



Jordan School District #717
Regular Meeting Minutes

Monday, August 12, 2013 at 6:30 PM
Regular Meeting
Jordan Public Schools
500 Sunset Drive; Suite 3
Jordan, MN 55352

1. Call to Order
2. Roll Call - Benko __ Brox __ Burke __ Carritt __ Pauly __ Pedersen __ Vollbrecht __
3. Pledge of Allegiance
4. Consideration of Agenda
5. Public Comments
6. Track & Golf Student-Athlete Recognition (Jordan Pride Award)
7. Consensus Items
 1. Health & Safety Policy - 2nd Reading
 2. Annual Mandated Policies - Third Reading
 3. Donations
 4. Board Minutes
 5. Employee Action Item
 1. Resignations
 2. Volunteer Coaches
 3. Tina Braun - JMS Tennis Coach
 4. School Nurse - Jessica Taddei
 5. Renee Eyrich - HS Secretary
 6. Tom Sand - MS Football Coach
 6. 2013-14 Wellness Budget
8. Administrative Reports
9. 2013-14 Athletic Handbook
10. Chef Marshall O'Brien
11. Levy Resolution
12. Early Edventures Contracted Staff Pay Proposal

13. Milk, Bread and Ice Cream Bids
14. Informational
 1. Referendum Plan & Process
 2. St. John's School - providing lunches
15. Adjourn

School Board Clerk

Date

Request to Address the School Board

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

Name: _____ Residence (city only): _____

Purpose for Speaking to the School Board (be specific):

Have you previously contacted a school board member and/or school employee about this issue/concern? (circle one) YES NO

If so, please tell us whom: _____

Contact Information (*phone number): _____

** Only to be used for follow-up to your shared issue/concern*

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

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: _____

Revised: _____

807 HEALTH AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.

- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district will form a health and safety advisory committee to be appointed by the superintendent. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these

recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Lighting
 - 4. Structural Safety
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
 - 10. Infectious Waste/Bloodborne Pathogens
 - 11. Community Right to Know
 - 12. Compressed Gas Safety
 - 13. Confined Space Standard
 - 14. Electrical Safety
 - 15. First Aid/CPR/AED
 - 16. Food Safety Inspection
 - 17. Forklift Safety
 - 18. Hazardous Waste
 - 19. Hearing Conservation
 - 20. Hoist/Lift/Elevator Safety
 - 21. Integrated Pest Management

22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Mercury
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Chlorine
34. Ladder/Fall Protection
35. Laboratory Safety
36. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations

for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. §123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. §123B.57 (Capital Expenditure; Health and Safety)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: October 8, 2012

Revised: August 12, 2013

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect the Open Meeting Law statute and are not discretionary in nature. It does not address meetings held by interactive television pursuant to the 1997 legislation. The statute should be reviewed with legal counsel prior to such meetings.]

I. PURPOSE

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering.

IV. PROCEDURES

- A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget

period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting,

subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App.

2004)

Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)

Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)

Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)

Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)

Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)

Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)

Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)

Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)

Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)

Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References:

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

MSBA/MASA Model Policy 207 (Public Hearings)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: July 9, 2012

Reviewed: August 12, 2013

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF POLICY

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

IV. ADOPTION OF POLICY

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

- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policies and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. It shall be the responsibility of the superintendent, employees designated by the superintendent, and individual school board members to keep the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; and 806 Crisis Management Policy.
- E. When no school board policy in exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district.

Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

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

Cross References:

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: July 9, 2012

Revised: August 12, 2013

410 FAMILY AND MEDICAL LEAVE POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. “Covered active duty” means:

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

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her National Guard or Reserve military service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- E. “Outpatient status” means, with respect to a covered servicemember, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- F. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member’s child;
 4. to address financial and legal arrangements for a covered military member;

5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member; and
 8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- G. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- H. “Veteran” has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
 - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month

period measured backward from the date an employee's leave is to commence.

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. a "serious injury or illness," in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or

reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

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

does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

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

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

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

B. Six-week Leave

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for the school district for at least 12 consecutive months and has worked an average number of hours per week equal to one-half of the full time equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the

eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.

