



Jordan School District #717  
Regular Meeting Agenda

Monday, August 9, 2021 at 6:30 PM  
Regular Meeting  
CERC Multi-purpose Room  
500 Sunset Drive; Suite 3  
Jordan, MN 55352

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1. Call to Order	
2. Pledge of Allegiance	
3. Roll Call	
4. Consideration of Agenda	
5. Jordan Pride Awards - Trap Team	
6. Public Comments	3
7. Consent Agenda	
1. Minutes	4
2. Monthly Finance Reports	7
3. Donations	42
4. Resignation - HS Paraprofessional - Danny McDonnell	
5. Resignation - Nutritional Services Director - Andrea Schaak	
6. Resignation - MS Teacher - Kaylee Doherty	
7. Resignation - HS Building Nurse/Administrative Assistant - Glenda Grant	
8. Resignation - Volleyball Coach - Jennifer Kusske	
9. Resignation - Tennis Coach - Rachel Vollbrecht	
10. Resignation - Football Coach - Sean O'Brien	
11. Resignation - ELS Paraprofessional - JeriAnne Cieluch	
12. New Hire - Technology Summer Intern - Nathaniel Rosario	43
13. New Hire - MS Cooks Helper - Ann Shelton	45
8. Action / Discussion Items	
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2. Review and Act on 21-22 JES Parent / Student Handbook	61
3. Review and Act on 21-22 JES Staff Handbook	108
4. Review and Act on 21-22 JMS Parent / Student Handbook	160
5. Review and Act on 21-22 JMS Staff Handbook	194
6. Review and Act on 21-22 JHS Parent / Student Handbook	231
7. Review and Act on 21-22 JHS Staff Handbook	267

8.	Review and Act on 21-22 Activities Handbook	316
9.	Review and Act on 21-22 School Meal Pricing	317
10.	Discussion on Summer Facility Updates	
11.	Review and Act on Resolution Establishing Combined Polling Places	318
9.	Board and Administrative Reports	
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3.	MS Principal's Report	324
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11.	Technology Director's Report	339
12.	Facilities Director's Report	340
13.	School Board Member Reports / Committee Reports	341
10.	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 District Clerk, or other designee, any time up to ten (10) minutes prior to the start of the School Board meeting. The form may be dropped off at the District Office at 500 Sunset Drive, Jordan, MN 55352 or emailed to hmack@isd717.org.

*'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.

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It is highly recommended to first speak to a district employee. Have you previously contacted a School Board member and/or school employee about this issue/concern?      YES      NO

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

**If proper procedures have been followed and the School District 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.**



**Regular Meeting Minutes  
Non Board Approved**

Monday, July 12, 2021 at 6:30 PM  
Regular Meeting  
CERC Multi-purpose Room  
500 Sunset Drive; Suite 3  
Jordan, MN 55352

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1. Call to Order
  - D. Pauly called the meeting to order at 6:32 pm.
2. Pledge of Allegiance
3. Roll Call
  - Present: Deb Pauly, Ryan Dahnert, Connie Hennen, Sara Lehnen, and Molly Monyok
  - Absent: Sandy Burke, Lauren Pedersen, and Olivia Rausch (Student Rep.)
4. Consideration of Agenda
  - Motion to approve the agenda made by R. Dahnert, Seconded S. Lehnen Passed 5-0
5. Public Comments
  - Duane Judge addressed the board.
6. Retirement Recognition
  - The board congratulated Dianne Reid, High School Cooks Helper, on her retirement and thanked her for 20 years of service with the district.
7. Consent Agenda
  - 7.1. Minutes
    - 6/14/21: Regular
    - 6/28/21: Workshop
  - 7.2. Monthly Finance Reports
    - Amy Hafemann provided reports for the board to review.
  - 7.3. Donations
    - MVEC Backpack Program \$ 500
    - Jordan Pride Booster Club Booster Supported Coaches \$12,300
    - Herman's Landscape HS Industrial Tech Bandsaw & Dust Collector
  - 7.4. Declaration of Surplus Items - Athletic Uniforms & Equipment
  - 7.5. Policies
    - 7.5.1. 410 Family and Medical Leave Policy - 1st and Final Reading
    - 7.5.2. 413 Harassment and Violence - 1st and Final Reading
    - 7.5.3. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse - 1st and Final Reading

- 7.5.4. 415 Mandated Reporting of Maltreatment of Vulnerable Adults - 1st and Final Reading
- 7.5.5. 506 Student Discipline - 1st and Final Reading
- 7.5.6. 514 Bullying Prohibition Policy
- 7.5.7. 516 Student Medication - 1st and Final Reading
- 7.5.8. 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure, and Process - 1st and Final Reading
- 7.5.9. 524 Internet Acceptable Use and Safety Policy - 1st and Final Reading
- 7.5.10. 524.1 Social Media Policy and Staff Guidelines - 1st and Final Reading
- 7.5.11. 533 Wellness - 1st and Final Reading
- 7.5.12. 616 School District System Accountability - 1st and Final Reading
- 7.5.13. 714 Fund Balances - 1st and Final Reading
- 7.5.14. 722 Public Data Requests - 1st and Final Reading
- 7.5.15. 806 Crisis Management Policy - 1st and Final Reading
- 7.5.16. 213 School Board Committees - 1st and Final Reading
- 7.5.17. 510 School Activities - 1st and Final Reading
- 7.5.18. 624 Online Learning Options - 1st and Final Reading
- 7.5.19. 904 Distribution of Materials on School District Property by Nonschool Persons - 1st and Final Reading
- 7.6.** New Hire - Kindergarten Teacher - Rhea Carlson
- 7.7.** New Hire - Media Teacher - Kevin Sayers
- 7.8.** New Hire - Business Teacher - Paul Garlock
- 7.9.** New Hire - Special Education Teacher - Lauren Stier
- 7.10.** New Hire - Preschool Teacher - Sarah Lund
- 7.11.** New Hire - Building Administrative Assistant - Ashley Glynn
- 7.12.** Resignation - MS Golf Coach - Kevin Gutzmer
- 7.13.** Resignation - ES Cooks Helper - Rebecca Symanitz
- 7.14.** Contract Renewal - Baseball Head Coach - Brent Goracke
- 7.15.** Contract Renewal - Baseball JV Coach - Alex Beckman
- 7.16.** Contract Renewal - Baseball C Squad Coach - Drew Sinke
- 7.17.** Contract Renewal - Softball Head Coach - Bryan Martin
- 7.18.** Contract Renewal - Softball JV Coach - Kelsey Pekarna-Dabu
- 7.19.** Contract Renewal - Softball C Squad Coach - Jenny Kusske
- 7.20.** Contract Renewal - Softball MS Coach - Dennis Yunke
- 7.21.** Contract Renewal - Softball MS Coach - Brooklyn Bedney
- 7.22.** Contract Renewal - Track Varsity Boys Head Coach - Ben Nylander
- 7.23.** Contract Renewal - Track Varsity Girls Head Coach - Kelley Walerius
- 7.24.** Contract Renewal - Track JV Coach - Shane Peters
- 7.25.** Contract Renewal - Track JV Coach - Mike Coddington
- 7.26.** Contract Renewal - Track JV Coach - Hollie Penney
- 7.27.** Contract Renewal - Track MS Coach - Nate Kucera
- 7.28.** Contract Renewal - Track MS Coach - Heather Davis
- 7.29.** Contract Renewal - Track MS Coach - Makena Wiescamp
- 7.30.** Contract Renewal - Track MS Coach - Katie Fisher
- 7.31.** Contract Renewal - Girls Golf Head Coach - Ozzie Sand
- 7.32.** Contract Renewal - Golf JV Coach - Nate Steele
- 7.33.** Contract Renewal - Knowledge Bowl Coach- Jerry Langsweirdt
- 7.34.** Contract Renewal - Spring Play Director - Josh Barnd

- 7.35.** Contract Renewal - Spring Play HS Assistant Director - Jess Barnd
- 7.36.** Contract Renewal - Spring Play MS Director - Marie Wignall
- 7.37.** Contract Renewal - Spring Play MS Assistant Director - Janice Lennox
- 7.38.** Contract Renewal - Spring Weight Room Supervisor - Chris Olson
  - Motion to approve the consent agenda made by M. Monyok, Seconded C. Hennen Passed 5-0
- 8. Action / Discussion Items**
  - 8.1.** Review and Act on 2023 Spanish Club Trip
    - Amy Peters provided information and itineraries for the proposed June 2023 trip.
    - Motion to approve the trip made by R. Dahnert, Seconded M. Monyok
  - 8.2.** Kraus-Anderson Assessment Discussion
    - Mark VanderBloomer from Kraus-Anderson presented their Facility Condition Assessment of the district's buildings and the 10 year LTFM plan they developed.
  - 8.3.** Review and Act on Long-Term Facility Maintenance (LTFM) 10 Year Revenue and Expenditure Plan
    - Amy Hafemann reported on the LTFM plan which showed the district's projected LTFM revenue and also a listing of the estimated expenditures by finance code. It is an annual requirement that the board approve the plan.
    - Motion to approve the plan made by C. Hennen, Seconded R. Dahnert Passed 5-0
  - 8.4.** Review and Act on 21-22 Metro ECSU Membership
    - The district has been a member for many years and continued membership is recommended by Superintendent Case Evenson.
    - Motion to approve made by R. Dahnert, Seconded S. Lehnen Passed 5-0
- 9. Board and Administrative Reports**
  - 9.1.** Superintendent's Report
  - 9.2.** HS Principal's Report
  - 9.3.** MS Principal's Report
  - 9.4.** ES Principal's Report
  - 9.5.** Teaching and Learning Director's Report
  - 9.6.** Activities Director's Report
  - 9.7.** Community Education & Recreation Director's Report
  - 9.8.** Communication Specialist's Report
  - 9.9.** Nutritional Services Director's Report
  - 9.10.** Special Services Director's Report
  - 9.11.** Facilities Director's Report
  - 9.12.** School Board Member Reports / Committee Reports
    - 6/16/21: Booster Club
    - 7/28/21: Facilities Committee
    - 7/20/21: Education Foundation
    - Congratulations to the Trap Team for their amazing season!
- 10. Adjourn Regular Meeting**
  - Motion to adjourn at 8:00 pm made by R. Dahnert, Seconded M. Monyok Passed 5-0

\_\_\_\_\_  
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

August 4, 2021

Board of Education Meeting

### **Finance Report**

August financial reports show activity that has been completed for FY2021-2022 thru July, 2021. There will be more invoices that will be paid out in the next couple of months.

The Vendor Payment Register gives the detailed activity of all vendors that have been paid in the month of July. The Payroll voucher register shows the payroll liability payments that were made in the month of July.

The pie chart shows the expenses by object codes in the General Fund that were paid thru July, 2021. This chart is as current as can be at this time and is for the current year – FY2021-2022.

I am busy working on the upcoming year; as well as starting to go thru the paperwork that needs to be done for the FY2020-2021 audit. The Summer Levy is also on my to do list as those deadline are fast approaching.

# Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type						
3525		2ND WIND EXERCISE INC.		0717	001	105948							
		E	04	005	505	321	401	550	Spri deluxe vinyl dumbbells 8,10,12,15lb pairs			\$346.50	Check
		PO#:	51551	Voucher #:	115924	Invoice	Invoice No:	22-029753A	7/15/2021				
Paid Amt: \$346.50													
Check Amount: \$346.50													
Vendor Total: \$346.50													
4220		ADVANCED IMAGING SOLUTIONS		0717	001	105934							
		E	01	005	420	419	405	000	Software-Global Capture			\$407.48	Check
		PO#:	51698	Voucher #:	115963	Invoice	Invoice No:	447460932	7/15/2021				
		E	01	100	203	302	560	335	ES Lease			\$149.81	
		E	01	100	203	000	350	335	ES Maintenance			\$255.01	
		E	04	005	505	321	560	335	CE Lease			\$149.81	
		E	04	005	505	321	350	335	CE Maintenance			\$254.99	
		E	01	128	211	302	560	335	MS Lease			\$149.81	
		E	01	128	211	000	350	335	MS Maintenance			\$254.99	
		E	04	005	582	344	560	335	ELS Lease			\$149.80	
		E	04	005	582	344	350	335	ELS Maintenance			\$254.99	
		E	01	005	110	302	560	335	DO Lease			\$149.81	
		E	01	005	110	000	350	335	DO Maintenance			\$254.99	
		E	01	300	211	302	560	335	HS Lease			\$149.81	
		E	01	300	211	000	350	335	HS Maintenance			\$254.99	
		E	01	100	203	302	560	335	ES Staff Lease			\$149.80	
		E	01	100	203	000	350	335	ES Staff Maintenance			\$254.99	
		E	01	128	211	302	560	335	MS Staff Lease			\$149.80	
		E	01	128	211	000	350	335	MS Staff Maintenance			\$254.99	
		E	01	300	211	302	560	335	HS Staff Lease			\$149.81	
		E	01	300	211	000	350	335	HS Staff Maintenance			\$254.99	
		E	01	100	203	302	560	335	ES Front Desk Lease			\$149.80	
		E	01	100	203	000	350	335	ES Front Desk Maintenance			\$254.99	
		E	01	005	110	302	560	335	DO Nicky Lease			\$149.80	
		E	01	005	110	000	350	335	DO Nicky Maintenance			\$254.99	
		E	01	100	203	000	350	335	ES Overage			\$320.14	
		E	04	005	505	321	350	335	CE Overage			\$27.44	
		E	01	128	211	000	335	000	MS Overage			\$210.38	
		E	04	005	582	344	350	335	EE Overage			\$9.14	
		E	01	005	110	000	350	335	DO Overage			\$91.47	

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
<b>4220</b>								
ADVANCED IMAGING SOLUTIONS								
		0717	001		105934		Check	
		E 01	300	211	000 350 335	HS Overage		\$256.11
PO#:	51695	Voucher #:	115964	Invoice	Invoice No: 446841041	7/15/2021		
							Paid Amt:	\$5,367.45
							Check Amount:	\$5,774.93
							Vendor Total:	\$5,774.93
<b>4071</b>								
AFFINETY SOLUTIONS, INC								
		0717	001		105922		Check	
		E 01	300	292	000 405 000	FY22 Activities Annual Software Fee		\$1,890.00
PO#:	51594	Voucher #:	115896	Invoice	Invoice No: 12352	7/1/2021		
							Paid Amt:	\$1,890.00
							Check Amount:	\$1,890.00
							Vendor Total:	\$1,890.00
<b>3031</b>								
AHEARN, DENIS & HELEN								
		0717	001		105949		Check	
		E 01	005	760	720 360 000	2020-21 Non Public Transportation-Sophia Ahee		\$180.32
PO#:	51491	Voucher #:	115925	Invoice	Invoice No: Reimbursement	7/15/2021		
							Paid Amt:	\$180.32
							Check Amount:	\$180.32
							Vendor Total:	\$180.32
<b>5633</b>								
AHLBRECHT, SHANE								
		0717	001		105986		Check	
		E 04	005	505	321 305 515	Junior Legion Umpire 6/25/21		\$75.00
PO#:	51772	Voucher #:	116060	Invoice	Invoice No: Umpire	7/29/2021		
							Paid Amt:	\$75.00
							Check Amount:	\$75.00
							Vendor Total:	\$75.00
<b>2732</b>								
ALPHA WIRELESS								
		0717	001		105935		Check	
		E 01	005	810	000 401 000	Battery CPR6100		\$99.00
PO#:	51621	Voucher #:	115978	Invoice	Invoice No: 12377	7/15/2021		
							Paid Amt:	\$99.00
							Check Amount:	\$99.00
							Vendor Total:	\$99.00
<b>26895</b>								
AMAZON CAPITAL SERVICES								
		0717	001		105950		Check	
		E 01	300	260	000 430 000	B00USC30W0 100 Scalpel STERILE Blades #		\$11.99
		E 01	300	260	000 430 000	B008S171V2 Graham-Field Feather Handheld N		\$7.58
		E 01	300	260	000 430 000	Amazon Shipping Charge		\$0.00
PO#:	51331	Voucher #:	115926	Invoice	Invoice No: 1CCL-NKKR-4TQQ	7/15/2021		
							Paid Amt:	\$19.57
							Check Amount:	\$19.57
							Vendor Total:	\$39.95

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>26895</b>					
AMAZON CAPITAL SERVICES					
	0717	001	105951		
	E 01	005 107 000 401 400	Amazon Shipping Charge		Check
PO#: 51378	Voucher #:	115927	Invoice No: 17df-drdv-fp1h	7/15/2021	
					Paid Amt: \$39.95
					Check Amount: \$39.95
<hr/>					
	0717	001	105987		
	E 01	005 107 000 401 400	B08CXSTWDD LuvCase 5in1 Laptop Case Cor		Check
	E 01	005 107 000 401 400	Amazon Shipping Charge		
PO#: 51461	Voucher #:	116061	Invoice No: 1GXY-4XPM-TN3H	7/29/2021	
					Paid Amt: \$29.99
					Check Amount: \$29.99
					Vendor Total: \$89.51
<hr/>					
<b>1508</b>					
APPLE INC					
	0717	001	105988		
	E 01	300 292 000 401 300	10.2 inch iPad		Check
PO#: 51530	Voucher #:	116062	Invoice No: AF24360504	7/29/2021	
					Paid Amt: \$897.00
					Check Amount: \$897.00
					Vendor Total: \$897.00
<hr/>					
<b>26917</b>					
BAIMA, STEPHANIE					
	0717	001	105952		
	E 01	005 760 720 360 000	2020-21 Non Public Transportation-Ava Baima		Check
PO#: 51492	Voucher #:	115928	Invoice No: Reimbursement	7/15/2021	
					Paid Amt: \$385.00
					Check Amount: \$385.00
					Vendor Total: \$385.00
<hr/>					
<b>26454</b>					
BECKMAN, ALEX					
	0717	001	106017		
	E 04	005 505 321 305 515	Legion Umpire 7/1,7,12,15 2021		Check
PO#: 51774	Voucher #:	116042	Invoice No: Umpire	7/29/2021	
					Paid Amt: \$360.00
					Check Amount: \$360.00
					Vendor Total: \$360.00
<hr/>					
<b>11220</b>					
BENJAMIN BUS					
	0717	001	105989		
	E 01	300 294 733 360 315	Baseball		Check
	E 01	128 211 320 360 000	Horse Camp		
	E 01	300 296 733 360 333	Softball		
	E 01	005 760 723 360 000	ESY Field Trip		
	E 01	300 292 733 360 320	Track		
	E 04	005 582 165 360 000	Summer Preschool FT		
	E 01	100 201 733 360 228	JES Lagoon Park		
	E 01	128 211 303 360 277	Summer School		
					\$598.31
					\$576.73
					\$966.12
					\$152.03
					\$3,138.67
					\$308.96
					\$117.70
					\$3,938.05

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Pmt Amount
<b>11220</b>						
BENJAMIN BUS						
	0717	001	105989		Check	
		E 01	300 211 162 360 000	Credit Recovery		\$404.46
		E 04	005 582 165 360 000	Summer Preschool		\$1,396.35
		E 01	005 760 728 360 000	Care & Treatment		\$4,497.21
		E 01	005 760 723 360 000	SPED		\$3,550.26
PO#: 51735	Voucher #:	116063	Invoice	Invoice No: June 2021	7/29/2021	
						<b>Paid Amt: \$19,644.85</b>
						<b>Check Amount: \$19,644.85</b>
						<b>Vendor Total: \$19,644.85</b>
<b>1292</b>						
BIX PRODUCE CO.						
	0717	001	105990		Check	
		E 02	128 770 709 490 000	6/21/21-MS Food Service		\$538.58
PO#: 51753	Voucher #:	116064	Invoice	Invoice No: 05097611	7/29/2021	
		E 02	128 770 709 490 000	6/28/21-MS Food Service		\$336.68
PO#: 51753	Voucher #:	116065	Invoice	Invoice No: 05104787	7/29/2021	
						<b>Paid Amt: \$336.68</b>
						<b>Check Amount: \$875.26</b>
						<b>Vendor Total: \$875.26</b>
<b>11747</b>						
BLUE CROSS & BLUE SHIELD						
	0717	001	105931		Check	
		B 01	215 024	D. Swenson July 2021		\$246.50
PO#: 51751	Voucher #:	115921	Invoice	Invoice No: 210602172550	7/18/2021	
						<b>Paid Amt: \$246.50</b>
						<b>Check Amount: \$246.50</b>
						<b>Vendor Total: \$493.00</b>
<b>26916</b>						
CDW GOVERNMENT, INC.						
	0717	001	105923		Check	
		E 01	005 630 302 466 000	ASUS 11.6IN N4020 4GB 32GB Chrom-Dup		\$70,329.00
PO#: 51260	Voucher #:	115899	Invoice	Invoice No: D492513	7/11/2021	
						<b>Paid Amt: \$70,329.00</b>
						<b>Check Amount: \$70,329.00</b>
						<b>Vendor Total: \$70,329.00</b>
<b>5636</b>						
CHOICE INSURANCE						
	0717	001	105936		Check	
		E 01	005 940 000 340 000	Policy		\$9,359.00
		E 01	005 940 000 340 000	Surplus Lines Tax		\$283.77
		E 01	005 940 000 340 000	Stamping Fee		\$3.78

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>5636 CHOICE INSURANCE</b>					
	0717	001	105936		
	E 01	005 940 000	340 000	Broker Fee	Check
					\$100.00
PO#: 51677	Voucher #:	115965	Invoice	Invoice No: 12926	
				7/15/2021	
					Paid Amt: \$9,746.55
					Check Amount: \$9,746.55
					Vendor Total: \$9,746.55
<b>5610 CHRISTENSON, JASON &amp; NADINE</b>					
	0717	001	105953		
	E 01	005 760 720	360 000	Harper & Fletcher Christenson	Check
					\$180.32
PO#: 51542	Voucher #:	115929	Invoice	Invoice No: Reimbursement	
				7/15/2021	
					Paid Amt: \$180.32
					Check Amount: \$180.32
					Vendor Total: \$180.32
<b>10254 CITY OF JORDAN</b>					
	0717	001	105954		
	E 01	100 810 000	330 204	ES	Check
					\$1,379.21
	E 01	128 810 000	330 204	MS	
					\$2,794.16
	E 01	300 810 000	330 204	HS	
					\$2,275.50
	E 01	005 810 000	330 204	Athletic Complex	
					\$5,618.22
	E 04	005 505 321	330 000	ES CE	
					\$28.15
	E 04	005 505 321	330 550	CERC	
					\$834.62
PO#: 51757	Voucher #:	115930	Invoice	Invoice No: 7/8/21	
				7/15/2021	
					Paid Amt: \$12,929.86
					Check Amount: \$12,929.86
<b>29143 COLLEGE BOARD</b>					
	0717	001	105991		
	E 18	300 298 301	899 000	Holzer Fields #2104-38,39,40,41	Check
					\$675.00
PO#: 51757	Voucher #:	116066	Invoice	Invoice No: Holzer Field	
				7/29/2021	
					Paid Amt: \$675.00
					Check Amount: \$675.00
					Vendor Total: \$13,604.86
<b>29143 COLLEGE BOARD</b>					
	0717	001	105955		
	E 01	300 211 000	461 000	Used AP Exams	Check
					\$4,472.00
	E 01	300 211 000	461 000	AP CB Fee Reduction	
					(\$66.00)
PO#: 51686	Voucher #:	115959	Invoice	Invoice No: EP00039218	
				7/15/2021	
					Paid Amt: \$4,406.00
					Check Amount: \$4,406.00
					Vendor Total: \$4,406.00



**Jordan Public Schools  
Detail Payment Register By Vendor**

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
2630		EDMENTUM						
		0717	001	105939				
		E 01	300	211	302	406	000	
		College & Career Readiness					\$1,149.54	Check
	PO#: 51386	Voucher #:	115968	Invoice	No: INV157893-1a	7/15/2021		
							<b>Paid Amt: \$6,195.50</b>	
							<b>Check Amount: \$6,195.50</b>	
<hr/>								
		0717	001	106021				
		E 01	128	211	000	406	000	
		Middle School Study Island					\$7,792.20	Check
	PO#: 51696	Voucher #:	116045	Invoice	No: INV159755	7/29/2021		
							<b>Paid Amt: \$7,792.20</b>	
							<b>Check Amount: \$7,792.20</b>	
							<b>Vendor Total: \$13,987.70</b>	
<hr/>								
5480		ELITE BRANDING SOLUTIONS						
		0717	001	105940				
		E 01	300	292	000	302	000	
		36 oz Yeti - engraved					\$359.94	Check
		E 01	300	292	000	302	000	
		36 oz Yeti with chug bap					\$59.99	Check
		E 01	300	292	000	302	000	
		26 oz bottle with chug cap					\$249.95	Check
	PO#: 51622	Voucher #:	115969	Invoice	No: INV-12785	7/15/2021		
							<b>Paid Amt: \$669.88</b>	
							<b>Check Amount: \$669.88</b>	
							<b>Vendor Total: \$669.88</b>	
<hr/>								
3116		EVANS, DAN						
		0717	001	105958				
		E 01	300	296	000	305	333	
		Softball Official 5/18/21					\$85.00	Check
	PO#: 51761	Voucher #:	115933	Invoice	No: Softball Official	7/15/2021		
							<b>Paid Amt: \$85.00</b>	
							<b>Check Amount: \$85.00</b>	
							<b>Vendor Total: \$85.00</b>	
<hr/>								
5641		FAIRBANKS, CARTER						
		0717	001	106022				
		R 04	000	000	321	621	550	
		CERC Membership Refund					\$26.00	Check
	PO#: 51761	Voucher #:	116047	Invoice	No: Refund	7/29/2021		
							<b>Paid Amt: \$26.00</b>	
							<b>Check Amount: \$26.00</b>	
							<b>Vendor Total: \$26.00</b>	
<hr/>								
28477		FLINK, KATHY						
		0717	001	105959				
		E 01	005	760	720	360	000	
		2020-21 Non Public Transportation-Jordan Flink					\$385.00	Check
	PO#: 51494	Voucher #:	115934	Invoice	No: Reimbursement	7/15/2021		
							<b>Paid Amt: \$385.00</b>	
							<b>Check Amount: \$385.00</b>	
							<b>Vendor Total: \$385.00</b>	

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
5575	FOSS, BEN	0717 001	105960		
		E 04 005 505 321 305 550		April 2021 Personal Training	Check
					\$15.00
	PO#: 51690	Voucher #: 115956	Invoice No: 4/7/21	7/15/2021	
					Paid Amt: \$15.00
					Check Amount: \$15.00
					Vendor Total: \$15.00
22350	FRANSEN BANK AND TRUST	0717 001			
		B 01 215 010		FICA	Wire
					\$157.02
	PO#: 51690	Voucher #: 115891	Invoice No: S202124S0	7/1/2021	
					Paid Amt: \$157.02
		B 01 215 003		Fed Tax	Wire
					\$9.89
	PO#: 51690	Voucher #: 115888	Invoice No: S202124S0	7/1/2021	
					Paid Amt: \$9.89
		B 01 215 010		FICA	Wire
					\$36.72
	PO#: 51690	Voucher #: 115889	Invoice No: S202124S0	7/1/2021	
					Paid Amt: \$36.72
					Check Amount: \$203.63
					Vendor Total: \$203.63
28334	FRICKE, VICKI	0717 001			
		B 01 215 002		State Tax	Wire
					\$24.74
	PO#: 51690	Voucher #: 115890	Invoice No: S202124S0	7/1/2021	
					Paid Amt: \$24.74
					Check Amount: \$24.74
					Vendor Total: \$228.37
1232	FRONTLINE TECHNOLOGIES GROUP LLC	0717 001			
		E 01 100 203 000 405 000		ES-FY22 Time & Attendance	Check
					\$2,470.50
		E 01 128 211 000 405 000		MS-FY22 Time & Attendance	Check
					\$2,470.49
		E 01 300 211 000 405 000		HS-FY22 Time & Attendance	Check
					\$2,470.49
	PO#: 51690	Voucher #: 116046	Invoice No: INVUS136717	7/29/2021	
					Paid Amt: \$7,411.48
					Check Amount: \$7,411.48
					Vendor Total: \$7,411.48

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>5590</b>					
GLOWFORGE, INC					
	0717	001	105993		Check
	E 01	305 361 628 530 000		Printer for Computer Graphics & Fashions class	\$3,995.00
PO#: 51424	Voucher #:	116068 Invoice	Invoice No: IN-590862	7/29/2021	
					Paid Amt: \$3,995.00
					Check Amount: \$3,995.00
					Vendor Total: \$3,995.00
<b>2655</b>					
GLOWICKI, JEREMY & DEBBIE					
	0717	001	105962		Check
	E 01	005 760 720 360 000		2020-21 Non Public Transportation-	\$385.00
PO#: 51495	Voucher #:	115935 Invoice	Invoice No: Reimbursement	7/15/2021	
					Paid Amt: \$385.00
					Check Amount: \$385.00
					Vendor Total: \$385.00
<b>27120</b>					
GOPHER STATE ONE-CALL					
	0717	001	105963		Check
	E 01	005 810 000 305 000		June 2021 E Mailed Tickets	\$2.70
PO#:	Voucher #:	115936 Invoice	Invoice No: 1061072	7/15/2021	
					Paid Amt: \$2.70
					Check Amount: \$2.70
					Vendor Total: \$2.70
<b>4887</b>					
HAFEMANN,AMY					
	0717	001	105985		Check
	E 01	005 020 000 401 000		Admin Retreat Lunch-07/21/2021-pd cash-Cox (	\$243.54
PO#:	Voucher #:	116040 Invoice	Invoice No: HAFAM-JUL21	7/22/2021	
					Paid Amt: \$243.54
					Check Amount: \$243.54
					Vendor Total: \$243.54
<b>27447</b>					
HASTINGS CREAMERY, LLC					
	0717	001	105994		Check
	E 02	128 770 709 495 000		MS-June 2021 Milk Billing	\$704.16
	E 02	300 770 709 495 000		SWMetro-June 2021 Milk Billing	\$34.45
PO#: 51755	Voucher #:	116069 Invoice	Invoice No: June 2021	7/29/2021	
					Paid Amt: \$738.61
					Check Amount: \$738.61
					Vendor Total: \$738.61
<b>4977</b>					
HIEGEL, ANN					
	0717	001	105995		Check
	R 04	005 505 321 050 507		Drivers Ed Refund-N. Hiegel	\$261.00
PO#: 51762	Voucher #:	116070 Invoice	Invoice No: Refund	7/29/2021	
					Paid Amt: \$261.00
					Check Amount: \$261.00
					Vendor Total: \$261.00

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>1195 HILLYARD, INC./HUTCHINSON</b>					
	0717	001	105964		
	E 01	100 810 000 401 000			Check
					\$43.32
	<b>PO#:</b> 51712	<b>Voucher #:</b> 115981	<b>Invoice No:</b> 604372377	<b>7/15/2021</b>	<b>Paid Amt: \$43.32</b>
					<b>Check Amount: \$43.32</b>
					<b>Vendor Total: \$43.32</b>
<b>24254 HOLIDAY CREDIT OFFICE</b>					
	0717	001	105996		
	E 04	005 505 321 440 507			Check
					\$161.57
	E 01	005 810 000 440 000	Driver's Ed		\$275.71
	E 01	005 790 733 440 000	Tractor/Mower/Pickup		\$4.77
			Regular		
	<b>PO#:</b>	<b>Voucher #:</b> 116071	<b>Invoice No:</b> 7/11/21	<b>7/29/2021</b>	<b>Paid Amt: \$442.05</b>
					<b>Check Amount: \$442.05</b>
					<b>Vendor Total: \$719.51</b>
<b>4628 ILLUMINATE EDUCATION, INC</b>					
	0717	001	106025		
	E 01	005 630 302 406 000			Check
					\$7,847.00
	<b>PO#:</b> 51525	<b>Voucher #:</b> 116049	<b>Invoice No:</b> CINV0000003814	<b>7/29/2021</b>	<b>Paid Amt: \$7,847.00</b>
					<b>Check Amount: \$7,847.00</b>
					<b>Vendor Total: \$7,847.00</b>
<b>1272 INDIANHEAD FOODSERVICE DISTRIB</b>					
	0717	001	105997		
	E 02	300 770 709 490 000			Check
					\$770.75
	E 02	300 770 709 401 000	Inv#191837 Food HS		\$192.86
			Supplies		
	<b>PO#:</b> 51764	<b>Voucher #:</b> 116072	<b>Invoice No:</b> 191837	<b>7/29/2021</b>	<b>Paid Amt: \$963.61</b>
	<b>PO#:</b> 51764	<b>Voucher #:</b> 116073	<b>Invoice No:</b> 195896	<b>7/29/2021</b>	<b>Paid Amt: \$2,607.65</b>
	<b>PO#:</b> 51764	<b>Voucher #:</b> 116074	<b>Invoice No:</b> 197585	<b>7/29/2021</b>	<b>Paid Amt: \$415.29</b>
					<b>Check Amount: \$3,986.55</b>
					<b>Vendor Total: \$3,986.55</b>
<b>3811 INFINITE CAMPUS, INC</b>					
	0717	001	105924		
	E 01	100 203 000 405 000			Check
					\$9,077.50

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>3811</b>							
INFINITE CAMPUS, INC							
		0717	001		105924		
		E 01	128	211	000 405 000	MS	Check
		E 01	300	211	000 405 000	HS	\$9,077.50
		E 02	005	770	701 405 000	Food Service	\$9,077.50
							\$4,488.00
		<b>PO#:</b> 51595	<b>Voucher #:</b>	115895	Invoice	7/1/2021	<b>Paid Amt: \$31,720.50</b>
							<b>Check Amount: \$31,720.50</b>
							<b>Vendor Total: \$31,720.50</b>
<b>25958</b>							
INNOVATIVE GRAPHICS							
		0717	001		105965		
		E 04	005	505	321 401 515	W/Numbers-CE Softball Shirts FY21	Check
		E 04	005	505	321 401 515	W/No Numbers-CE Softball Shirts FY21	\$156.00
							\$8.00
		<b>PO#:</b> 51470	<b>Voucher #:</b>	115937	Invoice	7/15/2021	<b>Paid Amt: \$164.00</b>
							\$432.00
		<b>PO#:</b> 51471	<b>Voucher #:</b>	115938	Invoice	7/15/2021	<b>Paid Amt: \$432.00</b>
							\$224.00
		<b>PO#:</b> 51274	<b>Voucher #:</b>	115939	Invoice	7/15/2021	<b>Paid Amt: \$224.00</b>
							\$280.00
		<b>PO#:</b> 51689	<b>Voucher #:</b>	115957	Invoice	7/15/2021	<b>Paid Amt: \$280.00</b>
							<b>Check Amount: \$1,100.00</b>
							<b>Vendor Total: \$1,100.00</b>
<b>4664</b>							
IXL LEARNING							
		0717	001		106026		
		E 01	100	260	000 406 000	IXL site license (grades K-4 625 students) math	Check
							\$6,250.00
		<b>PO#:</b> 51275	<b>Voucher #:</b>	116050	Invoice	7/29/2021	<b>Paid Amt: \$6,250.00</b>
							<b>Check Amount: \$6,250.00</b>
							<b>Vendor Total: \$6,250.00</b>
<b>10692</b>							
JOSTENS INC							
		0717	001		105998		
		E 01	300	790	000 849 000	Diploma	Check
		E 01	300	790	000 849 000	Shipping	\$6.05
							\$7.07
		<b>PO#:</b>	<b>Voucher #:</b>	116075	Invoice	7/29/2021	<b>Paid Amt: \$13.12</b>
							<b>Check Amount: \$13.12</b>
							<b>Vendor Total: \$13.12</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
<b>2254 KOHLHARDT, DEB</b>						
	0717	001	105966		Check	
	E 04	005 508 321 305 000		Instructor-Tuesday Hatha Yoga Session 2		\$189.00
PO#: 51719	Voucher #:	115980 Invoice	Invoice No: 46484	7/15/2021		
						<b>Paid Amt: \$189.00</b>
						<b>Check Amount: \$189.00</b>
						<b>Vendor Total: \$189.00</b>
<b>5637 KRAUS-ANDERSON CONSTRUCTION COMPANY</b>						
	0717	001	105967		Check	
	E 01	005 865 382 305 000		FY21 Project Planning/Pre-Bond Refe.		\$8,500.00
PO#: 51684	Voucher #:	115960 Invoice	Invoice No: 46484	7/15/2021		
						<b>Paid Amt: \$8,500.00</b>
						<b>Check Amount: \$8,500.00</b>
						<b>Vendor Total: \$8,500.00</b>
<b>5643 LARSON, BOB</b>						
	0717	001	105999		Check	
	E 01	300 211 320 305 000		Wildrice Hot Dish/Fry Bread Tacos/Water		\$1,250.00
PO#: 51784	Voucher #:	116076 Invoice	Invoice No: 101	7/29/2021		
						<b>Paid Amt: \$1,250.00</b>
						<b>Check Amount: \$1,250.00</b>
						<b>Vendor Total: \$1,250.00</b>
<b>5611 LEDESMA, JUAN &amp; AMARA</b>						
	0717	001	105968		Check	
	E 01	005 760 720 360 000		Adrian Ledesma		\$105.28
PO#: 51543	Voucher #:	115940 Invoice	Invoice No: Reimbursement	7/15/2021		
						<b>Paid Amt: \$105.28</b>
						<b>Check Amount: \$105.28</b>
						<b>Vendor Total: \$105.28</b>
<b>27558 LEE'S REFRIGERATION</b>						
	0717	001	105969		Check	
	E 02	300 770 701 350 000		JHS Cooler Repair 6/30/21		\$2,209.00
	E 02	128 770 701 350 000		JMS Cooler Repair 6/24/21		\$270.00
PO#: 51709	Voucher #:	115984 Invoice	Invoice No: 34730/34688	7/15/2021		
						<b>Paid Amt: \$2,479.00</b>
						<b>Check Amount: \$2,479.00</b>
						<b>Vendor Total: \$2,479.00</b>
<b>1919 MASA</b>						
	0717	001	105925		Check	
	E 01	005 020 000 820 000		2021-22 Membership Fees-Ranea Case Evensc		\$1,330.00
PO#: 51449	Voucher #:	115988 Invoice	Invoice No: 21-14817	7/1/2021		
						<b>Paid Amt: \$1,330.00</b>
						<b>Check Amount: \$1,330.00</b>
						<b>Vendor Total: \$1,330.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	
<b>23240 MASBO</b>						
	0717	001	105941		Check	
		E 01 005 110 000 820 000		Membership renewal-A Hafemann	\$110.00	
PO#: 51559	Voucher #:	115976	Invoice	Invoice No: 300005769	7/15/2021	
					<b>Paid Amt: \$110.00</b>	
					<b>Check Amount: \$110.00</b>	
					<b>Vendor Total: \$110.00</b>	
<b>2369 MASMS</b>						
	0717	001	105926		Check	
		E 01 005 810 000 820 000		FY22 Membership T. Bisek	\$100.00	
PO#: 51597	Voucher #:	115894	Invoice	Invoice No: T. Bisek	7/1/2021	
					<b>Paid Amt: \$100.00</b>	
					<b>Check Amount: \$100.00</b>	
					<b>Vendor Total: \$100.00</b>	
<b>25631 MASSP</b>						
	0717	001	105927		Check	
		E 01 300 050 000 820 000		Membership for Principals MASSP Dues	\$595.00	
		E 01 300 050 000 820 000		NASSP Dues	\$250.00	
		E 01 300 050 000 820 000		Division Dues	\$20.00	
PO#: 51596	Voucher #:	115893	Invoice	Invoice No: J. Vizenor	7/1/2021	
					<b>Paid Amt: \$865.00</b>	
					<b>Check Amount: \$865.00</b>	
					<b>Vendor Total: \$865.00</b>	
<b>5597 MAZANEC, MARSHALL</b>						
	0717	001	106000		Check	
		E 04 005 505 321 305 515		Junior Legion Umpire 6/8/21	\$75.00	
PO#: 51766	Voucher #:	116077	Invoice	Invoice No: Umpire	7/29/2021	
					<b>Paid Amt: \$75.00</b>	
					<b>Check Amount: \$75.00</b>	
					<b>Vendor Total: \$75.00</b>	
<b>4713 MCCLELLAN, STEPHEN</b>						
	0717	001	105970		Check	
		E 01 300 255 000 530 000		Woodcraft	\$158.00	
		E 01 300 255 000 530 000		Rockler	\$25.57	
		E 01 300 255 000 530 000		Harbor Freight	\$29.97	
		E 01 300 255 000 530 000		Menards	\$19.78	
		E 01 300 255 000 430 000		Menards	\$46.75	
PO#: 51658	Voucher #:	115941	Invoice	Invoice No: Reimbursement	7/15/2021	
					<b>Paid Amt: \$280.07</b>	
					<b>Check Amount: \$280.07</b>	
					<b>Vendor Total: \$280.07</b>	
<b>23305 MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC</b>						
	0717	001	105928		Check	
		E 01 100 203 302 460 000		Year 1-JES-Wonders Reading Curriculum-K-4	\$21,568.32	

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>23305</b> MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC							
		0717	001	E 01 100 205 417 460 000	105928	Year 1-JES-Wonders Reading Curriculum-K-4	Check \$2,756.36
				B 01 131 000		Year 2-JES-Wonders Reading Curriculum-K-4	\$24,324.68
				B 01 131 000		Year 3-JES-Wonders Reading Curriculum-K-4	\$24,324.68
				B 01 131 000		Year 4-JES-Wonders Reading Curriculum-K-4	\$24,324.68
				B 01 131 000		Year 5-JES-Wonders Reading Curriculum-K-4	\$24,324.68
				B 01 131 000		Year 6-JES-Wonders Reading Curriculum-K-4	\$24,324.68
				B 01 131 000		Year 7-JES-Wonders Reading Curriculum-K-4	\$24,324.66
				B 01 131 000		Freight	\$4,966.77
<b>PO#:</b>	51021	<b>Voucher #:</b>	115900	Invoice		<b>Invoice No:</b> JES Wonders	<b>7/1/2021</b>
							<b>Paid Amt: \$175,239.51</b>
							<b>Check Amount: \$175,239.51</b>
							<b>Vendor Total: \$175,239.51</b>
<b>28878</b> MEDICARE BLUE RX							
		0717	001	B 01 215 024	105932	D. Swenson July 2021	Check \$163.00
<b>PO#:</b>	115922	<b>Voucher #:</b>	115922	Invoice		<b>Invoice No:</b> 211590196486	<b>7/8/2021</b>
							<b>Paid Amt: \$163.00</b>
							<b>Check Amount: \$163.00</b>
<b>10827</b> MESPA							
		0717	001	E 01 100 050 000 820 000	105942	FY22 M. Barnett Membership Dues	Check \$934.00
<b>PO#:</b>	51634	<b>Voucher #:</b>	115970	Invoice		<b>Invoice No:</b> 12231	<b>7/15/2021</b>
							<b>Paid Amt: \$934.00</b>
							<b>Check Amount: \$934.00</b>
							<b>Vendor Total: \$326.00</b>
<b>19813</b> METRO ECSU - REGION 11							
		0717	001	E 01 128 050 000 820 000	106028	Membership Dues for MESPA for 2021	Check \$924.00
<b>PO#:</b>	51667	<b>Voucher #:</b>	116052	Invoice		<b>Invoice No:</b> Dues B. Bakeberg	<b>7/29/2021</b>
							<b>Paid Amt: \$924.00</b>
							<b>Check Amount: \$924.00</b>
							<b>Vendor Total: \$1,858.00</b>
		0717	001	E 01 005 010 000 820 000	106029	Flate Rate Fee	Check \$700.00

