-6211 main | 952-492-4494 fax

STEVEN JENSEN

Director of Community Education and Recreation
sjensen@isd717.org

We have been able to set up some field trips for our students.

- Skateville (just our group)
- Gaylord pool- (open to us and one group for a morning time)
- Shakopee bowl (just our group)
- RockNJump in Eagan

We hope to get to Belle Plaine pool and Marcus Theatre but they are not open at this time.

Kids Co Fall:

Kids Co fall registration is open and available. Make sure you sign up.



Communications and Marketing Monthly Summary (07/06/2020)

Kat Pass

Fall 2020 Community Ed & Rec Brochure and Jordan Journalist Proposal

Our Fall brochure typically arrives to homes during the first/second week of August. This brochure contains Community Ed & Rec activities for the fall and early winter seasons, the ELS offerings for the fall and early winter seasons, and the back to school information within the Jordan Journalist portion.

The cost for the Fall 2019 brochure (76 pages):

- Printing cost: \$5648.24
- Mailing cost: \$576.95
- Total: \$6225.19 (total does not include labor to create brochure)

I'm recommending suspending the printing and mailing of this fall publication to Steven Jensen and Mrs. Case Evenson. There are too many unknowns at this time to commit items to print and meet print house deadlines. Many instructors for community ed classes are feeling uncertain to commit to classes. Much of what we may put in a brochure could change prior to arrival in homes.

Proposal: Our "Back to School" Jordan Journalist, is mainly targeted to families of the district. We can reach them electronically, through emails, our website/app, and social media. Depending on timelines and information received from the state, we can also send a postcard to families with key "back to school" dates and information where they can find updates via our website and social media.

Because the Community Ed & Rec brochure reaches a larger community audience, I would propose a postcard mailer (11 x 6) saturation with information on how to find the most current information regarding classes and CERC offerings – driving people to the Community Ed website and ActiveNet. We would also highlight a phone and best contact information for those that would rather contact Community Ed directly for assistance.

We can return to a print (or hybrid) brochure for the Winter 2021 and Spring 2021 when ready.

Projects Completed / Highlights

- Populated website/app [calendar](#) with the 20-21 academic calendar dates and events
- Posted school supply lists on websites and app

- Updated and extended the information for the Equity Education (CRT and Equity Outreach) [website](#)
- Published spring honor roll ([JHS](#) and [JMS](#))
- Worked with Sarah Miller to create targeted email and google forms for summer school and transportation
- Create summer school building signage

Projects In-Progress

- Building [web pages for Fall 2020](#) Back to School.
 - We will continue to populate with the following: Communications, Academics, Fact Sheets, Health & Safety Measures, Cleaning, Meals, Technology, Activities, Transportation, and FAQs, etc
- Developing kindergarten readiness campaign to excite families, welcome them to the district, and extend an invitation to register for those families who have not.

On-Going (Daily/Weekly activities)

- Manage content for District [Facebook](#), [Twitter](#), [Instagram](#), and [YouTube](#) as well as the [Staff Development Twitter](#) account.
- Continual maintenance of District [website](#) and Smartphone App
- Maintain updated postings for lighted marquee sign
- Flyer/marketing production for in-house activities



Jordan High School
600 Sunset Drive
Jordan, Minnesota 55352
952-492-4400 main | 952-492-4425 fax

ANDREA SCHAAK
Nutritional Services Director
aschaak@isd717.org

Nutritional Services School Board Report

July 13th, 2020

Andrea Schaak

Last month I attended various webinars and conferences that focused on nutritional services programs and how COVID will be affecting how we do business this fall. The School Nutrition Association had a lot of great information from across the country. The Minnesota School Nutrition Association webinars are also presented every Tuesday for COVID updates. I will be a part of a panel discussion on July 14th that will cover menu planning for each of the three scenarios that we are currently looking at as possibilities for feeding this fall. I am looking forward to being a part of that conversation.