4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number

of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

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

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

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

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: October 8, 2012

Revised: August 12, 2013

413 HARASSMENT AND VIOLENCE

[Note: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
 - 1. "Disability" means any condition or characteristic that renders a person a

disabled person. A disabled person is any person who:

- a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or

physical conduct or communication of a sexual nature when:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

F. Sexual Violence; Definition

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

- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition

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

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district

human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

- D. In the District. The school board hereby designates _____ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

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

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

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

VI. SCHOOL DISTRICT ACTION

- A. 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy 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 harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

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

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

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: October 8, 2012

Revised: August 12, 2013

413 HARASSMENT AND VIOLENCE

[Note: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
 - 1. "Disability" means any condition or characteristic that renders a person a

disabled person. A disabled person is any person who:

- a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or

physical conduct or communication of a sexual nature when:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

F. Sexual Violence; Definition

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

- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition

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

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district

human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

- D. In the District. The school board hereby designates _____ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

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

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

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

VI. SCHOOL DISTRICT ACTION

- A. 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy 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 harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

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

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

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: July 9, 2012

Revised: August 12, 2013

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]

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. 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

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)



Confidential
Student Maltreatment Reporting Form
Division of Compliance and Assistance
 1500 Highway 36 West
 Roseville, Minnesota 55113-4266
 Phone: (651) 582-8546 FAX: (651) 634-2277

Minnesota Department of Education staff use only			
Intake Person	MDE File #	Investigator	Date Assigned
	<input type="checkbox"/> No Maltreatment <input type="checkbox"/> No Jurisdiction <input type="checkbox"/> I & R <input type="checkbox"/> Other (Please explain)		Date Reporter Notified: _____
	PSN Date: _____ <input type="checkbox"/> Verbal <input type="checkbox"/> Written		_____ Verbal _____ Written (Attach written correspondence)

Via: <input type="checkbox"/> Fax <input type="checkbox"/> Phone <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Email	Date Submitted _____ School District Name _____ School District Number _____ School Name _____ Address _____ City _____ Zip _____ Phone Number _____ Principal _____ Phone Number _____
--	--

REPORTER (name of person completing form) **Reporter is confidential under Minnesota Statute § 626.556**

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

ALLEGED VICTIM

Name _____ DOB _____ Grade _____ Gender: Male Female
 Special Education: Yes No Disability Description _____ Race _____
 Address _____ City _____ State _____ Zip _____
 Parent/Guardian _____ Home Phone _____ Other Phone _____

ALLEGED OFFENDER

Name _____ Position _____ DOB _____ Gender: Male Female
 Address _____ City _____ State _____ Zip _____ Race _____
 Home Phone _____ Other Phone _____

INCIDENT

Date _____ Time _____ Location/Address (if different than school) _____ Type of Alleged Maltreatment: <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Unknown Injury: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Witness Information _____ Description of Incident and Injury: (please attach additional page if needed) Police Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No Police Department _____ Contact _____ Phone _____
--

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: July 9, 2012

Reviewed: August 12, 2013

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

- D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult’s will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.
- E. “Financial Exploitation” means a breach of a fiduciary duty by an actor’s unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor’s failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult’s funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult’s will for the profit or advantage of another.
- F. “Vulnerable Adult” means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services at or from a licensed facility which serves adults as set forth in Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or home care provider service; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual’s ability to adequately provide the person’s own care without assistance or supervision and, because of the dysfunction or infirmity and

need for care or services, has an impaired ability to protect the individual's self from maltreatment.

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

IV. REPORTING PROCEDURES

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

damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

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

VI. DISSEMINATION OF POLICY AND TRAINING

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

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

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

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: October 8, 2012

Reviewed: August 12, 2013

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates the High School Athletic Director, Jeff Vizenor, phone number 952-492-4402, as its Title IX coordinator. The address is 600 Sunset Drive, Jordan, MN 55352. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent, Matthew Helgerson, or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to

use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

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

IV. INVESTIGATION

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

V. SCHOOL DISTRICT ACTION

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

VI. REPRISAL

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

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VIII. DISSEMINATION OF POLICY AND EVALUATION

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

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

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

INDEPENDENT SCHOOL DISTRICT NO. _____

UNLAWFUL SEX DISCRIMINATION TOWARD A STUDENT

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward a Student

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

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

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

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

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

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

List any witnesses that were present: _____

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

(Complainant Signature)

(Date)

Received by: _____

INDEPENDENT SCHOOL DISTRICT 717
JORDAN PUBLIC SCHOOLS
JORDAN, MINNESOTA

The regular meeting of the Board of Education was held in the Board Room at the Middle School on July 8, 2013.

Board Present: Mr. Brox, Mrs. Burke, Mrs. Pauly, Mr. Vollbrecht,
Mrs. Pedersen, Mr. Benko, Ms. Carritt

Board Absent:

Also Present: Mr. Helgersen, Mrs. Jabs, Mrs. McNulty,
Mr. Schueller, Mr. Warden

Chairperson Pauly called the meeting to order at 6:30 p.m. and followed with the Pledge of Allegiance.

There was no public comment.