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
<b>19813 METRO ECSU - REGION 11</b>						
	0717	001	106029		Check	\$1,681.20
	E 01	005 010 000 820 000		Per Student Fee		
PO#: 51541	Voucher #:	116051	Invoice	Invoice No: INV00001079	7/29/2021	
						<b>Paid Amt: \$2,381.20</b>
						<b>Check Amount: \$2,381.20</b>
						<b>Vendor Total: \$2,381.20</b>
<b>4016 MN HORSE AND HUNT CLUB</b>						
	0717	001	105971		Check	\$182.00
	E 04	005 505 321 369 514		Youth-Clay Trap Rounds 6/27/21		
PO#: 51659	Voucher #:	115942	Invoice	Invoice No: 400650/9490	7/15/2021	
						<b>Paid Amt: \$182.00</b>
						<b>Check Amount: \$182.00</b>
						<b>Vendor Total: \$182.00</b>
<b>16835 MN SOUTH CENTRAL SERVICE COOP.</b>						
	0717	001	106001		Check	\$23.52
	E 01	005 865 352 305 000		EMS-June 2021 IEA		
PO#: 51750	Voucher #:	116078	Invoice	Invoice No: 20471	7/29/2021	
						<b>Paid Amt: \$23.52</b>
						<b>Check Amount: \$23.52</b>
						<b>Vendor Total: \$23.52</b>
<b>3967 MN VALLEY ELECTRIC COOPERATIVE</b>						
	0717	001	105972		Check	\$10.88
	E 01	005 810 000 330 201		Ball Field Lights		
PO#: 51758	Voucher #:	115943	Invoice	Invoice No: 71721	7/15/2021	
						<b>Paid Amt: \$10.88</b>
						<b>Check Amount: \$10.88</b>
						<b>Vendor Total: \$10.88</b>
<b>5066 MONTGOMERY SPORTSMEN'S CLUB</b>						
	0717	001	106002		Check	\$420.00
	E 04	005 505 321 401 514		6/14/21-2020-21 Adaptive Sports Billing		
	E 04	005 505 321 401 514		6/28/21-2020-21 Adaptive Sports Billing		
PO#: 51758	Voucher #:	116079	Invoice	Invoice No: June 2021	7/29/2021	
						<b>Paid Amt: \$660.00</b>
						<b>Check Amount: \$660.00</b>
<b>106030</b>						
	0717	001	106030		Check	\$168.00
	E 04	005 505 321 401 514		7/5/21-Spring Trap Practices July 2021		
PO#: 51759	Voucher #:	116054	Invoice	Invoice No: 71521	7/29/2021	
						<b>Paid Amt: \$168.00</b>
						<b>Check Amount: \$168.00</b>
						<b>Vendor Total: \$828.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
10919	NASCO					
	0717	001	106031		Check	
		R 01	100 203 000 621 000	9726943 Practice Sketchbooks		\$987.48
	Voucher #:	116055	Invoice	Invoice No: 87036		
				7/29/2021	Paid Amt:	\$987.48
					Check Amount:	\$987.48
					Vendor Total:	\$987.48
1946	NASS/NHS/NJHS					
	0717	001	105943		Check	
		E 01	300 291 000 401 384	National Honor Society Term 7-1-2021 to 6-30-2		\$385.00
	Voucher #:	115971	Invoice	Invoice No: 9001457905		
				7/15/2021	Paid Amt:	\$385.00
					Check Amount:	\$385.00
					Vendor Total:	\$385.00
3256	NEW PRAGUE AREA SCHOOLS					
	0717	001	106003		Check	
		E 01	300 292 000 391 000	Softball-B. Starks-2020-21 Adaptive Sports Billir		\$824.97
	Voucher #:	116080	Invoice	Invoice No: 2021-21 Adapted SB		
				7/29/2021	Paid Amt:	\$824.97
					Check Amount:	\$824.97
					Vendor Total:	\$824.97
5314	NEWTON, GERARD & ALICIA					
	0717	001	105973		Check	
		E 01	005 760 720 360 000	2020-21 Non Public Transportation-		\$385.00
	Voucher #:	115944	Invoice	Invoice No: Reimbursement		
				7/15/2021	Paid Amt:	\$385.00
					Check Amount:	\$385.00
					Vendor Total:	\$385.00
5361	NGENO/MELISSA					
	0717	STUD	1880		Check	
		E 27	300 298 301 401 963	Refund for Spanish Club to Peru		\$1,160.00
	Voucher #:	116096	Invoice	Invoice No: Refund		
				7/29/2021	Paid Amt:	\$1,160.00
					Check Amount:	\$1,160.00
					Vendor Total:	\$1,160.00
5568	OTT, CARSON					
	0717	001	106004		Check	
		E 04	005 505 321 305 515	Little League Coaching FY21		\$250.00
	Voucher #:	116081	Invoice	Invoice No: Coach		
				7/29/2021	Paid Amt:	\$250.00
					Check Amount:	\$250.00
					Vendor Total:	\$250.00

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
10987 OWENS COMPANIES, INC.							
		0717	001		105974		
		E 01	100	810	000 350 272	ES Chiller Repair 6/8/21	Check
							\$333.80
PO#:	51711	Voucher #:	115982	Invoice	No: 93921	7/15/2021	Paid Amt: \$333.80
PO#:	51710	Voucher #:	115983	Invoice	No: 93922	7/15/2021	Paid Amt: \$2,499.72
							Check Amount: \$2,833.52
							Vendor Total: \$2,833.52
1397 PAN O GOLD BAKING CO.							
		0717	001		106005		
		E 02	128	770	709 490 000	MS Food Service Inv#10000521162010	Check
							\$134.00
PO#:		Voucher #:	116093	Invoice	No: 10000521162010	7/29/2021	Paid Amt: \$134.00
PO#:		Voucher #:	116094	Invoice	No: 10000521172011	7/29/2021	Paid Amt: \$17.00
PO#:		Voucher #:	116095	Invoice	No: 10000521179013	7/29/2021	Paid Amt: \$66.00
							Check Amount: \$217.00
							Vendor Total: \$217.00
25368 PAPER 101							
		0717	001		106036		
		E 04	005	570	321 401 000	W112-white copy paper-11 pallets-440 cases	Check
							\$605.66
		E 01	300	211	000 401 171	W112-white copy paper-11 pallets-440 cases	
							\$3,633.96
		E 04	005	582	344 401 000	W112-white copy paper-11 pallets-440 cases	
							\$605.66
		E 01	100	203	000 401 171	W112-white copy paper-11 pallets-440 cases	
							\$3,633.96
		E 01	128	211	000 401 171	W112-white copy paper-11 pallets-440 cases	
							\$3,633.96
PO#:	51266	Voucher #:	116043	Invoice	No: 199861-00	7/29/2021	Paid Amt: \$12,113.20
							Check Amount: \$12,113.20
							Vendor Total: \$12,113.20
4591 PETTIBONE, TONYA							
		0717	001		105975		
		E 01	005	760	720 360 000	2020-21 Non Public Transportation-Tyler Pettibc	Check
							\$385.00
PO#:	51497	Voucher #:	115945	Invoice	No: Reimbursement	7/15/2021	Paid Amt: \$385.00
							Check Amount: \$385.00
							Vendor Total: \$385.00
3951 POP UP PARTY RENTAL							
		0717	001		105930		
		E 04	005	570	321 369 000	Mega Rainbow Water Slide Combo	Check
							\$329.99
PO#:		Voucher #:	115901	Invoice	No: 7435809	7/6/2021	Paid Amt: \$329.99
							Check Amount: \$329.99

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>3951</b>					
POP UP PARTY RENTAL					
	0717	001	105933		
	E 04	005 570 321 369 000	15' Water Slide		Check
					\$319.99
<b>PO#:</b>	Voucher #:	115923 Invoice	Invoice No: 8208749	7/13/2021	
					<b>Paid Amt: \$319.99</b>
					<b>Check Amount: \$319.99</b>
					<b>Vendor Total: \$649.98</b>
<b>25600</b>					
POSTMASTER					
	0717	001	105984		
	E 01	300 211 000 329 000	JMS & JHS Open House Mailing		Check
	E 01	128 211 000 329 000	JMS & JHS Open House Mailing		\$65.18
					\$65.19
<b>PO#:</b>	Voucher #:	116039 Invoice	Invoice No: POSTMASTER-July2021	7/20/2021	
					<b>Paid Amt: \$130.37</b>
					<b>Check Amount: \$130.37</b>
					<b>Vendor Total: \$130.37</b>
<b>21993</b>					
PUBLIC EMPLOYEES RETIREMENT ASSN					
	0717	001			
	B 01	215 014	PERA		Wire
					\$177.29
<b>PO#:</b>	Voucher #:	115892 Invoice	Invoice No: S202124S0	7/1/2021	
					<b>Paid Amt: \$177.29</b>
					<b>Check Amount: \$177.29</b>
					<b>Vendor Total: \$177.29</b>
<b>11072</b>					
RADERMACHER FOODS INC.					
	0717	001	105976		
	E 01	005 110 000 401 000	DO Supplies		Check
	E 01	300 331 830 433 000	HS FACS		\$8.91
	E 01	128 250 000 430 000	MS FACS Food		\$210.74
	E 01	128 250 000 430 000	MS FACS Non Food		\$555.86
	E 01	128 050 000 401 000	MS Non Instructional		\$25.59
	E 01	128 403 740 433 000	SPED MS		\$12.48
	E 01	128 410 740 433 000	SPED MS		\$8.53
	E 01	128 402 740 433 000	SPED MS		\$10.37
	E 01	005 640 316 401 000	Staff Wrkshp		\$7.22
					\$62.55
<b>PO#:</b>	Voucher #:	115946 Invoice	Invoice No: Acct#26200	7/15/2021	
	E 01	005 211 318 401 000	Reach/A&I		\$78.99
	E 01	005 010 000 401 000	Board Meeting		\$34.95
	E 01	300 292 000 302 000	Booster Club		\$47.68
	E 01	100 410 740 433 000	ES ESY		\$64.30
	E 01	100 203 000 401 164	ES Special Projects		\$36.48
	E 01	300 331 830 433 000	HS FACS		\$154.18
	E 01	128 250 000 490 000	MS FACS Food		\$66.33
	E 01	128 211 000 401 275	MS Stud Council		\$22.84
					<b>Paid Amt: \$902.25</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount	
<b>11072</b>									
RADERMACHER FOODS INC.									
		0717	001		105976		Check		
			E 01	128 402 740 433 000	SPED MS			\$15.65	
PO#:		Voucher #:		115947 Invoice	Invoice No: Acct#26200	7/15/2021	Paid Amt:	\$521.40	
			E 04	005 582 344 401 000	Early Explorers			\$198.97	
PO#:		Voucher #:		115948 Invoice	Invoice No: Acct#23233	7/15/2021	Paid Amt:	\$198.97	
								<b>Vendor Total:</b>	<b>\$1,622.62</b>
<b>4630</b>									
RAKERS, KIIRSTEN									
		0717	001		105977		Check		
			E 01	005 420 740 366 000	June 2021 Mileage-BP Invoiced for 1/2			\$28.95	
PO#:	51654	Voucher #:		115949 Invoice	Invoice No: Reimbursement	7/15/2021	Paid Amt:	\$28.95	
								<b>Vendor Total:</b>	<b>\$28.95</b>
<b>20698</b>									
RATWIK, ROSZAK & MALONEY, PA									
		0717	001		106006		Check		
			E 01	005 160 000 305 000	Professional Fee-June 2021 Billing			\$47.00	
PO#:	51752	Voucher #:		116082 Invoice	Invoice No: 69078	7/29/2021	Paid Amt:	\$47.00	
								<b>Vendor Total:</b>	<b>\$47.00</b>
<b>23737</b>									
RIDDELL-ALL AMERICAN SPORTS									
		0717	001		105944		Check		
			E 01	300 294 000 350 303	Base price			\$599.25	
			E 01	300 294 000 350 303	Recertification of helmets			\$74.25	
			E 01	300 294 000 350 303	Face protectors removed			\$149.25	
			E 01	300 294 000 350 303	Removal/inspection interior parts			\$292.50	
			E 01	300 294 000 350 303	New face frames installed			\$187.25	
			E 01	300 294 000 350 303	Shell preparation and/or buffing			\$356.25	
			E 01	300 294 000 350 303	Helmets painted			\$937.50	
			E 01	300 294 000 350 303	New snap hardware installed			\$74.25	
			E 01	300 294 000 350 303	New face protector hardware installed			\$299.25	
			E 01	300 294 000 350 303	New grommets installed			\$75.00	
			E 01	300 294 000 350 303	New QR receptable pairs installed			\$120.00	
			E 01	300 294 000 350 303	New interior parts installed			\$678.51	
			E 01	300 294 000 350 303	New Speedflex hard cup chin straps installed			\$518.75	
			E 01	300 294 000 350 303	New Speed face protectors			\$220.00	
			E 01	300 294 000 350 303	Surcharge for NOCSAE license			\$15.00	
			E 01	300 294 000 350 303	New Speedflex face protectors			\$44.00	
			E 01	300 294 000 350 303	Face protectors reinstalled			\$149.25	

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>23737 RIDDELL-ALL AMERICAN SPORTS</b>					
	0717	001	105944		
	E 01	300 294 000 350 303	Freight		
PO#: 51641	Voucher #:	115972	Invoice No: 951333949	7/15/2021	
				\$391.12	Check
				<b>Paid Amt: \$5,181.38</b>	
				<b>Check Amount: \$5,181.38</b>	
				<b>Vendor Total: \$5,181.38</b>	
<b>5578 RUNGE, CARTER</b>					
	0717	001	106007		
	E 04	005 505 321 305 515	6/3/21 Umpire		
	E 04	005 505 321 305 515	Little League Coaching		
PO#: 51769	Voucher #:	116083	Invoice No: Umpire/Coach	7/29/2021	
				\$50.00	Check
				\$250.00	
				<b>Paid Amt: \$300.00</b>	
				<b>Check Amount: \$300.00</b>	
				<b>Vendor Total: \$350.00</b>	
<b>3904 SABART, BRIAN</b>					
	0717	001	105978		
	E 01	005 760 720 360 000	2020-21 Non Public Transportation-Luke Sabart		
PO#: 51498	Voucher #:	115950	Invoice No: Reimbursement	7/15/2021	
				\$272.16	Check
				<b>Paid Amt: \$272.16</b>	
				<b>Check Amount: \$272.16</b>	
				<b>Vendor Total: \$272.16</b>	
<b>1799 SABLE, JOHN</b>					
	0717	001	105979		
	E 01	005 760 720 360 000	Brooke & Paige Sable		
PO#: 51501	Voucher #:	115951	Invoice No: Reimbursement	7/15/2021	
				\$385.00	Check
				<b>Paid Amt: \$385.00</b>	
				<b>Check Amount: \$385.00</b>	
				<b>Vendor Total: \$385.00</b>	
<b>27516 SCHOOLS FOR EQUITY IN EDUCATIO</b>					
	0717	001	105929		
	E 01	005 010 000 820 000	2021-22 Membership Dues		
PO#: 51448	Voucher #:	115897	Invoice No: 2021-2022	7/1/2021	
				\$2,986.00	Check
				<b>Paid Amt: \$2,986.00</b>	
				<b>Check Amount: \$2,986.00</b>	
				<b>Vendor Total: \$2,986.00</b>	

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>1067 SHAKOPEE PUBLIC SCHOOL ISD 720</b>					
	0717	001	106008		
	E 01	005	630 000 320 000	FY21 Consortium Annual Billing	Check
					\$2,379.63
<b>PO#: 51683</b>	<b>Voucher #:</b>	116084	Invoice	7/29/2021	
			Invoice No: 001210036		
					<b>Paid Amt: \$2,379.63</b>
					<b>Check Amount: \$2,379.63</b>
					<b>Vendor Total: \$2,379.63</b>
<b>10214 SOUTHWEST METRO INTERMEDIATE DISTRICT</b>					
	0717	001	105980		
	E 01	998	404 740 396 000	Salary	Check
	E 01	998	404 740 397 000	Benefits	\$755.95
	E 01	998	404 740 820 000	Admin Fees	\$73.72
					\$41.48
<b>PO#: 51656</b>	<b>Voucher #:</b>	115952	Invoice	7/15/2021	
			Invoice No: 3006		
	E 01	998	412 740 394 000	J. Roberts Services	\$880.18
	E 01	998	412 740 394 000	J. Roberts Mileage(Mar-Apr)	\$60.93
<b>PO#: 51688</b>	<b>Voucher #:</b>	115958	Invoice	7/15/2021	
			Invoice No: 3011		
	E 01	998	203 000 390 000	Out of District Payment	\$4,376.13
	E 01	998	211 000 390 000	Out of District Alternative	\$37,528.63
<b>PO#: 51681</b>	<b>Voucher #:</b>	115961	Invoice	7/15/2021	
			Invoice No: 3044		
	E 01	998	211 000 390 000	FY21 ALC Tuition 2nd Semester	\$7,550.82
<b>PO#: 51679</b>	<b>Voucher #:</b>	115962	Invoice	7/15/2021	
			Invoice No: 3036		
					<b>Paid Amt: \$871.15</b>
					<b>Paid Amt: \$941.11</b>
					<b>Paid Amt: \$41,904.76</b>
					<b>Paid Amt: \$7,550.82</b>
					<b>Check Amount: \$51,267.84</b>
					<b>Vendor Total: \$52,170.60</b>
<b>5604 STRAUB, MICAH &amp; REBECCA</b>					
	0717	001	106009		
	E 01	998	211 000 390 000	FY21 CCJ Tuition Billing-Scheerhoorn	Check
					\$902.76
<b>PO#: 51765</b>	<b>Voucher #:</b>	116085	Invoice	7/29/2021	
			Invoice No: 3080		
					<b>Paid Amt: \$902.76</b>
					<b>Check Amount: \$902.76</b>
					<b>Vendor Total: \$52,170.60</b>
<b>5631 SUTHERLAND, SHAWN</b>					
	0717	001	106033		
	E 04	005	505 321 305 515	Junior Legion Umpire 7/1, 15 2021	Check
					\$225.00
<b>PO#: 51775</b>	<b>Voucher #:</b>	116057	Invoice	7/29/2021	
			Invoice No: Umpire		
					<b>Paid Amt: \$225.00</b>
					<b>Check Amount: \$225.00</b>
					<b>Vendor Total: \$225.00</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type	Amount
<b>14395 SWNEWSMEDIA.COM</b>						
	0717	001	106010		Check	
	E 01	005	010 000 305 000	May 2, 2021 WrkShop Mins		\$73.70
	E 01	005	010 000 305 000	May 10, 2021 Reg Mins		\$176.88
<b>PO#: 51682</b>	<b>Voucher #:</b>	<b>116086</b>	<b>Invoice No:</b>	<b>June 2021</b>		
				<b>7/29/2021</b>		
					<b>Paid Amt:</b>	<b>\$250.58</b>
					<b>Check Amount:</b>	<b>\$250.58</b>
					<b>Vendor Total:</b>	<b>\$250.58</b>
<b>28066 TEACHER DIRECT</b>						
	0717	001	105945		Check	
	E 01	100	203 000 430 232	7703PAC 9x12 turquoise sunworks const. paper		\$1.18
	E 01	100	203 000 430 232	9103PAC 9x12 hot pink sunworks cons. paper		\$1.18
	E 01	100	203 000 430 232	8403PAC 9x12 yellow sunworks const paper		\$1.18
	E 01	100	203 000 430 232	9903PAC 9x12 holiday red sunworks const. pap		\$1.18
	E 01	100	203 000 430 232	2088528TCR Eucalyptus positive poster pack		\$12.88
	E 01	100	203 000 430 232	77515TCR Oh happy day awning		\$7.48
	E 01	100	203 000 430 232	5466TCR Chalkboard bright happy birthday awa		\$8.96
	E 01	100	203 000 430 232	D2267MSG Happy Birthday from Your Teachr Pi		\$8.04
	E 01	100	203 000 430 232	4237CTP Emoji Fun Birthday Badges		\$5.48
	E 01	100	203 000 430 232	D1506MSG 2nd Graders Are #1 Pencils		\$8.04
<b>PO#: 51416</b>	<b>Voucher #:</b>	<b>115973</b>	<b>Invoice No:</b>	<b>INV/2021/12128</b>		
				<b>7/15/2021</b>		
					<b>Paid Amt:</b>	<b>\$55.60</b>
					<b>Check Amount:</b>	<b>\$55.60</b>
					<b>Vendor Total:</b>	<b>\$55.60</b>
<b>5534 TLC MUSIC</b>						
	0717	001	105946		Check	
	E 04	005	582 165 303 011	Preschool Summer School FT 7/2/21		\$75.00
<b>PO#: 51687</b>	<b>Voucher #:</b>	<b>115974</b>	<b>Invoice No:</b>	<b>JELC100</b>		
				<b>7/15/2021</b>		
					<b>Paid Amt:</b>	<b>\$75.00</b>
					<b>Check Amount:</b>	<b>\$75.00</b>
					<b>Vendor Total:</b>	<b>\$75.00</b>
<b>28142 TRIO SUPPLY COMPANY</b>						
	0717	001	106012		Check	
	E 02	128	770 709 401 000	6/9/21-MS Food Service Supplies		\$334.87
<b>PO#: 51754</b>	<b>Voucher #:</b>	<b>116088</b>	<b>Invoice No:</b>	<b>685597</b>		
				<b>7/29/2021</b>		
					<b>Paid Amt:</b>	<b>\$334.87</b>
					<b>Check Amount:</b>	<b>\$334.87</b>
					<b>Vendor Total:</b>	<b>\$334.87</b>

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
<b>4570 VALLEY REHABILITATION SERVICES</b>							
		0717	001		105947		
		E 01	300	292	000 305 300	Sports Care Coverage	Check
						8/15/2021	
		PO#: 51640	Voucher #:	115975	Invoice No: 2021-2022		
							Paid Amt: \$8,605.23
							Check Amount: \$8,605.23
							Vendor Total: \$8,605.23
<b>5619 VOHNOUTH, BROOKE</b>							
		0717	001		106013		
		E 04	005	505	321 305 515	Softball Summer Ball Umpire FY21-6/23,28,30,2	Check
						7/29/2021	
		PO#: 51770	Voucher #:	116089	Invoice No: Umpire		
							Paid Amt: \$150.00
							Check Amount: \$150.00
							Vendor Total: \$150.00
<b>5402 WACONIA PUBLIC SCHOOLS</b>							
		0717	001		106014		
		E 01	998	401	740 396 000	Salary-FY21 H. Radel Service Final Bill	Check
						8/15/2021	
		E 01	998	401	740 397 000	Benefits-FY21 H. Radel Service Final Bill	Check
						8/15/2021	
		PO#: 51751	Voucher #:	116090	Invoice No: SAJPS-07162021		
							Paid Amt: \$12,942.34
							Check Amount: \$12,942.34
							Vendor Total: \$12,942.34
<b>27930 WAGNER PRESS &amp; GRAPHICS</b>							
		0717	001		106034		
		E 01	128	050	000 401 000	M/S Jump Start Postcards FY22	Check
						8/15/2021	
		E 01	128	050	000 401 000	Postage	Check
						8/15/2021	
		PO#: 51748	Voucher #:	116058	Invoice No: 34318		
							Paid Amt: \$91.52
							Check Amount: \$91.52
							Vendor Total: \$91.52
<b>3108 WORM, MARK</b>							
		0717	001		106015		
		E 04	005	505	321 305 515	Legion Umpire 6/11/21	Check
						8/15/2021	
		PO#: 51771	Voucher #:	116091	Invoice No: Umpire		
							Paid Amt: \$90.00
							Check Amount: \$90.00
							Vendor Total: \$90.00
<b>5601 YOUNG, SETH</b>							
		0717	001		106016		
		E 04	005	505	321 305 515	Summer Ball Umpire 6/3,8,17,24 2021	Check
						8/15/2021	
		PO#: 51767	Voucher #:	116092	Invoice No: Umpire		
							Paid Amt: \$180.00
							Check Amount: \$180.00
							Vendor Total: \$180.00

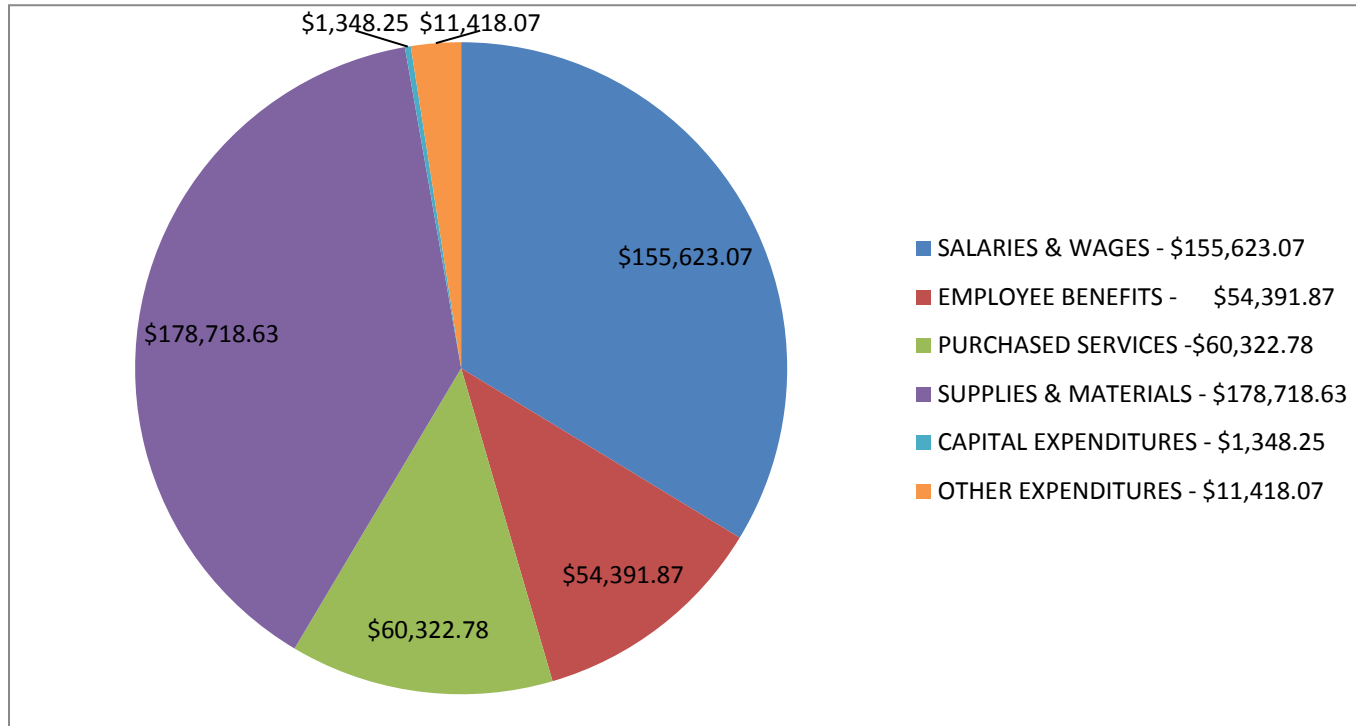
## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
5601		YOUNG, SETH	0717	001	106035		
				E 04	005 505 321 305 515	7/8/21	Check
					Invoice No: Umpire		
		PO#: 51776	Voucher #:	116059	Invoice No: Umpire	7/29/2021	
							Paid Amt: \$40.00
							Check Amount: \$40.00
							Vendor Total: \$220.00
4886		ZAHLER PHOTOGRAPHY OF ANNANDALE	0717	001	105982		
				R 01	128 000 000 619 268	7/15/2021	Check
					2019-2020 MS Yearbooks		
		PO#: 51720	Voucher #:	115979	Invoice No: 536		
							Paid Amt: \$3,012.50
							Check Amount: \$3,012.50
							Vendor Total: \$3,012.50
28404		ZELLMANN, SHANNON	0717	001	105983		
				E 01	005 760 720 360 000	7/15/2021	Check
					2020-21 Non Public Transportation-Olivia Zellm		
		PO#: 51500	Voucher #:	115954	Invoice No: Reimbursement		
							Paid Amt: \$385.00
							Check Amount: \$385.00
							Vendor Total: \$385.00
							Report Total: \$525,033.74



## FUND 01 - EXP GUIDELINE BY OBJECT

AUGUST, 2021



## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
24385	AFLAC	0717	001			
			B 01	215 060	American Family/Flex Cancer	Wire
PO#:	Voucher #:		115988	Invoice	Invoice No: S202124S10	Paid Amt: \$61.90
PO#:	Voucher #:		B 01	215 060	American Family/Flex Cancer	Paid Amt: \$61.90
			116120	Invoice	Invoice No: S202124S11	Paid Amt: \$61.90
						Check Amount: \$123.80
<b>Vendor Total: \$123.80</b>						
28892	AVIBEN	0717	001			
			B 01	215 056	American Express	Wire
PO#:	Voucher #:		115987	Invoice	Invoice No: S202124S10	Paid Amt: \$1,947.55
PO#:	Voucher #:		B 01	215 055	Equitable Life	Paid Amt: \$2,345.38
PO#:	Voucher #:		115991	Invoice	Invoice No: S202124S10	Paid Amt: \$537.52
PO#:	Voucher #:		B 01	215 050	ECONOMIC SERVICES	Paid Amt: \$236.96
PO#:	Voucher #:		115992	Invoice	Invoice No: S202124S10	Paid Amt: \$134.31
PO#:	Voucher #:		B 01	215 053	Fidelity Investment	Paid Amt: \$316.68
PO#:	Voucher #:		115994	Invoice	Invoice No: S202124S10	Paid Amt: \$1,162.00
PO#:	Voucher #:		B 01	215 068	ING/Aetna	Paid Amt: \$130.00
PO#:	Voucher #:		B 01	215 080	First Investors Corporation	Paid Amt: \$3,113.79
PO#:	Voucher #:		115995	Invoice	Invoice No: S202124S10	Paid Amt: \$4,625.52
PO#:	Voucher #:		B 01	215 064	Franklin Templeton	Paid Amt: \$334.02
PO#:	Voucher #:		115996	Invoice	Invoice No: S202124S10	Paid Amt: \$719.70
PO#:	Voucher #:		B 01	215 069	Orchard Trust/Great West	Paid Amt: \$479.85
PO#:	Voucher #:		115997	Invoice	Invoice No: S202124S10	Paid Amt: \$142.00
PO#:	Voucher #:		B 01	215 078	Horace Mann	Paid Amt: \$20.84
PO#:	Voucher #:		115998	Invoice	Invoice No: S202124S10	Paid Amt: \$80.17
PO#:	Voucher #:		B 01	215 068	ING/Aetna	
PO#:	Voucher #:		115999	Invoice	Invoice No: S202124S10	
PO#:	Voucher #:		B 01	215 077	Modern Woodmen	
PO#:	Voucher #:		116002	Invoice	Invoice No: S202124S10	
PO#:	Voucher #:		B 01	215 057	Thrivent Financial	
PO#:	Voucher #:		116006	Invoice	Invoice No: S202124S10	
PO#:	Voucher #:		B 01	215 067	Valic	
PO#:	Voucher #:		116008	Invoice	Invoice No: S202124S10	
PO#:	Voucher #:		B 01	215 053	Fidelity Investment	
PO#:	Voucher #:		116012	Invoice	Invoice No: S202124S20	
PO#:	Voucher #:		B 01	215 064	Franklin Templeton	
PO#:	Voucher #:		B 01	215 068	ING/Aetna	
PO#:	Voucher #:		116013	Invoice	Invoice No: S202124S20	

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Invoice No	Invoice Description	Pmt/Void Date	Pmt Type	Amount
28892		AVIBEN	0717	001					Wire	
				B 01	215 078		Horace Mann			\$91.59
PO#:		Voucher #:		116014	Invoice	Invoice No: S202124S20		7/15/2021	Paid Amt:	\$91.59
PO#:		Voucher #:		B 01	215 068		ING/Aetna			\$165.22
PO#:		Voucher #:		116015	Invoice	Invoice No: S202124S20	American Express	7/15/2021	Paid Amt:	\$165.22
PO#:		Voucher #:		B 01	215 056		Fidelity Investment			\$495.84
PO#:		Voucher #:		116023	Invoice	Invoice No: S20220210		7/15/2021	Paid Amt:	\$495.84
PO#:		Voucher #:		B 01	215 053		Franklin Templeton			\$62.50
PO#:		Voucher #:		116027	Invoice	Invoice No: S20220210		7/15/2021	Paid Amt:	\$62.50
PO#:		Voucher #:		B 01	215 064		Horace Mann			\$214.59
PO#:		Voucher #:		116028	Invoice	Invoice No: S20220210		7/15/2021	Paid Amt:	\$214.59
PO#:		Voucher #:		B 01	215 078		ING/Aetna			\$686.68
PO#:		Voucher #:		116029	Invoice	Invoice No: S20220210		7/15/2021	Paid Amt:	\$686.68
PO#:		Voucher #:		B 01	215 068		Thrivent Financial			\$403.35
PO#:		Voucher #:		116030	Invoice	Invoice No: S20220210		7/15/2021	Paid Amt:	\$403.35
PO#:		Voucher #:		B 01	215 057					\$347.93
PO#:		Voucher #:		116037	Invoice	Invoice No: S20220210		7/15/2021	Paid Amt:	\$347.93
									Check Amount:	\$18,793.99
									Wire	
				B 01	215 056		American Express			\$1,947.55
PO#:		Voucher #:		116119	Invoice	Invoice No: S202124S11		7/30/2021	Paid Amt:	\$1,947.55
PO#:		Voucher #:		B 01	215 055		Equitable Life			\$2,345.38
PO#:		Voucher #:		116123	Invoice	Invoice No: S202124S11	ECONOMIC SERVICES	7/30/2021	Paid Amt:	\$2,345.38
PO#:		Voucher #:		B 01	215 050		Fidelity Investment			\$537.52
PO#:		Voucher #:		116124	Invoice	Invoice No: S202124S11		7/30/2021	Paid Amt:	\$537.52
PO#:		Voucher #:		B 01	215 053		ING/Aetna			\$236.96
PO#:		Voucher #:		116126	Invoice	Invoice No: S202124S11		7/30/2021	Paid Amt:	\$236.96
PO#:		Voucher #:		B 01	215 068		First Investors Corporation			\$134.31
PO#:		Voucher #:		116127	Invoice	Invoice No: S202124S11		7/30/2021	Paid Amt:	\$134.31
PO#:		Voucher #:		B 01	215 080		Franklin Templeton			\$316.68
PO#:		Voucher #:		116128	Invoice	Invoice No: S202124S11		7/30/2021	Paid Amt:	\$316.68
PO#:		Voucher #:		B 01	215 064		Orchard Trust/Great West			\$1,087.00
PO#:		Voucher #:		116129	Invoice	Invoice No: S202124S11		7/30/2021	Paid Amt:	\$1,087.00
PO#:		Voucher #:		B 01	215 069		Horace Mann			\$130.00
PO#:		Voucher #:		116130	Invoice	Invoice No: S202124S11		7/30/2021	Paid Amt:	\$130.00
PO#:		Voucher #:		B 01	215 078		ING/Aetna			\$3,113.79
PO#:		Voucher #:		116131	Invoice	Invoice No: S202124S11		7/30/2021	Paid Amt:	\$3,113.79
PO#:		Voucher #:		B 01	215 068		Modern Woodmen			\$4,625.52
PO#:		Voucher #:		116132	Invoice	Invoice No: S202124S11		7/30/2021	Paid Amt:	\$4,625.52
PO#:		Voucher #:		B 01	215 077					\$334.02
PO#:		Voucher #:		116134	Invoice	Invoice No: S202124S11		7/30/2021	Paid Amt:	\$334.02

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type		
28892		AVIBEN	0717	001					
	PO#:	Voucher #:		B 01 215 057	Invoice No: S202124S11	7/30/2021	Wire	\$719.70	\$719.70
	PO#:	Voucher #:		B 01 215 067	Valic	7/30/2021	Paid Amt:	\$479.85	\$479.85
	PO#:	Voucher #:		B 01 215 056	American Express	7/30/2021	Paid Amt:	\$495.84	\$495.84
	PO#:	Voucher #:		B 01 215 053	Fidelity Investment	7/30/2021	Paid Amt:	\$204.50	\$204.50
	PO#:	Voucher #:		B 01 215 064	Franklin Templeton	7/30/2021	Paid Amt:	\$235.43	\$235.43
	PO#:	Voucher #:		B 01 215 068	ING/Aetna	7/30/2021	Paid Amt:	\$80.17	\$80.17
	PO#:	Voucher #:		B 01 215 078	Horace Mann	7/30/2021	Paid Amt:	\$786.68	\$786.68
	PO#:	Voucher #:		B 01 215 068	ING/Aetna	7/30/2021	Paid Amt:	\$568.57	\$568.57
	PO#:	Voucher #:		B 01 215 057	Thrivent Financial	7/30/2021	Paid Amt:	\$347.93	\$347.93
	PO#:	Voucher #:		B 01 215 057	Thrivent Financial	7/30/2021	Paid Amt:	\$347.93	\$347.93
					Invoice No: S2022020		Check Amount:	\$18,727.40	\$18,727.40
							Vendor Total:	\$37,521.39	\$37,521.39
11747		BLUE CROSS & BLUE SHIELD	0717	001					
	PO#:	Voucher #:		B 01 215 020	Health Ins	7/30/2021	Wire	\$55,658.07	\$55,658.07
	PO#:	Voucher #:		B 01 215 020	Health Ins	7/30/2021	Paid Amt:	\$3,436.88	\$55,658.07
	PO#:	Voucher #:		B 01 215 020	Health Ins	7/30/2021	Paid Amt:	\$13,791.73	\$3,436.88
	PO#:	Voucher #:		B 01 215 020	Health Ins	7/30/2021	Paid Amt:	\$55,658.07	\$13,791.73
	PO#:	Voucher #:		B 01 215 020	Health Ins	7/30/2021	Paid Amt:	\$17,228.61	\$55,658.07
	PO#:	Voucher #:		B 01 215 020	Health Ins-adj to premium	7/30/2021	Paid Amt:	\$11,193.63	\$17,228.61
	PO#:	Voucher #:		B 01 215 024	Health Ins-retiree	7/30/2021	Paid Amt:	\$8,317.82	\$11,193.63
	PO#:	Voucher #:		B 01 215 024	Health Ins-retiree	7/30/2021	Paid Amt:	\$8,317.82	\$8,317.82
					Invoice No: S2022020		Check Amount:	\$36,740.06	\$36,740.06
							Vendor Total:	\$165,284.81	\$165,284.81
22350		FRANSDEN BANK AND TRUST	0717	001					
	PO#:	Voucher #:		B 01 215 003	Fed Tax	7/15/2021	Wire	\$28,882.19	\$28,882.19
	PO#:	Voucher #:		B 01 215 003	Fed Tax	7/15/2021	Paid Amt:	\$28,882.19	\$28,882.19

## Jordan Public Schools Detail Payment Register By Vendor

Code	Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type	
22350		FRANSEN BANK AND TRUST						
		0717		001				
				B 01	215 010		Wire	
PO#:		Voucher #:		116000	Invoice	7/15/2021	Paid Amt: \$9,961.20	
				B 01	215 010			
				116004	Invoice	7/15/2021	Paid Amt: \$42,593.16	
				B 01	215 003			
				116011	Invoice	7/15/2021	Paid Amt: \$4,641.16	
				B 01	215 010			
				116016	Invoice	7/15/2021	Paid Amt: \$2,542.90	
				B 01	215 010			
				116019	Invoice	7/15/2021	Paid Amt: \$10,873.06	
				B 01	215 003			
				116026	Invoice	7/15/2021	Paid Amt: \$5,987.98	
				B 01	215 010			
				116031	Invoice	7/15/2021	Paid Amt: \$1,966.22	
				B 01	215 010			
				116034	Invoice	7/15/2021	Paid Amt: \$8,407.58	
							Check Amount: \$115,855.45	
		0717		001			Wire	
				B 01	215 002			
PO#:		Voucher #:		116001	Invoice	7/15/2021	Paid Amt: \$13,803.66	
							Check Amount: \$13,803.66	
		0717		001			Wire	
				B 01	215 002			
PO#:		Voucher #:		116017	Invoice	7/15/2021	Paid Amt: \$2,780.87	
							Check Amount: \$2,780.87	
		0717		001			Wire	
				B 01	215 002			
PO#:		Voucher #:		116032	Invoice	7/15/2021	Paid Amt: \$3,099.64	
							Check Amount: \$3,099.64	
		0717		001			Wire	
				B 01	215 003			
PO#:		Voucher #:		116125	Invoice	7/30/2021	Paid Amt: \$28,839.74	
				B 01	215 010			
				116132	Invoice	7/30/2021	Paid Amt: \$9,955.22	
				B 01	215 010			
				116136	Invoice	7/30/2021	Paid Amt: \$42,567.30	
				B 01	215 003			
				116141	Invoice	7/30/2021	Paid Amt: \$281.04	
							Check Amount: \$281.04	

# Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor	Co	Bank	Check No	Pmt/Void Date	Pmt Type
22350	FRANSEN BANK AND TRUST					
		0717	001			
			B 01	215 010		Wire
PO#:	Voucher #:		116142	Invoice	7/30/2021	Paid Amt: \$175.40
			B 01	215 010		\$750.04
PO#:	Voucher #:		116144	Invoice	7/30/2021	Paid Amt: \$750.04
			B 01	215 003		\$9,501.40
PO#:	Voucher #:		116150	Invoice	7/30/2021	Paid Amt: \$9,501.40
			B 01	215 010		\$3,866.78
PO#:	Voucher #:		116155	Invoice	7/30/2021	Paid Amt: \$3,866.78
			B 01	215 010		\$16,533.36
PO#:	Voucher #:		116158	Invoice	7/30/2021	Paid Amt: \$16,533.36
						Check Amount: \$112,470.28
		0717	001			Wire
			B 01	215 002		\$13,790.54
PO#:	Voucher #:		116133	Invoice	7/30/2021	Paid Amt: \$13,790.54
						Check Amount: \$13,790.54
		0717	001			Wire
			B 01	215 002		\$204.34
PO#:	Voucher #:		116143	Invoice	7/30/2021	Paid Amt: \$204.34
						Check Amount: \$204.34
		0717	001			Wire
			B 01	215 002		\$5,213.63
PO#:	Voucher #:		116156	Invoice	7/30/2021	Paid Amt: \$5,213.63
						Check Amount: \$5,213.63
						Vendor Total: \$267,218.41
23795	NATIONAL INSURANCE SERVICES					
		0717	001	106037		Check
			B 01	215 036		\$1.60
PO#:	Voucher #:		115986	Invoice	7/30/2021	Paid Amt: \$1.60
			B 01	215 027		\$9.80
			B 01	215 035		\$880.50
			B 01	215 065		\$1,307.84
PO#:	Voucher #:		116003	Invoice	7/30/2021	Paid Amt: \$2,198.14
			B 01	215 027		\$4.20
			B 01	215 035		\$21.07
			B 01	215 065		\$95.37
PO#:	Voucher #:		116018	Invoice	7/30/2021	Paid Amt: \$120.64
			B 01	215 035		\$89.40

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
23795	NATIONAL INSURANCE SERVICES	0717 001	106037		
		B 01 215 065			Check
PO#:	Voucher #:	116033 Invoice	Invoice No: S2022010	7/30/2021	Paid Amt: \$322.30
PO#:	Voucher #:	116118 Invoice	Invoice No: S202124S11	7/30/2021	Paid Amt: \$1.60
		B 01 215 027	Supplemental Life Ins		\$9.80
		B 01 215 027	Supp Life Ins-adj to premium		\$13.60
		B 01 215 035	Life		\$880.50
		B 01 215 035	Life Ins-adj to premium		(\$112.27)
		B 01 215 036	Life Ins-retiree		\$36.00
		B 01 215 065	Disability		\$1,307.84
		B 01 215 065	Disability adj to premium		\$468.41
PO#:	Voucher #:	116135 Invoice	Invoice No: S202124S11	7/30/2021	Paid Amt: \$2,603.88
		B 01 215 027	Supplemental Life Ins		\$4.20
		B 01 215 035	Life		\$108.60
		B 01 215 065	Disability		\$332.64
PO#:	Voucher #:	116157 Invoice	Invoice No: S2022020	7/30/2021	Paid Amt: \$445.44
					Check Amount: \$5,693.60
					Vendor Total: \$5,693.60
21993	PUBLIC EMPLOYEES RETIREMENT ASSN	0717 001			
		B 01 215 014	PERA		Wire
PO#:	Voucher #:	116020 Invoice	Invoice No: S202124S20	7/15/2021	Paid Amt: \$7,766.32
		B 01 215 014	PERA		\$3,860.56
PO#:	Voucher #:	116035 Invoice	Invoice No: S2022010	7/15/2021	Paid Amt: \$3,860.56
					Check Amount: \$11,626.88
		0717 001			Wire
		B 01 215 014	PERA		\$328.27
		B 01 215 014	Credit		(\$259.99)
PO#:	Voucher #:	116145 Invoice	Invoice No: S202124S30	7/30/2021	Paid Amt: \$68.28
		B 01 215 014	PERA		\$10,735.81
PO#:	Voucher #:	116159 Invoice	Invoice No: S2022020	7/30/2021	Paid Amt: \$10,735.81
					Check Amount: \$10,804.09
					Vendor Total: \$22,430.97
26971	SELECT/MII LIFE	0717 001			
		B 01 215 092	F2021-Flex dep care		Wire
		B 01 215 090	FY2022 Flex Dep Care		\$1,586.41
		B 01 215 093	FY2021-Med Care		\$1,092.71
					\$454.17

## Jordan Public Schools Detail Payment Register By Vendor

Code Rcd	Vendor Co	Bank	Check No	Pmt/Void Date	Pmt Type
26971	SELECT/MIII LIFE	0717	001		
		B 01	215 091		Wire
					\$277.09
PO#:	Voucher #:	116208	Invoice	7/30/2021	Paid Amt: \$3,410.38
		B 01	215 092		\$1,586.41
		B 01	215 092		\$9,165.82
		B 01	215 093		\$454.17
		B 01	215 093		(\$859.71)
		B 01	215 091		\$370.85
		B 01	215 091		\$3,434.36
		B 01	215 090		\$1,092.71
		B 01	215 090		(\$2,165.42)
PO#:	Voucher #:	116214	Invoice	7/30/2021	Paid Amt: \$13,059.19
					Check Amount: \$16,469.57
21994	TEACHERS RETIREMENT ASSN	0717	001		
		B 01	215 028		Wire
					\$2,006.67
		B 01	215 028		\$191.67
		B 01	215 028		\$416.67
PO#:	Voucher #:	116206	Invoice	7/30/2021	Paid Amt: \$2,615.01
					Check Amount: \$2,615.01
		B 01	215 028		\$2,006.67
		B 01	215 028		\$608.34
PO#:	Voucher #:	116209	Invoice	7/30/2021	Paid Amt: \$2,615.01
					Check Amount: \$2,615.01
					Vendor Total: \$21,699.59
		B 01	215 018		Wire
					\$60,022.67
PO#:	Voucher #:	116007	Invoice	7/15/2021	Paid Amt: \$60,022.67
		B 01	215 018		\$3,960.61
PO#:	Voucher #:	116022	Invoice	7/15/2021	Paid Amt: \$3,960.61
		B 01	215 018		\$6,637.07
PO#:	Voucher #:	116038	Invoice	7/15/2021	Paid Amt: \$6,637.07
					Check Amount: \$70,620.35
		B 01	215 018		Wire
					\$59,989.64
PO#:	Voucher #:	116139	Invoice	7/30/2021	Paid Amt: \$59,989.64
		B 01	215 018		\$509.05
PO#:	Voucher #:	116146	Invoice	7/30/2021	Paid Amt: \$509.05

### 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	TRA			
PO#:		Voucher #:		116162 Invoice	Invoice No: S2022020	7/30/2021	Wire	
						\$7,899.71		
							Paid Amt: \$7,899.71	
							Check Amount: \$68,398.40	
							Vendor Total:	\$139,018.75
							Report Total:	\$658,991.32

**Jordan Public Schools**  
**Detail Payment Register By Vendor**  
**Fund Summary**

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$499,182.80
02 Food Service Fund	\$13,119.29
04 Community Education	\$10,896.65
18 Custodial Fund	\$675.00
27 Student Activity Accounts	\$1,160.00
<b>Report Total</b>	<b>\$525,033.74</b>

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:

<b>Donor</b>	<b>Designated Purpose</b>	<b>Amount / Item(s)</b>
AIS	Staff T-Shirts	\$2,050
Anonymous	Water Bottles	\$2,370

The vote on adoption of the Resolution was as follows:

Aye: \_\_\_\_\_

\_\_\_\_\_

Nay: \_\_\_\_\_

Absent: \_\_\_\_\_

Whereupon, said Resolution was declared duly adopted.