I am also leading virtual meetings with the Southern Minnesota Directors group each month. This is a great way to connect with directors here in Minnesota and see what each district is doing. I have our next meeting set for Wednesday, July 15th.

Our meal prices for 2020-21, will remain the same. The only change we had to make was to our Staff Lunch price according to USDA Guidelines. Staff Lunch was increased by \$0.10.

K-4 Lunch:	\$2.65
5-12 Lunch:	\$2.75
Staff Lunch:	\$3.85
Student Breakfast:	\$1.80
Staff Breakfast:	\$2.00
RVEC & St. Johns Lunch:	\$3.05
RVEC & St. Johns Staff Lunch:	\$3.85
Extra Entree:	\$2.00
Milk:	\$0.50

I am looking forward to our Administrative Retreat. I hope to hear from MDE on final plans for the start of school. Managers will be brought in for a meeting with me at the end of July.

Have a great July! Stay Healthy!



District Office
500 Sunset Drive, Suite #1
Jordan, Minnesota 55352
952-492-6200 main | 952-492-4445 fax

CHAD WILLIAMS
Director of Special Services
cwilliams@isd717.org

Board Meeting 07.13.20

Jordan School District #0717 Special Services Department Update:

Improve Student Achievement, Learning and Career and College Readiness:

- Extended School Year services started on Monday, July 6th. Our ESY teachers came in to set up and were ready for students to start. Services will be done through a Hybrid Model. Students will be onsite every other day for 4 weeks Monday through Thursday from 8:30AM – 10:30AM. On the day students are not onsite, they will receive services remotely from 10:45AM – 11:45AM.
- In the months of July and August, I will be meeting with our JMS and JHS special education departments on scheduling students.

Improve Community Connection, Satisfaction, and Engagement

- On June 29th and 30th, the American Indian Parent Advisory Council held its annual Horse Camp for American Indian students. Students participated in the healing (spiritual, physical and emotional and mental) through horse nation cultural values while participating in a Native American horse mask ceremony. Students were taught the Seven Teachings of the Ojibwe Anishinaabe and Dakota values.

Provide a safe and collaborative culture in which to learn and work

- This coming month, Erin Hjelmeland and I will be meeting to discuss the New Teacher Workshop day on August 20th. Union President Anne Jans will be involved to discuss our workshop day and activities for both new teachers and their mentors.

Be Fiscally Responsible and Maintain Quality Facilities

- Amy Hafemann and I continue to communicate and develop our 20-21 special education budget to ensure we are utilizing our federal dollars appropriately.
- Amy Hafemann and I are working on our Achievement and Integration, American Indian, and Title III funding applications and working with the staff and council members involved in the funding grants.

OUR MISSION

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

Facilities and Grounds Director's Report

07-13-2020

Cleaning items

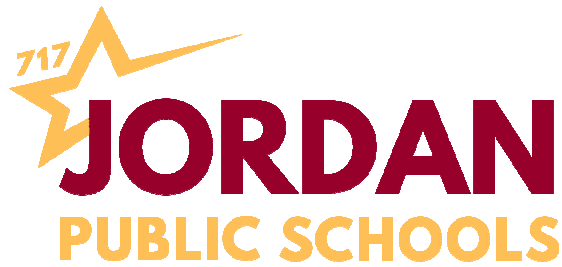
- Deep cleaning has been going along well in all 3 buildings.
- The Elementary School gym was cleaned and floor sanded and recoated. Only the River valley gym is left to do.
- I have scheduled 2 custodians to work from 12:30 pm until 9:00 pm every day on a weekly rotation to clean and sanitize areas after spaces are being used.
- Reminder: It is very important to make sure the facility calendar is up to date as that's what custodial staff use to make sure areas have been cleaned and sanitized.

Outside areas

- Work on the new softball batting cages is wrapping up
- Field prep is going along nicely as well as sanitizing dugout areas after use.