Motion Carritt, seconded Pedersen to approve the consensus items Health and Safety Budget for FY 13 with UFARS codes of 347 \$31,590.25, 394 of 447,236.26, 352 of \$41,954.01, 358 of \$6,600.00, 363 of \$35,86.00 and \$366 of \$32,175.00 and FY14 with UFARS codes 347 of \$27,500, 394 of \$6,800.00, 352 of \$42,125.00, 358 of \$33,000.00, 363 of \$30,500.00 and 366 of 0.00 and FY15 with UFARS codes 347 \$11,100.00, 394 of \$44,500.00, 352 of \$42,200.00, 358 of \$0.00, 363 of \$30,500.00 and 366 of \$0.00 and Health & Safety Policy #807, Annual Mandated Policies, 2013 Literacy Plan and Report, Donations, and Board minutes. Vote 7-0. Passed.

Motion Vollbrecht, seconded Benko to approve the Sports Care Contract with St. Francis. Vote 7-0. Passed.

Motion Pedersen, seconded Carritt to approve adding signatures of Nicole Knapp and Matt Helgersen and removing Kirk Nelson at Frandsen Bank. Vote 7-0. Passed.

Motion Carritt, seconded Burke to approve the \$25.00 a month stipend for Nicole Knapp for banking business. Vote 7-0. Passed.

Motion Carritt, seconded Pedersen to approve the hiring of Kristin Dyrhaug at Step 2, Lane 5 for an annual salary of \$46,039 and Ryan Rasmussen at Step 3, Lane 1 for an annual salary of \$43,849. Vote 7-0. Passed.

Motion Vollbrecht, seconded Pedersen to approve the Middle School Handbook for the 2013-14 school year. Vote 7-0. Passed.

Motion Vollbrecht, seconded Carritt to approve the community education summer personnel pay as recommended by Mr. Warden. Vote 7-0. Passed.

Motion Vollbrecht, seconded Brox to approve the Chef Marshall Contract as presented. Motion was rescinded. This item will be brought back to the July 22, 2013 meeting.

Motion Benko, seconded Pedersen to approve the Call of Election. Roll Call vote: Burke, aye; Pedersen, aye; Benko, aye; Pauly, aye; Brox, aye; Carritt, aye; Vollbrecht, aye. Passed.

Motion Carritt, seconded Pedersen to approve the contract and resolution with The Lease Finance Group. Roll call vote: Burke, aye; Pedersen, aye; Benko, aye; Pauly, aye; Brox, aye; Carritt, aye; Vollbrecht, aye. Passed.

Motion Vollbrecht, seconded Brox to approve the 2013-14 Board Goals. Vote 7-0. Passed.

Motion Carritt, seconded Pedersen to approve the 2013-14 communication plan. Vote 7-0. Passed.

Motion Carritt, seconded Benko to approve School Reach Instant Parent Communication System and drop Snocap. Vote 7-0. Passed.

Motion Benko, seconded Burke to approve Applitrack as the application system for the district. Vote 7-0. Passed.

Mr. Helgerson informed the board of the upcoming MSBA Leadership Conference.

Mr. Helgerson also updated the School Board on the Middle School Project Planning with DLR. Board committee members Pauly, Benko and Vollbrecht also commented on the update.

Mr. Helgerson reported on the interview process of the hiring of the Elementary Principal and the candidates selected for a second interview.

Motion Brox to adjourn the meeting at 7:52 p.m.

Sandy Burke, Clerk

INDEPENDENT SCHOOL DISTRICT 717
JORDAN PUBLIC SCHOOLS
JORDAN, MINNESOTA

The workshop meeting of the Board of Education was held in the Board Room at the Middle School on July 22, 2013.

Board Present: Mr. Benko, Mrs. Burke, Mrs. Pauly, Mr. Vollbrecht,
Mrs. Pedersen, Ms. Carritt

Board Absent: Mr. Brox

Also Present: Mr. Helgerson, Mrs. Jabs, Mrs. Kulas-Volk,
Connor McArdle, Mr. Chambers, Mr. Schueller,
Caitlin Bridges

Chairperson Pauly called the meeting to order at 6:31 p.m. and followed with the Pledge of Allegiance.

Ms. Caitlin Bridges presented a video on the Jordan Community and how the district would be involved.

Mr. Helgerson and Mrs. Volk presented an executive summary of the district 717's financial controls.

Mr. Helgerson explained the two scenarios for the location equity and local board decisions.

Mr. Helgerson asked that a finance committee be formed and to meet once a month an hour before the regular board meeting.

Mr. Chambers presented the Jordan Middle School Academic Accountability Plan.