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Date



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Nathaniel Rosario	<b>Date Offer Accepted:</b>	7/21/2021
<b>Job Title:</b>	Technology Intern	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Temporary
<b>Hiring Supervisor:</b>	Stephen Damlo	<b>Location:</b>	District Wide

**PERSONNEL ACTION**

New Hire	X	Replacement For		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

<b>Beginning Contract Date:</b>	7/23/2021	<b>Ending Contract Date:</b>	8/27/2021
---------------------------------	-----------	------------------------------	-----------

**Note:** Position was created to assist with summer cleanup of staff and student Chrombooks

**Brief Description of Previous Experience:** Nathaniel has experience working with and installing computer hardware, programming and installing computer software.



**2021-2022 TECHNOLOGY**  
**NOTICE OF ASSIGNMENT**

**DATE: 7/23/2021**

**NAME: ROSARIO, NATHANIEL**

**EMPLOYEE #3339**

**LOCATION: DISTRICT WIDE**

**FROM: DISTRICT OFFICE**

---

*Please carefully review the information below. Sign and return to Katie Pekarna-Damlo in the District Office. If you have any questions please contact Katie Pekarna-Damlo. The School District reserves the right to make any modifications or adjustments in this assignment during the school year as needed.*

Position	Hours/Day	Hourly Rate
Technology Summer Intern	7	\$10.08

Nathaniel Rosario  
Employee Signature

8/6/21  
Date



## EMPLOYEE DATA SHEET

<b>Employee:</b>	Ann Shelton	<b>Date Offer Accepted:</b>	7/14/2021
<b>Job Title:</b>	Cooks Helper	<b>Indicate:</b> Full-time/Part-time/ Seasonal/Temporary	Part-time
<b>Hiring Supervisor:</b>	Andrea Schaak	<b>Location:</b>	Middle School

### PERSONNEL ACTION

<b>New Hire</b>	X	<b>Replacement For</b>	Brenda Jensen	<b>Change</b>		<b>Additional Assignment</b>	
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### EDUCATION INFORMATION

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

<u>Name of Institution</u>	<u>Location</u>	<u>Major</u>	<u>Degree and Date Received</u>	<u>Dates Attended</u>

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

<u>Name of Certificate/License</u>	<u>Name of Provider</u>	<u>Date Received</u>	<u>Expiration Date</u>

### RELEVANT EXPERIENCE

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

<u>Name of Employer</u>	<u>Title</u>	<u>Nature of Duties</u>	<u>Dates Employed</u>
Self Employed		Day Care	

<b>Beginning Contract Date:</b>	7/1/2021	<b>Ending Contract Date:</b>	
---------------------------------	----------	------------------------------	--

**Brief Description of Previous Experience:** Ann has experience making meals for her children and grandchildren.



**2021-2022 FOOD SERVICE**  
**NOTICE OF ASSIGNMENT**

**DATE: 8/3/2021**

**NAME: SHELTON, ANN**

**EMPLOYEE #3765**

**LOCATION: MIDDLE SCHOOL**

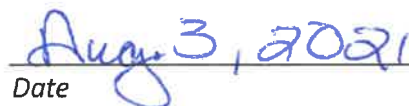
**FROM: DISTRICT OFFICE**

*Please carefully review the information below. Sign and return to Katie Pekarna-Damlo in the District Office. If you have any questions please contact Katie Pekarna-Damlo. The School District reserves the right to make any modifications or adjustments in this assignment during the school year as needed.*

Position	Hours/Day	Contract Days	Grade Sched	Step	Hourly Rate
Cooks Helper	4.5	182 <i>(Including 6 Paid Holidays)</i>	GRADE 2	1	16.02

Notes:

  
Employee Signature

  
Date

# FALL 2021

## Back to School Update

## Informing our planning

### **District and Site Level Leadership Team Members**

### **Ongoing input and feedback through Public Comment**

- Faculty
- Community

### **District Committee**

- Health and Safety Committee

### **State and Federal Guidance**

- MN Department of Education
- MN Department of Health
- Scott County Public Health
- US Department of Transportation
- Centers for Disease Control

# 2021-2022 Prioritizing Health and Safety and Providing Excellent Academic Opportunities

- Our school district will continue to prioritize protecting the health and safety of staff and students and monitor any impact of COVID-19 on school operations.
- This information is subject to change based on the guidance issued by the Minnesota Departments of Education (MDE) and the Minnesota Department of Health (MDH) or other Federal requirements.

# Requirements and Recommendations

- Jordan Public Schools monitors current guidance from the MN Department of Education, MN Department of Health and Federal agencies.
- The health of our staff and students is a priority.
- We continue to follow requirements and recommendations as they are shared -- **we require what is required; recommend what is recommended.**

# Learning Format

- All students will return to **in-person learning** five days a week.
- **Virtual Option** through SWMetro.
  - In cooperation with more than a dozen school districts, Jordan Public Schools will offer a fully online enrollment option for K-12 families of our district through Southwest Metro Intermediate District 288, while maintaining state enrollment at Jordan Public Schools.
  - Students will remain officially enrolled at Jordan Public Schools, students registered in the Southwest Metro E-Learning Enterprise will follow Southwest Metro's calendar and all Southwest Metro's E-Learning policies, grading, curriculum, procedures, etc

# Face Coverings/Masks

- Face coverings/masks are **not required** for both staff and students, but are recommended and left to the discretion of each individual/family. This recommendation applies only for indoor settings.
- **Face coverings/masks are required on student transportation.** This is a federal requirement and not a rule under the authority of the state or school district.
  - This is currently mandated through September 13, 2021. We will update families if there is a shift in this timeline.

# Health and Safety Protocols

- Jordan Public Schools will maintain and continue to use Needlepoint Bipolar Ionization systems on all air handlers within each school district facility.
- Our district will also continue to offer hand sanitizer stations, encourage frequent hand washing, and use enhanced cleaning methods to protect students and staff.
- Social distancing is not required and there are no group size limits (assemblies, concerts, athletic events, etc).
  - We will make efforts to provide social distancing as space allows. This will continue to be monitored and could change based on conditions in the school setting.

# Health and Safety Protocols

- Students, staff, and family members within the same household with confirmed cases of COVID-19 will be required to quarantine or isolate based on recommendations from the Minnesota Department of Health.
  - We ask families to notify health services at your student's school if symptoms or positive tests for COVID-19 occur.
  - **Students and staff who have been fully vaccinated do not need to quarantine after close contact, as long as they do not have symptoms and do not test positive.**
- Families will receive a signs and symptoms letter if their child is exposed to a positive COVID-19 case.
  - Exposed individuals will not need to quarantine and may continue to attend school as long as they remain symptom free, unless required by state or federal orders.

# Vaccinations and Testing

- COVID-19 vaccinations and testing for COVID-19 are not required by the school district, but are strongly encouraged by MDH.
- Jordan District will inform staff on possible COVID testing if available for the fall of 2021.

# Odds and Ends

- Monitoring enrollment and staffing
- Summer projects
- Nutrition Services
  - Student meals will be provided at no charge, funded through the federal government. A la carte and extra portions can be purchased at buildings where they are available.
  - Students will eat lunches in their school cafeteria or commons area.
- Volunteers will once again be allowed to help in school settings although timelines and protocols have yet to be established.
- Visitors to school buildings will be allowed on a case-by case basis as conditions allow.
- Field trips and travel for school programs will be restored.
- Traditional Recess

# 2021-2022 Together We LEAP

- “The Leap” represents the incredible achievements of our staff and students in the past two years of unique instructional and learning opportunities.
- It connects to bridging gaps, making connections between things and the relational connections that make such a difference for our students.
- Focus on how we move forward together in supporting our students.

# Communications

- Families should look for additional information from their child's school in early August regarding the upcoming school year and back to school events.
- District Communication was sent in late July regarding protocols discussed this evening.
- Our Health and Safety Plan is linked on our website.
- Building Communications are being sent this week with back to school information to support families.



For current information and resources for families, please visit our website:

[jordan.k12.mn.us/fall2021](http://jordan.k12.mn.us/fall2021)

**Questions or  
Comments?**

***JORDAN***

# Jordan Elementary School



**2021 - 2022**

## **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. Ryan Dahnert . . . . . Vice Chairperson  
Ms. Sandy Burke . . . . . Clerk  
Ms. Connie Hennen . . . . .Treasurer  
Ms. Sara Lehnen. . . . . Director  
Ms. Molly Monyok . . . . . 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

**OFFICE PERSONNEL**

Ms. Ashley Glynn . . . . . Administrative Assistant  
Ms. Brenda Boeckmann . . . . .Office Assistant  
Ms. Sarah Miller . . . . .Behavior & Culturally Responsive Pedagogy Specialist  
Ms. Molly Nefstead . . . . .Social Worker  
Ms. Kristina Stresnak . . . . .School Nurse  
Ms. Beth Dietel . . . . .Technology Assistant

**KITCHEN STAFF**

Ms. Kelly Raser . . . . . Site Lead  
Ms. Pauline Kerber . . . . .Assistant Site Lead  
Ms. Brenda Jensen . . . . .Cook Helper  
Ms. Amy Sharkey . . . . .Cook Helper  
Ms. Barb Lehnen . . . . .Cook Helper

**CUSTODIAL STAFF**

Mr. Bob Fimon . . . . .Building Engineer  
Ms. Jessica Rollins . . . . .Custodian  
Mr. Dominic Lehnen . . . . .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 acknowledge and recognize 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.

Professional Learning Communities (PLCs) will provide time for teachers to collaborate and focus on best practices in order to support our diverse learners. All staff will commit to meeting students where they are at through differentiated instruction, by empowering students to own their learning, and offer various 21<sup>st</sup> century learning opportunities. We will build on our STEAM (Science, Technology, Engineering, Arts, Math) focus by offering inquiry and project-based learning opportunities in the classroom, as well as outdoors, to allow students to apply their learning in new and authentic ways.

Families play an integral role in the overall education of their children, and we look forward to partnering with you and supporting your needs. 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](http://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 a staggered dismissal starting at 2:40 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 7:40 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 need uninterrupted

time before school to collaborate with one another and focus on planning and organizing their instructional spaces. Students will enter into the classrooms around 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](mailto: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 designated areas of the school until they are excused to classrooms at 7:55. Adults will supervise students and dismiss them to the classrooms prior to the start of the school day.

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 week of school. After that time, Kindergarten students will enter the building 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 upcoming 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**

One of our most important jobs at school is ensuring the safety of our students. We have a drop-off and pick-up procedure for families who will be driving their child to school each morning or picking them up in the afternoon. In the morning and afternoon, vehicles should use the drive-up area on the northeast **(for last names A-K)** or south side **(for last names L-Z)** of the building for dropping off and picking up students. **DO NOT use the front entrance area 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 7:40-8:10 a.m. and school begins promptly at 8:10 a.m. Please **do not** drop your students off before 7:40 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 7:40 and cannot have students in the building any earlier. Breakfast is from 7:45-8:10, so please be mindful of this as you plan for dropping your child off in the morning.

2. Pick-up times are from 2:40-3:00 p.m. We have a staggered release time from 2:40 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. Signage will be provided to families within the first weeks of the school year. 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.

3. There are designated drop off zones in both lots that run parallel to the building. Dropping your children off on the grass or where employee vehicles are parked backs up the line as the front cars pull forward, causing traffic to be backed up on Aberdeen or Sunset. If you are the first car in line, please pull **ALL THE WAY UP TO WHERE SUPERVISORS DIRECT YOU** as to let as many cars into the drop off zone as possible.

4. Have your child(ren) exit/enter your vehicle on the right side for their safety.

5. **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 visitor parking spots located in the front of the building and escort your child to the main office. We encourage children to independently get to their classroom, so families should say goodbye to their child/ren at the main office area.

6. 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. The USDA has given a waiver to extend free breakfast and lunch for all students for the 2021-22 school year. This means that all of our K-4 students are able to eat breakfast and lunch free of charge. **Students who were approved for a free or reduced lunch last year will still need to turn in the new application for this school year.** Contact the school office (952-492-2336) to receive a form.

Occasionally parents like to come and eat lunch with their children. Parents, guardians, grandparents and special visitors may have limited access at JES to ensure the health and safety of students and staff. If visitors want to have lunch with a student, they can contact the main office to learn about the process of making a request that will be considered for

approval.

### **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 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 the 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 positive 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 at least one or more times each week. The recitation shall be conducted by each individual classroom teacher 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/HOVERBOARDS, 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**

Volunteers, parents, guardians, grandparents and special visitors may have limited access at JES. Because of student safety, we do require visitors to sign in at the office and wear a visitor's badge before visiting any classroom. 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**

Volunteers, parents, guardians, grandparents and special visitors may have limited access at JES. 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.

### **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**

Background: In 2017 the Minnesota Legislature amended the Length of the School Year; Hours of Instruction ([Minn. Stat. 120A.41](#)) to include the option of districts utilizing e-Learning days:

- Due to inclement weather
- Up to five days in one school year.
- Counted as an instructional day and included as hours of instruction.

### **Jordan Public Schools' Online Asynchronous Learning Plan**

## **MDE Compliant Plan Development**

Jordan Public Schools' Flexible "Online Asynchronous Learning" Plans are developed by the district administration team and then approved and shared through the following agencies:

- The Flexible Learning Plans are communicated through each building's -- elementary, middle, and high school -- *Student and Parent Handbook*.
- The *Student and Parent Handbook* is reviewed by all building teachers.
- The *Student and Parent Handbook* is presented and approved by the School Board in August before the start of the school year.
- The *Student and Parent Handbook* is published on the website for students, parents, and community members to view prior to the start of the school year.

### **Flexible "Online Asynchronous Learning" at Jordan**

Flexible "Asynchronous Online Learning" involves online or teacher-prepared lessons that students complete when away from the physical school building. Using one-to-one 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 "Online Asynchronous Learning" Days encourage character growth in the areas of self-sufficiency, adaptability, and perseverance.

### **JPS Flexible "Online Asynchronous Learning" Goals**

- To minimize the disruption to academic progress caused with school closures by making those out-of-school days as educationally productive and engaging as possible.
- To allow JPS students an opportunity to practice the kind of online learning that is increasingly part of secondary, post secondary, and workplace training.
- To maximize the use of Jordan Public School's one-to-one technology.

### **Flexible "Online Asynchronous Learning" by School**

**Students in grades K-4:** Students should spend time outside and with family - play games, read books, and enjoy some physical activity. Families and students may also access and work through Flexible "Online Asynchronous Learning" Activity Boards posted on each grade level website. Teachers are available via email to support student learning and connect with families.

- **Attendance:** Parents will verify attendance and call students in absent using the attendance line as needed; otherwise, all students will be assumed as present.

**Students in grades 5-12:** Students will complete assignments posted on Google Classroom, the school's online learning platform. All assignments will be posted by 10:00am with teachers available to answer questions and support learning via email throughout the day until 3:00pm. It is understood that students will have a wide variety of responsibilities at home during Flexible "Online Asynchronous Learning" Days and that some may not have access to the internet. Staff members understand these challenges 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.

- **Attendance:** Students will verify attendance through an emailed google form that will be sent to all students from the attendance office.

**Students with Disabilities:** As required under Chapter 125A, students will have assignments designed to meet the needs of IEP/504 plans.

- Early in the academic year, the key stakeholders (case manager, parent, teacher and student) will collaborate to create the plan in an IEP meeting, other face-to-face meetings, or through email.
- On a Flex Day the classroom teacher will be the main resource for help on assignments and lessons. The classroom teacher is responsible for modifying and differentiating lessons to meet student needs. However, if a student ordinarily leaves the classroom and goes to another teacher for math, reading, or some other subject, then that special education teacher should design the Flex Day assignment for that particular area.
- When a Flexible Learning Day plan cannot completely replicate an in-session school day, efforts will be made to provide the support needed by particular students. For instance, if reading is a challenge for a student and the student has online access, the teacher may assign tasks on sites that will read text aloud.
- All assignments will be posted by 10:00am with teachers available to answer questions via email throughout the day until 3:00pm.

### **Technology Access**

Jordan Public Schools started the district's 1:1 digital device initiative for students in grades K–12 in 2013. Currently, all students grades K-12 have access to a 1:1 learning device for use at school and potentially at home.

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.

- Internet wifi hotspots are available as needed. Contact technology by calling the tech hotline at 952-492-4500 or fill out this [Technology Ticket](#).

### **Flexible "Online Asynchronous Learning" for Parents**

Parents should visit with their child's teachers regarding the expectation on Flex "Online Asynchronous Learning" Days. If required, special arrangements for students must be worked out prior to the first Flex Day. Families are asked to inform the teacher if they do not have Internet access at home since access to Google Classroom and completion of regular 5-12 assignments will require internet access by the student.

Parents, along with teachers and students, are asked to remember that Flex "Online Asynchronous Learning" Days are designed to be flexible: if a child struggles with a concept or assignment and is unable to complete the work that day, parents should remind their child to communicate with the teacher the next day about how to meet requirements. Students and parents can also reach out to staff throughout the flexible learning day for support.

Parents should contact teachers directly with any questions, concerns, or frustrations they may have regarding Flexible e-Learning Day assignments.

### **Flexible "Online Asynchronous Learning" for Teachers**

In preparation for Flexible Learning Days, teachers in grades K-12 have been asked to:

- Familiarize students with Google Classroom or the website so students will be able to access and complete any online assignments.
- Provide a timely plan, posting work for the day by 10:00am (grades 5-12).
- Plan for self-directed, independent learning with specific consideration for age and individual learning needs.
- Anticipate time requirements recognizing students learn at different paces, especially in an independent setting.
- Customize learning opportunities with a focus on supporting troubleshooting for students with digital challenges.
- Communicate with colleagues to ensure common expectations, communications, work load, and protocols. *(Reminder -- if everyone gives an hour of work to the students, that is not realistic for completion and growth.)*
- During Flex Days, all K-12 teachers have been asked to:
  - Check Google Classroom and/or email throughout the Flexible "e-Learning" Day from 7:30am to 3:00pm.
  - Interact with students and post lessons or activity boards.
  - Complete the *Flex "Online Asynchronous Learning" Day: School Closings Google Form* by 10:00am. This form will allow district administrators and staff to better answer questions from parents on student assignments or plans and will allow administrative staff to better support your own personalized growth on this day.
  - Continue your work as a team or individual on professional development topics.

### **Reporting Flexible "Online Asynchronous Learning" Days in MARSS**

Flexible Online Learning Days will be reported as regular instructional days in MARSS A School File. The length of the school day will be reported as the same length that was originally scheduled.

## **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 4<sup>th</sup> from 3:30-7:30 PM, and Friday, November 5<sup>th</sup> from 8:00 AM - 12:00 PM.

Our Spring Conferences for grades K-4 will be held on Thursday, March 24<sup>th</sup> from 3:30-7:30 PM, and Friday, March 25<sup>th</sup> 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.

## **HOMWORK 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.

## **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.

### **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 a 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 the teacher when needed.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

JES staff works diligently with students to support their social and emotional needs at school, which can have a direct impact on academic performance. The underlying theme of PBIS is teaching behavioral expectations in the same manner as any core curriculum subject. PBIS is endorsed by MDE 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 negative behavior

At JES a team of school representatives composed of administrators, classroom and special education teachers, and non-certified staff meet on a regular basis to support staff and students by following our school rules: Be Respectful, Responsible, and Safe. JES uses the language of **Recognize, Acknowledge, and Connect** as a framework for working with students.

### **Recognize**

- Recognize the individual as a person, building a relationship prior to concern.
- Greeting students at the classroom door and during Morning Meeting
- Noticing the person by making eye contact

- Think about ratio of positive to negative interactions

### **Acknowledge**

- Acknowledge the positive behavior
- Individual J-Town Pride Passes
- Class Passes for a whole classroom showing expected behavior
- Weekly Pride Pass drawings to celebrate positive behaviors
- All school celebrations for filling up the Pride Pass Buckets
- Acknowledge the negative behavior
- Many minor behaviors can be addressed by the classroom teacher using the following approach under **connect**.
- Refer major behaviors to the office

### **Connect - Conversations, Consequences, and Punishments**

- Connect students to the group
- Does the student need a conversation, consequence or punishment in order to learn the expected behaviors?
- If students struggle with following the school rules, they might receive a verbal warning, redirection or have a **conversation** about the incident.
- For repeated behaviors or more serious offences, students may receive a **consequence** such as a phone call home to the child's family or a "Just Stop and Think" slip from the classroom teacher naming the inappropriate behavior and what school rule the student needs to improve on.
- More severe consequences might necessitate a **punishment** such as an office referral and/or suspension that may require the attention of building administration. Either of these slips will go home for families to be informed about their child's behavior and will need to be signed and returned to school the next day.

### **WIN (WHAT I NEED) Room**

All students can learn from their mistakes by processing and fixing the results of their behavioral choices in a safe environment that allows them to learn and grow. The purpose of the WIN room is for students to take responsibility for and develop a plan to correct the behavior and assist teachers in the RAC process (outlined above). In collaboration with the staff member in the WIN room and building behavior specialist, the student will reflect and repair the relationship with the affected staff member and/or student(s). The goal is to assist students in choosing behaviors that are positive and help them to learn and succeed in the school environment.

Classroom teachers are asked to implement two interventions prior to sending a student to the WIN room. Teachers must complete a student referral and/or call the office to inform staff as to why the student is needing a break from the classroom.

JES staff may also be recognized or acknowledged for their efforts in supporting a positive school environment. They may be recognized with a Staff Pride Pass that goes into a weekly drawing for special privileges at the end of each week, or other types of acknowledgement such as a mention of their efforts in the weekly staff bulletin or building announcements.

All staff will become familiar and trained in the following Tier I practices:

### **Social-Emotional Learning and Social Thinking**

- Expected/Unexpected Behaviors
- Group Plan

### **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 at JES will be intentionally taught mindfulness practices in the classroom, and have opportunities to practice it each day as a class, in small groups, or on an individual needs basis.

### **Restorative Justice**

- Classroom Discipline Reflection Sheet
- Affective Statements
- Circles
- Restorative Questions

### **Culturally Responsive Pedagogy (CRP)**

- Collaboration Contracts
- Responsiveness
- Attention Signals

- Response Protocols
- Movement Protocols
- Discussion Protocols
- Competency
- Relevance

## **Harambee**

Harambee, which means pulling together, is a celebration event 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**

The *Peaceful School Bus* program was designed to reduce student behavior problems on our school buses. It also creates a sense of community and responsibility among students on each bus route. We hope this program will make a child's experience on the bus easier and more enjoyable. Two times a year, students on each school bus will gather together for a 45-minute meeting during the school day. They will get to know each other and learn how to act responsibly on the bus. This program is a natural extension of our J-Town Pride efforts already in place. Bus drivers will join them in these meetings whenever possible. Seeing bus drivers, teachers, other school staff members,

and parents/guardians working together, will demonstrate to students that we all care about what happens on the school bus.

**TENNESSEN WARNING** When students or staff are being questioned about a serious incident that occurred at school, the building administrator will provide the Tennessee 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 the 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)

More Information on J-Town Pride, Mindfulness, Culturally Responsive Pedagogy, Restorative Justice, and Peaceful Bus is available on the school website.

## **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 a 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.

- **1<sup>st</sup> 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.
- **2<sup>nd</sup> 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 2020 Six-month periodic surveillance completed by IEA, LLC April 2021 Six-month periodic surveillance completed by IEA, LLC October 2020 Six-month periodic surveillance to be completed by IEA, LLC April 2021 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 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 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](http://www.jordan.k12.mn.us) website.

<b><u>Policy Name</u></b>	<b><u>Policy Number</u></b>
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](http://www.jordan.k12.mn.us), or in the school and/or district office.**

Board Approved: August 2021

Below is a list of the changes and additions being made in the JES Family/Student Handbook for the 2021-2022 school year:

**All affected sections revised** in the JES handbook where “Interim” title is removed from Supt. Ranae Case Evenson.

### **STAFFING**

- Revised names of School Board and other JES staff members

### **ARRIVAL/DISMISSAL/SCHOOL HOURS:**

- Revised start and end times for JES to original hours that had been impacted by COVID

### **LUNCH**

- Added language regarding visitors eating lunch with students and that they may have limited access to ensure the health and safety of students and staff. Visitors can contact the main office to learn about the process for eating lunch at school and have their request considered for approval.

### **VISITORS and VOLUNTEER GUIDELINES**

- Language added to both sections regarding limited access to the building.

### **FLEXIBLE ONLINE LEARNING DAYS**

- Replaced with the revised plan which includes K-4 families and students being able to access and work through Flexible “Online Asynchronous Learning” Activity Boards posted on each grade level website. Teachers are available via email to support student learning and connect with families on these days.

### **GRADES/ CONFERENCES**

- Revised new parent/teacher conference dates and times

### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

- Changed *Culturally Responsive Teaching (CRT)* to *Culturally Responsive Pedagogy (CRP)*
- Added description of WIN Room (What I Need) and it’s goal in supporting students in our PBIS model.

### **ASBESTOS MANAGEMENT/ AIR QUALITY**

- Revised dates of management plan

# Jordan Public Schools #717



## Jordan Elementary School

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

**2021 - 2022**

### **JES Staff Handbook**

**815 Sunset Drive**

**Jordan, MN 55352**

**(952) 492-2336 – Office, (952) 492-4446 – Fax**

## Introduction

The purpose of this handbook is to clarify some of the regulations and other pertinent information that we believe will help us to conduct our school effectively. No doubt some items needed have been omitted and this handbook is a work in progress, but information relative to these will be given in the weekly bulletin as the need arises. If there are any questions, please feel free to ask them and we will be glad to help you.

The aim of our school is to try to provide an environment that will enable each child to develop into a happy well-adjusted individual, who is so motivated that he/she will acquire not only knowledge and information, but also the attitudes, ideals, understanding, appreciations, and skills necessary to become a worthwhile member of our society. Our Jordan Public School's mission is, *"Inspire a caring community to ignite learning, innovation, and success for all."*

As teachers, we must first of all convey to the young people our interest and acceptance of them so that they can begin their year with a feeling of security and of belonging. Forming connections is essential to student success.

We must look upon our classes not as groups, but as individuals who are within a group, where each is developing their own particular pattern of growth and personal value in relation to others.

We must study each individual and their background and use this information professionally to guide us in providing them with experiences and information that will aid them in successful achievement.

We must recognize the child's right to privacy as to their own individual problems and respect their privacy to the best of our ability. Let us be mindful, too, that we are morally bound to consider the welfare of the child first.

Finally, let us be patient, understanding, respectful, and fair, not only to our students, but our fellow colleagues as well. With the right attitude and mindset, I am confident we will have a very enjoyable and successful school year.

Melissa

## **ETHICS FOR EDUCATORS 8700.7500 CODE OF ETHICS FOR MINNESOTA TEACHERS.**

Subpart 1. Scope. **Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles, which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.**

This code shall apply to all persons licensed according to rules established by the Board of Teaching.

Subp. 2. Standards of professional conduct. **The standards of professional conduct are as follows:**

- A. A teacher shall provide professional education services in a nondiscriminatory manner.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G. A teacher shall not deliberately suppress or distort subject matter.
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

# JORDAN ELEMENTARY EMPLOYEE DIRECTORY

## BOARD OF EDUCATION

Ms. Deb Pauly ..... Chairperson  
Mr. Ryan Dahnert ..... Vice Chairperson  
Ms. Sandy Burke ..... Clerk  
Ms. Connie Hennen ..... Treasurer  
Ms. Sara Lehnen ..... Director  
Mr. Molly Monyok ..... Director  
Ms. Lauren Pedersen .....Director

## ADMINISTRATION

Ms. Ranae Case Evenson .....Superintendent  
Ms. Melissa Barnett ..... PreK-4 Principal  
Mr. Ben Bakeberg ..... 5-8 Principal  
Mr. Jeff Vizenor .....9-12 Principal  
Ms. Erin Hjelmeland .....Director of Teaching & Learning  
Mr. Chad Williams .....Director of Special Services  
Ms. Jenna Wendorff .....Early Learning Services Director  
Mr. Stephen Damlo .....Technology  
Director  
Mr. Steven Jensen .....Community Education & Recreation  
Director  
Mr. Joe Perkl .....Activities Director

Mr. Tim Bisek .....Facilities Manager  
Ms. Amy Hafemann .....Finance Director  
TBD .....Nutritional Services Director  
Ms. Elise Pickle .....Communications, Marketing & Events Director

### **JES OFFICE STAFF**

Ms. Brenda Boeckmann .....Office Assistant  
Ms. Ashley Glynn .....Administrative Assistant  
Ms. Kristina Stresnak .....School Nurse

### **JES INSTRUCTIONAL STAFF**

Ms. Leah Aamlid ..... 4th Grade  
Ms. Katie Anderson .....Early Childhood  
Ms. Michelle Armstrong .....Grade 1  
Ms. Shannon Aukes .....Math Specialist  
Ms. Lauralie Axtell ..... SPED/ECSE  
Ms. Barb Buthe ..... SPED/Speech and Language  
Ms. Nikki Carlson .....Grade 4  
Ms. Rhea Carlson ..... Kindergarten  
Mr. Mike Coddington .....Physical Education/DAPE  
Ms. Beth Dietel ..... Technology  
Mr. Greg Dietel ..... Grade 3  
Ms. Nicole Dietz ..... Kindergarten

Ms. Tracy Eddington .....School Psychologist

Ms. Katie Fisher .....Kindergarten

Ms. Brittany Flicek ..... SPED/ASD

Ms. Mindy Foyer ..... Music

Mr. Jason Geisel .....Physical Education

Ms. Tricia Hentges .....Early Childhood

Ms. Stacy Hess-Norskog .....Occupational Therapist

Ms. Maggie Holbeck .....English Language

Ms. Julie Holzwarth ..... SPED/EBD

Ms. Sarah Houdek ..... Grade 1

Ms. Rachel Houle .....Grade 3

TBD ..... Grade 3

Ms. Ariane Jensen .....Grade 1

Ms. Gwen Schultz .....Math Specialist

Ms. Holly Johnson ..... Grade 1

Mr. Kyle Johnson .....Grade 4

Ms. Lindsay Johnson .....Grade 4

Ms. Kristin Kilgren ..... Art

Mr. Tony King .....Grade 2

Mr. Adam Larson .....Grade 2

Ms. Sarah Lund .....Early Childhood

Ms. Lanae McClellan .....Grade 4

Ms. Jenni McDonald .....SPED/Speech and Language

Ms. Amanda McMahon .....Grade 1

Ms. Lauren Meyer .....Grade 2

Ms. Renae Milawski .....Reading Specialist

Ms. Sarah Miller .....Behavior & Culturally Responsive Pedagogy Specialist

Ms. Molly Nefstead .....Social Worker

Ms. Steph Olstad ..... Kindergarten

Mr. Malik Peer .....Equity & Outreach Specialist

Ms. Kimberly Pettinelli .....RTI Reading Specialist

Ms. Kelly Pongratz .....Grade 2

Ms. Kirsten Rakers .....Physical Therapist

Ms. Meghan Reinholt ..... Kindergarten

Mr. Kevin Sayers ..... Media/Tech

Mr. Drew Sinke ..... Grade 2

Ms. Paige Specken .....Early Childhood

Ms. Cherie Stemig .....Grade 3

Ms. Tammy Stensland .....SPED/Life Skills

Ms. Laura Theis .....Grade 3

TBD.....Early Childhood/Parent Educator

Ms. Rachel Vollbrecht .....Early Childhood/Birth to 3

Ms. Haley Warden ..... SPED/LD

Ms. Leah Weber ..... SPED/LD

### **PARAPROFESSIONALS**

Ms. Gloria Althoff ..... Early Childhood Paraprofessional

Ms. Maria Bahe .....Early Childhood Paraprofessional

Ms. Becky Christensen .....Early Childhood Paraprofessional

Ms. JeriAnne Cieluch .....Early Childhood Paraprofessional

Ms. Julene Davenport ..... Special Education Paraprofessional

TBD .....Special Education Paraprofessional

TBD .....Special Education Paraprofessional

Ms. Lexi Furhman .....Media-Tech Paraprofessional

TBD ..... Recess Paraprofessional

Ms. Sue Gerdes .....Special Education Paraprofessional

Ms. Leah Gregoria .....Math Paraprofessional

Ms. Kristin Hagen.....Lunchroom Paraprofessional

Ms. Denise Helke ..... Early Childhood Paraprofessional

Ms. Alex Kaiser ..... Early Childhood Paraprofessional

Ms. Angie Keiser .....Lunchroom Paraprofessional

Ms. Patty Kreuser .....Special Education Paraprofessional

Ms. Krystal Lambrecht .....Early Childhood Paraprofessional

Ms. Lori Love .....Special Education Paraprofessional

Ms. Sunny Pho ..... Special Education Paraprofessional

Ms. Tina Plechaty ..... Special Education Paraprofessional

Mr. Tanner Rogers .....Special Education Paraprofessional

Ms. Chania Ruehling .....Special Education Paraprofessional

Ms. Melisa Stoltz .....Recess Paraprofessional

Ms. Juli Struck .....Special Education Paraprofessional

Ms. Kim Thompson .....Reading Paraprofessional

Ms. Tiffany Valle .....Special Education Paraprofessional

Ms. Shirley VanGarven .....Special Education Paraprofessional

Mr. Jim Violett ..... Recess Paraprofessional

Ms. Janae Vogel .....Special Education Paraprofessional

Ms. Beth Wacker ..... Recess Paraprofessional

Mr. Jason Way .....Special Education Paraprofessional

Ms. Jennie Way .....Special Education Paraprofessional

**KIDS' COMPANY**

Ms. Pam Going .....Coordinator/Early Ed-Ventures

Ms. Tammy Becker .....Group Leader

Ms. Michelle Bedney .....Group Leader

Ms. Sarah Mollenhoff .....Group Leader

Mr. Dillon Bedney .....Group Leader

**KITCHEN STAFF**

Ms. Kelly Raser .....Site Lead

Ms. Pauline Kerber .....Assistant Site Lead  
Ms. Brenda Jensen .....Cooks Helper  
Ms. Amy Sharkey .....Cooks Helper  
Ms. Barb Lehnen .....Cooks Helper

**CUSTODIAL STAFF**

Mr. Bob Fimon .....Building Engineer  
Ms. Jessica Rollins ..... Custodian  
Mr. Dominic Lehnen ..... Custodian

**JORDAN PUBLIC SCHOOLS STRATEGIC PLAN**

**Mission Statement**

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

## **Vision**

Jordan Public Schools will:

- 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

## **Core Values**

***Excellence:*** Relentless and intentional effort in continuous improvement

***Integrity:*** Doing the right things at all times with honesty, trust, and respect

***Expectations:*** Setting a high bar for myself and others in learning, behavior, commitment, and service

***Innovation:*** Finding courageous ways to excel through research and action

***Collaboration:*** Working in partnership for shared goals

***Respect:*** Showing pride in who we are and celebrating our differences

## **Strategic Directions**

- Improve student achievement, learning, and career and college readiness
- Integrate data-informed instruction, assessment, and learning as a core competency in every classroom
- Provide a safe and collaborative culture in which to learn and work
- Manage resources (human, financial, and physical)
- Improve community connection, satisfaction, and engagement

## ACADEMIC SUPPORT FOR STUDENTS



### Accommodations, Differentiation, Interventions and Modifications

It is the classroom teacher's responsibility to meet the needs of ALL students in their individual classroom. This may be done in collaboration with the IEP/504 case manager but ultimately the responsibility rests with the classroom teacher. Use the following [link](#) to guide your planning in this area.

## ACCIDENTS

**Students:** All accidents or injuries incurred during the school day or on school grounds must be reported to the nurse's office by the staff member in charge. As soon as possible, the staff member must fill out an Accident Report Form, found in the office. Staff should not leave a group of students unsupervised so that negligence can be proven in the case of an accident.

**Staff Members:** Staff members are reminded to complete worker's comp forms via the nurse hotline in the case of injury. The district has a limited time to process these forms so they must be completed as soon as possible after the injury. We have changed our provider for the 24/7 work comp triage line. We will now be working directly with *Risk Administration Services*. Please review the full process below: If you are injured on the job it is mandatory that you call the 24/7 nurse care line at 1- 855-736-9482 and they will assist with determining the seriousness of the injury and what treatment is needed.

- If the care line nurse determines that medical treatment is needed, they will facilitate the process by calling the medical provider, letting them know the employee is coming in, and providing the details of the injury. We will continue to have clinics setup where all non-emergency claims will initially be treated. I have attached these clinics and will have them posted in the buildings.
- If the employee does not need medical treatment, the care line nurse will provide a call back number in case there are any changes.
- In the case of a medical emergency, take care of the employee first by calling 911. After the employee has been taken care of, immediately call the nurse care line so they can contact the hospital and assist with the claim.

Once you have completed the nurse line call, please complete the attached Accident Investigation form. Please send the completed Accident Investigation form to Katie Pekarna-Damlo in the District Office within **24 hours** of the accident.

## ADMINISTRATION



The chain of command in the building regarding emergencies:

- Principal
- Early Learning Services Director
- Behavior Specialist
- Social Worker
- Director of Special Services
- Superintendent

## ADMINISTRATION AND LEADERSHIP TEAM SUPPORT



Please refer to the documents below when seeking support from building and district leaders:

- [JES Student/Family/Staff Support Roles](#)
- [District Student/Family/Staff Support Staff](#)

## ADVERTISING/SOLICITORS

Endorsing any commercial product is not allowed. No agent or salesman shall be permitted to discuss personal business affairs during the school day, except on the district authorization of administration.

## ABSENCES

When a student is absent, parents are required to phone the school office at 952-492-4444 and report the absence. For student safety, we will contact families of absent students that have not notified us by 8:30 AM. **If we do not receive a phone call or written explanation of the absence, the absence will be recorded as unexcused.**

We believe that all students in our school must be in attendance on a regular basis in order for us to provide the best possible educational program. We expect all of our students to attend school every day unless they are home sick or there is a family emergency. Any chronic absences should be reported to the school administrator and/or social worker. Families may be asked to submit a doctor's note or get clearance from the school nurse for an absence to be excused. It is the responsibility of the student to make up work that is missed when they are absent from school. **These arrangements should be made with the student's teacher(s), with make-up work being completed after the student returns.** Even though parents 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. Please allow for a reasonable amount of time for students to complete work they missed while being absent. Typically, students should have 2 days to complete work for every one day missed from school.