Mechanical items

- The Middle School chiller parts came in and have been replaced. It is up and running. We are getting a letter from York stating all issues have been resolved and no permanent damages remain.



2020 BOARD COMMITTEE ASSIGNMENTS

Standing Committees

Budget/Finance Committee - Entire Board

This committee meets monthly as part of the Workshop Meeting to review and discuss district budget and finances. This committee provides input and reviews all budgeting decisions as the next fiscal year's budget is constructed.

Calendar Committee (1) S. Burke - (alternate – L. Pedersen)

This committee meets one time annually with the administrative team and teacher members of the calendar committee to plan the calendars for the next two subsequent school years.

City-School Committee (2-3), R. Langheim, L. Pedersen, T. Vogel- (alternate – D. Pauly)

The committee ensures a board member is present at a city council meeting should an item on the city council agenda be pertinent to the school district. This committee meets regularly with a sub-committee of the city council. This committee will work with the city to establish an annual legislative advocacy meeting.

Communications Committee (2) S. Burke, R. Dahnert - (alternate – L. Pedersen)

This committee provides oversight and direction for communication of all media types to the community in regard to school board updates. They meet one time each year to set their agenda and as needed depending on need. The committee develops a communication plan for the district and establishes "meet and greet" times for each school building in the district at its formal meeting.

Community Education/Recreation/Joint Powers (2) T. Vogel, L. Pedersen

This committee makes recommendations to Jordan's Community Education & Recreation Director regarding programs and community education and recreation policy. It meets once per month prior to the regular school board meeting or as called by the Community Education Director.

Curriculum & Technology Integration Committee (3) D. Pauly, S. Burke, C. Hennen- (alternate – L. Pedersen) (O. Rausch - Student Representative)

This committee is tasked with reviewing all curriculum offerings and World's Best Workforce plan in our district. The Director of Teaching & Learning chairs the committee. On a curriculum cycle, the committee reviews class offerings, curriculum options and curriculum materials (i.e. texts.) This committee also receives and reviews reports on scope and sequence and mapping of curriculum. In addition, the committee focuses on Standards Based Instruction. The Technology Director and Director of Teaching & Learning are responsible for the integration and application of all technology in the district. This committee meets on the 3rd Monday of each month October - May.

Education Foundation (2) – R. Langheim, C. Hennen (alternate – L. Pedersen)

The Jordan Education Foundation will raise funds and serve as a conduit for individuals to donate funds for the purpose of enhancing educational experiences for students. This Foundation will provide oversight and establish framework for the utilization of donated and fund raised dollars in our schools. Once established, teachers will have the opportunity to write mini-grants that the Foundation will discuss and award as warranted. The superintendent will serve as an ex-officio member. The Jordan School Board will be represented with two members.

Facilities Committee (Chair + 3) D. Pauly, R. Langheim, T. Vogel - (alternate – C. Hennen) (O. Rausch - Student Representative)

This committee deals with all indoor and outdoor facilities and grounds, making recommendations on long-range facilities maintenance plans, short-term building issues, custodial planning, facility space use, etc. This committee works on special district projects such as renovations, additions, new building, lease levy authority matters, and infrastructure improvement. In the case of significant projects such as new building projects or remodels, the board members may be the board representatives in a larger committee made up of community members, school staff, and administrators. Building issues and/or concerns the require meeting with other groups will be a driving factor for this group. In addition, this committee is charged with meeting real estate needs required for buying or selling property. This committee will meet on an as needed basis or as dictated by a building project and its schedule.

Meet and Confer/Continuing Education/Staff Development (2-3) – D. Pauly, R. Langheim, R. Dahnert

A public employer has the obligation to meet and confer, under section 179A.08, with professional employees to discuss policies and other matters relating to their employment which are not terms and conditions of employment. We are scheduled to meet three times a year (at the discretion of either party.) Meetings are held in the District Office Conference Room at the end of the school day (3:15 p.m.) **Continuing Education/Staff Development** – This committee meets to determine continuing education and staff development needs within all three schools. A board member is not required unless an issue arises and then coordination is handled through the superintendent.