Mr. Helgerson updated the board on the revised contract with Chef Marshall O'Brien and the cost for the 3 month period from August 1 to October 31, 2013.

The School Board discussed the memorial policy and viewed samples from other districts. The policy committee will review the policy and report back to the board.

Mr. Helgerson presented a construction update and stated that he has scheduled two construction management firms to do a walk through at the middle school.

The school board discussed the referendum dates and requested that the facility committee review the dates and report back to the board.

Mr. Helgerson and Mrs. Jabs showed the board where to go to get the meeting and mileage claim form.

Mr. Helgerson reviewed the marketing and branding options for the district letterhead.

Mr. Helgerson reported to the board on the ash tree problem and will get quotes for treatment of the affected trees.

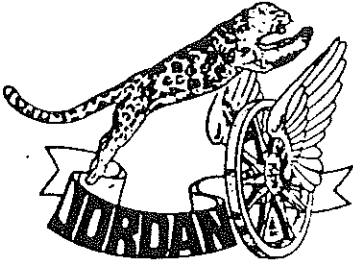
Motion Vollbrecht to adjourn the meeting at 8:35 p.m.

Sandy Burke, Clerk

7-11-13

I am retiring this year and
am submitting my resignation.

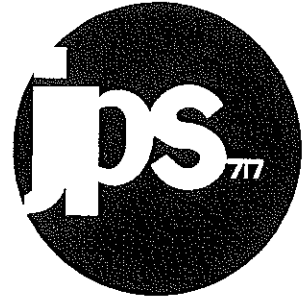
Darlene Harty



JORDAN HIGH SCHOOL

600 Sunset Drive
Jordan, Minnesota 55352
Telephone: 952-492-4400
Fax: 952-492-4425

Barb McNulty, High School Principal



July 30, 2013

Dear Principal McNulty:

Please accept this letter indicating that I am resigning my extra-curricular position as assistant director of the spring play for the 2013-2014 school year. I am resigning this position due to schedule conflicts and time constraints.

To clarify, I am still retaining my positions as artistic director for the 2013-2014 fall play and artistic director for the 2013-2014 one-act contest play festival, both of which will receive my utmost commitment and energy.

Thank you for the opportunity to work with the talent youths at Jordan High School.

Sincerely,

A handwritten signature in black ink, appearing to read "Anthony Rydberg".

Anthony Rydberg

To: Matt Helgerson, Superintendent of Schools
From: Sheila Becker, Elementary Art Specialist
Re: Resignation
CC: Jordan ISD #717 School Board

Please be informed that I will be resigning from my position as Elementary Art Specialist as of August 6, 2013.

I have met with Mr. Helgerson to express some concerns I have about my position and that of our art program in the school district. He was not able to make the positive changes we discussed at this time.

I would like to say that I will greatly miss the staff and students in Jordan after being with the school district since 1992.

Sincerely yours in art education,

Sheila Becker

A handwritten signature in cursive script that reads "Sheila Becker". The signature is written in black ink and is positioned below the typed name.



EMPLOYEE DATA SHEET

Employee: Tina Braun Date Offer Accepted: 7/30/13

Job Title: JMS Tennis Coach Indicate:
 Full-time / Part-time / Seasonal / Temporary Seasonal

Hiring Supervisor: Jeff Vizenor Location: Middle School

PERSONNEL ACTION

NEW HIRE BOARD APPROVED ON: 8/12/13

EDUCATION INFORMATION

List below all postsecondary education, beginning with the **most recent**.

Name of Institution	Location	Major	Degree and Date Received	Dates Attended
Minnesota School of Business	Shakopee	Medical Asst.	CMA	2010

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

Name of Certificate/License	Name of Provider	Date Received	Expiration Date
CMA	MN School of Business	June, 2010	

Relevant Experience

Name of Employer	Title	Nature of Duties	Dates Employed

<u>BEGINNING CONTRACT DATE 8/12/13</u> (First Day of Work/Seniority Date of Record) PAY RATE ANNUALLY \$1780.00	<u>ENDING CONTRACT _10-31-13_</u> (If Applicable)
--	---

EMPLOYEE SIGNATURE _____ DATE _____

ACCOUNT DISTRIBUTION

ANNUAL SALARY

% DISTRIBUTION

ACCOUNT #	71	%
ACCOUNT #		%



EMPLOYEE DATA SHEET

Employee: Jessica Taddei Date Offer Accepted: 8/1/13

Job Title: School Nurse Indicate:
 Full-time / Part-time /
 Seasonal / Temporary Full-time