## **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. 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.



## PROCESS FOR ATTENDANCE REPORTING

1. Teachers will report attendance to the office on a daily basis **via Infinite Campus by 8:25 each day**. Teachers will maintain regular contact with parents of students with repeat absences. Any chronic absences need to be reported to administration and/or social worker. Families may be asked to submit a doctor's note or get clearance from the school nurse for an absence to be excused. The school office monitors attendance via a monthly report.
2. Following the twelfth (12th) day of excused absences, a letter will be sent to parents notifying them that eight (8) days of absences remain for the year.
3. Following the fifteenth (15th) day of excused absences, a letter will be sent to parents that only five (5) days of absences remain for the year.
4. Following the twentieth (20th) day of excused absences, a conference will be held with the principal, the parents, and the student regarding the absences. The parents/guardian will be informed that no parent-approved absences will be accepted for the remainder of the year.
5. If more than three (3) unexcused absences occur, a petition will be filed with Scott County for violating the school's attendance policy and to report potential educational neglect or truancy.

## TARDIES

School starts at 8:10 AM. A student will be considered tardy if they arrive five minutes after the start of the school day. Exceptions may be made at the start of the school year as transportation issues are corrected and modified, as well as on a case-by-case basis. **Three unexcused tardies will result in an unexcused absence.**

## BRANDING AND MARKETING

Jordan Public Schools has a very specific marketing and branding plan to follow (as shared on the District website: [JPS District Branding Manual](#)). Specifically, any communications, apparel design and ordering, publications, advertisements, etc. must use the proper branding tools. In order to access these tools, please follow the following steps: 1. Log into the district website 2. Click on the Department toolbar 3. Click on Communications and Marketing 4. Select the appropriate logo/item (Please note that our branding plan calls for the use of Century Gothic font)

When sending communications home to families please place the info on school letterhead (request a copy from elementary office or Elise Pickle).

## **BULLYING**

(A full version of the policy can be found on the District website at [www.jordan.k12.mn.us](http://www.jordan.k12.mn.us))

“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. “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.

If bullying occurs on school property, at school related functions, or outside of school and impacts the education of the student once they are in school, the incident will be addressed as soon as possible.

## **CLASSROOM EXPECTATIONS**



Teachers may use varying techniques to provide a positive learning environment for students. Make sure to incorporate classroom expectations that relate to our school-wide J-Town Pride/PBIS model of being respectful, responsible and safe, as well as honoring our RAC (Recognize, Acknowledge, Connect) practices. Students and families need to be

informed about procedures and expectations for their child. At the start of the school year, each student should receive information in a newsletter and/or on the teacher website explaining the teacher's process for creating classroom rules and establishing behavior expectations.

## CONFERENCES



Conferences will be held three times a year. The first scheduled Back to School conference should focus on classroom expectations, information about curriculum, and an opportunity for you to share your philosophy of teaching and dialogue with parents about their child's needs. The second conference in the fall will focus on setting academic and social-emotional learning goals for students. The final conference will be an opportunity to assess students' progress on their goals and develop any action plans for the rest of the school year to support these goals.

## DATA WAREHOUSE

**eduCLIMBER** is our cloud-based data warehouse system. It was created by educators, for educators, so the format is designed to be efficient and accurate. We will manage both our academic and behavioral data in one system --- assessments, discipline, attendance, grades will all be available. eduCLIMBER was created to provide necessary information for data analysis and system change. It is linked to your Google account and can be accessed at [educlimber.com](http://educlimber.com) (district ID is 1256).

## DISMISSAL



### Pick-Up

Students getting picked up in vehicles at the end of the day will be dismissed from classrooms to the nearest exit door at 2:40 to the appropriate front or back lot based on their last name (please discuss this procedure with students at the start of the school year). Supervisors will be waiting in designated areas to wait for families to pick them up in their vehicles. Each family will receive signage with their child's/children's name(s) to display in the front window area of the vehicle.

### Buses

Each teacher will supervise bus riders and walkers/bikers to the nearest exit door to walk outside to the front of the building for dismissal by leaving their classrooms at: 4<sup>th</sup> grade at 2:43, 3rd grade at 2:45, 2nd grade at 2:47, 1st grade at 2:45, and Kindergarten at 2:47.

## EMERGENCY DRILLS

Please refer to the JPS Emergency Action Plan in Google Drive in the JES Staff 2021-2022 folder and evacuation maps posted in the building. We are required to have 5 fire drills, 5 lockdowns, and 1 tornado drill each school year. These drills may be planned or may be done without notice to staff in order to be prepared for the unexpected. Remember to listen for communication from administration for directions on lockdown drills with our "Lockdown with Options" plan. Make the appropriate observations to determine your course of action if you don't receive or hear a communication. **Please remember to bring a walkie-talkie outside with you if you plan to take students outdoors at any time during the school day.**

## EMPLOYEE ABSENCES

### Obtaining a Substitute/Creating an Absence

**Requesting an absence/requesting a substitute procedure** Staff is responsible for requesting a substitute and filling the vacancy for their absence by utilizing *Teachers on Call*. *Frontline* software is used to request time off and request a substitute (if needed). *Frontline* offers both phone and Web Services so you can create an absence anytime, anywhere. You will be given an ID and PIN to log-on to the *Frontline* system. To request an absence using the Internet go to <http://www.aesopeducation.com/> or to request an absence by phone 1-800- 942-3767. As soon as you create an absence you will have the option to request the substitute of your choice or *Frontline* will start working to find a substitute from the school list. To view your time-off balances please use the Smarter website.

## EMPLOYEE INJURY

If you are injured on school property, please notify your immediate supervisor AND the school nurse, and complete the necessary phone call to the nurses' hotline and/or forms to submit to the office. Our insurance company should receive this information within 48 hours.

## EVENT PASSES

Complimentary passes to local athletic events will be given to members of the Jordan School Staff. Because they are picture ID's, staff members need to have their pictures

taken during school. These passes are good for the individual staff member only, not for spouse or family members. Teachers negotiated into the contract that they may have a guest accompany them. Passes are good for athletic events only and may not be used for play off games.

## FACILITY USE

Throughout the year, activities are scheduled after school hours. The teacher in charge is responsible to schedule these activities through the JPS Facilities Scheduling Office so that conflicts do not occur. Teachers must schedule larger spaces both during the school day and after school hours. Call Krista Halvorson at 4481 to make reservations.

If staff members need access to the building in the late evenings or on weekends, they must enter through the Early Learning Services door located on the NW side of the building. The key card will not work at any other door when the building is armed. Each building has a tutorial video that all employees must be aware of and use in order to ensure the system functions properly and as designed. It is important that you watch building tutorials if you plan to work in the buildings after business hours.

The tutorial videos will explain the simple procedures that must be followed. In the unlikely event that the system fails and an alarm sounds, YOU MUST CALL the alarm company at [1-800-927-6840](tel:1-800-927-6840) (CRC Monitoring). You will state your name and explain the situation to the operator. Provide the password of **JPS717**. This password is the same for all buildings and should remain confidential to district employees only.

**Live alarm hours for ALL BUILDINGS:** Monday – Friday: 10PM - 5AM Saturday – Sunday: 24 hours Holidays: 24 hours Special Note: *You must be out of the buildings by 1:00AM as the system automatically rearms.*

**Door location for entrance/exit during alarm hours (must use these doors):** JES: ELS (Early Learning Services) entrance JMS: Back entrance by the mat room JHS: Loading dock entrance. **Security Alarm Tutorials:** JES > [bit.ly/JES\\_security\\_1617](https://bit.ly/JES_security_1617) JMS > [bit.ly/JMS\\_security\\_1617](https://bit.ly/JMS_security_1617) JHS > [bit.ly/JHS\\_security\\_1617](https://bit.ly/JHS_security_1617)

When staff members use the building outside of regular hours, they are absolutely prohibited from propping doors; this affects the cooling and heating systems and creates a security issue with the alarm system.

Teachers are responsible for the condition of their classrooms and equipment. When

leaving at the end of the day, lights and computers should be turned off and the doors locked. In general, the room should be secured. If for any reason, teachers must leave their classroom, they must notify the office and bring a radio and/or cell phone and emergency packet to the new location.

## FIELD TRIPS

Field trips must have an academic and/or social learning focus. **Teachers are encouraged to limit the number of field trips taken outside of the community in a given school year to honor the time needed for teaching and learning within the classroom/school.** When planning a field trip, teachers should check with the office to determine the appropriateness of the timing given other events and field trips, and ensure chaperones have time to complete a criminal background check (30 days in advance of field trip);

A. Teachers must submit a Field Trip/Bus Request Form at least 30 days prior to the field trip. A box will be added to the form asking teachers to contact Katie Damlo at the DO about the field trip. This will trigger communication about chaperones needing background checks (form can be found on JPS website).

B. When a field trip is approved, the teacher must complete a JES Field Trip Permission Form to send home to families (found on JPS website).

C. All students who will attend the field trip should submit a Field Trip Permission Form, which teachers should take on the field trip because they include parent phone numbers.

**D. Teachers should track field trip payments on the grade level Google Docs that will be shared with teachers at the start of the school year in order to better monitor field trip funds. Cash and checks should be submitted daily to the office to track payments made by families.**

E. Teachers should e-mail the staff (including the kitchen staff) of the upcoming field trip.

Below is the process used to receive approval that a chaperone has completed and passed the volunteer background check. Please use this process for all field trips that require a chaperone.

F. Teachers make a copy of the [Field Trip Chaperones Google Spreadsheet](#) and share it with Katie Pekarna-Damlo. Save it as Field Trip Chaperones - (Date of Field Trip)

G. Teachers draw the names and add the selected individuals to Google Spreadsheet

H. Katie will add an "x" to the Google Spreadsheet if the chaperone has completed and passed the background check.

I. Katie will request to have *Trusted Employees* email the electronic background

check application to anyone on the list that has not completed the background check.

J. Teachers will attach the Field Trip Chaperone Background Check Letter to the student's planner for only the chaperones that will receive an email from *Trusted Employees*. Katie will add a note to the spreadsheet of the date the email was sent and notify the teachers that the letter needs to be sent home.

## **FLEXIBLE ONLINE LEARNING DAYS**



Background: In 2017 the Minnesota Legislature amended the Length of the School Year; Hours of Instruction ([Minn. Stat. 120A.41](#)) to include the option of districts utilizing e-Learning days:

- Due to inclement weather
- Up to five days in one school year.
- Counted as an instructional day and included as hours of instruction.

### **Jordan Public Schools' Online Asynchronous Learning Plan**

#### **MDE Compliant Plan Development**

Jordan Public Schools' Flexible "Online Asynchronous Learning" Plans are developed by the district administration team and then approved and shared through the following agencies:

- The Flexible Learning Plans are communicated through each building's -- elementary, middle, and high school -- *Student and Parent Handbook*.
- The *Student and Parent Handbook* is reviewed by all building teachers.
- The *Student and Parent Handbook* is presented and approved by the School Board in August before the start of the school year.
- The *Student and Parent Handbook* is published on the website for students, parents, and community members to view prior to the start of the school year.

#### **Flexible "Online Asynchronous Learning" at Jordan**

Flexible "Asynchronous Online Learning" involves online or teacher-prepared lessons that students complete when away from the physical school building. Using one-to-one 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 "Online Asynchronous Learning" Days encourage character growth in the areas of self-sufficiency, adaptability, and perseverance.

### **JPS Flexible “Online Asynchronous Learning” Goals**

- To minimize the disruption to academic progress caused with school closures by making those out-of-school days as educationally productive and engaging as possible.
- To allow JPS students an opportunity to practice the kind of online learning that is increasingly part of secondary, post secondary, and workplace training.
- To maximize the use of Jordan Public School’s one-to-one technology.

### **Flexible “Online Asynchronous Learning” by School**

**Students in grades K-4:** Students should spend time outside and with family - play games, read books, and enjoy some physical activity. Families and students may also access and work through Flexible “Online Asynchronous Learning” Activity Boards posted on each grade level website. Teachers are available via email to support student learning and connect with families.

- **Attendance:** Parents will verify attendance and call students in absent using the attendance line as needed; otherwise, all students will be assumed as present.

**Students in grades 5-12:** Students will complete assignments posted on Google Classroom, the school’s online learning platform. All assignments will be posted by 10:00am with teachers available to answer questions and support learning via email throughout the day until 3:00pm. It is understood that students will have a wide variety of responsibilities at home during Flexible “Online Asynchronous Learning” Days and that some may not have access to the internet. Staff members understand these challenges 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.

- **Attendance:** Students will verify attendance through an emailed google form that will be sent to all students from the attendance office.

**Students with Disabilities:** As required under Chapter 125A, students will have assignments designed to meet the needs of IEP/504 plans.

- Early in the academic year, the key stakeholders (case manager, parent, teacher and student) will collaborate to create the plan in an IEP meeting, other face-to-face meetings, or through email.
- On a Flex Day the classroom teacher will be the main resource for help on assignments and lessons. The classroom teacher is responsible for modifying and differentiating lessons to meet student needs. However, if a student ordinarily leaves the classroom and goes to another teacher for math, reading, or some other subject, then that special education teacher should design the Flex Day assignment for that particular area.
- When a Flexible Learning Day plan cannot completely replicate an in-session school day, efforts will be made to provide the support needed by particular students. For instance, if reading is a challenge for a student and the student has online access, the teacher may assign tasks on sites that will read text aloud.

- All assignments will be posted by 10:00am with teachers available to answer questions via email throughout the day until 3:00pm.

### **Technology Access**

Jordan Public Schools started the district's 1:1 digital device initiative for students in grades K–12 in 2013. Currently, all students grades K-12 have access to a 1:1 learning device for use at school and potentially at home.

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.

- Internet wifi hotspots are available as needed. Contact technology by calling the tech hotline at 952-492-4500 or fill out this [Technology Ticket](#).

### **Flexible “Online Asynchronous Learning” for Parents**

Parents should visit with their child's teachers regarding the expectation on Flex “Online Asynchronous Learning” Days. If required, special arrangements for students must be worked out prior to the first Flex Day. Families are asked to inform the teacher if they do not have Internet access at home since access to Google Classroom and completion of regular 5-12 assignments will require internet access by the student.

Parents, along with teachers and students, are asked to remember that Flex “Online Asynchronous Learning” Days are designed to be flexible: if a child struggles with a concept or assignment and is unable to complete the work that day, parents should remind their child to communicate with the teacher the next day about how to meet requirements. Students and parents can also reach out to staff throughout the flexible learning day for support.

Parents should contact teachers directly with any questions, concerns, or frustrations they may have regarding Flexible e-Learning Day assignments.

### **Flexible “Online Asynchronous Learning” for Teachers**

In preparation for Flexible Learning Days, teachers in grades K-12 have been asked to:

- Familiarize students with Google Classroom or the website so students will be able to access and complete any online assignments.
- Provide a timely plan, posting work for the day by 10:00am (grades 5-12).
- Plan for self-directed, independent learning with specific consideration for age and individual learning needs.
- Anticipate time requirements recognizing students learn at different paces, especially in an independent setting.
- Customize learning opportunities with a focus on supporting troubleshooting for students with digital challenges.
- Communicate with colleagues to ensure common expectations, communications, work load, and protocols. *(Reminder -- if everyone gives an hour of work to the students, that is not realistic for completion and growth.)*

During Flex Days, all K-12 teachers have been asked to:

- Check Google Classroom and/or email throughout the Flexible “e-Learning” Day from 7:30am to 3:00pm.
- Interact with students and post lessons or activity boards.
- Complete the *Flex “Online Asynchronous Learning” Day: School Closings Google Form* by 10:00am. This form will allow district administrators and staff to better answer questions from parents on student assignments or plans and will allow administrative staff to better support your own personalized growth on this day.
- Continue your work as a team or individual on professional development topics.

### Reporting Flexible “Online Asynchronous Learning” Days in MARSS

Flexible Online Learning Days will be reported as regular instructional days in MARSS A School File. The length of the school day will be reported as the same length that was originally scheduled.



**JES** System of Grading: E= Exceeds Expectations S= Satisfactory P= Progressing N= Needs Improvement. Each grade level should have a consistent method for grading and use common assessments to ensure students are mastering grade level standards. **All grades will be inputted into Infinite Campus throughout the year in order to prepare for standards based grading in the future.** Report cards will be sent home **two** times a year.

### HOMWORK GUIDELINES

It is important for children to develop good study skills at the beginning of their school career. This includes the development of good 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 on homework will vary, according to the developmental needs and abilities of each student. Please be consistent as a grade level as to how often, and how much homework you give to students. Generally speaking, Wednesdays are a night when homework should not be given, as well as on weekends in order to be mindful of family time and religious commitments. Homework should be an opportunity to extend learning outside of the classroom and allow for repeated practice. Make sure to provide clear directions and examples for students to bring home to support them, and their families, in completing the homework. If a student is consistently struggling with completing homework, be sure to investigate the cause and make every effort to resolve the issue with the child and the family before a logical consequence occurs at school.



## **IEPs, 504s AND PARENT MEETINGS**

In alignment with Special Education laws that govern our school, it is extremely important staff know and follow through with IEPs and 504s of the students in their classroom. Below are important details to keep in mind.

- If you are a member of the team that works with a student and are unable to attend a meeting, you must tell the case manager in advance. The case manager must complete paperwork to excuse you from the meeting. The expectation is that you communicate the progress the student is making in your classroom, or share data with the case manager that is needed to complete the IEP or 504 plan.
- Accommodations, Differentiation, Interventions and Modifications
  - It is the classroom teachers' responsibility to meet the needs of ALL students in their individual classroom. This can be done in collaboration with the IEP/504 case manager but ultimately the responsibility rests with the classroom teacher. Use the following [link](#) to guide your planning in this area.

## **JES PTO**

In order to strengthen effective communication between home and school, a parent group meets regularly. This group serves in an advisory role to the principal and supports JES in offering educational opportunities and materials to staff and students. All meetings are open to the public and are usually held on the first Tuesday of every month starting at 7:00 PM in the JES Lunchroom. Teachers are asked to be representatives at each meeting in order to share thoughts, provide feedback, and to show appreciation and support. Please go to the JES PTO Facebook page for more information.

## **LESSON PLANS**

Teachers are expected to have up-to-date weekly lesson plans outlined and visible in the event that a substitute is needed. Staff members may be asked to provide weekly lesson plans for the building principal. Lesson plans need to list the state standards addressed for each particular lesson and/ or unit, as well as the intended Learning Target(s).

All certified staff will need to create a substitute folder to be kept in the elementary office. The folder should contain a class list/roster, lesson plans, an outline of the daily schedule, phone code for access to voicemail, and student support and a behavior/crisis management plan specific to their classroom needs. Office staff will send an email each morning as to who will be gone for the day, who the substitute will be, or if there is no coverage for that person.

## LIABILITY

A teacher in the public schools is not liable for injuries to pupils in his or her charge unless they are caused by the teacher's negligence or failure to exercise reasonable care. To establish legal liability against the instructor, negligence must be shown to have caused or approximated the cause of the injury. Staff should never leave students unattended.

## LOCKERS

Students need to be explicitly taught how to be responsible with organizing their locker/cubbies in order to keep our school looking clean and presentable for visitors. Please emphasize this is another way to show respect for our school.



The USDA has given a waiver to extend free breakfast and lunch for all students for the 2021-22 school year. This means that all of our K-4 students are able to eat breakfast and lunch free of charge. **Students who were approved for a free or reduced lunch last year will still need to turn in the new application for this school year.**

## MULTI-TIERED SYSTEM OF SUPPORT (MTSS)



MTSS is an integrated, comprehensive framework that focuses on the alignment of systems necessary for all students' **academic, behavioral, and social success (Gibbons, 2021)**. This multi-tiered framework promotes school improvement through engaging, research-based academic and behavioral practices employing a systems approach using data-driven problem-solving to maximize growth for all (ESSA, 2015). **JES MTSS process and flow chart is being finalized; below is the district's tenants:**

- MTSS is a framework that Jordan Public Schools will use to provide targeted support for learning.
- The goal of MTSS is to intervene early so students can acquire the skills to graduate and find post secondary success.
- MTSS screens ALL students and aims to address academic, social, and behavior needs to focus on the WHOLE child.
- The primary MTSS focus has to be on Tier 1 Universal Instruction first to meet the needs of students.

## NEWSPAPER AND SOCIAL MEDIA PUBLICITY

An extremely valuable source of good public relations is the local paper and social media. Teachers are encouraged to publicize activities in their classroom or in any organizations they advise. Articles for Thursday's paper should arrive at the Jordan Independent by 4:00 p.m. on the previous Friday. If you'd like to share information about an event through social media, please contact your building administration or Elise Pickle, Communications, Marketing and Events Director, at the District Office.

## OFFICE HOURS

The JES office is open on regular school days M-F from 7:00am-4:00pm during the school year. Summer hours vary and will be posted at the main entrance during the months of June through August.



## PARENTAL CUSTODY

The school will assume, unless informed differently, that 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. **Teachers are responsible for checking their students' profile pages on Infinite Campus and noting any "flags" labeled "Custody" next to the child's name. This is an indication that a custody and/or guardianship issue has been noted on enrollment forms or shared with administration. Teachers will need to check the student's cum file and speak with administration regarding information and/or court documents.**

With many students coming from dual households, it is our responsibility to:

1. Make sure that report cards are given to both parents, if requested.
2. Try to schedule only one conference (this follows state law). If separated parents request two conferences please let administration know, and if necessary, we will try to

accommodate the request. Notification of conferences will be sent to both parents.  
3. Remember that both parents, no matter who has custody, have the right to educational data. If you have any questions regarding what to do, please let the office know and we can address the situation.

## PARKING LOTS

Please adhere to the following for staff parking procedures:

All K-4 staff members will need to park in the JHS, JES north and northwest lots of the elementary school. **The back parking lot will be designated as an Early Learning Services lot for families.** This will ensure our youngest children can safely enter the building and avoid adding more congestion to the already busy back loop. **Staff may also park in the northeast lot, however, parking spaces on the east side of the lot should remain empty for parent drop-off/pick-up.**

## POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

JES staff works diligently with students to support their social and emotional needs at school, which can have a direct impact on academic performance. The underlying theme of PBIS is teaching behavioral expectations in the same manner as any core curriculum subject. PBIS is endorsed by MDE 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 negative behavior

At JES a team of school representatives composed of administrators, classroom and special education teachers, and non-certified staff meet on a regular basis to support staff and students with following our school rules: Be Respectful, Responsible, and Safe. JES uses the language of **Recognize, Acknowledge, and Connect** as a framework for working with students.

- **Recognize**
  - Recognize the individual as a person, building a relationship prior to concern.

- Greeting students at the classroom door and during Morning Meeting
  - Noticing the person by making eye contact
  - Think about ratio of positive to negative interactions
- **Acknowledge**
  - Acknowledge the positive behavior
    - Individual J-Town Pride Passes
    - Class Passes for a whole classroom showing expected behavior
    - Weekly Pride Pass drawings to celebrate positive behaviors
    - All school celebrations for filling up the Pride Pass Buckets
  - Acknowledge the negative behavior
    - Many minor behaviors can be addressed by the classroom teacher using the following approach under **connect**.
    - Refer major behaviors to the office
- **Connect - Conversations, Consequences, and Punishments**
  - Connect students to the group
    - Does the student need a conversation, consequence or punishment in order to learn the expected behaviors?
      - If students struggle with following the school rules, they might receive a verbal warning, redirection or have a **conversation** about the incident.
      - For repeated behaviors or more serious offences, students may receive a **consequence** such as a phone call home to the child's family or a "Just Stop and Think" slip from the classroom teacher naming the inappropriate behavior and what school rule the student needs to improve on.
      - More severe consequences might necessitate a **punishment** such as an office referral and/or suspension that may require the attention of building administration. Either of these slips will go home for families to be informed about their child's behavior and will need to be signed and returned to school the next day.

### **WIN Room**

All students can learn from their mistakes by processing and fixing the results of their behavioral choices in a safe environment that allows them to learn and grow. The purpose of the WIN room is for students to take responsibility for and develop a plan to correct the behavior and assist teachers in the RAC process (outlined above). In collaboration with the staff member in the WIN room and building behavior specialist, the student will reflect and repair the relationship with the affected staff member and/or student(s). The goal is to assist students in choosing behaviors that are positive and help them to learn and succeed in the school environment.

Classroom teachers are asked to implement two interventions prior to sending a student to the WIN room. Teachers must complete a student referral and/or call the office to inform staff as to why the student is needing a break from the classroom.

JES staff may also be recognized or acknowledged for their efforts in supporting a positive school environment. They may be recognized with a Staff Pride Pass that goes into a weekly drawing for special privileges at the end of each week, or other types of acknowledgement such as a mention of their efforts in the weekly staff bulletin or building announcements.

All staff will become familiar and trained in the following Tier I practices:

### **Social-Emotional Learning and Social Thinking**

- Expected/Unexpected Behaviors
- Group Plan

### **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 at JES will be intentionally taught mindfulness practices in the classroom, and have opportunities to practice it each day as a class, in small groups, or on an individual needs basis.

### **Restorative Justice**

- Classroom Discipline Reflection Sheet
- Affective Statements
- Circles
- Restorative Questions

### **Culturally Responsive Pedagogy**

- Collaboration Contracts
- Responsiveness
  - Attention Signals

- Response Protocols
- Movement Protocols
- Discussion Protocols
- Competency
- Relevance

## Harambee

Harambee, which means pulling together, is a celebration event 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

The *Peaceful School Bus* program was designed to reduce student behavior problems on our school buses. It also creates a sense of community and responsibility among students on each bus route. We hope this program will make a child's experience on the bus easier and more enjoyable. Two times a year, students on each school bus will gather together for a 45-minute meeting during the school day. They will get to know each other and learn how to act responsibly on the bus. This program is a natural extension of our J-Town Pride efforts already in place. Bus drivers will join them in these meetings whenever possible. Seeing bus drivers, teachers, other school staff members, and parents/guardians working together, will demonstrate to students that we all care about what happens on the school bus.

**TENNESSEN WARNING** When students or staff are being questioned about a serious incident that occurred at school, the building administrator will provide the Tennessee 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 the 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).

## School-Wide Expectations

### Classroom

- Check voice level
- Be polite
- Do your best

### Hallway

- Use voice levels 0 or 1
- Hands at your side
- Face forward
- Walk
- Be aware of hallway space

### Lunchroom

- Use voice levels 0,1,2
- Use good manners
- Keep area clean
- Focus on eating

### Playground

- Use kind words
- Play safe and fair
- Listen and line up
- Keep hands and feet to yourself

### Bathroom

- Use voice level 0,1,2
- Do your job
- For soap and paper towels, use what you need
- Keep Clean
- Report Problems

### Voice Levels

- 0- Off
- 1- Whisper
- 2- Inside Voice
- 3- Playground Voice
- 4- Emergency

More Information on J-Town Pride, Mindfulness, Culturally Responsive Pedagogy, Restorative Justice, and Peaceful Bus is available on the school website.

## **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. 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 with the classroom teacher for fall or spring, thus permitting the viewing of these animals in an outside location of the school.

## **PLANNERS**

The staff, students, and parents of the Jordan Elementary School 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 a planner that is covered with the classroom supplies money submitted at the beginning of the school year. Families will be asked to pay for the planner prior to receiving it at Back to School Conferences. Planners are most effective when expectations of all three members of the partnership are fulfilled. Those expectations are listed below:

### **Staff is expected to...**

- Record 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 sign planner.

### **Parents/Guardians are expected to....**

- Sign / initial planner every evening.
- Write notes to the teacher when needed.

## PHONE USE



Students will be discouraged from using school telephones except in emergency cases. Students are prohibited from using cell phones, pagers, and other electronic/SMART communication devices (which may include SMARTwatches 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.

Personal phone conversations during student contact time will only be allowed in emergency and unexpected situations. In addition, texting should not be done during class time while supervising/instructing students. Please try to conduct your phone transactions during prep, lunch, and before and after school, as quickly as possible to avoid tying up lines. (Try to keep calls to five minutes.) Limit the use of your personal calls. Staff making phone calls should NOT tie up office phones. Please do not sit and conduct phone business in the main office.

## PHYSICAL FORCE

Corporal punishment, a violation of state law, is not to be used. Students may be restrained for the safety of the student or others. Reasonable force for the purpose of restraint or as a last resort for the protection of other people and property is the only time physical force is used with students (follow CPI procedures). Reasonable force is the necessary amount of force a reasonable person would use to stop and control a student or situation. Common sense is critical when dealing with aggressive or out of control students. Staff members must consider the totality of what is happening and what might happen if that situation is allowed to continue. It may be necessary at some point for a staff member to use some type of reasonable force to direct or control a student or students, to defuse or maintain control of an altercation or situation that may turn physical or harmful. Staff members should not use physical force for a minor infraction. If a student refuses to follow directions and is not an immediate threat to other persons,

themselves, or the school, do not touch, and seek support from administration.

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be recited during morning announcements. 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.

## POLICIES AND HANDBOOKS

School Board policies and applicable Student Handbooks referring to policy may be found via the District's website and are referenced below. It is important that all employees are familiar with the district handbooks and policies. Employees are required to review specific policies and sign the "assurance of compliance" form associated with these policies. The District office will be sending out a Google Form for you to electronically sign stating you have read and understand the policies. This is required by law. Questions or reports regarding harassment violations should be reported to:

Ranae Case Evenson, Interim Superintendent/Human Rights Officer at the District Office.

### Board Policies

- A complete list of board policies – including those being reviewed, revised, and adopted – is provided on the District website. All staff members are responsible for reviewing and understanding all board policies. Staff will need to complete a Google Form to document they have read the following policies (Assurance of Compliance Form)

Of particular importance, all staff are required to read and understand the following policies:

- o **402:** Disability Nondiscrimination Policy
- o **407:** Employee Right to Know - Exposure to Hazardous Substances
- o **413:** Harassment and Violence
- o **418:** Drug Free Workplace / Drug Free School
- o **419:** Tobacco-Free Environment
- o **420:** Students and Employees with Communicable and Infectious Diseases
- o **501:** School Weapons Policy
- o **502:** Search of Student Lockers, Desks, Personal Possessions, and Student's Person

- o **503:** Student Attendance
- o **505:** Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
- o **506:** Student Discipline
- o **514:** Bullying Prohibition Policy
- o **520:** Student Surveys
- o **524:** Internet Acceptable Use and Safety Policy
- o **526:** Hazing Prohibition
- o **529:** Staff Notification of Violent Behavior by Students
- o **531:** The Pledge of Allegiance
- o **602:** Organization of School Calendar and School Day
- o **806:** Crisis Management Policy
- o **904:** Distribution of Materials on School District Property by Nonschool Persons
- o Directory Information (*see staff and student handbooks*)
- o School Cancellation Policy (*noted in employee contracts*)
- o Student/Parent Rights Under FERPA (*see staff and student handbooks*)
- o Parents Right to Review Curriculum/Texts (*see staff and student handbooks*)
- o Telephone Numbers and/or Email addresses (*see staff and student handbooks*)
- o Asbestos Update Report (*See Health and Safety Policy and Jordan Journalist*)
- o School District Security Policy (*see Emergency Action Plan*)
- o Pesticide Application Notice (*See Health and Safety Policy and Jordan Journalist*)
- o Employee I9 Form (*refer to hiring packet*)
- o Workers Comp. Notification (*noted in employee contracts*)
- o Equal Access to Programs (Inclusive Education)
- o Student Accident Report Procedure (*see building nurse procedures*)
- o Clean Indoor Air Act (*See Health and Safety Policy and Jordan Journalist*)
- o Emergency Closing Procedures (*noted in employee contracts*)

In order to provide more specific and convenient information, the district has prepared a simple tutorial for your review regarding the following:

- Human Rights Officer

- o The Governing Board designates Ranae Case Evenseon as the District Human Rights Officer to receive reports or complaints of harassment or violence, hazing, bullying, and also responsible for coordinating Title IX and Section 504/ADA concerns. The Human Rights Officer may delegate investigations of complaints as deemed appropriate. If the complaint involves the District Human Rights Officer, the complaint shall be filed directly with the Executive Director. Katie Pekarna-Damlo 500 Sunset Drive, Suite 1, Jordan, MN 55352 Telephone: 952-492-4379 e-mail: kdamlo@isd717.org.
- Drug and Alcohol Testing for Type III Vehicle Drivers
  - o Minnesota state law includes various regulations pertaining to the transportation of students. These regulations may include, but are not limited to, required certification training, background checks, safety equipment, safety procedures, etc. The Executive Director and his/her designee shall oversee and direct the transportation program. The District reserves the right to request a Drug & Alcohol test of any Type III driver involved in an accident while operating a district vehicle. If the accident involves the loss of human life or if the driver receives a citation for a moving traffic violation arising from the accident which results in bodily injury or disabling damage to a motor vehicle, Drug & Alcohol testing of the driver is mandatory, in accordance with MN state statutes. The complete policy #709 - Transportation by School Vehicles is available on the website.
- Grievance Procedure for filing Complaint, Comment or Concern Harassment & Violence, Section 504, Title IX
  - o Any person who feels they have been inappropriately denied Section 504 or Title IX services, or have been a victim of religious, racial, sexual or other forms of harassment or violence by a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate District official designated by this procedure. The District encourages the reporting party or complainant to use the report form available from the Administrator of each building or available from the administrative office, but oral reports shall be considered complaints as well. Nothing in this procedure shall prevent any person from reporting grievances or alleged acts directly to the District Human Rights Officer or the Executive Director.
- Reprisal
  - o The District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial, sexual or other forms of harassment or violence, or a grievance for Section 504 or Title IX services, 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 grievance. Retaliation includes, but is not limited to,

any form of intimidation, reprisal or harassment.

- Hazing Prohibition Policy

- A. No student, teacher, administrator, volunteer, contractor or other employee of the District shall plan, direct, encourage, aid or engage in hazing.

- B. No teacher, administrator, volunteer, contractor or other employee of the District shall permit, condone or tolerate hazing.

- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

- D. This policy applies to behavior that occurs on or off school property and during and after school hours.

- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

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

The complete policy #526 - Hazing Prohibition is available on the District website.

- Staff Notification of Violent Behavior by Students

- o The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior in order to serve the student and protect students and staff members. The policy incorporates a written notice to assure that appropriate data are made available to school staff members and to guarantee an accurate record of data provided. Each classroom teacher of a student with a history of violent behavior will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, notice will be given by the administration to other school staff members who have a legitimate educational interest. The notice given to school staff must be in writing and must include the following: name of student, date of notice, the history of violent behavior, and a reminder of the private nature of all the data provided. The notice may include if appropriate: an explanation of what occurred in each incident, types of situations that might trigger violent behavior, successful strategies or interventions, and documents that the staff member may review to assist understanding of the student (e.g. IEP or 504 plan). The complete policy #529- Staff Notification of Violent Behavior by Students is available on the District website.

- Use of Personal Equipment

- o The District prefers that individuals do not bring their personal electronic

devices for use in the District's schools. The District accepts no responsibility or liability for the loss, theft, or damage to the devices. Individuals who bring these items to school do so at their own risk.

## PROFESSIONAL APPEARANCE



The expectation is that staff dress professionally. Unless there are special circumstances or events or if required for your position staff should avoid wearing shorts, athleisure wear, t-shirts, and ripped or torn clothes. During spirit week, teachers may dress up per the theme of the day. Staff should also wear district ID badges daily.

## PURCHASING



Teachers are asked to budget for supplies with their allocated funds, and are responsible for maintaining their classroom budget with support from the administrative assistant. Teachers should only order supplies that are a needed expense for teaching and learning at the beginning of the school year. Purchase orders will need to be submitted into SmarteR Finance by the teacher for approval by administration **BEFORE** any supplies are purchased, including items purchased with Box Top money, etc. The DO will still accept receipts for reimbursement; however, it is highly recommended that there be a PO submitted into SMARTeR in order to account for the purchase.

The Jordan School District is a tax-exempt organization. In order to exercise the tax- exempt benefit, a purchase must be made with either a school credit card or an order placed with a purchase order and billed to the school district. If a purchase is made with a staff member's personal funds (cash, personal check, or personal credit card), the purchase cannot be tax exempt and the cost of the tax will be the staff member's responsibility. The school will not reimburse for tax paid.

If a staff member makes a purchase with the school credit card (which does qualify for tax exempt status) and is charged tax, it will be the staff member's responsibility to receive credit for this tax or reimburse the School District for the charged tax out of his or her personal funds.

## RECESS

Students are expected to go outside each day for approximately 20 minutes during the

school day. Students will not go outside if:

- The wind chill or air temperature is below 0 degrees.
- The child is ill **and** has a doctor's note.
- It is raining / severe weather.

Staff may also take students out for additional recess time. **Please do not take the privilege of participating in recess away from a student unless it is a logical consequence for a poor choice they made during recess.** Please make sure to bring a radio as well as the emergency folder in case of an emergency.

## **REPORTING OF MALTREATMENT OF MINORS**

ISD #717 in accordance with Minnesota Statute No. 626.556 complies with the legal responsibilities which professional educators have for reporting suspected cases of abuse and neglect (District Policy 414).

School staff members and any employee of the Board of Education shall immediately report suspected physical or sexual child abuse to a Scott County Social Services intake worker (952-445-7751—ask for Central Intake). Verbal reports are to be made within 24 hours of becoming aware of possible abuse, with a follow-up written report within 72 hours. Staff members should notify the building principals and/or the school counselor as well.

School staff members may initially question the child to determine if the child's injuries resulted from physical or sexual abuse. Staff members should limit conversation with the child regarding any suspicions. In no case should the child be subjected to undue pressure to validate the suspicion or abuse. Validation of suspected child abuse is the responsibility of the agencies to which the school refers suspicions.

## **SCHOOL CLOSING PROCEDURES**

When school is cancelled, late, or if there is an early release, staff will be notified via email, text and/or phone call via the school messenger system. An automated phone call will be made to the numbers staff members 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).

## SNACKS



Students will have a snack time as part of their daily routine. Students may bring a snack if they so choose or take advantage of the optional snack program at school. Families can choose to sign up for this option for an additional cost. The Grab and Go option provides a healthy snack for each day for the students participating. Snacks that may be offered are fresh fruit, fruit/nutrition bars, veggies, breakfast/cereal bars, etc. The cost for the Grab and Go Snack is \$60.00 for the school year. Students in grades 1-4 can also have milk as an option for snack time (Kindergarten is free). The cost of milk for the year is also \$60.00. If this is a hardship to pay all at once, parents can contact the school office to discuss an alternative payment plan.

Please be sure the snack is a healthy snack (**more details are in the District Wellness Policy**) and does not include ingredients that other classmates may be allergic to, such as nuts. It is recommended that no candy or beverages high in sugar should be sent to school as a snack. If a student brings an unhealthy snack to school, please communicate healthier options with families. Below you will find a list of acceptable and unacceptable snacks, which can also be found in the JPS Wellness Policy.

### **Acceptable Snacks Include:**

Popcorn, Cheese and Crackers, Peanut Butter and Crackers, Sandwiches, Unsweetened Cereal, Fruit, Vegetables, Juice (Pure Fruit Juice - Not 10%), Cheese Sticks, Beef Jerky, Crackers, Graham Crackers, Muffins, Pretzels, Nuts, Raisins, Granola Bars, Banana or Date Bread.

### **Unacceptable Snacks Include:**

Fruit Snacks and Fruit Rollups, Cake and Cookies, Pudding, Potato Chips, Cheese Balls, Kool-Aid or Pop, 10% Fruit Juice (i.e. Hi-C), Marshmallows, Rice or Krispy Bars.

## STAFF LOUNGE



This area is for all staff at JES to use. We have set up a rotation to keep the lounge respectful looking by cleaning off tables, placing food into the refrigerator from staff gatherings, cleaning the microwave and checking the refrigerator for expired food at least twice a month, and making sure the sink remains clean and free from dirty dishes.

Refrigerators/freezers will be totally cleaned out by custodial staff over winter break and at the end of the school year, so please make sure to remove any personal items prior to those times.

September – Media, PE, Music, Art

February – 2<sup>nd</sup> grade staff

October – Office staff

March – 3<sup>rd</sup> grade staff

November – Paraprofessionals

April – 4<sup>th</sup> grade staff

December – Kindergarten staff

May - Special Ed staff

January – 1<sup>st</sup> grade staff

June- All Staff



## STAFF MEETING SCHEDULE

(AM Meetings, 7:20-7:50; PM Meetings, 2:55-3:25)

### Tuesday Meetings

- Building Advisory
  - 1st Tuesday (AM)
- Instructional Leadership Team
  - 2nd Tuesday (AM)
- MTSS Behavior Team (as needed based on teacher referrals)
  - 3rd Tuesday (AM)
- MTSS Academic Team (as needed based on teacher referrals)
  - 4th Tuesday (AM)

### Wednesday Meetings

- 2nd Wednesday of the month (AM): **“Nuts and Bolts” and/or Reflection-** sharing and discussion of building/district information and/or reflection of teaching and learning facilitated by Admin and/or Building Advisory Team
- 3<sup>rd</sup> Wednesday of the month (AM): **Professional Development-** facilitated by Admin and/or Instructional Leadership Team

### Thursday PLC Meetings

- Grade Level/Dept. Teams
  - Periodic informal/formal meetings with Melissa
- Meet every Thursday of the month (AM)
- SPED:

- 2<sup>nd</sup> Thursday of month-Child Study
- 4<sup>th</sup> Thursday of month meeting w/Chad (AM)
- Discussion Topics:
  - Data discussions about students (Dufour/MTSS model)
  - Sharing effective instructional strategies (Dufour/MTSS model)
  - Discussions & reflections on building/district goals (Dufour/MTSS model)

## STAFF RESOURCES

Please use the following link to access important forms needed for Jordan Public Schools. Many of these links are found embedded into the Staff Handbook as well. [Staff Resource Bank](#)

### STUDENT RECORDS/BIRTH CERTIFICATES

The school district maintains some information necessary to carry out an effective educational program for each child. Parents have the right to examine the contents of their children's records. Others having access to the records include school staff having a legitimate educational interest in the child; another school district; a college or educational institution in which the student may enroll; and the courts when a record is requested by judicial subpoena. Only with written parental consent will a student's record be available to any other party. When a student reaches 18 years of age, required consent and the rights accorded the parent shall thereafter be required of and accorded to the student. **In order for a student to be enrolled at Jordan Elementary School, we need a record of immunizations or a conscientious objection form on file by October 1<sup>st</sup> and also encourage families to submit a copy of a birth certificate.**

### SUPERVISION BEFORE AND AFTER SCHOOL

All staff should be present in the hallways before the school day and during dismissal whenever possible to welcome students and to end the day on a positive note. Certified and non-certified staff may be assigned supervision of students before or after the student day, and will be on a rotation schedule throughout the school year. Staff supervising the front doors should report by 7:45 and make sure students are entering safely in the building and going to their homeroom. Students should not be dropped off from a vehicle at the front of the building between 7:45-8:10 AM, and staff should make an attempt to remind parents of the drop-off area located at the NE lot or back of the building. Administration

should be notified if it becomes a repeated behavior, or if the parent becomes agitated and unwilling to cooperate. Staff supervising students being picked up by parents in the NE or back lots should report to those lots for duty by 2:40. If students are not picked up by 3:00, they should be brought to the office in order for the administrative assistants to call families. Because there is no formal supervision following dismissal, students should leave the school grounds immediately unless they have to stay for school related business.