Negotiations Committee (2) – D. Pauly, T. Vogel (alternate – R. Dahnert)

This committee meets to conduct contract negotiations with the bargaining units. The Superintendent will work with the board members and bargaining units to facilitate and schedule the sessions.

Personnel Committee (2) (Negotiations Committee)– D. Pauly, T. Vogel (alternate – R. Dahnert)

This committee will meet if a personnel item need discussion, should the need arise outside of a regular board meeting night.

Policy Committee (2) – S. Burke, D. Pauly (alternate – R. Langheim)

This committee works with district administrators and staff to review and make recommendations on district policies. Specifically, this committee meets to review recommended changes from MSBA model policy based on annual legislative action.

Safe and Supportive Schools/PBIS Committee (1) – L. Pedersen (alternate - S. Burke) (O. Rausch - Student Representative)

This committee meets quarterly and is made up of administrators, staff members, parents/guardians and one board member. The committee discusses the district's PBIS programming and current social issues and helps to provide guidance in regard to school climate.

SCALE (1) – T. Vogel (alternate – R. Dahnert)

The Scott County Association for Leadership and Efficiency (**SCALE**) was formed to encourage greater efficiencies and leadership in public service through enhanced communication, collaboration of services, and sharing of resources. Members include elected and appointed officials for the cities, schools and townships within Scott County, the Mdewakanton Sioux Community, and Scott County. They meet once per month on the second Friday from 7:30 – 9:00 a.m. The Superintendent and one board member represents our district at these meetings. An alternate board member may attend.

SW Metro / Intermediate District Representative (1) – D. Pauly (alternate – S. Burke)

Each member district of the SW Metro Intermediate District has one school board representative on this board. Committee assignments exist within this board as well. SW Metro meets once per month on the third Tuesday in the SW Metro office in Shakopee.

Point of Contact & Ad-Hoc Committees

American Indian Parent Advisory Council (1) S. Burke – (alternate - D. Pauly)

The council is led by parents/guardians and school district advisers. The goal is to ensure that every American Indian student has equitable access to programs that are specifically designed to meet their unique educational or cultural academic needs. The AIPAC meets monthly during the school year and serves as a vital link between the American Indian community and Jordan Public Schools.

Booster Club (1) – L. Pedersen (alternate – R. Dahnert)

This committee is led by the Booster Club President and the district's activities director attends the meetings. Representatives from the community serve on this committee which is not district led. This group investigates options for donations and fundraisers to meet activity program needs.

Legislative (1) – D. Pauly

All board members need to keep abreast of legislation relating to education. One board member is the point of contact for mailings and is to report and share important issues on the legislative front.

MSHSL (1) - (State) D. Pauly

This is a point of contact position.

Special Education Advisory Council (SEAC) (1) – C. Hennen

The Jordan Public School Special Education Advisory Council advises the school district on the development of programs and services to meet the special educational needs of children and families. By sharing their unique perspective of what it is like to use these services, parents can help the district to be more effective in hopes that the outcomes for children with disabilities improve.

Region V/SCSC/Metro ECSU (1) L. Pedersen - (alternate – S. Burke)

Region V provides computer services and staff support through the cooperative sharing of hardware, software, and personnel. We are a member district. They provide reporting and SMART application support services to school districts throughout South Central and Southeastern Minnesota. **SCSC (South Central Service Cooperative)** helps schools and other government agencies fulfill their mission by delivering high quality services while reducing costs through collaboration. We are a member. SCSC is based in North Mankato. The SCSC programs and services are member driven to utilize resources in an efficient manner. There are nine regional agencies called service cooperatives. **MECSU** offers support to the member school districts through staff development opportunities. The district representative receives emails and newsletters, but there isn't a specific meeting commitment.