## SUPPLIES

General supplies are located in the workroom and/or storage room. Other supplies are kept in the office. Teachers need to be responsible for only using what they need for their classroom and be mindful that supplies are to be shared by the entire building staff, **including copy paper. Please be purposeful in the copies you make and that they best meet the learning needs of students.** We have a limited amount of office and paper supplies that need to last the whole school year. **Please do not send students to the office for additional supplies or photocopies for instructional use.**

## SUSPENSION/EXPULSION

Occasionally, it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by MSA 127.26-127.40, more commonly known as the Minnesota Pupil Fair Dismissal Act. Under the provisions of this law, students may be suspended or expelled from school for any of the following: - Willful violation of any reasonable school board regulation. - Willful conduct which materially and substantially disrupts the rights of others to an education. - Willful conduct which endangers the student, other students, or school property. Students may be summarily suspended from school for one day by administration. Students may be suspended for two to five days by the building principal following a brief hearing in the office. Expulsions may be imposed by the school board upon recommendation by the principal. Expulsions may be for the remainder of the school year or less and may occur after the school board has held a hearing in accordance with the law.

## TEACHER EVALUATION (FORMAL AND INFORMAL)



The purpose of teacher evaluation is to improve the quality of instruction, to foster professional growth, to provide administrative support, and to view the staff member and student body in learning situations. A building administrator will formally evaluate non-tenured teachers three times per year until they earn tenure. This is typically for a duration of three years unless the teacher has earned tenure in another district in

Minnesota, in which case the duration is one year. All formal evaluations will include a pre-observation conference, observation, and a post-conference with the teacher. Written documentation will be shared with the staff member as well as filed in the district office. All tenured staff on the formal review cycle (once every three years) have the option of being formally evaluated by administration or complete a portfolio that will be evaluated by the building administrator and complete a peer review by the end of the school year. Tenured staff not scheduled to be formally evaluated will complete a peer review by the end of the school year.

It is the intention of the administration to complete a **summative evaluation for Tenured and Non-tenured teachers by the end of the school year**. During this process, the evaluator and teacher(s) will review individual professional goals and analyze the evidence of teacher impact on student growth through student data and results from the entire professional review cycle. The teacher(s) may elect to invite his/her peer reviewer to this meeting.

It is the goal of building and District administration to complete informal walkthroughs and administrative rounds on a regular basis throughout the school year. The purpose of these walkthroughs is to drop in and look for specific instructional practices, observe the overall classroom environment, and share informal feedback and ask the teacher questions to positively impact teaching and learning.

The following is the schedule for formal observations:

2021-2022	2022-2023	2023-2024
Rhea Carlson- Year 1	Non-Tenured	Non-Tenured
Kevin Sayers- Year 1		
Katie Fisher- Year 2	Leah Aamlid	Michelle Armstrong
	Shannon Aukes	Maggie Holbeck
Britt Flicek	Lauralie Axtell	Julie Holzwarth
Jason Geisel	Barb Buthe	Rachel Houle
Sarah Houdek	Nikki Carlson	Kyle Johnson
Ariane Jensen	Mike Coddington	Lauren Meyer
Tony King	Greg Dietel	Renae Milawski
Lanae McClellan	Nicole Dietz	Steph Olstad
Amanda McMahan	Tracy Eddington	Meghan Reinholt

Kimberly Pettinelli	Mindy Foyer	Cherie Stemig
Kelly Pongratz	Holly Johnson	Tammy Stensland
Gwen Schultz	Lindsay Johnson	
Drew Sinke	Kristin Kilgren	
Rachel Volbrecht	Adam Larson	
Leah Weber	Jenni McDonald	
	Molly Nefstead	
	Laura Theis	
	Haley Warden	

## TEACHER HOURS

The contracted workday is flexible from 7:20-7:45 to 3:20-3:45. Teachers should be available for meetings to start promptly at 7:20 and be in the classrooms by 7:55 to welcome and supervise students. Teachers who may arrive late on occasion should call the principal. The principal should also be contacted if a teacher needs to leave the building during the day or before their contracted day.



Volunteers, parents, guardians and grandparents may have limited access at JES. Because of student safety, we do require visitors to sign in at the office and wear a visitor's badge before visiting any classroom. If a parent/guardian wishes to visit for an extended length of time, approval from the classroom teacher and principal is required to ensure that the visit will not interfere with instructional time. Please refer to the school handbook for our district policy regarding Visitors in District Buildings.

## VOLUNTEER GUIDELINES



Due to health and safety guidelines, volunteers may have limited access at JES. 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.

## Criminal 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 the appropriate documents on the *Trusted Employees* website for a paid criminal background check**. 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 via the *Trusted Employees* website**. Please complete the form(s) if you plan on volunteering at Jordan Elementary School for the upcoming school year.

## WAGE DISCLOSURE PROTECTION LAW

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5070 or 800-342-5354.

## WEBSITE PARAMETERS

Teacher homepages are an important part of the school experience not only for current students and families but also for prospective students and parents. It is an effective recruiting and retention tool that requires some time and effort at the beginning but then can become a simple routine. It is the district's expectation that all pages are updated weekly with current information. The following are guidelines and suggestions for your teacher page.

- Welcome Page (professional bio and contact info): The JPS Marketing and Communication Specialist has already created this page using your current information
- Classroom Expectations (related to PBIS/CRT model and school rules)
- Daily Schedule
- Academics: curriculum information, assignments, and upcoming projects
- Newsletter
- Other **optional** items that can be included but are not limited to:
  - o Field Trip Information

- o Class wish list o Class highlights
- o Educational links for students and/or parents
- o Academic enrichment activities
- o Pictures of field trips or classroom experiences (if permission granted)
- o Homework Drop Box/Schoology/Google Classroom Link

## **WITHDRAWAL FROM SCHOOL**

Any student withdrawing from school will have a form completed on which the homeroom teacher will indicate the grade, materials checked in, etc. When teachers initial a withdrawal slip, this should indicate that the books have been returned. If the student has not checked in books or other materials, indicate on the form the name of the book, book number, and value. Prior to the student's withdrawal from school, please submit this form to the office for it to be fully completed and filed.

## **WORK ORDERS**

When staff has a work order for a technology or custodial request (ex: heating/ cooling, computer or phone hardware repair, electrical, etc.) staff will need to complete an online request using the *School Dude* found on the school website by clicking on Staff Login. Requests should NOT include requests for general cleaning or supplies/questions. If there is a spill in the classroom, or a student gets sick, please notify the office immediately so it can be taken care of in order to maintain a healthy learning environment.

Below is a list of the changes and additions being made in the JES Staff Handbook for the 2021-2022 school year:

#### **STAFF**

- Revised/added current JES staff members

#### **ACADEMIC SUPPORT FOR STUDENTS**

- Added clarification on teacher responsibilities for meeting the academic needs of students on IEP/504s and attached document for planning purposes.

#### **ADMINISTRATION AND LEADERSHIP TEAM SUPPORT**

- Linked in documents to clarify building and district staff members' roles and responsibilities.

#### **DISMISSAL**

- Will be continuing to have two pick-up/drop-off loops to ensure the safe arrival and dismissal of students. Revised staggered dismissal times for grade level students riding the bus.

#### **FLEXIBLE ONLINE LEARNING DAYS**

- Added revised JPS Online Asynchronous Learning Plan and new responsibilities for K-4 staff adding grade level "Activity Boards" to their Google Classroom pages on the school website.
- Removed JVA description for online learning option for families.

#### **MEALS**

- Added language regarding breakfast and lunch being provided to families free of charge due to USDA waiver.

#### **MULTI-TIERED SYSTEM OF SUPPORT (MTSS)**

- Added definition of MTSS and the tenants the district is committed to in supporting all learners.

#### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

- Added description of RAC (Recognize, Acknowledge, Connect) to help teachers reinforce expected behaviors in the classroom, as well as defining ways to "connect" students to the group plan and learn expected behaviors through conversations, consequences or punishment.
- Added recognition of staff showing J-Town Pride.
- Added WIN Room description and it's purpose in our PBIS/RAC model.
- Changed *Culturally Responsive Teaching* to *Culturally Responsive Pedagogy*

**PROFESSIONAL DRESS**

- Updated staff dress code expectations for the school year compared to last year during COVID.

**PURCHASING**

- Teachers will need to submit purchase orders to Smarter Finance rather than the administrative assistant completing orders. This is aligned to expectations for 5-12 teaching staff.

**SNACK**

- Revised cost of optional snack cart and milk to \$60.00 each (was \$50.00 for past 10 years)

**STAFF MEETINGS**

- Modified schedule of meetings from last year

**STAFF RESOURCES**

- Added link for staff to reference all of the resources accessible in our district

**TEACHER EVALUATION**

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

**VISITING SCHOOL AND VOLUNTEER GUIDELINES**

- Added language that visitors and volunteers may have limited access to the school environment.

**Additional changes will/may be needed as updated information is shared regarding health and safety guidelines.**

# Jordan Middle School



**JORDAN**  
**PUBLIC SCHOOLS**

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

## **2021 - 2022**

### **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 approximately 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 a 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, 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](http://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

<b><u>Board of Education</u></b>	Current Board of Education members and information can be found at link below:
<a href="#">Jordan Public Schools Board of Education</a>	

<b><u>Jordan Schools Policies</u></b>	Current policy information can be found at link below:
<a href="#">Jordan Public Schools Board Policies</a>	

<b><u>Jordan Middle School Staff</u></b>	Current Jordan Middle School instructional and support staff can be found at link below:
<a href="#">Jordan Public Schools Staff Directory</a>	

\*\*\*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.

If a student arrives after the start of the school day, they must check-in at the office to receive a tardy pass prior to going to their class.

**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 1<sup>st</sup> 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 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 7:45 AM unless the student has a pass to see a teacher. Once pod doors open students put items in their lockers and report to the Advisory.

### **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 7:45.

### **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.

## **BACKPACKS**

Students will be allowed to carry their personal backpack with them during the school day. The backpack should be kept in the location designated by the individual teacher depending on the needs of the classroom and day. Staff will review and reassess this following fall break. Hats and jackets should be kept in students' lockers, and cell phone policy applies as outlined in this handbook.

## **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 up 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 the 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 the 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. When picking up a student, please call the office so office staff can notify the student at a time that does not interrupt instruction.

## **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**

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. Academic integrity is important for all students. Cheating will lead to gaps in learning and lack of preparation for post-secondary opportunities. 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.
3. Sharing documents with another person for any reason other than in a group project.
4. Taking a picture of a test, homework, or other assignment to give the answers or get the answers from another.

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 for both students involved. Teachers will have the authority to determine what constitutes cheating on a case by case basis.

### **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 3:30 to 7:30 PM during two days each semester.** Below are open house and conference information for the 2021-2022 school year.

- August 25th - Family Resource Night (Open House/Curriculum Night)
- October 18th - Invitation Conferences (Digital Learning Day for JMS)
- November 18th - Open House Conferences
- February 22nd - Invitation Conferences (Digital Learning Day for JMS)
- March 17th - 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 5<sup>th</sup> 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 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 on 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 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 (3<sup>rd</sup>) 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.

- **1<sup>st</sup> 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.

- **2<sup>nd</sup> 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

## **WIN ROOM**

At JMS, we believe all students can learn from their mistakes by processing and fixing the results of their behavioral choices in a safe environment that allows all to learn and grow. The purpose of the WIN room is for students to take responsibility for and develop a plan to correct behavior. In collaboration with the adult in the WIN room and behavior interventionist teacher, the student and eventually the adult will reflect and repair the relationship. We believe that all behavior is learned and purposefully chosen to meet a person’s needs. Our goal is to assist our students in choosing behaviors that are fulfilling, without disrupting others’ needs.

## **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 7<sup>th</sup> and 8<sup>th</sup> 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 11<sup>th</sup> 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 5<sup>th</sup> and 6<sup>th</sup> graders are unchanged from their Kindergarten requirements. Immunizations for 7<sup>th</sup> 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
<a href="#">Student Discipline</a>	506
<a href="#">School Weapons</a>	501
<a href="#">Harassment and Violence</a>	413
<a href="#">Tobacco Free Environment</a>	419
<a href="#">Search of Student Lockers, Desks, Personal Possessions and Student's Person</a>	502
<a href="#">Bullying Prohibition</a>	514
<a href="#">Hazing Prohibition</a>	526
<a href="#">Student Surveys</a>	520
<a href="#">Student Attendance</a>	503
<a href="#">Distribution of Non School Sponsored Materials</a>	505
<a href="#">Unpaid Meal Charges</a>	534
<a href="#">Wellness Policy</a>	533
<a href="#">Protection and Privacy of Pupil Records</a>	515

## **Executive Summary: Jordan Middle School updates and edits for student parent handbook for the 2021-2022 school year.**

### **Ben Bakeberg, Jordan Middle School Principal**

This summary provides an overview of the changes to the JMS Student-Parent Handbook for the 2021-2022 school year. Overall, nineteen changes have been made to the handbook. Thirteen of the changes are formatting/editing and the remaining six are outlined below.

#### **Updates:**

- Updated arrival to school process to open pod doors at 7:45 am.
- Updated attendance language:
  - “If a student arrives after the start of the school day, they must check-in at the office to receive a tardy pass prior to going to their class.”
- Added to Backpacks:
  - “Students will be allowed to carry their personal backpack with them during the school day. The backpack should be kept in the location designated by the individual teacher depending on the needs of the classroom and day. Staff will review and reassess this following fall break. Hats and jackets should be kept in students’ lockers, and cell phone policy applies as outlined in this handbook.”
- Updated Cheating and Plagiarism:
  - “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. Academic integrity is important for all students. Cheating will lead to gaps in learning and lack of preparation for post-secondary opportunities. The following are the most common types of plagiarism that occur in student work:
    - Blatant plagiarism or direct copying of another’s material without acknowledging that source.
    - Plagiarizing material or using an original idea of someone else without crediting the source of the material or idea.
    - Sharing documents with another person for any reason other than in a group project.
    - Taking a picture of a test, homework, or other assignment to give

the answers or get the answers from another.

- 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 for both students involved. Teachers will have the authority to determine what constitutes cheating on a case by case basis.
- Added to Messages to Students:
  - “When picking up a student, please call the office so the office staff can notify the student at a time that does not interrupt instruction.”
- Added WIN Room
  - “At JMS, we believe all students can learn from their mistakes by processing and fixing the results of their behavioral choices in a safe environment that allows all to learn and grow. The purpose of the WIN room is for students to take responsibility for and develop a plan to correct behavior. In collaboration with the adult in the WIN room and behavior interventionist teacher, the student and eventually the adult will reflect and repair the relationship. We believe that all behavior is learned and purposefully chosen to meet a person’s needs. Our goal is to assist our students in choosing behaviors that are fulfilling, without disrupting others’ needs.

**Recommendation:**

It is my recommendation that the 2021-2022 Student Parent Handbook be approved by the Jordan School Board.

# Jordan Middle School



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

## 2021 - 2022 STAFF HANDBOOK

**Ben Bakeberg**  
Middle School Principal

500 Sunset Drive  
Jordan, Minnesota  
(952)492-2332  
[www.jordan.k12.mn.us](http://www.jordan.k12.mn.us)

Jordan Middle School Staff

<p style="text-align: center;"><b><u>JMS Office</u></b>  Ben Bakeberg – Principal  Kelly Kochlin – Administrative Assistant  Brenda Boeckmann – Administrative Assistant  Sheila Jenc– Nurse</p>	<p style="text-align: center;"><b><u>Exploratory Classes</u></b>  Kelsey Munson-Art  Kacie Altermatt – Family &amp; Consumer Science  Leo Willaert – Industrial Technology  Travis Paulsen –Technology  Paul Garlock- Technology  Kendra Olson – Spanish</p>
<p style="text-align: center;"><b><u>Grade 8</u></b>  Ashley Hyatt– Science  Ansley Peters – Social Studies  Kaylee Doherty – Language  Jenny Kusske – Math</p>	<p style="text-align: center;"><b><u>Physical Education/Health</u></b>  Colleen Chambers  Brian Heller  Anthony Kusske</p>
<p style="text-align: center;"><b><u>Grade 7</u></b>  Kelly Hyer – Science  Bruce Borowicz – Math  Tammy Randolph – Language  Darren Ripley – Social Studies</p>	<p style="text-align: center;"><b><u>Student Support</u></b>  Chelsey Meyer – School Counselor  Rachel Rydberg – School Social Worker  Lisa Ruehling –Academic Interventionist  Gina Goehring Anderson–Academic Interventionist  Rose Gulbranson - Behavior Interventionist  Tatiana Hamer - ELL</p>
<p style="text-align: center;"><b><u>Grade 6</u></b>  Heather Davis – Math  Aaron Gorath – Social Studies  Brandon Arnold– Language/Reading  Meredith Schuettpelz – Science</p>	<p style="text-align: center;"><b><u>Music</u></b>  Logan Burnside – Band  Tracy Cederstrom – Band  Tobias Thietje – Choir/Drama</p>
<p style="text-align: center;"><b><u>Grade 5</u></b>  Nathan Steele – Math  Jennifer Bahn – Language (6)/Reading  Sarah Fritzke – Language (%)  Nikki Elliott – Science  Nate Kucera – Social Studies</p>	<p style="text-align: center;"><b><u>Food Service Staff</u></b>  TBD – Manager  Tami DuGuay  Kim Krautkramer  Ann Shelton</p>
<p style="text-align: center;"><b><u>Special Education</u></b>  Sarah Curren – Speech  Becca Pauly– Life Skills  Jessica Devine Briese – EBD  Anna Pederson – SLD  Eric Reger – SLD  Rose Johnson-SLD  Laurie Schmidt – ASD  Jamie Glover-JMS/JHS School Psychologist</p>	<p style="text-align: center;"><b><u>Paraprofessionals</u></b>  Marilyn Gall  Jane Glaccum  Billie Jo Johnson  Marissa Sotelo Nguyen  Sheila Pelowski  Laurie Schanus  Joy Streefland  Amanda Nolden  Kirstin Brown  Terri Pekarna  Jill Tietz</p>

**Custodians**

John Nugent  
Norman Hull  
James Lehnen

**Media Specialist**

Gina Goehring Anderson

# JORDAN PUBLIC SCHOOLS STRATEGIC ROADMAP

## MISSION

Jordan Public Schools will:



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

## VISION

Jordan Public Schools will:



- 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



### Excellence

Relentless and intentional effort in continuous improvement



### Integrity

Doing the right things at all times with honesty, trust and respect



### Expectations

Setting a high bar for myself and others in learning, behavior, commitment and service



### Innovation

Finding courageous ways to excel through research and action



## CORE VALUES

### Collaboration

Working in partnership for shared goals



### Respect

Showing pride in who we are and celebrating our differences

## STRATEGIC DIRECTION

Jordan Public Schools will:



- Improve Student Achievement, Learning and Career and College Readiness
- Provide a safe and collaborative culture in which to learn and work
- Manage Resources (Human, Financial and Physical)
- Improve Community Connection, Satisfaction, and Engagement
- Integrate data-informed instruction, assessment and learning as a core competency in every classroom

## Purpose

This handbook was prepared for your use as a convenient guide to school policy. It should be read at the beginning of each school year and referred to as the need arises.

This handbook is not an exhaustive list of policies and procedures for JMS, therefore questions not covered by this manual or the Student/Parent Handbook should be referred directly to the Principal. Please be responsible in transmitting pertinent information to your pupils regarding policies and activities.

## Philosophy

The philosophy of Jordan Middle School is to successfully educate all students to or above their academic potential in a caring, safe, clean, and healthy environment, where students will become responsible citizens, develop self-worth and value lifelong learning. We believe the atmosphere here at JMS should be one that shows we love our jobs and are willing to go the extra mile to show our students, parents, and community members they are very important to us. We regard each individual child as important and recognize each individual's own uniqueness. In addition, Jordan students should be helped to formulate attitudes of cooperation and respect for all human beings.

We believe that the welfare of the children of this community and School District is our primary concern and this is the main reason why we are employed by our School Board. We believe it is also the duty of each teacher to meet each child at their current educational and maturity level and move them as far as their mental facilities and desires permit them to achieve.

## Mission Statement

JMS fosters a culture of belonging and inspires high expectations for achievement through instructional practices that embrace individual differences and learning styles. Our school values respect and responsibility of the school, student, home and community.

## Vision Statement

Jordan Middle School is a community of learners with challenging academics and expectations of respectful and responsible behaviors within a safe environment.

## 2021-2022 School Year Building Goal for JMS



- To be updated following data retreat
  - JMS 2021-2022 Action Plan-To be linked following data retreat

## General Information

- Know and Live your “Why” daily. Your students and colleagues deserve this.
- Build positive relationships with students and colleagues.
  - Greet students at the classroom door daily.
  - We will all have good and bad days.
    - Vent once you have voiced.
  - Not going to be friends with everyone but we need to be respectful.
- Take risks and grow as a professional!
  - When feeling overwhelmed, watch this! [Ski Jump Video](#)
- Be a positive role model!!
  - Be on time and prepared for class.
    - If we expect punctuality and responsibility from our students, we should display it.
    - Be safe, be respectful, and be responsible.
  - If we expect respectful behavior from students, our language, actions, demeanor, and dress should be professional.

- Young people will generally behave according to what they hear and see.
- Students need to know you care about them.
  - Sit them down and come up with a plan for them that will help.
  - Giving up on them and throwing them out of your class does not work for the long term.
- If you have an issue or concern, go to the source.

### [Staff Resource Bank](#)

Please use this link to access important forms needed for Jordan Public Schools. Many of these links are found embedded into the Faculty Handbook as well.



### [Academic Support for Students - Student Academic Progress Form](#)

It is the classroom teachers' responsibility to know the progress or lack of it for each student. Infinite Campus must be updated weekly in order to provide communication to families of student progress. If a student is in jeopardy of failing a class for the semester/year, teachers must communicate with families. No surprises! **If a student's progress is unsatisfactory, the following steps should be taken in the following order:**

1. Talk to the student. Work with the students to develop a plan.
  - a. Monitor the plan. If the student DOES NOT make progress, move to the next step:
2. Discuss the student at your grade level team meeting.
  - a. If you discuss a student at your grade level meeting. Call the family.
  - b. Proactively develop a plan with the parent.
  - c. Monitor the plan. If the student DOES NOT make progress, move to the next step:
3. Refer the student to the MTSS team for further support.
  - a. Complete needed information for MTSS team.
  - b. MTSS team will identify a TIER 2 intervention to support the students needs.
  - c. Staff implement and monitor student progress per the plan developed.



### [Accommodations, Differentiation, Interventions and Modifications](#)

It is the classroom teachers' responsibility to meet the needs of ALL students in their individual classroom. This can be done in collaboration with the IEP/504 case manager but ultimately the responsibility rests with the classroom teacher. Use the following [link](#) to guide your planning in this area.

### [Advisory](#)

The purpose of the Jordan Middle School advisory program is to strengthen student connectedness to the school community. **Grade levels will determine the schedule and all members of the team will follow the schedule.** There are three parts to the advisory program.

Parts of JMS Advisory Program	Staff Responsibility	Student Responsibility
<ul style="list-style-type: none"> <li>● Character Education/Ramp Up/PBIS</li> </ul>	Deliver prepared curriculum. This will be developed as a grade level team or building need.	Participate in discussion

<ul style="list-style-type: none"> <li>Academic Coaching</li> </ul>	Meet with each student weekly about progress.	Homework/read while others meet with the teacher.
<ul style="list-style-type: none"> <li>Community Building</li> </ul>	Engage in community building with students.	Engage in community building with advisory.

Weekly Schedule (Grade level teams may adjust days of activity based on need)

Weekly Schedule	Activity	Resources
Monday	Character Education	Developed by grade level team/Student Support Staff
Tuesday	Academic Coaching	Infinite Campus
Wednesday	Ramp Up/PBIS	Link to Resources will be provided
Thursday	Academic Coaching	Infinite Campus
Friday	Community Building	Developed by grade level team

Monthly Schedule	Monthly Theme	Resources
September	Community	Link to Resources will be provided Take 5 to save lives - Suicide Prevention Month
October	Kindness (Self and Others)	Link to Resources will be provided Kindness in Chalk
November	TBD	Link to Resources will be provided
December	Gratitude	Link to Resources will be provided
January	TBD	Link to Resources will be provided
February	TBD	Link to Resources will be provided
March	Mental Health Awareness	Link to Resources will be provided
April	TBD	Link to Resources will be provided
May/June	TBD	Link to Resources will be provided

### **WIN-(What I Need)**

- WIN is a dedicated time during the school day for students and staff to collaborate and connect.
- Students will be assigned to a “WIN” class on their schedule. Teachers are expected to take daily attendance.

- Once students have checked into their assigned “WIN”, students will have the option of choosing different activities to engage in.
  - These activities may be:
    - **Academic** (reteaching of a lesson, meeting with a teacher, ect.)
    - **Exploratory** (technology, fitness, etc.),
    - **Required** (failing classes, missing work, intervention).

## Accidents

- **Students:** All accidents or injuries incurred during the school day or on school grounds must be reported to the principal's office by the teacher in charge. Keep the following in mind:
  - Make sure you do not leave a group of students unsupervised so negligence can be proved in case of an accident.
  - Actively supervise students. Move around in the hallways and on the playground.
  - If a student is injured, the teacher in charge must fill out an [Accident Report Form](#). These forms are also filed in the middle school nurse’s office.
- **Staff:** If you are injured on the job it is mandatory you call the 24/7 nurse care line at 1-844-322-4668. They will assist with determining the seriousness of the injury and what treatment is needed.
  - If the care line nurse determines medical treatment is needed, they will facilitate the process by calling the medical provider, notifying them the employee is coming in and providing the details of the injury.
    - We will continue to have clinics setup where all non-emergency claims will initially be treated. Clinics are posted in the buildings.
  - If the employee does not need medical treatment, the care line nurse will provide a call back number in case there are any changes.
  - In case of a medical emergency, take care of the employee first by calling 911. After the employee has been taken care of, immediately call the nurse care line so they can contact the hospital and assist with the claim.
  - Once you have completed the nurse line call, please complete the Accident Report Form. Please send the completed Accident Investigation form to Katie Pekarna-Damlo in the District Office within **24 hours** of the accident

## Activity Nights

Activity nights will be offered and divided by 5th/6th grade and 7th/8th grade. Activity nights will be planned by the JMS Student Council.

- Appropriate dress and behavior is expected, and all school rules and regulations will be enforced.
- Only students enrolled at 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.
- Once doors are locked, students will not be admitted.
  - Students cannot leave the activity night and re-enter. Use good judgment on this.

- Advisors must be present and actively supervising along with designated chaperones. One adult must be near the door with the student ticket sellers. Bathrooms must be checked frequently.
- Chemical, alcohol, or tobacco use must be reported at once to the advisor in charge. This person will inform the principal of details.

### **Administration (Student/Family/Staff Support Roles)**



- [JMS Student/Family/Staff Support Roles](#)
- [District Student/Family/Staff Support Staff](#)

There is a chain of command to be followed in requesting something via the administration. First go to the principal and if not satisfied, then to the superintendent.

### **Advertising and Solicitors**

Endorsing any commercial product is not allowed. **NO** agent or salesman shall be permitted to discuss personal business affairs during the school day, except on the direct authorization of the Administration.

### **Announcements**

In order to maintain instruction time, communications regarding activities, athletic contests, concerts, “special days,” game results, or general announcements affecting the school day will be made in one of the following ways:

- Morning Announcements (Made at 8:00 AM)
- Television Announcements (Updated throughout the school day)
- Special Afternoon Announcements (Only made for that day)
- JMS Daily Bulletin
- Email to all middle school staff
  - It is important that staff read and understand this communication to avoid unnecessary meetings.

### **Assemblies and Pep Fests**

Teachers are expected to attend and sit in the bleacher area and supervise their advisory class or grade level they work with. All staff are expected to supervise during assemblies.

- Seating will be done on a first come basis in your grade level location.
  - Please have your advisory class move to the highest available row and slide students to the right or left to fit as many students as comfortably on an individual row.
  - **Dismissal will begin with students sitting on the floor and then proceed from the top of the bleachers down to the front row.**
- During the assembly program, teachers will be expected to address students displaying inappropriate behavior and if necessary, discuss with an administrator afterwards.

STUDENTS CONTINUING TO DISPLAY INAPPROPRIATE BEHAVIOR AT ASSEMBLIES ARE TO BE SENT TO THE ISP ROOM.

### **Attendance**

Attendance will be taken during the beginning of each class period. Office staff will do a follow up on students who miss an hour or part of a day. **If the attendance policy is to work, everyone needs**

**to be consistent.** The student/parent handbook states students have two days to make up the 1<sup>st</sup> day's work, and one day on subsequent days missed.

### **Building Security Alarm**

If you are accessing the building during one of the times listed below, you must follow the procedure so you do not set off the building alarms. A tutorial video will explain the simple procedures that must be followed.

In the unlikely event the system fails and an alarm sounds, YOU MUST CALL the alarm company at [1-800-927-6840](tel:1-800-927-6840) (CRC Monitoring). You will state your name and explain the situation to the operator. Provide the password of **JPS717**. This password is the same for all buildings and should remain confidential to district employees.

Live alarm hours for ALL BUILDINGS:

- Monday – Friday: 10PM - 5AM
- Saturday – Sunday: 24 hours
- Holidays: 24 hours

*Special Note: You must be out of the buildings by 1:00AM as the system automatically rearms.*

- Door location for entrance/exit during alarm hours (must use these doors):
  - JES: ELS (Early Learning Services) entrance
  - JMS: Back entrance by the mat room (Door 5)
  - JHS: Loading dock entrance

Security Alarm Tutorials

- JMS > [bit.ly/JMS\\_security\\_1617](https://bit.ly/JMS_security_1617)

### **CERC/Weight Room/Track**

Any student using the weight room or track must be under the supervision of a staff member.

### **Classroom - Flexible Space Checkout Form**

Jordan Middle School operates under a non-classroom ownership model. This means most teachers are NOT assigned their own classroom. Each staff member is assigned a space in one of the three Professional Learning Community spaces in the building. Staff members are welcomed and encouraged to personalize these spaces. Classroom usage is based on the instructional need for the day.

You are responsible for the condition of the space and equipment you use. When you leave at the end of the day, make sure all lights are turned off, windows are closed, doors are locked, the room is secure, and garbage is outside of the classroom. Periodically, clean desk-tops off or make arrangements for custodians to do so.

Notify custodians of items that need repair via the [SchoolDude](#) System. Furniture is not to be moved without permission of the administration.

## 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 3:30 to 7:30 PM during two days each semester.** Below are open house and conference information for the 2020-2021 school year:

- August 25th - Family Resource Night (Open House/Curriculum Night)
- October 18th - Invitation Conferences (Flexible Learning Day for JMS)
- November 18th - Open House Conferences
- February 22nd - Invitation Conferences (Flexible Learning Day for JMS)
- March 17th - Open House Conferences

## Cooks/Food Service

The cooks are an invaluable part of our school. They keep our students and staff well-fed, but receive little recognition. Please make their job easier by respecting their area. Stay out of the kitchen, do not ask for favors, and let them know how much we appreciate them.

- **If your class is not eating because of a special activity, please let them know 1 week in advance!! (See field trip checklist)**

## Coaches and Advisors

Jordan School District's philosophy maintains the importance of a well-rounded curriculum, including the activities program, for all students. **It should be remembered your program is only a part of the total educational program, and not the program in itself.** Communicate to your groups the goals to be gained from participation and concern yourself with the physical, mental, moral, and emotional growth of the students. The coach/advisor is responsible for all levels in that activity.

**All coaches/advisors need to continually talk to their students about the importance of maintaining good grades.**

- **Scheduling of school events**
  - All activities involving middle school students or faculty must be scheduled through the Community Education/Activities Director's office.
- **Out of Town Events**
  - Students representing the school in out of town activities will travel to and from the events in school sanctioned transportation.
  - Students must return with the team unless a prior note signed by a parent/guardian is given, or the parent/guardian visits with the coach for approval.
  - A supervisor must travel with the students and attend all out of town functions.
- **Passes to School Events**
  - Complimentary passes to local athletic events and other local extracurricular activities will be given to members of the Jordan School Staff. **These passes are good for one plus one.**

## **Custodians**

The custodians provide a valuable service to the smooth operation of our school. As a staff we must model respecting the school and grounds.

- All maintenance requests must be submitted via the [SchoolDude](#) system.
- As with all staff, treat custodians with courtesy and respect.
- Do not borrow their equipment without asking.
- Help the custodians by reminding students to keep the school nice and neat.
- Anything they are kind enough to loan **must** be returned in good condition as soon as you are finished.

## **Credit Card**

A district credit card may be used for school related purchases.

- Prior approval is required for all purchases.
- Get and return the Jordan Middle School credit card from the middle school office. (See Purchasing)

## **End of Year Procedures**

At the close of the school year, all staff members will complete the Teacher/Staff Checkout. Check out form will be emailed to staff in May.

## **Facilities Usage - Facilities Application**

Throughout the year, activities will be scheduled after school hours in the building and across the district. ***All events after hours must be scheduled through the Community Education Office to avoid conflicts.***

- Space is scheduled at the discretion of Community Education.
- A calendar of the entire district will be communicated via the Community Education Office and on the JMS Staff Weekly Bulletin.
- Use of facilities and equipment for personal or outside activities will not be permitted without prior approval of the Administration.
- **Doors must be locked, areas cleaned (better than you found it), and the lights turned off when you leave after an activity.**
- Students should never be left in the building unless they are supervised.

## **Flexible Learning Days Plan**

### **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 out-of-school days as educationally productive and engaging as possible.
- To allow JPS's grades 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 some 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 Google Classroom, 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 some may not have access to the internet.
    - Staff members understand this and will be flexible with those situations. However, the expectation is students will complete the work in a timely manner as agreed upon 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 Flexible Learning is expected?

- If school is cancelled, families, teachers and students will receive an announcement regarding 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.

### How can parents and guardians help support student success with Flexible Learning?

- Parents should visit with their child's teachers about how Flex Days will be handled for their classes and work out special arrangements, if needed, for a particular student prior to the first Flex Day. Families are asked to inform the teacher if they do not have Internet access at home since access to Google Classroom and completion of regular 5-12 assignments will require Internet access by the student.
- Parents of students in grades 5-12 are encouraged to access Google Classroom through the parent portal. Parents are welcome to contact the school for help in setting up their parent account.

- Parents, along with teachers and students, are asked to remember that Flex Days are designed to be flexible: if a child struggles with a concept or assignment and is unable to complete the work that day, parents should remind their son or daughter to communicate with the teacher the next day about how to meet requirements.
- Parents should contact teachers directly with any questions, concerns, or frustrations they may have regarding Flexible Learning Day assignments.

### **How can teachers help support student success with Flexible Learning Days?**

In preparation for Flex Days, JMS and JHS teachers have been asked to:

- Anticipate time requirements recognizing students learn at different paces, especially in an independent setting.
- Provide a timely plan, posting work for the day by 10 AM.
- Be present on Google Classroom and email to answer student questions during the Flexible Learning Day from 10 AM - 3 PM.
- Plan for self-directed, independent learning with specific consideration for age and individual learning needs.
- Customize learning opportunities especially in troubleshooting student challenges.
- Communicate with colleagues to ensure common expectations, communications, and protocols.

### **What is required of teachers during Flexible Learning Days?**

During Flex Days, teachers are asked to:

- Check Google Classroom and/or email throughout the Flexible Learning Day from 10:00 AM to 3:00 PM.
- Complete the [Flex Learning Day: School Closings Google Form](#) by 10:00 AM. This form will allow district administrators and staff to better answer questions from parents on student assignments and will allow administrative staff to better support your own personalized growth on this day.
- Continue your work as a team or individual on professional development topics.

### **Fire Drills/Tornado/Emergency Response Drills**

- [Full Plan with Scenarios \(Linked in Google Classroom\)](#)
- [Universal Procedures-Presentation](#) (Goes in Sub Folder)
- [EAP Resource Link](#)



The State of Minnesota requires we have several fire and emergency response drills each year. We are also mandated to have tornado drills during the year. These drills will be held periodically throughout the school year. Be sure your classroom has the exit route sheet posted so students know where to leave the building during a fire.

Be sure to know and understand the district emergency action plan. In the case of a true emergency situation, adults and students will need to think critically and react to the situation they face.

### **Fire Drill/Emergency**

Are you supervising students at the time of the drill?

- If yes, follow the plans outlined in the EAP.
- If no, report to the front door by office to receive your support assignment during drill.

### **Fundraising Activities**

All fundraising activities must have the prior approval from the principal. Fundraising activities carried on through the student body and the community must be related directly to school activities. *Money must be counted and turned in daily.*

A financial accounting form must also be turned into the office at the end of the fundraiser. Fundraisers involving food will have to restrict their sales to times other than the lunch periods. Fundraisers that are not school connected will not be conducted during school hours in school.

### **Field Trips**

All field trips must follow the [Field Trip Checklist](#) in order to be approved. This is to ensure student safety and to ensure all parties are aware of the trip. All chaperones must have completed a background check prior to the trip. Below is the process used to receive chaperone approval. The chaperone must complete and pass the volunteer background check. Please use this process for all field trips that require a chaperone.

- Teachers will **make a copy** of the [Field Trip Chaperones Google Spreadsheet](#) and share it with Katie Pekarna-Damlo. Save it as Field Trip Chaperones - (Field trip location and date of field trip)
- Teachers add the chaperone information to Google Spreadsheet.
- Katie will add an "x" to the Google Spreadsheet if the chaperone has completed and passed the background check.
- Katie will request to have Trusted Employees email the electronic background check application to anyone on the list that has not completed the background check.
- The fee for a volunteer background check is \$11.00.

The cost of the trip communicated to families must include the TOTAL cost of the trip. Money collected must cover the **entire** cost of the trip.

### **Grading**

Grades at JMS are issued at the end of each semester. The class record book is school property and is to be returned at the end of the school year. The counseling department will inform you of specific dates and times that grades need to be in by. Grading deadlines must be followed at all times. ***Infinite Campus is expected to be updated on a weekly basis.*** Keep parents informed of any academic or behavioral concerns.

The following grading scale will be used for reporting grades:

A	94%	C	73%
A-	90%	C-	70%
B+	87%	D+	67%
B	83%	D	63%
B-	80%	D-	60%
C+	77%	F <	0%

\* Incomplete (I) grades should be avoided if at all possible and require the principal's approval to be given. Incomplete grades must be completed within two weeks of the end of the marking period. No credit will be received for any coursework not completed within the designated time. *Teachers are expected to follow-up concerning incompletes with the counselor.*

- **LONG TERM PROJECTS**

- For the success of students and parent involvement, long term projects need to be divided into manageable checkpoints that are graded and reported into Infinite Campus.

- **REPORT CARDS**

- Grade reports will be sent by mail approximately 3-5 days following the end of the semester. Updated reports will be used at conferences. Grading windows will be communicated through the counseling department. Teachers need to enter final grades at the completion of the school year for all classes.

- **LESSON PLANS**

- The principal of the school will reserve the right to periodically ask to see your lesson plans. In case of your unexpected absence, plans should be available on your desk when you leave at the end of the day.
- **Tenured Teachers**
  - Tenured staff are not expected to turn in weekly lesson plans. It is expected tenured teachers follow the above process.
- **Non-Tenured Teachers**
  - Teachers in their first year of service at JMS will turn in weekly lesson plans to the principal electronically.

### Guest Speakers

- When a guest speaker is brought in to speak to students, the following [Guest Speaker Prior Approval Form](#) must be completed and the following procedures followed:
  - Prior administrative approval.
  - Message connected to current content/standards.
  - Staff members in the classroom must ensure the speaker's message stays in line with the approved message.
  - Staff members in the classroom must ensure the speaker's message is in line with the mission and vision of the district.

### Honors Classes/Remedial Courses

- Honors courses are not offered as a result of budget reductions.
- As part of the registration process, staff will offer feedback for the placement of students into remedial courses. Final placement of courses will be made by the building principal.
  - Please reference JMS Remedial Course Requirements in grade level registration manual for the criteria:
    - [5th Grade Registration Handbook](#)
    - [6th Grade Registration Handbook](#)

- [7th Grade Registration Handbook](#)
- [8th Grade Registration Handbook](#)



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- If concerns arise about a student’s performance, the parent should be communicated with PRIOR to communicating with a child.

### IEPs, 504s and Parent Meetings

In alignment with Special Education laws that govern our school, it is extremely important that all staff know and follow through with IEPs and 504s of the students in their classroom. Below are important details to keep in mind.

- A minimum of one teacher per team is required to attend IEP and 504 meetings.
- If you are unable to attend you must tell the case manager in advance. The case manager must complete paperwork to excuse you from the meeting.
  - What do I do as the grade level rep at an IEP meeting?
    - Team members must provide the attending team member with current data on the student’s progress for all academic areas to be shared with families (progress reports, information regarding IEP goals, updates and accommodations, etc.)
  - [Roles of IEP team members](#)
- **Accommodations, Differentiation, Interventions and Modifications**
  - It is the classroom teachers’ responsibility to meet the needs of ALL students in their individual classroom. This can be done in collaboration with the IEP/504 case manager but ultimately the responsibility rests with the classroom teacher. Use the following [link](#) to guide your planning in this area.

### Liability

A teacher in the public schools is not liable for injuries to pupils in his or her charge unless they are caused by the teacher's negligence or failure to exercise reasonable care. In order to establish legal liability against the instructor, it must be shown that he/she was negligent and because of this negligence, caused or approximated the cause of the injury. **NEVER LEAVE STUDENTS UNSUPERVISED.**

### Lunch (See Schedule) & Breakfast (7:25 AM - 8:00 AM )

Students and staff must all eat during the scheduled lunch times to respect the food service staff time. Please put money into your account at the start of the year or pay for your lunches daily. All students/staff need to make sure they maintain a positive balance in their lunch accounts.

### Lunchroom Process/Procedure

Jordan Middle School will operate three lunch shifts. Below are important details for staff to be aware of during lunch:

- JMS will operate three lunch periods.
  - Follow lunch schedule.
- Students will walk with a staff member to lunch and go directly to the lunchline.
- Students will punch in their student ID number to pay for lunch.
- Each morning, staff will take lunch count in Infinite Campus so food service can plan accordingly.

- Snack Bar will be available when staffing levels allow Food Service staff to open.
- Once students have eaten and their area is clean, they can go outside supervised by a lunchroom supervisor.

### Mail

Mail will be put in the mailbox assigned for each staff member in the workroom. Please check your mailbox daily.

### **MTSS (Multi-Tiered System of Support) (Formerly Rtl)**

- [MTSS Behavior Processing Flow Chart](#)
- [MTSS Academic Processing Flow Chart](#)
  - A framework for assessment of student performance
    - [Universal Screening of Students](#)
    - [Progress Monitoring](#) of Students receiving TIER 2 support
    - Review of student performance
  - Effective instruction and intervention
    - Minnesota Academic Standards work
    - John Hattie's Work of Effective Practice
    - Positive Behavior Intervention and Support
    - Culturally Responsive Teaching
  - Using data to make informed decisions
    - Utilization of Student Data (Data Warehouse)
      - Attendance
      - Discipline
      - Engagement Summary
      - Formative and Summative Assessment Data
      - Data Teams, Times, Common Meeting Agenda



### Money

All money earned by any class or organization of the school must be turned into the office on the day it is collected, for which a receipt will be given. ***Don't leave money in a desk drawer or purse. Money should be turned in each day.***

### Parking

Staff members must park in the school parking lot north of the building, not the CERC parking lot. Please do not park cars in the fire lane or behind the building. **Never prop doors open. DO NOT PARK IN FRONT OF THE BUILDING!! This is for buses only.**

The Board of Education has passed a resolution regarding enforcement of all traffic regulations and parking zones in compliance with Chapter 123 of the Minnesota Statutes. The local police have been asked to enforce these regulations.

### Passes

Any time a student is in the building during school hours and not in class, he or she must have a pass signed by a teacher, administrator, or secretary. Students are not allowed to be out of class at any time without a pass signed by a teacher stating the purpose for being outside of the classroom. Any student out of class during class time without a pass should be sent to the Office. Teachers may not give students permission to leave the building! That must be obtained from the Middle School Office, and students must sign out.

### **Power Failure**

If a blackout should occur while school is in session, the following procedures are to be put into effect:

- All students and teachers in rooms with windows are to stay in their assigned rooms.
- Students in rooms with emergency lighting are to remain in their rooms.
- All teachers on prep are to help with supervision of students as assigned by the administration.
- All teachers in rooms without windows will have their students go to the commons area for further direction.
- Students must be kept together.

### **Public Relations**

The community of Jordan is located in a competitive area for students. Therefore, we will and must highlight excellence whenever possible through whatever means possible as a way to continue to build our student body. "Praise in public, correct in private."

- **Staff**
  - We as a staff are the most important proponents of the school and district. Therefore, we must communicate to all in a positive manner. Negativity will derail the mission and destroy the culture of the school.
  - When a concern arises, follow the appropriate channels to get your concern addressed.
- **Google Classroom/Website**
  - Electronic communication with parents has become an important part of the school experience for not only current students/parents but also for prospective students and parents. It is an effective recruiting and retention tool that requires some time and effort at the beginning but can become a simple routine. It is the district's expectation that all teachers will use Google Classroom to keep parents and students informed about assignments. Google Classroom will also be the key component for flexible learning and no sub days when we do not have or have limited substitute teachers.
  - The following should be included on Google Classroom:
    - Setup of Google Classroom must follow this template to provide consistency for families and fellow staff.
      - [Video Template Overview](#)
    - Folders organized by courses.
      - Course folders should include units labeled with a clear title and dates the unit spans.
      - ***Seperate folder for Flexible Learning Days***
    - Calendar with assignment due dates
    - Syllabus/Syllabi and classroom expectations
  - Optional items that can be part of course folders include but are not limited to:
    - Presentations (PowerPoint, Prezi, etc.)



- Links
    - Videos
    - Assignments/quizzes to be completed digitally
    - Curriculum information
    - Newsletters
    - Field trip information
    - Extra-curricular related to the program – i.e. pictures of field trips or classroom experiences
    - Student educational links
    - Parent educational links
    - Academic enhancement activities
    - Class highlights
  - **School Website** pages should include the following:
    - Syllabus/syllabi for courses including classroom expectations and grading procedures.
    - Link to Google Classroom
- **Newspaper**
    - An extremely valuable source of good public relations is the local paper. Please publicize activities in your classroom or in the organization that you advise. Articles for Thursday's paper should arrive at the Jordan Independent by 4:00 p.m. on the Friday before. Email these to the principal for review and the principal will forward to the Jordan Independent.
  - **Social Media**
    - Review ISD 717 Policy [524.1 Social Media Policy](#)
    - As part of the digital age, staff are encouraged to highlight grade level activities via social media. Communication is to be in a positive and respectful manner.
    - Contact Elise Pickle at [epickle@isd717.org](mailto:epickle@isd717.org) / 952-492-4408 to establish district social media accounts.
    - ***It is not advised to be “friends” with students on Social Media.***
  - **Building Tours**
    - Building tours will be done to promote the excellence happening at Jordan Middle School and the district. Please continue your normal routine unless otherwise noted. At times staff will be asked to help prepare or “stage” the building for special events. Whenever possible, tours will be highlighted on the weekly News and Notes.
  - **External Communication to Families (Branding Expectations)**
    - All external communication from school staff must be professional and follow [The Jordan School District Visual Identity Brand Manual](#). The program is composed of a system of coordinated graphic elements, including a district logo, athletics logo, and a specific color palette.
      - [Jordan Middle School Generic Letterhead](#) - (Make a Copy)
      - [Jordan Middle School Principal Letterhead](#) - (Make a Copy)

- This is to ensure a consistent and professional image is presented to families so families can focus on the message and not the manner in which the communication is sent.
- If you have any questions about how these logos are supposed to be used, please reference the school district Brand Manual below or contact Elise Pickle at epickle@isd717.org / 952-492-4408

## **Purchasing**

**All purchases need to have prior approval and a purchase order from SMART (Region) before any purchases are made.** The reason for this procedure is to have staff and administration more aware of their budgets and where their budget dollars are being spent. No items should be purchased without prior approval.

Below are the procedures that should be followed:

1. Staff complete GOOGLE DOC REQUEST FORM – (found on District Website under Staff Links) and submit form to building administrative assistant - requests should include a detailed listing of all items being purchased.
2. Administrative assistant enters PO information into REGION (SMARTer Finance) and routes for the proper approval from the administrator.
3. Once approved, the administrative assistant will print out the purchase order.
4. The administrative assistant will place the order via credit card (online or phone) or fax/mail PO to get invoiced at a later date.

### **Items to be aware of:**

- Purchase orders are not needed for purchases made from a local merchant where the school district has a charge account - the staff member needs to make sure the administrator is aware of the purchase prior to the purchase being made.
- Local merchants where the school district has a charge account are:
  - Rademacher's
  - Ace Hardware
- The Staff member needs to turn in a detailed receipt to the administrative assistant immediately upon return.
- Budget account codes need to have funds available before a purchase order will be approved. If funds are not available in the account code, a budget transfer will need to be done from an account code that has funds available.
- The purchasing procedures also need to be followed for purchases made with the district credit card.
- Purchases made with the district credit card should be done by the building administrative assistant or administrator – the purchaser will need to ensure sales tax **is not** charged. If sales tax is charged, it will be the purchaser's responsibility to get that money refunded or to reimburse the district that amount.
- If a staff member wishes to take the credit card to a store, such as Walmart, JoAnn Fabrics, etc., the purchasing process still needs to be followed before making the purchase. Staff should use an estimated dollar amount when filling out a request. Receipts need to be turned into the Administrative Assistant immediately upon return. It is best practice to get a Sales Tax Exempt form to take with to the store.
- Please note it is not appropriate or acceptable for any employee to write down the number of

the credit card to be used for later purchases as this compromises card security.

- Purchases made with the district's Amazon account need to have a purchase order first. If a purchase order number is not entered on the Amazon order, Nicky in Accounts Payable has the authority to cancel that order.

### **Staff Work Day/School Day**

School starts at 8:00 AM and dismisses at 3:00 PM. Per the Master Agreement, a teacher's work day spans eight hours. A teacher may "flex" his/her day to encompass an eight (8) hour block (ie: 7:20 – 3:20 or 7:45 – 3:45) with the understanding that when morning meetings at 7:20 AM are scheduled, he/she is responsible for being at the meetings at the designated time and the flex option is not available on the designated meeting dates.

Wednesday is designated as family night at Jordan. ***LIMIT THE HOMEWORK ON THIS NIGHT!!*** All practice and activities will end at 6:15. There will be NO school activities on Sunday without prior approval of the administration.

### **Schedules**

- **Bell Schedules**
- **Master Schedule**
- **Friday SOM/Enrichment Schedule**
  - October 1st-Homecoming
  - October 20th-(Wednesday before Fall Break) -SOM
  - November 24th-(Wednesday before Thanksgiving)-SOM
  - December 22nd-(Wednesday before Winter Break)-SOM
  - January 20th-(End of S1)-SOM
  - February 11th-(Early Release Day)-SOM
  - March 24th-(Last day before spring break)-SOM
  - May 6th-(Early Release Day)-SOM



### **Schedule Changes**

- All schedule changes must be done through the Counseling Office and approved by the counselor and building principal.
  - Use the following schedule change request form.

### **Secretaries**

While the secretaries are happy to help you in any way they can, please remember much of the day to day operations of the school are in their hands. Their work is assigned by the administration.

Please be considerate and abide by the following rules:

- Do not give them material to copy off for your class.
- Respect their break and lunch times - save your questions for when they are back at their desks.
- Respect their space if they are on the phone.

### **Study Halls**

It is important that the study halls be run efficiently and discipline be maintained. Please use the following procedures:

- Have an up-to-date seating chart.
- Take attendance, excuse those with special passes, those going to the restroom, library, etc. (No more than one at a time to bathroom)
- Check passes of students when they return.
- Do not remain seated, move about the room.

- Check the condition of the room before the bell rings.
- Do not leave the study hall unattended at any time.

### **Staff Absence**

When you are ill and unable to come to work, please make sure you call in by **6:00 AM** to our sub calling line (Teachers On Call/Kelly Services) so a substitute can be secured for your classes.

### **Substitute Teachers**

- Substitute teachers are extremely important to us and are hard to get. When a teacher has a sub, they should be treated with courtesy and consideration. Always leave detailed lesson plans if you know in advance you will be gone. Remember -- be organized at all times in case of unexpected absences. Follow through on any notes regarding discipline problems the sub may have left. We want our subs to want to come back. Please help in any way you can.



### **Staff Dress**

The expectation is that staff dress professionally. Unless there are special circumstances or events or if required for your position staff should avoid wearing shorts, athleisure wear, t-shirts, and ripped or torn clothes. During spirit week, teachers may dress up per the theme of the day. Staff should also wear district ID badges daily.



### **Staff Committees - [Committee Sign Up](#)**

All Staff will serve as a member of at least one committee during the school year. Committee assignments will be finalized during teacher workshop week.

### **Staff Meetings**

Meetings are held following the below schedule with all meetings beginning at 7:25 AM unless otherwise noted. Please contact the building principal when unavoidable conflicts arise which will prevent your timely attendance at any announced meeting. **Teachers are asked to have classroom doors locked when they are out of the area.** Locations of the meetings will be announced via weekly update.

Week of Month	Week 1	Week 2	Week 3	Week 4
<b>Monday</b>				
<b>Tuesday</b>	All Staff Meeting	Faculty Council	MTSS Staff Development	PBIS
<b>Wednesday</b>				
<b>Thursday</b>	Team Meeting	Team Meeting SPED	PLC Meeting	Team Meeting • Data Meeting SPED (Chad)
<b>Friday</b>	Positive Cup	Positive Cup	Positive Cup	Positive Cup

### **Student Handbook**

Staff are expected to know, understand, and enforce the policies and procedures outlined in the [Parent/Student Handbook](#).

## Teams

- **Professional Learning Communities**
  - All staff will take part in a professional learning community made up of their peers to assist in professional development and growth.
  - [PLC Teams](#)
- **Grade Level Teams**
  - All staff will be active members of a grade level team to discuss instructional planning, practice, and student needs.
  - [Grade Level Teams](#)

## Telephones

Telephones are maintained for conducting school business. Since we only carry so many lines, please limit personal calls. ***Teachers should not be in the habit of using their cell phones during work hours for personal business.***

Messages will be taken on incoming calls unless it is an emergency or the office is previously notified you are expecting a call. Likewise, if there are calls you do not wish to receive (such as sales calls) feel free to notify the office and we will screen those calls.

## Testing Schedule - Testing Schedule Link *(Will be updated following the Data Retreat)*

Standardized testing is conducted three times per year. This data provides helpful information in planning instruction and reviewing programming.

## Textbooks

At the beginning of the year textbooks are distributed to the students. Please indicate in your grade book the textbook number assigned to each student and note the condition of the book. When books are collected at the end of the year, please note any damage, the amount that should be charged, and turn into the office a Damaged Book \*Form. To prevent unnecessary wear, have students put protective book covers on their books. It is the responsibility of the teacher to occasionally check the condition of the books.

## 1:1 Devices

Students will receive their device on distribution nights. Like textbooks, this device is a part of their school equipment that needs to be brought to school every day. Students need to make sure their devices are charged each day. Students may purchase a carrying case and insurance. Damage charges will be assessed to any student who does not take care of their device.

## Van

Any use of the school van must be scheduled through the district office. Do not use your cell phone for any reason while driving the school van or transporting students. Only approved staff may transport students.

## Role of the Teacher

Each member of the JMS staff has an obligation to know and enforce the rules and regulations for students as set by the board of education and administration. Effective student management is

fostered when teachers work together and take time to acknowledge appropriate behavior while confronting and referring unacceptable behavior consistently through proper channels. Such an approach will enhance your chances of success in dealing with students, peers, and the administration, as well as contribute to a healthy school climate.

### **Electronic Communication Devices**

Students are not allowed to possess electronic communication devices such as cellular phones, electronic games, Ipods, MP3 players, etc. during the school day (8:00-3:00). These items should be kept in the student's locker. If a student uses an electronic device during the school day it will be confiscated and returned to a parent/guardian only. Repeated violation of this policy may result in further discipline. At no time is an electronic device allowed in bathrooms or locker rooms.

### **Student Management**

JMS is a Positive Behavioral Intervention School (PBIS). The purpose of school-wide PBIS is to establish a school culture in which appropriate behavior is the norm. Therefore, the behavioral expectations of the students at JMS have been stated in the Student/Parent Handbook. Please take time at the start of the year to develop collaboration contracts with students and review these expectations in an ongoing manner. Be sure to establish and review daily routines, classroom beliefs/rules, my job/your job, appropriate bus behaviors, above the line and below the line behaviors with examples as outlined on the behavior flow chart.



- [Behavior Flow Chart](#)
- [JMS Behavior Matrix](#)
- [PBIS Terminology](#)
- [Response to Specific Behaviors](#)
- **SWIS**
- **PBIS Days Plan**

Jordan Middle School uses the language of ***Recognize, Acknowledge, and Connect*** as a framework for working with students.

- ***Recognize***
  - Recognize the individual as a person, building a relationship prior to concern.
    - Greeting students at the classroom door
    - Noticing the person by making eye contact
    - Think about ratio of positive to negative interactions
    - [Steve Forsythe Video](#)
    - [Look Inside](#)
- ***Acknowledge***
  - Acknowledge the positive behavior
    - The PBIS Committee will share avenues to recognize students displaying positive behavior. Please utilize these approaches and recognize positive student behavior.
      - J-Town P.R.I.D.E pass
      - Student of the Month
      - Advisory Teacher, classroom teacher positive call home

- All school celebrations for filling up the Pride Pass Bucket
  - Positive Social Media Stories/News stories
  - Positive Postcards
- Acknowledge the negative behavior
  - Many minor behaviors (tardiness, inconsistent work habits, noisy or disruptive behavior) generally require more of a process approach. Use the following approach under **connect**.
  - Always refer major behaviors to the office immediately.
- **Connect - Conversations, Consequences, and Punishments**
  - Connects students to the group
    - Does the student need a conversation, consequence or punishment in order to learn? (Red, yellow, green)
  - Reestablishes relationship between student and others
    - Conversation, consequence or a punishment is given because we care
  - Connects school culture and personal culture
    - Teaches students to be situationally aware of their environment
    - Provides the teaching, time, and space for the student to Rearrange, Restore, and Change their negative behaviors into positive behavior

### STEP 1: Conversation

- Ask yourself the following questions PRIOR to addressing behavior.
  - Is my lid flipped?
    - If flipped: stop, breathe, shift to gratitude or;
    - Get another adult to address the issue.
  - Is this behavior a cultural behavior?
  - Am I on a regular basis recognizing, acknowledging, and connecting with this student?
- When you first experience a problem with a student, **have a conversation with the student on a one-to-one basis**.
  - Be specific and refer to the collaboration contract.
  - Do not generalize.
  - Explain you are holding the student accountable for the agreed upon behaviors.
  - Establish that you are reinforcing specific expectations for him/her to follow.

### STEP 2: Consequence

- Meet with the student to acknowledge he/she is still not meeting your expectations.
- Reaffirm the specific consequences that will follow if the situation is not corrected.
- **Contact the parents to inform them of the nature of the problem.**
  - Ask for their assistance in addressing the situation.
  - Schedule a conference if there is no progress to develop a plan of action.
- When do I send a student out of class?
  - Send the student to the office when the behavior of the student is requiring more attention than you are able to continue giving.
    - *Two interventions are expected prior to sending the student to the ISP room.*

- Anytime a student is sent to the office a student referral (via SWIS) or a phone call must be sent to notify the administration of the concern.
- It is expected the teacher communicates with families whenever a student is sent out of the classroom. Communication is critical to ensure a referral is not a surprise to students and families.

### **STEP 3: Punishment (Major Referral)**

- Students will make poor choices. When this occurs, student behavior must be documented via SWIS. Staff should use this program when making reports addressing attendance, behavior, or academics. When completing the referral, please use a specific description of the concern (i.e. instead of “uncooperative” use “would not work on assignments during class”). **Do not list other students involved on the student referral form.** Completed referrals should be submitted once completed.
- Referrals forwarded to the behavior intervention teacher for action should include documentation of previous interventions with the student. This includes a phone call or conference with the parent/guardian. If previous interventions have not been successful, referral to an administrator is appropriate.

### **Techniques and Tools to Recognize, Acknowledge, and Connect**

These are **Culturally Responsive Techniques** because they teach kids situational appropriateness, and these techniques allow for teaching bicultural skills.

- **Recognize**
  - **Classroom**
    - [Significant 72-Ideas to recognize students and build relationships](#)
    - Smile at others when you pass by
    - Greeting, fist bump, handshakes
    - Looking someone in the eyes (if culturally appropriate)
    - Having conversations with students in between class
    - Creating time to have conversation starters during class
    - Having lunch with students for no other reason than to get to know them
    - Sending postcards home
    - Bongo Drums welcoming kids
    - Collaboration Contracts
  - **Classroom (Reinforce academic skills):**
    - Just because ... paragraph writing
    - Write a story problem that tells us something about you...
    - Online discussions with questions that promote understanding each other
    - Responding to open ended journals
    - “I Am” poems
    - “Student - Teacher Relationship Survey”
  - **School**
    - Greeting people in the morning
    - Harambee Recognitions
    - “I am a .... leader” chant

- **Community**
  - Activity Night
  - Heritage Night

- **Acknowledge**

- **Call and Response Options**

Call	Response
Peace	Quiet
Bring it	Down
When you hear my voice	Clap Once
Maroon	Gold
What	Up
Turn it	Up
Are you focused?	Yes I am
Holy Moly	Guacamole
Hocus Pocus	Everybody Focus
Hands on Top	That means stop
Zip it Lock it	Hands in the pocket
Ready, Set	You bet
J-Town	Pride
All set	You, bet
Brilliant	Minds

- **Chants** - Good Job, Take A Seat, Clean Up, Circle Up, Thank you
  - Circle Up (clap, clap) Circle Up, (clap, clap) It's time for us to circle up (clap, clap) Grab a friend (clap, clap) Bring 'em in (let the lesson begin)
  - Take a seat (clap, clap), Take a seat (clap, clap) Take a load off your feet (clap, clap) Say twice..... Sit on Down, Sit on Down, WHATTTTTT.....
  - Good Job Good Job (clap, clap) twice ... G..double O D JOB Good Job Good Job (clap, clap)
  - Thank you (same as Good Job)
- **Movement Managers**
  - Mix and Mingle with Music
  - Partner Power

- Walk and Talks
  - Bottoms Up - Heads together
  - Thermometer of agreement
  - Letters around the room
  - Agree/disagree
  - Where do you fall scale (Love on one side, accountability on the other)
- **Student Response Managers**
  - Raise a hand
  - Blurt out
  - Clap once if you think, stomp if the answer is ... stand up if...
  - Point to the speaker
  - Hands on your head, hands on you shoulders,
  - Pick a stick
  - Pick a Stick, Pick a Speaker
- **Student Engagement**
  - Student Engagement Cups
  - Student - Teacher Relationship Survey
- **Connect**
  - See CONNECT above.

### **Important Keys for Classroom Management**

- Never physically handle or strike a student.
- Never lose your composure. You will not be able to control others if you cannot control yourself.
  - ***Remember the students you are working with are between the ages of 10-14.***
- Do not take behavior personally.
- Do not use sarcasm with students. Most do not understand and it does not build a positive relationship with students.
- Never use suggestive, profane, derisive, or sarcastic language when confronting students exhibiting inappropriate behavior.
  - Stick to the issue and treat the student with dignity, even though you may not feel he/she “deserves” it.
- Never accept a challenge from a student, especially around groups or in front of a classroom full of students. These students should be sent or referred to the ISP room immediately.
- Once you deal with a student’s inappropriate behavior, move on. Tomorrow is a new day for both. Let them know that they are okay and it was their behavior you were correcting -nothing more.

You will encounter circumstances that will require you to make professional judgments. These decisions should be made prudently and with consistency. As a guide to the philosophy of JMS, the following recommendations are offered:

- The program is based on positive interactions with students.

- Teachers begin each year by building relationships and establishing classroom expectations/beliefs with their students and developing a collaboration contract together.
- Because all behavior is based on making choices for one's actions, teachers and students determine the rewards for making good choices and the consequences for making poor ones. This process recognizes the need for the student to accept the responsibility and ownership for his/her actions.
- Classroom expectations/beliefs are posted in the classroom and shared with parents (Google Classroom, classroom website, and parent conferences).
- Various procedures are implemented from mild to severe to address poor behavior choices by students, with PBIS the basis for our student management program.
- The parent is considered the most important student resource for intervention and positive program support.
- Students, teachers, and parents work in partnership to provide the conditions for success.
- All students have the right to a quality education. It is the school's responsibility to provide an environment where learning is valued and students are safe.
- Always refer **serious**, bottom line, discipline problems to the office **immediately!**
  - Fighting
  - Harassment
  - Direct insubordination/threats
  - Possession and/or being under the influence of substances
  - Weapons



### **WIN Room**

At JMS, we believe all students can learn from their mistakes by processing and fixing the results of their behavioral choices in a safe environment that allows all to learn and grow. The purpose of the WIN room is for students to take responsibility for and develop a plan to correct behavior. In collaboration with the adult in the WIN room and behavior interventionist teacher, the student and eventually the adult will reflect and repair the relationship. We believe that all behavior is learned and purposefully chosen to meet a person's needs. Our goal is to assist our students in choosing behaviors that are fulfilling, without disrupting others' needs.

It is expected each classroom teacher has rendered two interventions prior to sending a student to the WIN room. Teachers must complete a student referral and/or call the office to inform that person as to the reason the student is being sent out of class. **YOU ARE THE ADULT IN SCHOOL WHO HAS THE STRONGEST CONNECTION TO STUDENTS IN YOUR CLASSROOM.** The role of WIN Room/office within our school is to assist students and teachers in the R.A.C process (Outlined above). It is never productive to use sarcasm, shaming, blaming, or guilt to a student.

### **Removal from Class**

Disruptive/non-cooperative students may be removed from class. The actual removal must be done by an administrator after consulting with the teacher. **When class removal occurs, the teacher must contact a parent/guardian within 24 hours and email the administrator who removed the student informing him/her of the conversation.** A parent/teacher/administrative conference may be required to evaluate the student's future educational goals/placement if the student's behavior does not improve.

Students removed from class should come under the following (MN.STAT.127.071)

1. Willful conduct which materially and substantially disrupts the rights of others to an education;
2. Willful conduct which endangers school district employees, the student or other students, or the property of the school and
3. Willful violation of any rule of conduct adopted by the Board of Education.

### **Suspension/Make-up Work Credit**

More serious and persistent violations of school policy will result in suspension from school. Proper notification will be sent to parents in all cases. Suspensions may range from 1-10 days. **Students suspended from school may make up work missed during the suspension (The Pupil Fair Dismissal Act of 2001.) Teachers are expected to have make-up work to the office by 3:00 PM the following school day.** Necessary make-up work/homework will be collected in the office. Work missed may be in an alternative form, however, not punitive.

Students are given two school days to make up schoolwork for an excused absence. One additional day is allowed for the second consecutive day missed, and one day allowed for each day missed thereafter. Students who choose to be truant from school/class may not be allowed to make up work missed.

### **Supervision - [Link to Spreadsheet](#)**

One constructive and positive step which may be taken to minimize problems concerning student discipline is for all staff to be conscientious and responsible in their approach to student supervision. This includes supervision before school, between classes, after school, and at school events. Teachers are expected to be in their classroom or immediate vicinity when students arrive for class.



### **General Supervision**

*“The culture of any organization is shaped by the worst behavior the leader is willing to tolerate.” Todd Whitaker*

We are all leaders. Anytime we are “around” students, we are in a supervisory role. Therefore, whenever you observe any inappropriate behavior, you must address the problem or you are giving the student or colleague “permission” to continue the behavior. In addition, it is not fair to those who do intervene, for you to turn your back on those situations you dislike.

Use supervisory time to build relationships. As long as you remain visible and observant, you will be effective. Teachers near “natural” problem areas such as bathrooms and exit doors must be particularly alert. Being proactive will deter most behavior.

All teachers, not on “assigned” supervision, are to be around their classroom each morning beginning at 7:55 a.m. and after school until students have exited the area. This will not only provide more effective supervision but will also make it possible for students to locate you for assistance. An explanation of designated areas of supervision follows. Teachers will be expected to be at their assigned areas **on time**.

- **BREAKFAST**

- JMS provides the opportunity for students to eat breakfast at school. Supervision for this will be assigned. Breakfast is served from 7:20 am to 7:55 am. Students are released to the POD areas at 7:55 am.

- **HALLWAY**
  - You are responsible for student behavior in the POD area during the school day. Please step into the POD between classes and actively supervise students. All staff members **will** be available for hall supervision outside their first hour class at 7:55 am.
- **LUNCHROOM - [Lunch Supervision Schedule](#)**
  - Some staff will be assigned to the lunchroom. Please see this schedule.
- **DETENTION**
  - Will be assigned by the office and supervision determined as needed.
- **BUS - [Bus Supervision Schedule](#)**
  - Staff will be assigned bus supervision following a rotating schedule. Please see this schedule. If you have a conflict with your assigned supervision you are responsible to find coverage.
- **ACADEMIC SKILLS**
  - Academic skills is a supervisor time where staff assigned this time will support the academic and behavioral need of the building. Depending on the need of the building, supervisory roles could include the following:
    - Supervising a class



### **Teacher Development and Evaluation**

- [TD & E Link](#)
- [Observation Schedule](#)

Teacher development and evaluation will follow the board and union approved **TD&E plan**. The purpose of teacher evaluation is to improve the quality of instruction, to foster professional growth, to provide administrative support and to view the staff member and student body in learning situations.

- **Tenured Staff**
  - Administration will formally observe tenured teachers at least once every 3rd year. See TD&E plan for further details.
- **Non-Tenured Staff**
  - New teachers to the school system will be evaluated three times per year for the first three years of service. See TD&E plan for further details.

### **Assurance of Compliance-(Will be emailed from district office)**

Once you have read and understand this handbook and school board policies, please complete the survey link above:

### **Board Policies**

- A complete list of board policies – including those being reviewed, revised, and adopted – is provided on the District website. All staff are responsible for reviewing and understanding all board policies. Of particular importance, all staff are required to read and understand the following policies:
  - Directory Information (*see staff and student handbooks*)

- **502:** Search of Student Lockers, Desks, Personal Possessions, and Student's Person
- **506:** Student Discipline
- **503:** Student Attendance
- **505:** Distribution of Non-School Sponsored Materials
- **904:** Distribution of Materials
- **514:** Bullying Prohibition Policy
- **602:** Organization of School Calendar and School Day
- School Cancellation Policy (*noted in employee contracts*)
- **420:** Students and Employees with Communicable and Infectious Diseases
- **413:** Harassment and Violence
- **501:** School Weapons Policy
- **419:** Tobacco-Free Environment
- Student/Parent Rights Under FERPA (*see staff and student handbooks*)
- Parents Right to Review Curriculum/Texts (*see staff and student handbooks*)
- **524:** Internet Acceptable Use and Safety Policy
- Telephone Numbers and/or Email Addresses (*see staff and student handbooks*)
- Asbestos Update Report (*See Health and Safety Policy and Jordan Journalist*)
- School District Security Policy (*see Emergency Action Plan*)
- **402:** Disability Nondiscrimination Policy
- Equal Access to Programs ( Inclusive Education)
- Student Accident Report Procedure (*see building nurse procedures*)
- Clean Indoor Air Act (*See Health and Safety Policy and Jordan Journalist*)
- Emergency Closing Procedures (*noted in employee contracts*)
- **806:** Crisis Management Policy
- **526:** Hazing Prohibition
- **531:** The Pledge of Allegiance
- Pesticide Application Notice (*See Health and Safety Policy and Jordan Journalist*)
- **520:** Student Surveys
- **529:** Staff Notification of Violent Behavior by Students
- **407:** Employee Right to Know - Exposure to Hazardous Substances
- Employee I9 Form (*refer to hiring packet*)
- Workers Comp. Notification (*noted in employee contracts*)
- **418:** Drug Free Workplace / Drug Free School
- Minnesota Teacher Code of Ethics-[Link](#)

In order to provide more specific and convenient information, the district has prepared a simple tutorial for your review regarding the following:

- Human Rights Officer
  - The Governing Board designates Ranae Case Evenson as the District Human Rights Officer to receive reports or complaints of harassment or violence, hazing, bullying, and also responsible

for coordinating Title IX and Section 504/ADA concerns. The Human Rights Officer may delegate investigations of complaints as deemed appropriate. If the complaint involves the District Human Rights Officer, the complaint shall be filed directly with the Executive Director. Katie Pekarna-Damlo 500 Sunset Drive, Suite 1, Jordan, MN 55352 Telephone: 952-492-4379 e-mail: kdamlo@isd717.org.

- Drug and Alcohol Testing for Type III Vehicle Drivers
  - Minnesota state law includes various regulations pertaining to the transportation of students. These regulations may include, but are not limited to, required certification training, background checks, safety equipment, safety procedures, etc. The Executive Director and his/her designee shall oversee and direct the transportation program. The District reserves the right to request a Drug & Alcohol test of any Type III driver involved in an accident while operating a district vehicle. If the accident involves the loss of human life or if the driver receives a citation for a moving traffic violation arising from the accident which results in bodily injury or disabling damage to a motor vehicle, Drug & Alcohol testing of the driver is mandatory, in accordance with MN state statutes. The complete policy #709 - Transportation by School Vehicles is available on the website.
- Grievance Procedure for Filing Complaint, Comment or Concern Harassment & Violence, Section 504, Title IX
  - Any person who feels they have been inappropriately denied Section 504 or Title IX services, or have been a victim of religious, racial, sexual or other forms of harassment or violence by a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate District official designated by this procedure. The District encourages the reporting party or complainant to use the report form available from the Administrator of each building or available from the administrative office, but oral reports shall be considered complaints as well. Nothing in this procedure shall prevent any person from reporting grievances or alleged acts directly to the District Human Rights Officer or the Executive Director.
- Reprisal
  - The District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial, sexual or other forms of harassment or violence, or a grievance for Section 504 or Title IX services, 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 grievance. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.
- Hazing Prohibition Policy
  - A. No student, teacher, administrator, volunteer, contractor or other employee of the District shall plan, direct, encourage, aid, or engage in hazing.
  - B. No teacher, administrator, volunteer, contractor or other employee of the District shall permit, condone, or tolerate hazing.

- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The District will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the District who is found to have violated this policy. The complete policy #526 - Hazing Prohibition is available on the District website.
- Staff Notification of Violent Behavior by Students
  - The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior in order to serve the student and protect students and staff members. The policy incorporates a written notice to assure that appropriate data are made available to school staff members and to guarantee an accurate record of data provided. Each classroom teacher of a student with a history of violent behavior will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, notice will be given by the administration to other school staff members who have a legitimate educational interest. The notice given to school staff must be in writing and must include the following: name of student, date of notice, the history of violent behavior, and a reminder of the private nature of all the data provided. The notice may include if appropriate: an explanation of what occurred in each incident, types of situations that might trigger violent behavior, successful strategies or interventions, and documents that the staff member may review to assist understanding of the student (e.g. IEP or 504 plan). The complete policy #529- Staff Notification of Violent Behavior by Students is available on the District website.
- Use of Personal Equipment
  - The District prefers that individuals do not bring their personal electronic devices for use in the District's schools. The District accepts no responsibility or liability for the loss, theft, or damage to the devices. Individuals who bring these items to school do so at their own risk.

**Executive Summary: Jordan Middle School updates and edits for the Faculty Handbook for the 2021-2022 school year.**

**Ben Bakeberg, Jordan Middle School Principal**

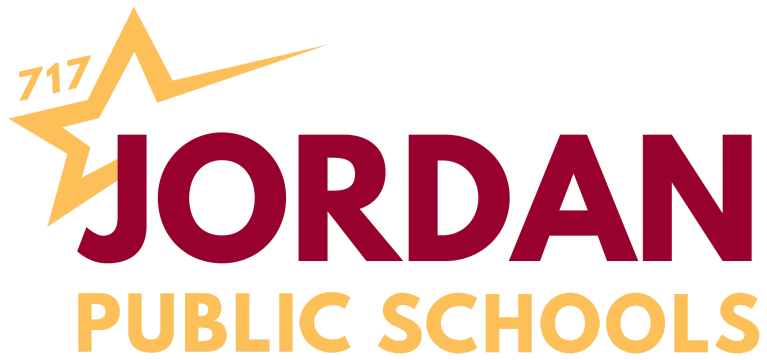
This summary provides an overview of the changes to the JMS Faculty Handbook for the 2021-2022 school year. Overall, twenty changes have been made to the handbook. Ten of the changes are formatting/editing and the remaining ten are outlined below.

**Updates:**

- Updated links with current year documents
- Updated staffing changes as of 7/30/2021
- Updated arrival Academic Support for Students with clear process
  - Talk to the student. Work with the students to develop a plan.
    - Monitor the plan. If the student DOES NOT make progress, move to the next step:
  - Discuss the student at your grade level team meeting.
    - If you discuss a student at your grade level meeting. Call the family..
    - Proactively develop a plan with the parent.
    - Monitor the plan. If the student DOES NOT make progress, move to the next step:
  - Refer the student to the MTSS team for further support.
    - Complete needed information for MTSS team.
    - MTSS team will identify a TIER 2 intervention to support the students needs.
    - Staff implement and monitor student progress per the plan developed.
- Added Accommodations, Differentiation, Interventions and Modifications
  - It is the classroom teachers' responsibility to meet the needs of ALL students in their individual classroom. This can be done in collaboration with the IEP/504 case manager but ultimately the responsibility rests with the classroom teacher. Use the following [link](#) to guide your planning in this area.
- Added Schedule for Advisory themes.
  - Will be finalized following workshop week.
- Updated IEPs, 504s and Parent Meetings
  - In alignment with Special Education laws that govern our school, it is extremely important that all staff know and follow through with IEPs and 504s of the students in their classroom. Below are important details to keep in mind.
    - A minimum of one teacher per team is required to attend IEP and 504 meetings.
    - If you are unable to attend you must tell the case manager in advance. The case manager must complete paperwork to excuse you from the meeting.
      - What do I do as the grade level rep at an IEP meeting?
        - Team members must provide the attending team member with current data on the student's progress for all academic areas to be shared with families (progress reports, information regarding IEP goals, updates and accommodations, etc.)







**JORDAN HIGH SCHOOL  
2021-2022 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
School Social Worker, Rachel Rydberg.....	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
- Concurrent Enrollment Musicology

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. Rydberg 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 &amp; 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 SCHOLOGY):**

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 (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](mailto: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
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	TBD
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 Stauffacher

### **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	TBD
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](http://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. Please contact the high school office if you are trying to reach your child instead of calling or texting them during instructional class time.

## **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 the 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 driver. 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:**

There will be no charge for school lunch or breakfast for the 2021-2022 school year. There will be a charge for extra entrees. 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 the nutritional services director, 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, backpacks, purses, 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 are 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 benefits 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, they may not participate in any activity or program that day.
- Students who arrive after the 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
- 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.

<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Subsequent Offenses</b>
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. Shoes must be worn. Appropriate dress helps establish the tone of the school.

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. Academic integrity is important for all students. Cheating will lead to gaps in learning and lack of preparation for post-secondary opportunities. 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.
3. Sharing documents with another person for any reason other than in a group project.
4. Taking a picture of a test, homework, or other assignment to give the answers or get the answers from another.

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 for both students involved. Teachers will have the authority to determine what constitutes cheating on a case by case basis.

**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).

## **SCHOOL BOARD POLICY INFORMATION**

#### **NOTICE OF POLICIES AVAILABLE ONLINE:**

The following district policies are available online:

Alternative Educational Opportunities, 605

Attendance, 503

Complaints, 103

Course Credits Required, 604  
 Discipline, 506  
 Drug-Free School and Workplace, 417, 418  
 Employee Directory, 406  
 Employment Background Checks, 404  
 Extended School Year, 508  
 Field Trips, 610  
 Fundraising, 511  
 Gifts to Employees, 421  
 Graduation Requirements, 613  
 Harassment and Violence Prohibited, 413  
 Health Information, 420, 516, 518, 530  
 Interviews of Students by Outside Agencies, 519  
 Nondiscrimination, 102, 401, 521, 522, 528  
 Notification of Violent Students, 529  
 Parking on School District Property, 527  
 Pledge of Allegiance, 531  
 School Activities, 510  
 School Calendar, 602  
 Searches, 502, 527  
 Student Records, 515  
 Student Surveys, 520  
 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



## Jordan High School Handbook Changes for 2021-2022

### Parent-Student Handbook Changes

Pages 3-5--Cleaned up table of contents

Page 6--Bell schedules will be back to our times from the 2019-2020 school year.

Page 7--Added concurrent enrollment musicology class to academically challenging classes.

Page 13--Adjusted coach and advisor names for the 2021-2022 school year.

Page 16--Added this line "Please contact the high school office if you are trying to reach your child instead of calling or texting them during instructional class time."

Page 18--Changes to the lunch information due to federal regulations for serving lunch to all students.

Page 30-31--Made changes to plagiarism/cheating portion to address current concerns due to technology and the pandemic.

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. **Academic integrity is important for all students. Cheating will lead to gaps in learning and lack of preparation for post-secondary opportunities.** 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.
3. **Sharing documents with another person for any reason other than in a group project.**
4. **Taking a picture of a test, homework, or other assignment to give the answers or get the answers from another.**

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 for both students involved. Teachers will have the authority to determine what constitutes cheating on a case by case basis.**

**Staff Handbook Changes**

Page 2--Cleaned up and assigned staff to committees.

Page 4-5--Added language on academic support and accommodations for clarification for staff.

Page 5--Changed the contact name for room reservations to Ms. Grant.

Page 9--Cleaned up dress code language to reflect practice and to be consistent with all buildings.

Page 14-15--Added information about IEP meetings and accommodations for clarification for staff.

Page 15--Changed the language for school lunches to reflect the change from the federal government regarding free lunch for all students.

Page 24--Updated the teacher review cycle for the 2021-2022 school year.



## STAFF HANDBOOK 2021-2022

### MISSION STATEMENT:

Jordan High School is a community dedicated to providing a challenging and engaging education that empowers students to pursue their own excellence.

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

## **STAFF MEETINGS:**

Faculty Meetings will occur on the first Wednesday of every month at 7:30 in the Lecture Room. The fourth Tuesday of every month will be a brainstorming session on a topic that our staff development team chooses. **Other regularly scheduled meetings are scheduled for the second Tuesday of each month at 7:30 am:**

## **COMMITTEE MEMBERSHIP:**

### **Staff Development:**

Elizabeth Beckman  
Nick Casterton

Chris Olson  
Ryan Rasmussen  
Ozzie Sand  
Katie McKnight  
Michelle Spies  
Margy Schipper  
Kelley Walerius

### **PBIS:**

Steven Beckman  
Logan Burnside  
Kris Dyrhaug  
Paul Garlock  
Randy Koch  
Bryan Martin  
Amy Peters  
Rachel Rydberg  
Lisa Wykcoff

### **Faculty Council:**

Anne Jans  
Brian Gustafson  
Kevin Gutzmer  
Tony Rydberg  
Sara Sievers  
Matt Urbanek  
Laura Weiers  
Robin Whiteside

### **MTSS/Data Team:**

Lauren Stier  
Heidi Graf  
Lisa Leary  
Megan Pivec  
Shane Peters

Ben Nylander  
Robin Whiteside  
Janet Geib

**SUPERVISIONS:**

**Homecoming Dance:  
October 2**

Lisa Leary  
Kelley Walerius

**Christmas  
Concert/Art Show:  
December 13**

Jess Barnd  
Steven Beckman  
Margy Schipper

**Frosty Dance:  
February 5**

Janet Geib  
Steve McClellan  
Lauren Stier

**NHS Induction:  
March 21**

Randy Koch  
Bryan Martin

**Grand March: April 30**

Kevin Gutzmer  
Anne Jans

**Prom: April 30**

Ben Nylander  
Megan Pivec  
Ozzie Sand

**Pops Concert: May 18**

Nick Casterton  
Amy Peters  
Michelle Spies  
Ryan Rasmussen

**Graduation: May 28**

Sara Sievers  
Logan Burnside  
Elizabeth Beckman  
Matt Urbanek  
Chris Olson  
Michael Mangone

Tony Rydberg  
Katie McKnight  
Paul Garlock  
Laura Weiers  
Lisa Wycoff

Heidi Graf  
Shane Peters  
Kris Dyrhaug  
Robin Whiteside  
Brian Gustafson

## **BELL 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 Support for Students:**

It is the classroom teachers' responsibility to know the progress or lack of it for each student. Infinite Campus must be updated weekly in order to provide communication to families of student progress.

If a student is in jeopardy of failing a class for the semester/year, teachers must communicate with families. No surprises! **If a student's progress is unsatisfactory, the following steps should be taken in the following order:**

1. Talk to the student. Work with the students to develop a plan.
  - a. Monitor the plan. If the student DOES NOT make progress, move to the next step.
2. Discuss the student at your grade level team meeting.
  - a. If you discuss a student at your grade level meeting. Call the parent.
  - b. Proactively develop a plan with the parent.

- c. Monitor the plan. If the student DOES NOT make progress, move to the next step:
3. Refer the student to the MTSS team for further support.
  - a. Complete needed information for MTSS team.
  - b. MTSS team will identify a TIER 2 intervention to support the students needs.
  - c. Staff implement and monitor student progress per the plan developed.

**Accommodations, Differentiation, Interventions and Modifications:**

It is the classroom teachers' responsibility to meet the needs of ALL students in their individual classroom. This can be done in collaboration with the IEP/504 case manager but ultimately the responsibility rests with the classroom teacher. Use the following [link](#) to guide your planning in this area.

**ACCIDENTS:**

Students: All accidents or injuries incurred during the school day or on school grounds must be reported to the principal's office by the teacher in charge. As soon as possible, the teacher must fill out an Accident Report Form. Teachers should not leave a group of students unsupervised so that negligence can be proven in the case of an accident.

Staff Members: Staff members are reminded to complete worker's comp forms in the case of injury. The district has a limited time to process these forms so they must be completed as soon as possible after the injury. Forms are located online and must be completed with the principal.

**ADMINISTRATION:**

The chain of command in the building regarding emergencies follows:

- Principal
- Dean of Students
- Counselor/Social Worker
- Activities Director

**ADVERTISING/SOLICITORS:**

Nonschool persons and organizations may within the provisions of School Board policy be granted permission to distribute, at reasonable times and places and in a reasonable manner, materials and objects which are appropriate to the school setting. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. Some materials, per policy, are always prohibited.

**ADVISER/ADVISEE (SNAP: STUDENTS IN NEED AND PREPAREDNESS):**

All teachers will be assigned an Advisor group. On Mondays, teachers will monitor students in a quiet study hall setting. On Tuesdays, teachers will present Ramp Up to Readiness lessons that will be stored on Google Classroom. During the other three days, students can meet with teachers to make up tests or quizzes and get additional help with their work if necessary. This will also be a time to meet with groups. Teachers should schedule their meetings with Ms. Grant in the office.

### **ASSEMBLIES AND PEP FESTS:**

Teachers are required to attend all programs, pep fests, and assemblies during the school day and assist monitoring students. Active supervision in the bleachers will lead to more positive behavior from students during assemblies.

### **ATTENDANCE:**

Please take attendance for the first three hours of the day by the beginning of the third hour. A phone call goes out to parents letting them know their student has been marked absent without an excuse. The Dean of Students will do a follow-up on students who miss an hour or part of a day. Be accurate with this. All teachers must keep a personal record of the students counted absent. For that reason, the teacher record cannot consist of the daily computer print out.

Teachers have the greatest impact on regular student attendance and classroom learning.

- A. Communicate the expectation that students arrive on time, with materials. When some are late, others have to wait.
- B. Be aware of the attendance status of each student. Communicate with at-risk students and with parents if appropriate.
- C. Contact the dean of students when a student reaches three consecutive days of absence without parent verification.
- D. Students are expected to be in class for the entire class period. Students should not be allowed to line up at the door and do not permit them to leave early.
- E. Teachers should use professional judgment regarding allowing students to leave classrooms once class has begun. These should be rare occurrences and students must have a pass whenever they leave the classroom.
- F. Teachers should never leave students unsupervised.
- G. Teachers should include in their expectations the consequences for unexcused absences; teachers may give no credit on assignments due the day a student is truant from class.

### **BEHAVIOR REPORTS:**

Teachers will be provided a Major/Minor Behavior Incidents flowchart regarding behaviors that are classroom management issues and those that need immediate referral to the office (see Appendix A). Major behavior Reports should be made through Infinite Campus. Staff members should click on the Behavior icon and complete the behavior referral form. When behavior exceeds that which is typically taken care of by teachers in the classroom, staff members should complete the form, which then automatically goes to the Dean of Students. Staff members should remember the following:

- A. When writing a report, do not include the names of other students; this will maintain data privacy.
- B. Describe specific behaviors rather than include indefinite or emotional words: "John was warned three times to remain in his lab station but he continued to walk around the room. I asked him to leave when he threw scissors across the room" instead of "John was disruptive in class" or "John was a jerk today in class." If a student uses inappropriate language in your classroom, feel free to include exactly what was said using quotation marks.

- C. When behaviors are turned over to the Dean of Students, the teacher has relinquished the decision about what to do with the student. The Dean of Students will make a decision regarding a consequence based on the student's record of behavior issues.
- D. When the Dean of Students finalizes the behavior report, parent contact will be made and the behavior will be visible to parents on Infinite Campus.
- E. The Data Team will analyze behavior information.

### **CLASSROOM EXPECTATIONS:**

Teachers may use varying techniques to attain their objectives. However, all teachers will use the PRIDE Classroom Expectations in their classrooms (see Appendix B). Students need to be informed about procedures. At the start of each semester, each student should know where to find the following information on a teacher's Google Classroom page:

- Grading procedures
- Policy on tardies to class
- Policy on make-up work and work not handed in as well as special expectations that individual teachers may have (including cell phone policy)
- A clear policy on make-up work for excused and unexcused absences

### **CLASSROOMS:**

Teachers are responsible for the condition of their classrooms and equipment. When leaving at the end of the day, lights and computers should be turned off and the doors locked. In general, the room should be secured. If for any reason, teachers must leave their classes, they must notify the principal. Teachers should not change the location of their classes or study hall without informing the main office.

### **CONFERENCES:**

Conferences will be held three times a year. The first conference for the first semester will be by appointment. Teachers who are shared between buildings are not required to attend this conference. Grade Level teams will determine a list of students who would benefit from a conference. Parents and students will be invited to meet with the grade level team and establish a contract to help the student become more successful in school. General conferences will be held once each semester in the Commons and all parents are invited to visit with teachers about academic progress. All teachers are required to attend. Conferences for 2021-2022 will be October 18 (invite), November 11, and March 10.

### **DANCES:**

The following rules will apply to all dances:

- A. 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.
- B. Dances will generally begin at 8:00 and conclude at 11:30.
- C. A student of JHS may invite a guest to the dance.
  - The guest must be at least a freshman in high school and not older than 21 years of age. However, freshmen are not permitted to attend Prom. Sophomores are allowed to attend Prom if they are invited by an upper-class person who attends Jordan High School.

- The guest must be registered in the office prior to the dance by completing a Dance Guest Registration Form.
- D. Once doors are locked at 9:00, students will not be admitted. Students cannot leave the dance and re-enter.
- E. Students not dressed appropriately will be refused admittance.
- F. Chemical, alcohol, or tobacco use must be reported at once to the advisor in charge. This person will inform the principal of the details. Students under the influence of mood altering chemicals or alcohol will be detained and the parents/guardians and police will be called.

One adult must be near the door with the student ticket sellers. Other adults should be around the exit doors.

### **DEPOSIT SLIPS:**

Money collected by teachers for various reasons must be turned in the day it is collected. When turning in money teachers must use one of the building deposit slips; one is specifically for Student Activity Accounts and the other is for money that should be deposited in the General Fund. Staff members should submit two copies to the office and keep one copy. Staff members will be responsible for maintaining their own records.

### **DETENTION:**

Detention is from 3:05 – 3:30 Monday through Friday in the office ISS room (or other assigned area). Teachers should not detain students after school in their classrooms without first notifying the dean and the student's parents.

### **DISCIPLINE:**

A complete listing of the student rules can be found in the student handbook.

Good discipline is not an accident. Sometimes a student should be referred to the dean of students or principal. No teachers should be hesitant in asking for help when needed. The administration is always ready and willing to give assistance when it is needed.

Five principles for decreasing disciplinary problems are:

- A. Keep everyone constructively busy. Idleness is a rich breeder of mischief.
- B. Build a school spirit so that the student is encouraged to raise the reputation of the school.
- C. Administration and teachers should maintain a proper professional attitude. Expect students to treat you with respect; teach students this skill by modeling respectful behavior.
- D. Classroom rules should be few, simple, and stated in a positive manner.
- E. **Develop clear, consistent procedures and routines in your classroom so students always know what is expected of them.**

In most cases, the teacher is the person who knows the student best. If a student's behavior warrants a referral, please help the dean of students and principal with some insights that you have about the student.

If the learning environment is being disrupted, the student should be sent to the dean's office and the office notified. Teachers who remove a student from class for behavior (three times in a semester results in class removal and failure) **must notify the parents personally on the second offense to explain the situation.**

### **DRESS CODE:**

The expectation is that staff dress professionally. Unless there are special circumstances or events or if required for your position staff should avoid wearing shorts, athleisure wear, t-shirts, and ripped or torn clothes. During spirit week, teachers may dress up per the theme of the day. Staff should also wear district ID badges daily.

### **EMERGENCY DRILLS:**

Emergency drills will be held periodically during the course of the school year. In the case of a true emergency, staff members are expected to be prepared by understanding the procedures, remaining calm, and acting with sound professional judgment. Additionally, staff members should not speculate about what may or may not be occurring or how the event will conclude.

**Fire Drills:** Fire regulations of the State of Minnesota requires that schools conduct five fire drills each year. These will be held during good weather if possible. The route to leave the building during a fire must be posted in each classroom. The teacher will stand by the door as students are leaving and close the door, making certain no one is left in the room. Make sure all students are accounted for. Students should move at least 300 feet from the building. Do not allow students to return to the building until the all clear is given. Teachers should take their Red Folders with them during fire drills.

**Tornado Drills:** In the case of a tornado drill or warning, an announcement will be made and the tornado evacuation plan for each area should be followed. Teachers should always bring their red folders when leaving the classroom in the case of an emergency.

**Evacuation/Relocation:** Procedures ARE USED WHEN CONDITIONS ARE SAFER OUTSIDE THE BUILDING THAN INSIDE THE BUILDING. When staff members hear the announcement to evacuate they should listen for alternate routes and then do the following:

- Take emergency go-kit (Red Folders) and class roster
- Take the closest and safest way out as posted or announced
- Use a secondary route if the primary route is blocked or hazardous
- Assist those needing special assistance
- Do not lock classroom doors when leaving
- Do not stop for student or staff belongings
- Go to Assembly Area
- When outside the building:
  - Check for injuries
  - Account for all students
  - Immediately report any missing, extra or injured students to building administration or incident command
  - Continue to contain and maintain students
  - Wait for additional instructions

- Listen for the “all clear” announcement **TWICE** which signals the threat has ceased and staff and students can re-enter the building.

**Lock Down with Warning:** Procedures are used when there is a threat outside the building or there is a non-threatening circumstance when people need to be kept away from areas (e.g. medical emergency or disturbance). When staff members hear the announcement “lockdown with warning” they should:

- Lock all exterior doors
- Cover interior and exterior windows
- Keep students away from the windows
- Continue classes. Move on announcement only
  - Wait for further instructions
  - Listen for the “all clear” announcement **TWICE** which signals the threat has ceased

### **Lockdown with Options**

- Is instituted in a crisis situation where district occupants are in immediate danger such as a violent intruder
- Whenever possible, provide law enforcement with updates during the event
- Wait for further instructions from law enforcement
  - Incorporates the basic tenets of self defense referred to as run, hide, fight. These tenets do not necessarily need to follow the given order.
    - Staff and students should be aware that a lockdown with options may be initiated by:
      - Students or staff reacting to an immediate threat
      - An announcement over the intercom
      - A threat that is heard or seen
      - Other
    - Occupants should exit the building if it is safe to do so.
      - When running, spread out and avoid running in a straight line if possible
      - Do not take personal belongings with
      - Leave with your hands raised over your head
      - Get safely away from the building
      - Call 911 when it is safe to do so
      - If possible, go to the primary or secondary reunification site
    - If it is unsafe to exit the building, the ‘Hide’ option should be implemented
      - Lock the classroom door
      - Turn off the lights
      - Silence all electronic devices, including cell phone notifications, and remain quiet
      - Call 911
      - Barricade doors and obstruct windows
      - Use desks and tables to create shelters
      - If possible, shelters should be out of sight of doors and windows
      - Spread out

- Find classroom objects to use for self defense if necessary
- Be prepared to fight back if intruder enters the room
- Be prepared to use an object as a shield in the event of a weapon being fired
  - After securing the room, plan an escape route through a window or door and consider reverting to the 'run' option
- If an intruder enters an area where you are in hide mode, be prepared to fight back
  - The intruder is the most vulnerable when they enter the room
  - Utilize classroom objects to distract and subdue the intruder
    - Overtake the intruder if possible and attempt to remove the weapon from the intruder's grasp if appropriate.
      - If able to remove the weapon, place a garbage can or other option over the weapon and be prepared to remove it in the event you are able to run
    - Utilize textbooks or other objects in the event that the intruder fires a weapon
  - Always revert to 'run' if possible

The entire Emergency Action Plan is located on google drive. **Teachers should keep updated rosters and seating charts in their Red Emergency/Substitute Teacher folders.**

### **END OF YEAR PROCEDURES:**

At the close of the school year, all staff members will:

- Hand in a copy of student grades for both semesters, which includes all assignments.
- Have rooms ready for summer cleaning (all posters, art work and other materials removed from bulletin boards and walls).
- Submit maintenance and technology requests through school dude online. .
- Submit fines on the Google Form which will be shared with teachers close to the end of the year. If students take care of their fine, be sure to delete their names; pay attention to deadlines regarding entering seniors' names on the database.
- Turn in all keys (if necessary).

### **EVENT PASSES:**

Complimentary admission to athletic events is provided to members of the Jordan School Staff by showing staff ID's. Consequently, staff members need to have their pictures taken. Teachers negotiated into the contract that they may have a guest accompany them. Passes are good for athletic events only and may not be used for playoff games.

### **FACILITY USE:**

Throughout the year, activities are scheduled after school hours. The teacher in charge is responsible to schedule these activities through the Community Education office so that conflicts do not occur. A calendar of the entire district will be set up through the Community Education office. Teachers must schedule the auditorium through Community Education both

during the school day and after school hours. Use the community education website to make reservations electronically.

Teachers may reserve the flex spaces during the school day electronically. To reserve the Soc, Huddle, or Union please contact Ms. Grant in the office.

The building is armed between the hours of 11:00 p.m. and 6:00 a.m. and on weekends when activities are not scheduled. Staff members who want to access the building when it is armed must enter through the loading dock and disarm the system. The key card will not work at any other door when the building is armed. When staff members use the building outside of regular hours, they are absolutely prohibited from propping doors; this affects the cooling and heating systems and creates a security issue. Staff members are reminded to both sign in and out and the last person to leave the building must set the alarm.

### **FAILURE NOTICE TO PARENTS:**

Teachers must be aware of the progress or lack of it for each student. If a student's progress is unsatisfactory, teachers are to inform the students and the parent of the situation in order that remedial action might be taken before the situation becomes so severe that the student cannot possibly pass. If a student is in real danger of failing during a marking period, teachers must contact the parents via e-mail, phone, or mail with information about what the student needs to do to be successful. **A parent should not learn about failure when the situation cannot be improved or after the grading period has ended.**

### **FAMILY VACATION ABSENCE SLIPS:**

Students who take a family vacation must submit a Vacation Approval Form prior to their absence. Students may be absent a maximum of 5 days for a family vacation. Teachers should be clear with students the expectations for making up assignments because of the absence.

### **FAMILY NIGHT/SUNDAYS:**

Every effort should be made to keep the school calendar clear on Wednesday nights. Please do not schedule rehearsals, practices, etc. on Wednesday evenings. All school events of any nature are to be concluded by 6:15 p.m. on Wednesdays. No school activities should be scheduled on Sunday without prior approval of the administration.

### **FIELD TRIPS:**

Field trips must have a legitimate academic purpose that helps students meet course and state standards. Field trips cannot occur during the last ten days of each semester. Teachers should review the School Board Policy 610 for overnight and extended field trips (Appendix D).

Following are the steps that need to occur for field trips that occur during the day:

- A. Teachers should check the High School Calendar to determine the appropriateness of the timing given other events and field trips; teachers can view the calendar items but cannot add items to it.
- B. Teachers must submit a Field Trip Request Form at least two weeks prior to the field trip to the principal's administrative assistant.
- C. When a field trip is approved, the teacher must collect enough money to pay for the field trip and the bus transportation.

- D. All students who will attend the field trip should submit a Field Trip Permission Form, which teachers should take on the field trip because they include parent phone numbers.
- E. Teachers should e-mail the staff (including the kitchen staff) a list of students who will be absent at least three days in advance. Additionally, teachers should tell students who will miss classes because of a field trip that they should talk to their teachers PRIOR to missing class so they can be prepared for class when they return. This might mean they will be required to turn in assignments that are due or take a test; they do not necessarily receive the standard two days to complete missing work because of an absence.

### **FUND RAISING ACTIVITIES:**

Student activities may add funds to their Activity Account through fundraising. Prior to the beginning of the school year, Activity Account managers will be asked to update their fund raising activities, which will then be submitted to the superintendent. The district must present a list of fundraisers to the Board annually. The district will make attempts to keep a reasonable calendar and prevent the community from being inundated with a number of fundraisers at the same time. Fundraising activities must be related directly to school activities.

### **GRADING:**

Reports will be processed via the computer at Infinite Campus. Teachers input grades through Infinite Campus. Teachers should adhere to the following:

- Update grades at least once a week
- Label assignments and point values clearly
- When entering grades, attach the date the assignment was due to the appropriate assignment (this helps emphasize the importance of attendance or following through with make-up work after absences)

Report cards will be issued at the end of each semester. Teachers should submit grades at the end of the school year either in the form of grades printed from Infinite Campus.

#### High School Grading Scale:

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%

### **GRADE POINTS:**

Students who complete Advanced Placement, Concurrent Enrollment, or College in the Schools courses will receive weighted grades. The letter grades, if transposed to numerical grades, will be as follows:

	Regular	CIS/CE & AP
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

### **HALLWAY SUPERVISION:**

Teachers are responsible for student behavior outside classrooms during class changes. Active supervision is important for a positive school climate. Teachers should step outside their doors between classes and control all running, pushing, yelling, etc. All staff members will be available for hall supervision outside their first hour class at 8:05. All teachers will sign up for 2 weeks of before or after school supervision in the commons.

### **HAZING PROHIBITION:**

Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately. Teachers should yearly review the district policy 526 Hazing Prohibition (see Appendix D).

### **HONOR ROLLS:**

Honor Rolls are determined after each semester and published in the paper. To be on the B Honor Roll, students must attain a 3.0 GPA. To be on the A Honor Roll, students must attain a 3.7 GPA.

### **IEPs, 504s and Parent Meetings:**

In alignment with Special Education laws that govern our school, it is extremely important that all staff know and follow through with IEPs and 504s of the students in their classroom. Below are important details to keep in mind.

- A minimum of one teacher per team is required to attend IEP and 504 meetings.
- If you are unable to attend you must tell the case manager in advance. The case manager must complete paperwork to excuse you from the meeting.

- What do I do as the grade level rep at an IEP meeting?
  - Team members must provide the attending team member with current data on the student's progress for all academic areas to be shared with families (progress reports, information regarding IEP goals, updates and accommodations, etc.)
- Roles of IEP team members
- **Accommodations, Differentiation, Interventions and Modifications**
  - It is the classroom teachers' responsibility to meet the needs of ALL students in their individual classroom. This can be done in collaboration with the IEP/504 case manager but ultimately the responsibility rests with the classroom teacher. Use the following [link](#) to guide your planning in this area.

**INCOMPLETES:**

Incompletes are to be made up as soon as is justifiable. Each teacher must decide what is fair in the particular instance. After a reasonable length of time lapses (generally two weeks) and the work is not made up, either an "F" should be issued or, with the permission of the principal, the student dropped from the course. An "I" will be figured as an "F" when GPA is tabulated.

**LESSON PLANS:**

Daily plans should have clearly displayed learning targets specifically related to the standard(s) being learned. Lesson plans should be available upon request and always available for substitute teachers. Plans should be updated weekly on Google Classroom for parents and students and also in case of emergency.

**LIABILITY:**

A teacher in the public schools is not liable for injuries to pupils in his or her charge unless they are caused by the teacher's negligence or failure to exercise reasonable care. To establish legal liability against the instructor, negligence must be shown to have caused or approximated the cause of the injury. Teachers should never leave students unattended.

**LOCKERS:**

Each student in 9th grade will be assigned a locker and a lock. Students in grades 10-12 can request a locker. Advise students not to leave money and valuables in their lockers. Students should not give their combination to other students, nor should they share their locker with friends.

**MEALS: PLEASE NOTE THAT FOR 2021-2022 MEALS WILL BE AT NO COST TO STUDENTS.**

The price for lunch and breakfast are as follows:

	Students	Staff
Lunch:	\$2.75	\$3.85
Breakfast:	\$1.80	\$2.00

### **NEWSPAPER PUBLICITY:**

An extremely valuable source of good public relations is the local paper. Teachers are encouraged to publicize activities in their classroom or in any organizations they advise. Articles for Thursday's paper should arrive at the Jordan Independent by 4:00 p.m. on the previous Friday. Twitter is another good way to share the story of the great things going on at JHS.

### **PARKING:**

Staff members should park in the east parking lot. If you have children at JHS, please have them park in the student lot. Please do not park in the visitor parking lot or fire lanes. The front of the building is reserved for visitors. The Board of Education has passed a resolution regarding enforcement of all traffic regulations and parking zones in compliance with Chapter 123 of the Minnesota Statutes, which establishes the basis for speed violations. The local police have been asked to enforce these regulations.

### **PASSES:**

Any time students are in the building during school hours and not in class, they must have a pass signed by a teacher, administrator, or secretary. Students are not allowed in the library at any time without a pass signed by a teacher stating the purpose for the visit. Teachers may not give students permission to leave the building. That must be obtained from the high school office.

### **PERMANENT RECORDS:**

Each student who has ever attended Jordan High School has a permanent record on file. These become extremely important. Files may be inspected by teachers in the office but are never to be removed from the office. Teachers are encouraged to use Infinite Campus or Educlimber to access test information.

### **PHYSICAL FORCE:**

Corporal punishment, a violation of state law, is not to be used. Students may be restrained for the safety of the student or others. Reasonable force for the purpose of restraint or as a last resort for the protection of other people and property is the only time physical force is used with students. Reasonable force is the necessary amount of force a reasonable person would use to stop and control a student or situation. Common sense is critical when dealing with aggressive or out of control students. Staff members must consider the totality of what is happening and what might happen if that situation is allowed to continue. It may be necessary at some point for a staff member to use some type of reasonable force to direct or control a student or students, to defuse or maintain control of an altercation or situation that may turn physical or harmful. Staff members should not use physical force for a minor infraction. If a student refuses to follow directions and is not an immediate threat to other persons, themselves, or the school, do not touch.

### **PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance will be recited on the first day of the week. 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.

### **PROFESSIONAL LEAVE:**

A staff member may be granted professional leave during a school year without salary deduction. A written request is to be made on the Professional Leave Request form to the Staff Development Committee at least two weeks in advance when possible. Approval of such requests will be determined by the Staff Development Committee and will be based on the relevance to district, school, and/or professional goals.

### **PURCHASING:**

Teachers are asked to budget for supplies and departments are responsible for maintaining their budgets. Teachers should only order supplies if money remains in the department budget; purchase orders should be entered and approved before supplies are purchased. Please follow the directions outlined [here](#).

The Jordan School District is a tax exempt organization. In order to exercise the tax exempt benefit, a purchase must be made with either a school credit card or an order placed with a purchase order and billed to the school district. If a purchase is made with a staff member's personal funds (cash, personal check, or personal credit card), the purchase cannot be tax exempt and the cost of the tax will be the staff member's responsibility. The school will not reimburse for tax paid.

If a staff member makes a purchase with the school credit card (which does qualify for tax exempt status) and is charged tax, it will be the staff member's responsibility to receive credit for this tax or reimburse the School District for the charged tax out of his or her personal funds.

Staff members can access the steps to creating a purchase order by going to the district website, clicking on Staff Logins, Staff Forms, District Forms, and then Purchase Orders – Steps to create a PO.

### **REPORTING OF MALTREATMENT OF MINORS:**

ISD #717 in accordance with Minnesota Statute No. 626.556 complies with the legal responsibilities which professional educators have for reporting suspected cases of abuse and neglect (see District Policy 414, Appendix F).

School staff members and any employee of the Board of Education shall immediately report suspected physical or sexual child abuse to a Scott County Social Services intake worker (952-445-7751—ask for Central Intake). Verbal reports are to be made within 24 hours of becoming aware of possible abuse, with a follow-up written report within 72 hours. Staff members should notify the building principals and/or the school counselor as well.

School staff members may initially question the child to determine if the child's injuries resulted from physical or sexual abuse. Staff members should limit conversation with the child regarding any suspicions. In no case should the child be subjected to undue pressure to validate the suspicion of abuse. Validation of suspected child abuse is the responsibility of the agencies to which the school refers suspicions.

### **SCHEDULE CHANGES:**

Students are encouraged to complete any necessary schedule changes prior to the beginning of a semester. Changes after the semester begins are discouraged and may not be granted. Teachers should not tell students they can add their class; this may be the fifth student the counselor has told that the class is full. Any communication should take place between the teacher and counselor. The classes at this point are quite full and few if any changes will take place. Staffing decisions were made based on the number of students who registered for each class.

### **GOOGLE CLASSROOM/WEBSITE:**

Electronic communication with parents has become an important part of the school experience for not only current students/parents but also for prospective students and parents. It is an effective recruiting and retention tool that requires some time and effort at the beginning but then can become a simple routine. It is the district's expectation that all teachers will use Google Classroom to keep parents and students informed about assignments. Google Classroom will also be the key component for our use of open campus for days when we do not have substitute teachers for classes. [Link](#) here with more information.

The following should be included on Google Classroom sites:

- Folders organized by courses. Course folders should include units labeled with a clear title and dates the unit spans
- Calendar with assignment due dates
- Separate folder for flexible learning days
- Syllabus/Syllabi and classroom expectations

Optional items that can be part of course folders include but are not limited to:

- Presentations (PowerPoint, Prezi, etc.)
- Links
- Videos
- Assignments/quizzes to be completed digitally
- Curriculum information
- Newsletters
- Field Trip Information
- Extra-curricular related to the program – i.e. Pictures of field trips or classroom experiences
- Student educational links
- Parent educational links
- Academic enhancement activities
- Class highlights

School Website pages should include the following:

1. This has transitioned to a different format at the high school. Please make sure that you have completed the google document that our communications director requested from you.

2. If you would like your Syllabus/syllabi for courses that include classroom expectations and grading procedures, please get it to the communications director so that they can get a link to it. The course syllabus should also be on your Google Classroom page.

### **SEVERE WEATHER PROCEDURES:**

On the first school closing of the school year due to severe weather, teachers will not be expected to report to school. On the second school closing of the school year, teachers will be expected to follow the flexible learning plan that is detailed below. In the event of a two hour late start, licensed staff hours are 9:20 - 3:20.

Jordan Public Schools uses a telephone broadcast system that enables school personnel to notify staff by phone, text, or e-mail within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. Jordan Public Schools will continue to report school closings due to emergency or weather on WCCO radio (830) as well as local televisions channels 4, 5, and 11.

WCCO (830 AM) is 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 announcements will be made as early as feasible.

### **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 some 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 Google Classroom, 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.

### **How can parents and guardians help support student success with Flexible Learning?**

- Parents should visit with their child's teachers about how Flex Days will be handled for their classes and work out special arrangements, if needed, for a particular student prior to the first Flex Day. Families are asked to inform the teacher if they do not have Internet access at home since access to Google Classroom and completion of regular 5-12 assignments will require Internet access by the student.
- Parents of students in grades 5-12 are encouraged to access Google Classroom through the parent portal. Parents are welcome to contact the school for help in setting up their parent account.
- Parents, along with teachers and students, are asked to remember that Flex Days are designed to be flexible: if a child struggles with a concept or assignment and is unable to complete the work that day, parents should remind their son or daughter to communicate with the teacher the next day about how to meet requirements.
- Parents should contact teachers directly with any questions, concerns or frustrations they may have regarding Flexible Learning Day assignments.

### **How can teachers help support student success with Flexible Learning Days?**

In preparation for Flex Days, JMS and JHS teachers have been asked to:

- Anticipate time requirements recognizing students learn at different paces, especially in an independent setting.
- Provide a timely plan, posting work for the day by 10 AM.
- Be present on Google Classroom and email to answer student questions during the Flexible Learning Day from 10 AM - 3 PM.

- Plan for self-directed, independent learning with specific consideration for age and individual learning needs.
- Customize learning opportunities especially in troubleshooting student challenges.
- Communicate with colleagues to ensure common expectations, communications and protocols.
- No required synchronous meetings can be scheduled with students.

**What is required of teachers during Flexible Learning Days?**

During Flex Days, teachers have been asked to:

- Check Google Classroom and/or email throughout the Flexible Learning Day from 10:00 AM to 3:00 PM.
- Complete the *Flex Learning Day: School Closings Google Form* by 10:00 AM. This form will allow district administrators and staff to better answer questions from parents on student assignments and will allow administrative staff to better support your own personalized growth on this day.
- Continue your work as a team or individual on professional development topics (for 2021-2022 this would be continuing the work on Standards Based Instruction).

**SICK DAYS:**

All staff members, whether they need a substitute or not, should call Aesop or go online to enter an absence before 6:00 a.m. Teachers who have a planned absence can go online several days before the absence to ensure that a substitute is assigned. Teachers must supply lesson plans for the substitutes. They may be sent via e-mail or left in the classrooms in the Red Folder or teachers may leave their home number for the substitute to call. The office administrative assistants are not able to take or explain lesson plans during the very busy period at the beginning of the school day. Please make sure that your plans are updated on Google Classroom.

**STUDENT ACTIVITY ACCOUNTS:**

Money should be deposited in the office as it is collected to avoid possible theft. When turning in money, teachers must include two copies of the school deposit slip and keep one for their own records. To access money in Student Activity Accounts, advisors must submit a Claim and Verification Form signed by themselves, an organization treasurer (student), and the high school principal.

Coaches and Advisors should keep in mind the following regarding student activity accounts:

- Student activity funds are used to account for dollars raised by the students **for the students**.
- Contributions to a student activity fund should be expended on activities for those students making the contributions in the year of the contributions whenever possible.
- Examples of **appropriate** expenditures for student activity accounts:
 

Supplies and materials	Transportation	Travel expenditures
Food	Lodging	Admission fees
Entertainment	T-shirts	Donations



### **SUSPENSION/EXPULSION:**

Occasionally, student behavior merits suspension or expulsion. In this event, all procedures will be governed by MSA 127.26-127.40, commonly known as the Minnesota Pupil Fair Dismissal Act. Under the provisions of this law, students may be suspended or expelled from school for any of the following:

- Willful violation of any reasonable school board regulation
- Willful conduct which materially and substantially disrupts the rights of others to an education
- Willful conduct which endangers the student, other students, or school property

Students may be summarily suspended from school for one day by the principal. Students may be suspended for two to nine days by the principal. Expulsions may be for the remainder of the school year or less and may occur after the school board has held a hearing in accordance with the law.

### **TEACHER EVALUATION:**

The purpose of teacher evaluation is to improve the quality of instruction, to foster professional growth, to provide administrative support, and to view the staff member and student body in learning situations.

The teacher evaluation process includes the following:

#### **Professional Learning Communities:**

The Jordan Public Schools Professional Learning Communities will:

- take on critical roles in peer reviews for both tenured and non-tenured staff.
- have one peer review a year that will be completed by someone within the PLC group through either a peer observation or portfolio review.

#### **SMART Goal Writing:**

Each year during the fall teacher workshop week, the Jordan School District will provide time toward writing SMART goals.

- Teachers will develop individual professional goals after completing a self-assessment based on the Charlotte Danielson model. SMART goals will evolve into a Professional Development Plan (PDP). Individual Professional SMART goal must relate to best practice and/or student achievement.
- PLCs will develop SMART goals based on District and building goals developed by the data team. PLC SMART goal must relate to student achievement.

PDPs and PLC SMART goals will be developed and submitted to the building principal by October 1st. During winter workshop, teachers will review each SMART goal with their PLC group and work together to implement classroom strategies that will work toward accomplishment of SMART goals.

#### **Peer Reviews**

The Jordan Public Schools will provide teachers with training on how to be a peer reviewer. Principals will train selected licensed teachers in each building during the first month of school. With the peer review process, teachers will ask other members of their PLC group to observe them once during the school year or conduct a portfolio review.

- All reviews will need to be completed prior to the month of May.

- The peer reviewer will have the option to video-tape the observation and review the observation at a later date/time.
- The Jordan Public Schools will pay the equivalent of two prep periods to a peer reviewer for conducting peer reviews during their prep periods based on the dollar amount specified in the Teacher Master Agreement.

**Tenure Process:**

Jordan Public Schools **tenured** staff will:

- follow the District’s tenure three-year cycle process (See Teacher Evaluation Flowchart).
- participate in the peer review process.
- have an option to create and maintain a portfolio **or** choose to receive a formal observation by building administrator and collect artifacts showing progress toward meeting SMART goals. Portfolios and their artifacts will reflect the Charlotte Danielson’s Teacher Evaluation Model/SMART goals.
- have the option for both a formal observation and portfolio.

**Non-Tenure Process:**

Jordan Public Schools **non-tenured** staff will:

- follow the District’s non-tenured three-year cycle process (See Teacher Evaluation Flowchart).
- participate in the peer review process.
- create and maintain a portfolio to be presented to the building administrator in the 3<sup>rd</sup> year of the cycle. Portfolios and their artifacts will reflect the Charlotte Danielson’s Teacher Evaluation Model/SMART goals.
- receive three formal observations during the first two years of the cycle and two formal observations and portfolio review in the third year of the cycle.

**Tenured Teacher Cycle:**

Jordan Public Schools will use the 2013-2014 test data to develop a baseline for the start of the teacher evaluation cycle. This data will be used for the 35% student achievement component beginning in 2014-2015 year. To culminate this process, staff will write an annual reflection/summary on student achievement progress.

Non-Tenured staff will receive the summative evaluation for all three years until granted tenure.

Following is the schedule for formal observations:

2021-2022	2022-2023	2023-2024	2024-2025
Steven Beckman (T)	Beckman, Elizabeth (T)	Burnside, Logan (T)	Steven Beckman (T)
Barnd, Jessica (T)	Buthe, Chase (T)	Graf, Heidi (T)	Barnd, Jessica (T)
Geib, Janet (T)	Casterton, Nick (T)	Jans, Anne (T)	Geib, Janet (T)
Gustafson, Brian	Dyrhaug, Kris (T)	Koch, Randy (T)	Gustafson, Brian
McKnight, Katie (T)	Gutzmer, Kevin (T)	Martin, Bryan (T)	McKnight, Katie (T)
Peters, Shane (T)	Leary, Lisa (T)	McClellan, Stephen (T)	Pivec, Megan (T)
Pivec, Megan (T)	Ben Nylander (T)	Olson, Chris (T)	Rasmussen, Ryan (T)

Rasmussen, Ryan (T)	Peters, Amy (T)	Paulsen, Travis (T)	Sand, Ozzie (T)
Sand, Ozzie (T)	Rydberg, Tony (T)	Peters, Shane (T)	Schipper, Margaret (T)
Schipper, Margaret (T)	Whiteside, Robin (T)	Spies, Michelle (T)	Urbanek , Matt (T)
Stier, Lauren (1)	Walerius, Kelly (T)	Weiers, Laura (T)	Wyckoff, Lisa (T)
Urbanek , Matt (T)	Stier, Lauren (2)	Stier, Lauren (3)	
Wyckoff, Lisa (T)	Garlock, Paul (2)	Garlock, Paul (3)	
Garlock, Paul (1)			

### **TEACHER HOURS:**

The workday is an 8 hour day. Per the teacher contract, teachers can arrive between 7:15 and 7:45 and leave at the corresponding 8 hour time of 3:15 and 3:45. Teachers should be available for 7:30 meetings, help with students, etc. Teachers who may arrive late on occasion should call the principal. The principal should also be contacted if a teacher needs to leave the building during the day.

### **TELEPHONES:**

Telephones are for conducting school business. All incoming external calls go to voicemail (red light flashes) between 8:00 a.m. and 3:00 p.m. In the case of an emergency, staff members will be contacted by the office staff. Please return all calls within 24 hours. Students who are ill should not use classroom phones to have their parents excuse them; instead they should report to the office and the office staff will contact the parents. Instructions for setting up phones are posted on the district website under Staff Forms.

### **TEXTBOOKS:**

Textbooks are expected to suffer a depreciation of twenty percent each year. New textbooks should be numbered. To prevent unnecessary wear, students should use protective covers on their books; the cloth book covers do not provide adequate protection. Covers are often available in the guidance office. Fines may be assessed to students for damaged books at the conclusion of the marking period. Tell students they should not put spiral notebooks and excessive amounts of paper in their books because that weakens the bindings. Teachers need to document the condition of the book when it is given to the student. Please document the number of the book that is issued to individual students and tell them to write their names in the book. Share that document with colleagues at semester if you teach the same class with a colleague.

### **VAN:**

Any use of the school van must be scheduled through Hope Mack at Extension 4221. Staff must have a bus driver's license to drive the mini-bus. District transportation must be used for conferences unless a staff member is leaving from home and the distance to the conference from the staff member's home is less than the distance to work and the conference.

### **VIDEOS/MEDIA:**

The district mandates the following:

#### **Films:**

1. Teacher must have viewed films in advance of showing them to students.

2. No films above a PG13 rating may be shown in the high school.
3. Films with a rating of PG or PG13 may not be shown, unless approval is granted two weeks in advance by the principal.
4. Parents must be made aware of any films with a PG rating or higher to be shown. This notice may be by letter sent home with the students. The letter must include what in the film has resulted in the rating assigned.
5. Parents must have the option of requesting an alternative assignment for children when films with a PG rating or higher are approved for use. Parents must notify the school with a note sent with their child, email, or phone call to the principal or teacher.
6. Films being shown in a class must be related to the curriculum. Any films taken off of TV or elsewhere, which don't have a rating attached to them, must be approved in advance by the building principal.
7. No films may be used as a "reward" without the prior approval of the principal.

#### Books:

1. Teachers must have read any book to be used in a class as a group activity.
2. No book with profanity or lewd innuendos may be used without prior approval of the principal.
3. Parents must be made aware of any book being used with any of #2 above included in the book. This notice may be by letter sent home with the students.
4. High school teachers will notify parents at the start of the year of any books, other than textbooks, that will be used as reading material for the entire class during the year. Should a book not on the list be selected to be used at a later date, parents will be notified in advance.
5. Parents must have the option of requesting an alternative assignment for their children when books with any of #2 or #4 above apply.

#### WITHDRAWAL FROM SCHOOL:

Any student withdrawing from school will have a form completed on which each teacher will indicate the grades, material checked in, etc. Students will do this on their last day present. When teachers initial a withdrawal slip, this should indicate that the books have been returned. If the student has not checked in books or other materials, indicate on the form the name of the book, book number, and value. Prior to withdrawal from school, students between the age of 16 and 18 must meet with school officials and sign a statement listing the reasons for their withdrawal. Students under the age of 18 must have written permission from their parents to withdraw.

#### Data Warehouse:

eduCLIMBER is our new cloud-based data warehouse system. It was created by educators for educators so the format is designed to be efficient and accurate. We will manage both our academic and behavioral data in one system --- assessments, discipline, attendance, grades will all be available. eduCLIMBER was created to provide necessary information for data analysis and system change. It is linked to your Google account and can be accessed at [educlimber.com](http://educlimber.com) (district ID is 1256).

Appendix A:

**MAJOR/MINOR BEHAVIOR INCIDENTS**

**ABUSE OF TECHNOLOGY**

**CLASSROOM MANAGEMENT**

- Accessing inappropriate websites
- Taking pictures
- Playing games
- Changing settings

**OFFICE REFERRAL**

- Damaging equipment
- Highly inappropriate websites (i.e., pornography)
- Assault/Staff or Student: Automatic Office Referral

**BULLYING**

**CLASSROOM MANAGEMENT**

- Sharing rumors
- Exclusion from a group assignment
- Verbal taunts

**OFFICE REFERRAL**

- Physically/verbally intimidating
- Repeated verbal taunts
- Physical/verbal threats
- Spreads rumors repeatedly
- Purposefully damages a reputation

**CYBER BULLYING: AUTOMATIC OFFICE REFERRAL**

**DISRUPTIVE CONDUCT**

**CLASSROOM MANAGEMENT**

- Throwing objects
- Blurting out loud
- Continual talking in class
- Off task behaviors

- Deliberate release of bodily functions
- Sleeping in class

**OFFICE REFERRAL**

After repeated refusal to follow redirection, student is referred to the office as disorderly conduct or insubordination

**DISORDERLY CONDUCT: IMMEDIATE OFFICE REFERRAL**

**ELECTRONIC DEVICES**

**CLASSROOM MANAGEMENT**

- Use of cell phone or electronic device without permission
- Taking pictures/videos
- Using headphones

**OFFICE REFERRAL**

- Taking pictures in the locker room
- Refusal to comply with a teacher's request constitutes insubordination

**FIGHTING: IMMEDIATE OFFICE REFERRAL**

**HARASSMENT/THREATS: IMMEDIATE OFFICE REFERRAL**

**HAZING: IMMEDIATE OFFICE REFERRAL**

**IMPROPER DRESS: IMMEDIATE OFFICE REFERRAL: AUTOMATIC OFFICE REFERRAL**

**NUISANCE OBJECTS**

**CLASSROOM MANAGEMENT**

Minor objects that are distracting but not dangerous and include paper airplanes, rubber bands, erasers, noisemakers, laser pointers, etc.

**OFFICE REFERRAL**

Objects that are distracting and dangerous like stink bombs, water balloons, silly string, lighters, and fire crackers

## PLAGIARISM/CHEATING

### CLASSROOM MANAGEMENT

- All examples of cheating (sharing documents, copying papers, etc.)

### OFFICE REFERRAL

- Repeated cheating
- Taking a picture of a test with a cell phone

## THEFT/BUYING OR RECEIVING STOLEN GOODS: AUTOMATIC OFFICE REFERRAL

## UNNECESSARY USE OF PHYSICAL FORCE

### CLASSROOM MANAGEMENT

- Good natured rough housing
- Yanking backpacks
- Pulling a chair out from under a student
- Elementary "poking" behaviors

### OFFICE REFERRAL

- Excessive physical force
- Behavior that could escalate later in the day
- Pushing in anger
- Behavior that could result in injury

## POSSESSION OF TOBACCO, MATCHES OR LIGHTER: AUTOMATIC OFFICE REFERRAL

## USE/POSSESSION OF CHEMICALS, ALCOHOL OR ITEMS INTENDED TO BE USED AS MOOD

### ALTERING: AUTOMATIC OFFICE REFERRAL

## VANDALISM

### CLASSROOM MANAGEMENT

- Writing on a desk
- Drawing on posters

### OFFICE REFERRAL

- Damaging another student's materials
- Breaking equipment/furniture
- Using permanent marker on school property

## VULGAR LANGUAGE

### CLASSROOM MANAGEMENT

- Swearing in a nonthreatening manner
- Accidental slip of a swear word
- Writing vulgar language in their notebooks
- Inappropriate conversations with a peer that can be overheard

### OFFICE REFERRAL

- Use of the "F" word
- Swearing directly at a teacher or peer in anger
- Gang related conversation and symbols

WEAPONS: POSSESSION OR DISTRIBUTION: AUTOMATIC OFFICE REFERRAL

Appendix B:

**JORDAN STUDENTS WILL FOLLOW THE JORDAN HIGH SCHOOL PRIDE EXPECTATIONS**

**P** REPAREDNESS

**All students will. . .**

- Be on time...take care of personal needs during passing time
- Come to class with all needed materials
- Complete assignments/projects in the scheduled time frame

**R** ESPECT

**All students will. . .**

- Respect themselves, staff, peers and all property
- Use classroom resources and technology appropriately
- Use appropriate language/gestures/sounds etc.

**I** NTEGRITY

**All students will. . .**

- Maintain the academic integrity of their work
- Work to maintain the integrity of our school culture
- Make good decisions – Choices matter, decisions have either rewards or consequences
- Be honest about communication with your parents and other teachers
- Do the “right thing” at all times, even when no one is watching

**D** EPENDABILITY

**All students will. . .**

- Consistently attend classes
- Actively participate in classes
- Complete work on time to the best of their ability
- Take responsibility in their education

**E** XCELLENCE

**All students will. . .**

- Strive to be positive role models and leaders
- Grasp the opportunity to grow and learn
- Challenge themselves to exceed expectations
- Monitor individual progress by checking grades online
- Use class time wisely

Appendix C:

## **610 FIELD TRIPS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

### **II. GENERAL STATEMENT OF POLICY**

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

#### **A. Instructional Trips**

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

#### **B. Supplementary Trips**

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

#### **C. Extended Trips**

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).
2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

### **III. REGULATIONS**

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.

- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
  - 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
  - 2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

**IV. SCHOOL BOARD REVIEW**

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
 Minn. Stat. § 123B.37 (Prohibited Fees)  
 Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)  
 Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)  
 Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)  
*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8<sup>th</sup> Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 MSBA/MASA Model Policy 423 (Employee – Student Relationships)  
 MSBA/MASA Model Policy 506 (Student Discipline)  
 MSBA/MASA Model Policy 707 (Transportation of Public School Students)  
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Appendix D:

**526 HAZING PROHIBITION**

**I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

**II. GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing 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**

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or

humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

#### **V. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, 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 deter violations and to appropriately discipline prohibited behavior. 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, school district policies and regulations.

## VI. 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 retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

**Legal References:** Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)

**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 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

Appendix E:

**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, medical, 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, 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. § 121A.67 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 that are done in anger or without regard to the safety of the child: (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) 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; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) 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. "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.

- I. "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 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 as well as sexual contact. 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 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).

- J. "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.
- K. "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.
- L. "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, or agency responsible for assisting or investigating maltreatment.
- 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 and 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.

***[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools.]***

## **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. § 121A.67 (Aversive and Deprivation 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. 4, 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)

**Wage Disclosure Protection Law:**

Notice to employees – Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5070 or 800-342-5354.

# Assurance of Compliance Information

## Board Policies

- A complete list of board policies – including those being reviewed, revised, and adopted – is provided on the District website. All staff are responsible for reviewing and understanding all board policies. Of particular importance, all staff are required to read and understand the following policies:
  - Directory Information (*see staff and student handbooks*)
  - **502:** Search of Student Lockers, Desks, Personal Possessions, and Student’s Person
  - **505:** Distribution of non-school sponsored materials
  - **506:** Student Discipline
  - **503:** Student Attendance
  - **514:** Bullying Prohibition Policy
  - **602:** Organization of School Calendar and School Day
  - School Cancellation Policy (*noted in employee contracts*)
  - **420:** Students and Employees with Communicable and Infectious Diseases
  - **413:** Harassment and Violence
  - **501:** School Weapons Policy
  - **419:** Tobacco-Free Environment
  - Student/Parent Rights Under FERPA (*see staff and student handbooks*)
  - Parents Right to Review Curriculum/Texts (*see staff and student handbooks*)
  - **524:** Internet Acceptable Use and Safety Policy
  - Telephone Numbers and/or Email addresses (*see staff and student handbooks*)
  - Asbestos Update Report (*See Health and Safety Policy and Jordan Journalist*)
  - School District Security Policy (*see Emergency Action Plan*)
  - **402:** Disability Nondiscrimination Policy
  - Equal Access to Programs ( Inclusive Education)
  - Student Accident Report Procedure (*see building nurse procedures*)
  - Clean Indoor Air Act (*See Health and Safety Policy and Jordan Journalist*)
  - Emergency Closing Procedures (*noted in employee contracts*)
  - **806:** Crisis Management Policy
  - **526:** Hazing Prohibition
  - **531:** The Pledge of Allegiance
  - Pesticide Application Notice (*See Health and Safety Policy and Jordan Journalist*)

- **520:** Student Surveys
- **529:** Staff Notification of Violent Behavior by Students
- **407:** Employee Right to Know - Exposure to Hazardous Substances
- Employee I9 Form (*refer to hiring packet*)
- Workers Comp. Notification (*noted in employee contracts*)
- **418:** Drug Free Workplace / Drug Free School
- **904:** Distribution of materials

In order to provide more specific and convenient information, the district has prepared a simple tutorial for your review regarding the following:

- Human Rights Officer
  - The Governing Board designates Matthew Helgerson as the District Human Rights Officer to receive reports or complaints of harassment or violence, hazing, bullying, and also responsible for coordinating Title IX and Section 504/ADA concerns. The Human Rights Officer may delegate investigations of complaints as deemed appropriate. If the complaint involves the District Human Rights Officer, the complaint shall be filed directly with the Executive Director. Katie Pekarna-Damlo 500 Sunset Drive, Suite 1, Jordan, MN 55352 Telephone: 952-492-4379 e-mail: [kdamlo@isd717.org](mailto:kdamlo@isd717.org).
- Drug and Alcohol Testing for Type III Vehicle Drivers
  - Minnesota state law includes various regulations pertaining to the transportation of students. These regulations may include, but are not limited to, required certification training, background checks, safety equipment, safety procedures, etc. The Executive Director and his/her designee shall oversee and direct the transportation program. The District reserves the right to request a Drug & Alcohol test of any Type III driver involved in an accident while operating a district vehicle. If the accident involves the loss of human life or if the driver receives a citation for a moving traffic violation arising from the accident which results in bodily injury or disabling damage to a motor vehicle, Drug & Alcohol testing of the driver is mandatory, in accordance with MN state statutes. The complete policy #709 - Transportation by School Vehicles is available on the website.
- Grievance Procedure for filing Complaint, Comment or Concern Harassment & Violence, Section 504, Title IX
  - Any person who feels they have been inappropriately denied Section 504 or Title IX services, or have been a victim of religious, racial, sexual or other forms of harassment or violence by a pupil, teacher, administrator or other school

personnel should report the alleged acts immediately to an appropriate District official designated by this procedure. The District encourages the reporting party or complainant to use the report form available from the Administrator of each building or available from the administrative office, but oral reports shall be considered complaints as well. Nothing in this procedure shall prevent any person from reporting grievances or alleged acts directly to the District Human Rights Officer or the Executive Director.

- Reprisal
  - The District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial, sexual or other forms of harassment or violence, or a grievance for Section 504 or Title IX services, 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 grievance. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.
- Hazing Prohibition Policy
  - A. No student, teacher, administrator, volunteer, contractor or other employee of the District shall plan, direct, encourage, aid or engage in hazing.
  - B. No teacher, administrator, volunteer, contractor or other employee of the District shall permit, condone or tolerate hazing.
  - C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
  - D. This policy applies to behavior that occurs on or off school property and during and after school hours.
  - E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
  - F. The District will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the District who is found to have violated this policy. The complete policy #526 - Hazing Prohibition is available on the District website.
- Staff Notification of Violent Behavior by Students
  - The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior in order to serve the student and

protect students and staff members. The policy incorporates a written notice to assure that appropriate data are made available to school staff members and to guarantee an accurate record of data provided. Each classroom teacher of a student with a history of violent behavior will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, notice will be given by the administration to other school staff members who have a legitimate educational interest. The notice given to school staff must be in writing and must include the following: name of student, date of notice, the history of violent behavior, and a reminder of the private nature of all the data provided. The notice may include if appropriate: an explanation of what occurred in each incident, types of situations that might trigger violent behavior, successful strategies or interventions, and documents that the staff member may review to assist understanding of the student (e.g. IEP or 504 plan). The complete policy #529- Staff Notification of Violent Behavior by Students is available on the District website.

- Use of Personal Equipment
  - The District prefers that individuals do not bring their personal electronic devices for use in the District's schools. The District accepts no responsibility or liability for the loss, theft, or damage to the devices. Individuals who bring these items to school do so at their own risk.

Bottom of Form



## Jordan High School Handbook Changes for 2021-2022

### Parent-Student Handbook Changes

Pages 3-5--Cleaned up table of contents

Page 6--Bell schedules will be back to our times from the 2019-2020 school year.

Page 7--Added concurrent enrollment musicology class to academically challenging classes.

Page 13--Adjusted coach and advisor names for the 2021-2022 school year.

Page 16--Added this line "Please contact the high school office if you are trying to reach your child instead of calling or texting them during instructional class time."

Page 18--Changes to the lunch information due to federal regulations for serving lunch to all students.

Page 30-31--Made changes to plagiarism/cheating portion to address current concerns due to technology and the pandemic.

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. **Academic integrity is important for all students. Cheating will lead to gaps in learning and lack of preparation for post-secondary opportunities.** 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.
3. **Sharing documents with another person for any reason other than in a group project.**
4. **Taking a picture of a test, homework, or other assignment to give the answers or get the answers from another.**

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 for both students involved. Teachers will have the authority to determine what constitutes cheating on a case by case basis.**

**Staff Handbook Changes**

Page 2--Cleaned up and assigned staff to committees.

Page 4-5--Added language on academic support and accommodations for clarification for staff.

Page 5--Changed the contact name for room reservations to Ms. Grant.

Page 9--Cleaned up dress code language to reflect practice and to be consistent with all buildings.

Page 14-15--Added information about IEP meetings and accommodations for clarification for staff.

Page 15--Changed the language for school lunches to reflect the change from the federal government regarding free lunch for all students.

Page 24--Updated the teacher review cycle for the 2021-2022 school year.

## 21-22 ACTIVITY HANDBOOK CHANGES

- **Intro page**
  - Added Notice of employee rights and remedies
- **MSHSL Page**
  - Added information on the new Dashboard/requirements, updated Emergency Action Plan link
- **Jordan District Requirements page**
  - Updated with a new student transportation waiver form
- **Communications page**
  - Changed communication tool from Remind app, to using the website "alerts" feature through VNN. *NOTE: We are having some technical issues with ISD717.org email addresses and admin rights to sending alerts. If this is not cleared up by the PAC meeting, we will stick with using the Remind app for the 21 fall season.* Websites tab also updated with the JordanActivities.org info for coaches.
- **Registration Page**
  - Link updated
- **Academic Support Page**
  - Language updated, removing the need for signatures of teachers in non failing classes. Only need confirmation from teachers of failing classes.
- **Booster Club Page**
  - Links and website updated
- **Coaches Directory Page**
  - Coach contacts still being updated as positions are filled



**Executive Summary:** Food Service Pricing for FY2021-22

As directed by the USDA; breakfast and lunch will once again be free to all students this year. However; if a student would like an extra entree, that cost is \$2.00. For this school year, a la carte items will be back at the middle school and high school as in prior years.

The elementary school snack fee for this coming school year will be \$60.00 for students in grades K-4; and milk will remain at \$50.00 for the school year for students in grades 1-4. The district gets reimbursed for kindergarten milk.

**The meal pricing for FY2021-22 is as follows:**

- PreK-4 Lunch \$2.65
- 5-12 Lunch \$2.75
- Staff Lunch \$3.85
- Student Breakfast \$1.80
- Staff Breakfast \$2.00
- RVEC & St. John's Student Lunch \$3.05
- RVEC & St. John's Staff Lunch \$3.85
- Extra Entree \$2.00
- Extra Milk \$ .50

These prices will be looked at more closely and possibly increased in 22-23 when meals return to normal.

Families are still asked to fill out the Application for Educational Benefits. The Application for Educational Benefits (Free/Reduced Lunch Application) will also help determine scholarship status for athletics as well as helping to generate compensatory revenue for the school district. Compensatory revenue is money schools receive from the state to meet the needs of students.

It is my recommendation that the above fees are approved for the FY2021-2022 school year, with the expectation that the current prices are reviewed and possibly increased for the next school year.

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 9<sup>th</sup> day of August, 2021.

By: \_\_\_\_\_  
Clerk of the School Board  
ISD 717  
Jordan, MN

## August 9, 2021 Board Report

- Thank you for your incredible support and partnership! Below you will find the Superintendent's Monthly Board Report.

## Fall Planning Updates:

- We continue to monitor positive Covid cases within Scott County and locally.
- Public Comment: Health and Safety Planning Fall 2021
  - Our Public comment form has been open to staff and the community throughout the summer.
  - We have had good participation with around 285 responses.  
Highlights so far confirm high priority in the following areas:
    - Continued enhanced sanitizing practices
    - Continued self- symptom check for staff and students dailyIndividual Comments and areas of lower priority
    - This continues to support our district protocols in relation to recommendations, not requirements.
- Back to School Update
  - Families have received communication in relation to our planning and protocols for the upcoming school year.
    - As noted in the board presentation, the health and safety of our students remains a priority, as well as providing excellent academic opportunities. All information is subject to change based on the guidance issued by the Minnesota Departments of Education (MDE) and the Minnesota Department of Health (MDH).
  - Our Theme is Together We LEAP.
    - “The Leap” represents the incredible achievements of our staff and students in the past two years of unique instructional and learning opportunities.
    - It connects to bridging gaps, making connections between things and the relational connections that make such a difference for our students.
    - We will focus on how we move forward together in supporting our students.
  - Kudos to our staff for all of their on-going preparations for the school year and their continued dedication to our students.
  - We are in the midst of multiple summer projects and preparations, professional development and family communications.
  - We continue to monitor staffing and enrollment.

## Enrollment Update

- As of August 1, 2021 our 21-22 [EC-12 monthly enrollment](#) was 1854 students.

## OUR MISSION

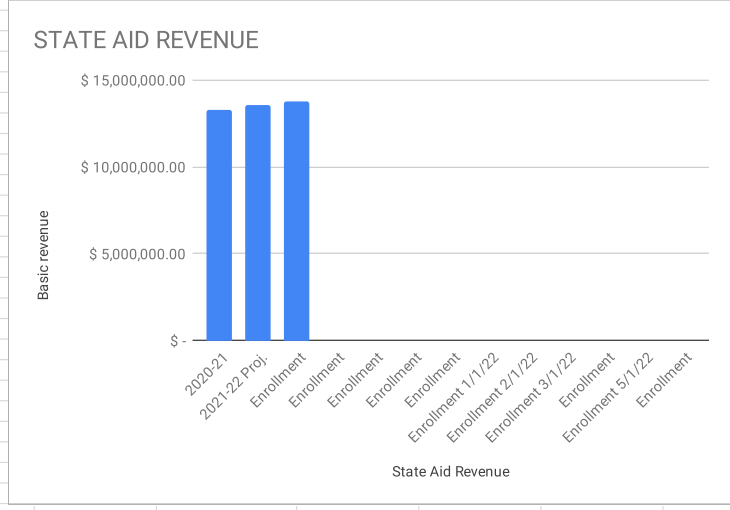
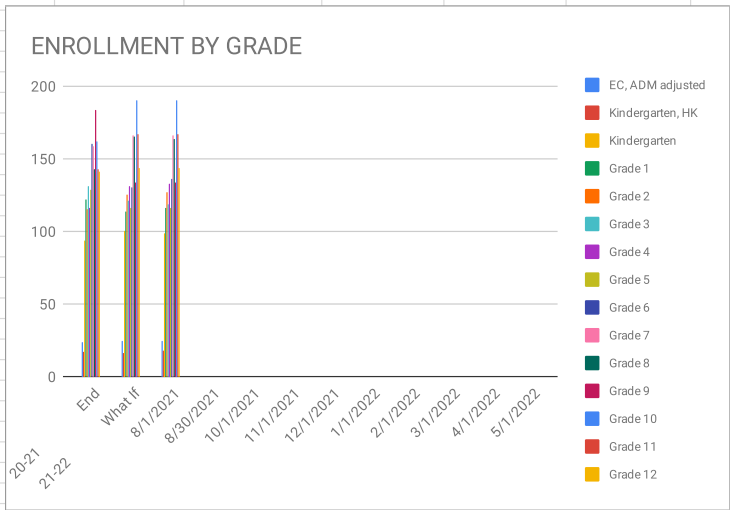
Inspire a caring community to ignite learning, innovation, and success for all!

21-22 EC-12 Monthly Jordan Enrollment

0.5	20-21 End of Year	21-22 What If ADMs	7/1/2021	8/1/2021	8/30/2021	10/1/2021	11/1/2021	12/1/2021	1/1/2022	2/1/2022	3/1/2022	4/1/2022	5/1/2022	End of Year	ADM FY22 What Ifs vs. Actual FY22 (Based on Monthly Child Count)
Early Childhood EC, ADM adj.	48 [1] 24	25	50 [2] 25	50 [3] 25	[4]	[5]									0
Kindergarten, HK	17	16	18	18											2
Kindergarten	94	100	97	99											-1
Grade 1	122	114	112	116											2
Grade 2	115	125	128	127											2
Grade 3	131	121	116	119											-2
Grade 4	116	131	134	133											2
<b>K-4 Total</b>	<b>595</b>	<b>607</b>	<b>605</b>	<b>612</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>
Grade 5	129	116	116	116											0
Grade 6	160	130	130	136											6
Grade 7	159	166	166	166											0
Grade 8	143	165	162	164											-1
<b>5-8 Total</b>	<b>591</b>	<b>577</b>	<b>574</b>	<b>582</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>
Grade 9	184	134	133	134											0
Grade 10	162	190	188	190											0
Grade 11	143	167	163	167											0
Grade 12	141	144	145	144											0
<b>9-12 Total</b>	<b>630</b>	<b>635</b>	<b>629</b>	<b>635</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>K-12 Total</b>	<b>1816</b>	<b>1819</b>	<b>1808</b>	<b>1829</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>
<b>EC-12 Total</b>	<b>1840</b>	<b>1844</b>	<b>1833</b>	<b>1854</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>

21-22 EC-12 Monthly Jordan Enrollment

	20-21 End of Year	21-22 What If ADMs	8/1/2021	8/30/2021	10/1/2021	11/1/2021	12/1/2021	1/1/2022	2/1/2022	3/1/2022	4/1/2022	5/1/2022	End of Year
EC, ADM adjusted	24	25	25										
Kindergarten, HK	17	16	18										
Kindergarten	94	100	99										
Grade 1	122	114	116										
Grade 2	115	125	127										
Grade 3	131	121	119										
Grade 4	116	131	133										
Grade 5	129	116	116										
Grade 6	160	130	136										
Grade 7	159	166	166										
Grade 8	143	165	164										
Grade 9	184	134	134										
Grade 10	162	190	190										
Grade 11	143	167	167										
Grade 12	141	144	144										
<b>Pre K-12 Total</b>	<b>1840</b>	<b>1844</b>	<b>1854</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
State Aid Revenue	2020-21	2021-22 Proj.	Enrollment 8/1/21	Enrollment 8/30/21	Enrollment 10/1/21	Enrollment 11/1/21	Enrollment 12/1/21	Enrollment 1/1/22	Enrollment 2/1/22	Enrollment 3/1/22	Enrollment 4/1/22	Enrollment 5/1/22	Enrollment End of Year
Basic revenue	\$ 13,306,882.46	\$13,564,771.82	\$ 13,771,990.83										





**High School Board Notes  
August 9, 2021**

**Improve Student Achievement, Learning and Career and College Readiness**

- Back to school workshop activities will focus on the Leap into learning theme. We will continue to spotlight Career and College Readiness and how teachers can reinforce that concept in their individual classrooms.
- There will also be a focus during our workshops to get back to basics. Meaning that we have all had our school years disrupted and we will need to use strategies to help students get back into routines.
- The second session of summer school ends on July 30th. It appears that we will have over 30 students earn a credit this session.
- We continue to plan for the 6th year of our Freshman Focus for our incoming 9th grade students. This has proven to be an excellent kick off to high school.

**Provide a safe and collaborative culture in which to learn and work**

- Both the Parent/Student Handbook and the Staff Handbook have been updated. Teachers will review the handbook with students at the beginning of the year and students and parents will sign a document stating they have reviewed the document.

**Improve Community Connection, Satisfaction, and Engagement**

- Open House will occur on August 25th. The number of parents who participated increased over the past few years (2020-21 we did not offer one) with the food trucks and more informal atmosphere. We look forward to seeing our students and families on this day.
- We are excited about the speakers that we have lined up for the school year to meet with our students and families. The goal is to have at least one community speaker a month for our families.

**Integrate data-informed instruction, assessment and learning as a core competency in every classroom**

- We will be meeting next week on MTSS (multi tiered systems of support), to create a better understanding of what it is and how we can be aligned in all three buildings. It will be a great opportunity for discussion and collaboration.
- Teachers have attended or will be attending the summer flex workshop day. Our first flex day was a great success. Staff were able to begin planning for the coming school year and collaborate with peers. We are looking to make some adjustments based on the past year of hybrid and distance learning and ideas we have developed based on that experience.
- We filled the following positions over the summer: Special Education teacher, and business teacher, we will be interviewing over the next few weeks for a

school social worker and paraprofessionals. In many cases, staff members came in over the summer to participate in the hiring process.

- Our data team and staff will meet during workshop week to set goals for our high school students.

**Jordan Middle School Board Report  
August 9<sup>th</sup>, 2021**

**Improve Student Achievement, Learning and Career and College Readiness**

- Ongoing planning for the start of the school year. Year will focus on going back to basics and leaping forward.
  - Heavy focus on relationships and connections.
  - Research based teaching and learning practices.
  - Staff will continue to plan based on student needs.
- Planned and hosted first two flex day trainings for staff. Focus of these flex days were on building positive relationships with students, family communication, grading and syllabus work.

**Integrate data-informed instruction, assessment, and learning as a core competency in every classroom**

- Updated Parent/Student Handbook for the 2021-2022 school year.
- Updated Staff Handbook for the 2021-2022 school year.
- JMS will continue to focus on effective Tier 1 instructional strategies.
  - Culturally responsive teaching/pedagogy 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**

- We will be interviewing to fill open positions. Current positions include:
  - Special Education paraprofessional
  - WIN Room paraprofessional
  - School Social worker
- The team completed the 2021-2022 master schedule including special education schedules.
- The Positive Behavior Intervention Support (PBIS) team completed COHORT 15 training. Team continues to meet to address areas of improvement for JMS and is developing a plan moving forward.

**Improve community connections, satisfaction, and engagement**

- Met with the 6th grade team following the feedback from the June 28th workshop meeting. Below is the plan moving forward.
  - Wolf Ridge will continue as it has in previous years with plans to address the concerns outlined such as bringing a nurse.
  - Current 7th grade students will attend Sand Creek Adventures and use the money they fundraised as 5th graders.
- JMS website has been reviewed and is in process of editing.
- Communication was sent to 5th grade families about Jumpstart on August 18th.

- Welcome communication was sent to new families that have registered at this point.
- Planning for JMS & JHS Family Resources Night (Open House) is finalized and communicated to families. See below:
  - Back to School Resource Night (Open House Night)
    - Grades 5-8 at JMS, 9-12 at Jordan High School
    - Wednesday, August 25 from 3:30-7:30 pm-at both buildings
    - Enjoy food from one of the food trucks in the middle school bus lot!
    - Pick up your child's chromebook from the Middle School Commons
    - Visit community and school informational booths in the Middle School Commons.
    - Listen Jason Arros, Captain with Shakopee Police, speak on *Courageous Parenting* at 6:00 pm at JHS Auditorium.
    - Incoming 5th Grade Families and any new families to Jordan Middle School, join us for an optional parent informational presentation in the JMS gymnasium at 5:00pm.
    - Pick up and complete your "Welcome Back Checklist" including:
    - Fall Pictures for all grades
      - Middle School in middle school Mat Room
      - High School in high school Multi purpose room
    - Welcome back and overview of school year video from Mr. Bakeberg
    - 5th Grade Parent Meeting at 5:00pm
    - Pick up student schedule, walk classes, and practice lockers
    - Load your student locker with your supplies
    - Meet advisory teacher and pick up needed forms
    - Attend a tech training (Infinite Campus, Google Classroom, and Study Island)
- Providing tours and answering questions of prospective families.



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**MELISSA BARNETT**  
Principal, Jordan Elementary School  
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## **Jordan Elementary School JES Principal Summary for August 2021**

Throughout the course of the summer, our focus has been reviewing programs, processes, schedules and planning for the fall after a year and a half of COVID impacting our school community. We are very excited to see students at the end of August and are hopeful we will be able to return to a more normal school year.

We have been monitoring enrollment numbers, in particular in 3rd grade and Kindergarten. Due to an increase in enrollment in 3rd grade over the summer months, along with the unique academic and health needs of the students, we made the decision to add another section. Kindergarten has a higher number of at risk students, with enrollment also increasing over the summer. Ms. Evenson and I will continue to monitor enrollment in this grade level as we move through the month of August.

Below is a summary of the summer work being done to address the district's strategic plan during the months of July and August:

### **Improve student achievement, learning and career and college readiness**

- Finalized student assignments/class lists to create optimal teaching and learning environments
- Completed JPS Literacy Plan with Dr. Erin Hjelmeland, Director of Teaching and Learning, which was submitted to MDE
- Working on Title grant and meeting with new SJB principal, Christopher Smith, to determine Title services for their students for the upcoming school year
- MTSS Academic and Behavior team members collaborated during the MTSS Boot Camp to revise and enhance our Multi-Tiered System of Support process. Our time and energy this year will be focused on Tier I, core instruction, to ensure all students are receiving high quality instruction that is differentiated to meet their unique academic and behavioral needs.
- Teachers have been attending summer Flex Days to learn more about the updated Wonders Reading curriculum. Staff are very excited to see the improvements made in the curriculum they have been using the past eight years. Students will spend more time writing, engaging with diverse texts related to Science and Social Studies themes, and participating in project-based learning lessons.

### **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**

- Analyzing the effectiveness of our MTSS process by using quantitative data from grade level and standardized assessments, as well as qualitative data from PLCs and committee conversations
- Completed a needs assessment of our MTSS process in order to identify areas of strength and needed growth
- The MTSS team defined Tier I instructional practices to focus attention on for professional development throughout the school year.

**Provide a safe and collaborative culture in which to learn and work**

- Collaborating with the admin and building leadership teams to finalize workshop week training sessions and professional development needs for the school year
- Reviewing health and safety guidelines for the upcoming school year; working with custodians and the school nurse to support their efforts in these areas

**Improve community connections, satisfaction, and engagement**

- Collaborated with Elise Pickle, Interim Communications Specialist, and K team in creating key messaging for families regarding Countdown to Kindergarten
- Working with JES PTO on recruiting new members and highlighting the vision and commitment of the organization at Back to School Conferences
- Encouraging teachers to be the building liaison for the Jordan Education Foundation to strengthen the partnership between the foundation and school
- Revised 2021-2022 JES Family/Student and Staff Handbooks and will share with the school community on website and during workshop week

**Executive Summary**  
**Director of Teaching and Learning**  
**August 2021**

**Overarching Framework for Staff Development Goals:** This year's priority is again focusing on fostering teaching strategies that support a 21st century curriculum coinciding with today's reality of COVID learning loss and challenges.

<b>Framework for Staff Development</b>  <i>(Long Term Goals and Plan)</i>	<p><i>LEAP INTO A NEW YEAR</i></p> <p>“Education is the single most important job of the human race.”          -- George Lucas</p>	
	<i>WHY</i>	<p>The constituents of Jordan Public Schools require innovative skills, and the education system needs to evolve in order to meet the demands of the 21st Century workplace. Jordan Public Schools will respond by creating an Inquiry focus with an emphasis on exploratory and elective based learning pathways.</p>
	<i>WHAT</i>	<p>A 21st Century curriculum focused on standards based instruction.</p>
	<i>HOW</i>	<p><b>Teaching strategies based on best practice with a focus on MTSS Tier One Instruction to support all learners.</b></p>
	<i>STRUCTURE</i>	<p>K-12 Academy Pathways based in Experiential Learning (developing).</p>

## Improve Student Achievement, Learning and Career and College Readiness

### 2021-2022 Professional Development

- This year's staff development focus is to bridge the direction and progress of the district preCOVID with what education has transformed into during COVID, learning loss, and challenges of the last school year.
  - Looking ahead to this school year, it is important to take what we have all learned through these constantly changing and sometimes challenging COVID years into consideration as this growth will influence how education looks in the future. In planning back-to-school workshop week, a focus was giving flexibility and options to support the various needs of staff in preparing to welcome students back to the classroom.
  - Many of the training sessions during workshop week will be in an **asynchronous** format to be completed at a time that fits personal schedules and needs. The asynchronous JWIN training sessions include mandatory sessions like Safe Schools Trainings, general overviews of a few new programs available to teachers, and a few other offerings. The scheduled **synchronous** training sessions will focus on district level "Nuts and Bolts" along with building level specific needs. It is important to reaffirm and establish many of our norms, procedures, and what is best instructional practices to set a solid foundation before we **LEAP** into the new year.
- **Learning Target - Staff will implement teaching strategies throughout MTSS Tier One Instruction that support best practices to meet the various needs of all learners.**
  - Flex Day Workshop - July 27, August 4, and August 20
    - [Workshop Agenda](#)
  - New Employee Workshop -- August 19
    - [Workshop Agenda](#)
  - Fall Back-to-School Workshop
    - Back to School Workshop = Focus on Supporting Teachers in this Transformed Educational Environment
      - [Fall Workshop District Overview](#)
      - [District Wide JWIN Learning Opportunities](#)

### Southwest Metro's E-Learning Enterprise (SEE)

- Southwest Metro's E-Learning Enterprise will be up and running for the 2021-2022 school year.
  - Using what Kat and I created last year for Jordan Virtual Academy, SW Metro created a framework one-pager for SEE. Once that was created, I worked with the leadership team to finalize [Jordan's Information One-Pager of SEE](#) to send to interested families.
  - Currently, we have approximately eight interested families in joining SEE; however, none have formally enrolled.

- Orientation for Jordan families enrolling in SEE will take place during back-to-school open house on Wednesday, August 25, 2021, from 5-6:00pm in the Jordan Middle School.
- The Jordan [website](#) has also been updated with this online option and information.

## **Integrate Data-Informed Instruction, Assessment and Learning as a Core Competency in Every Classroom**

### **MTSS Bootcamp**

- The first district wide MTSS Bootcamp took place on Monday, August 2 and Tuesday, August 3, 2021. The purpose of this optional training is to provide background on MTSS (Multi Tiered Systems of Support) in general, create a vertically aligned MTSS process across the district, and to continue the focus on Tier 1 instruction.
- **Learning Target:** The MTSS Boot Camp will help create vertical MTSS alignment across the district to solidify practices and procedures to better support students.
- [MTSS Bootcamp Agenda](#)

## **Provide a Safe and Collaborative Culture in which to Learn and Work**

### **Building Feedback**

- My goal is to continue joining building level staff meetings to continually foster feedback to use in the district's professional development opportunities.

### **District Staff Development**

- The first 2021-2022 District Staff Development meeting will take place during fall workshop week. The focus of this group is to be a voice for building committees at the district level.
- A goal this year is to have the district and building staff development committees take a larger role in helping to create professional development opportunities at the building and district levels. Professional development is focused on teachers to help support students, so those teachers need to have a voice in the process.

## **Improve Community Connection, Satisfaction and Engagement**

### **Curriculum and Technology Integration Committee**

- Based on prior attendance, volunteer, and recommendations, and in order to foster new members, I will be using multiple avenues to reach out to people to continue serving on the committee and to garner new members.
- The [Curriculum and Technology Advisory Council website](#) has already been updated with this year's dates and general information.
- All Meetings will take place in the CERC Multipurpose Room from 5:00-6:00pm:
  - Monday, October 11, 2021
  - Monday, November 15, 2021
  - Monday, December 13, 2021

- Monday, January 10, 2022
- Monday, February 7, 2022
- Monday, March 21, 2022
- Monday, April 18, 2022

## Activities Director's Board Report 8/9/21

- **Tickets & Passes-** We do not anticipate any capacity limitations, and plan on selling tickets in person as we have in the past. There is not any guidance on social distancing in the bleachers or masks at this time. We will also be selling season passes once again at \$45 for K-12 students, \$90 for adults, and \$225 for families. Seniors aged 62 and up that are residents of the district may receive a free pass by stopping into the JHS office.
  
- **Middle School Offerings this Fall**
  - **Cross Country**
    - Will be offered to 6th-8th graders through the Activities Department as normal. This activity was approved by the Board in the 19-20 school year to allow 6th grade participation in the middle school program only.
  - **Soccer**
    - We hope to have enough register for a C team, which will look more like a MS team.
  - **Girls Tennis**
    - Will be offered to 6th-8th graders through the Activities Department as normal. This activity was approved by the Board in the 19-20 school year to allow 6th grade participation in the middle school program only.
  - **Girls Swimming and Diving**
    - The Cooperative sponsorship with Prior Lake will be available again this fall after a one year pause. Note: we have not sent a swimmer from Jordan in quite some time.
  - **Fall Theater**
    - We will have a fall MS play offering this year!
  
- **Coaching Vacancies**
  - MS Volleyball - as of 8/2 we still need two MS coaches
  - MS Football - as of 8/2 we still need one MS coach
  - Varsity Boys Golf
  - MS Boys Bball
  - MS Girls Bball
  - MS Wrestling

**COMMUNITY EDUCATION  
8/09/2021 BOARD REPORT**

**Director's Message:**

It is sad to see this summer coming to a close. It has been so fun to see our classes fill up. Our families have supported Community Education in a big way this summer. As we transition to the fall we have many more programs and I hope we can build on this momentum. Our fall brochure will be hitting homes next week. Some classes to highlight are Cooking classes (Let's Make Dinner and Chocolate Truffles, Creamy Caramels), Middle School Art Club, and Basketball Official Clinic.

The CERC has also added another day to our Preschool Play Time. The program is at the CERC Monday, Thursday and Friday from 9:00 am- 11:00 am.

We are also happy to announce the AARP drivers class is back for our older adults. This program had gone away because of the pandemic and is returning this fall.

**Run of the Mill:**

We are planning the Run of the Mill for September 11, 2021. Registration is open on the Community Education Website. The deadline set for August 30.

**Early Learning:**

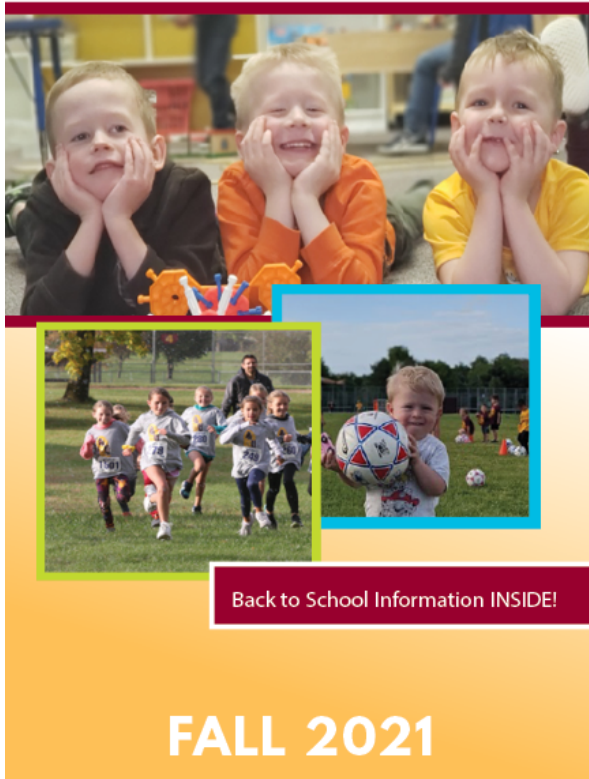
We will be sending out each preschooler's teacher in the next coming weeks. We have a few spots remaining in our classes, but for the most part we are at capacity. We have switched our PT preschool/ECFE teacher to full time in hopes of attracting more applicants. We had previously offered the PT position to three great applicants, but they had wanted full time hours. I have since reached out to them to let them know of this new development. We are offering more ECFE classes than we typically have in the past. There will be classes offered on Tuesday and Thursday during the morning hours and then Monday, Tuesday, and Thursday evening classes. They will be highlighted in the brochure in addition to a couple of one time only classes such as Spiders and Pumpkins and Bats oh my!. We look forward to hosting family events again as well.

**Kids Co:**

Kids Company fall registration is open and families are able to complete that all online. The only issue we've run into so far is that using a mobile device and registration is not compatible.

Look for our new Brochure to hit homes next week.

**JORDAN**  
**COMMUNITY**  
EDUCATION & RECREATION





## **Communications and Marketing Monthly Summary (08/02/2021)**

**Elise Pickle**

### **Projects Completed / Highlights:**

- Finalized Communications Plan for Back-to-School messaging.
- Sent Back-to-School guidelines communication.
- Created materials and communications for July JES Countdown to Kindergarten messaging.
- Wrote talking points for July KCHK interview.
- Created the Fall 2021 Community Ed & Rec brochure. This will arrive in homes the week of August 9.
- Created postcards for JHS & JMS Back-to-School Open House.
- Designed 21-22 Theme logo, video, and staff t-shirts.
- Coordinated Principals profile article for the Jordan Independent. This will likely go to print towards the end of August.

### **Events Attended for Photography Needs:**

- Kids' Company Events
- Track and Field Camp

### **Projects / Events In-Progress:**

- Assist JES with Countdown to Kindergarten communications.
- Updating website with changes for 2021-2022 school year.
- Assist Special Services with updates for the SEAC brochure and adding resources to the website.
- Updating outdated signage throughout JES.
- Designing signage for JHS Office and JMS Front Entry.
- Creating communications plan for athletics.
- Designing checklists for back-to-school open houses.

### **Ongoing (Daily/Weekly Activities):**

- Meeting with district leadership to determine upcoming communication needs.

- Send any required COVID communication on behalf of the district nurses and Chad Williams.
- Craft district messaging.
- 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.



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**ANDREA SCHAAK**  
Nutritional Services Director  
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## **Nutrition Services School Board Report**

**Andrea Schaak**

**Aug 3, 2021**

We are wrapping up summer feeding on Thursday, August 19th. I believe the summer feeding program went very well and we fed thousands of meals for both breakfast and lunch to our students.

We are now thinking about the start of the school year. I am having a manager's meeting within the week. I will be giving them our Back to School Workshop agenda/schedule as well as mailing out staff letters with the same information to staff by the end of this week.

By now you have heard that I submitted my resignation letter to our Superintendent, Board Chair, and Payroll & Benefits Specialist last week. It was a difficult decision and one I did not take lightly. I want the board to know how much I appreciated your support throughout the years I was with Jordan Public Schools. Please continue to do so. My first concern is for my staff and how the administration will support them through this transition. I will do everything I can before I leave to make sure the staff feel comfortable to start off the school year right. I only wish the best for Jordan Public Schools and for the Nutrition Services program. I hope we all have a “normal” school year ahead.

Thank you!

Andrea Schaak

## **Board Meeting 08.09.21**

### **Jordan School District #0717 Special Services Department Update:**

#### **Improve Student Achievement, Learning and Career and College Readiness:**

- I have been communicating with new and current staff throughout the summer. We are preparing them with access to our online special education system, getting their devices, and having them meet with building sped staff to prepare schedules for the 2021-2022 school year.
- Staff have been working hard on scheduling students for the 2021-2022 school year.
- I have been working hard on back to school workshop week special services updates, new regulations, etc. to ensure our staff are ready for what is expected of schools for the 2021-2022 school year.

#### **Improve Community Connection, Satisfaction, and Engagement**

- The American Indian Education Council will be meeting on August 16, 2021 to develop a solid plan to use funds allocated to the Jordan School District for our American Indian Students.
- Erin and I are finalizing New Staff Training Day. We are excited to have staff back on site and go back to meeting in person with our new staff this school year!
- This past month I had the privilege to meet with the new Principal at St. John's. We met and discussed our non-public agreement on the proportionate share and special services for students who attend St. John's.

#### **Be Fiscally Responsible and Maintain Quality Facilities**

- I have been working on our Title III application for Title III funding for the 21-22 school year.
- Claire and I will be meeting with Eric from Benjamin Bus Co. on our special transportation requests for the 21-22 school year. Staff from Benjamin Bus Co. will be working on setting up routes for the start of the 2021 school year.
- Amy Hafemann and I have been meeting weekly to go over our 21-22 special education budget to ensure we are utilizing our special education dollars appropriately.

## Technology Board Update **Aug 9, 2021**

### **Emergency Connectivity Funds (ECF)**

As part of the American Rescue Plan there is a new program from the FCC to help schools purchase student devices. This is under the E-rate program that we have used for many years to help with the cost of internet and networking devices. The new ECF is a one time offering that now includes money for devices. We have applied for devices to expand our yearly 5th and 9th grade replacements to include other grades as well. This is a new program so there are some outstanding questions about the approval process and timeframes to receive funds. The window to apply closes on August 11th, so we will keep the board updated on the status of our requests.

### **Auditorium lighting**

With the high school auditorium sound system upgrade complete and working we are now looking at the house and stage lighting systems in the space. The lighting is mostly original to the building and parts and support are getting harder to find. We reached out to a local theater space consulting company to come do a walk through of our auditorium. They agreed that some of the equipment is older, but our system is very similar to other spaces they have had success upgrading. The company and us will be having user group sessions with staff who use the space to see what the immediate needs and pain points are. As this will be a multi-year project we want to fix the most pressing issues first and to also create a yearly plan and to know estimated costs for the whole project.



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**TIM BISEK**  
Facilities and Grounds Director  
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## **Facilities and Grounds Director Report 8-09-2021**

### **LTFM**

- Tiling of JMS walls is complete turned out very well
- Next phase of carpet installed at JES complete turned out well
- Blacktop repair on lots to be done before start of school
- New mulch has been installed at sites

### **Summertime cleaning**

- Deep cleaning is starting to wrap up at all sites.

### **Updates**

- High school chiller replacement is beginning to start with the help of Krause - Anderson to acquire bids
  - Portable chiller is at the High school to make sure we can maintain the building
- Some chilling pipes at JES have fallen off their stands on the roof, everything is working as normal
  - Getting bids to fix this issue and we will do this work after the cooling season.

## **OUR MISSION**

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

# 2021 Board Committee & Liaison Assignments

## Standing Committee Assignments

Committee Name	School Board Member
Budget/Finance	Deb Pauly, Ryan Dahnert, Sandy Burke, Connie Hennen, Lauren Pedersen, Sara Lehnen, Molly Monyok
Calendar	Lauren Pedersen
City/School	Deb Pauly, Ryan Dahnert, Lauren Pedersen
Communications	Sandy Burke, Lauren Pedersen
Community Education/Recreation/Joint Powers	Lauren Pedersen, Sara Lehnen
Curriculum & Technology Integration Committee	Deb Pauly, Connie Hennen, Sandy Burke (Student Board representative)
Facilities	Deb Pauly, Ryan Dahnert, Molly Monyok
Meet and Confer/Continuing Education/Staff Development/Personnel	Deb Pauly, Ryan Dahnert (alternate - Connie Hennen)
Negotiations	Deb Pauly, Ryan Dahnert (Alternate - Lauren Pedersen)
Policy	Deb Pauly, Sandy Burke, Sara Lehnen

## Liaison/Points of Contact and Ad-Hoc Assignments

Committee Name	School Board Member
American Indian Parent Advisory Council (AIPAC)	Sandy Burke (alternate - Deb Pauly)
Booster Club	Sara Lehnen (alternate - Lauren Pedersen)
Education Foundation	Connie Hennen, Molly Monyok
Legislative	Deb Pauly
MSHSL	Deb Pauly
SCALE	Ryan Dahnert (alternate - Deb Pauly)
SCSC/Metro ECSU	Lauren Pedersen (alternate - Sandy Burke)
Special Education Advisory Council (SEAC)	Connie Hennen
SW Metro Intermediate District	Deb Pauly (alternate - Molly Monyok)

The Jordan Board of Education is comprised of seven elected members who govern the Jordan School District #717. The board hires the superintendent, sets policy, collaboratively sets the strategic plan for the district, approves staff hirings, resignations, terminations and leaves of absence, sets the annual local school levy, approves expenditures, oversees the district's budget and district facilities and equipment. **Learn more about each member by clicking on their Board Member Profile page.**

School Board Meetings are the 2nd and 4th Monday of each month unless posted differently. The meeting on the second Monday is a regular business meeting. The fourth Monday meeting is a workshop meeting.