Hiring Supervisor: Matt Helgerson Location: Elementary

PERSONNEL ACTION

X NEW HIRE BOARD APPROVED ON: XX/XX/XXXX

EDUCATION INFORMATION

List below all postsecondary 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
Public School Nurse	State of Minnesota	7/8/13	6/30/18

Relevant Experience

Name of Employer	Title	Nature of Duties	Dates Employed

<u>BEGINNING CONTRACT DATE XX/XX/XXXX</u> (First Day of Work/Seniority Date of Record) PAY RATE ANNUALLY \$41,763.00	<u>ENDING CONTRACT</u> _____ (If Applicable)
---	--

EMPLOYEE SIGNATURE _____ DATE _____

<u>ACCOUNT DISTRIBUTION</u>	<u>ANNUAL SALARY</u>	<u>% DISTRIBUTION</u>
ACCOUNT #	72	%
ACCOUNT #		%



EMPLOYEE DATA SHEET

Employee: Renee Eyrich **Date Offer Accepted:** 8/1/13

Job Title: High School Secretary **Indicate:**
 Full-time / Part-time / Seasonal / Temporary Full-time School Year

Hiring Supervisor: Barb McNulty **Location:** High School

PERSONNEL ACTION

X NEW HIRE BOARD APPROVED ON: 8/12/13

EDUCATION INFORMATION

List below all postsecondary education, beginning with the most recent.

Name of Institution	Location	Major	Degree and Date Received	Dates Attended
Ridgewater College		Paraprofessional	Paraprofessional	

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

Name of Certificate/License	Name of Provider	Date Received	Expiration Date
CMA	MN School of Business	June, 2010	

Relevant Experience

Name of Employer	Title	Nature of Duties	Dates Employed

<u>BEGINNING CONTRACT DATE 8/12/13</u> (First Day of Work/Seniority Date of Record) PAY RATE ANNUALLY \$13.25/hour	<u>ENDING CONTRACT</u> _____ (If Applicable)
---	--

EMPLOYEE SIGNATURE _____ **DATE** _____

<u>ACCOUNT DISTRIBUTION</u>	<u>ANNUAL SALARY</u>	<u>% DISTRIBUTION</u>
ACCOUNT #	73	%
ACCOUNT #		%

EMPLOYEE DATA SHEET

Employee: Tom Sand **Date Offer Accepted:** _____

Job Title: MS Football Coach **Indicate:**
Full-time / Part-time /
Seasonal / Temporary Seasonal

Hiring Supervisor: Jeff Vizenor **Location:** MS/HS

PERSONNEL ACTION

X NEW HIRE BOARD APPROVED ON: XX/XX/XXXX

EDUCATION INFORMATION

List below all postsecondary 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

Name of Employer	Title	Nature of Duties	Dates Employed
Jordan Public Schools	Teacher	Taught classes	

BEGINNING CONTRACT DATE <u>08/21/2013</u>	ENDING CONTRACT <u>10/20/2013</u>
(First Day of Work/Seniority Date of Record)	(If Applicable)
PAY RATE ANNUALLY \$1780 FOR FALL MS FOOTBALL COACHING	

EMPLOYEE SIGNATURE _____

DATE _____

ACCOUNT DISTRIBUTION

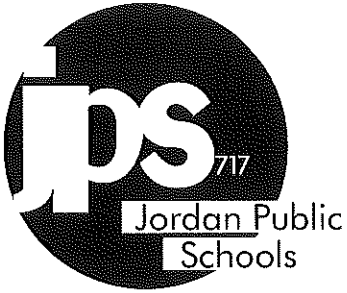
ANNUAL SALARY ⁷⁴

% DISTRIBUTION

ACCOUNT # 01-128-294-000-185-303

\$1780

100%



INDEPENDENT SCHOOL DISTRICT 717

500 Sunset Drive • Jordan, Minnesota 55352
Office: 952-492-6200 • Fax: 952-492-4445

BOARD OF EDUCATION

Deb Pauly, Chairperson
Robert Vollbrecht, Vice Chairperson
Sandy Burke, Clerk
Joseph Benko, Treasurer
Kevin Brox, Director
Lauren Pedersen, Director
Caroline Carritt, Director

**SUPERINTENDENT,
MATTHEW HELGERSON**

2013-2014 WELLNESS BUDGET

Planning Luncheon	\$ 100.00
Fall Back to School Luncheon	1,300.00
Flu Shots	50.00
National Employee Health & Fitness Day	320.00
Exercise Challenge (Biathlon /Triathlon)	400.00
End of year breakfast Wellness prizes	200.00
Mileage to Wellness Meetings (2)	95.00
TOTAL	\$2,465.00

School Board Approval:

Clerk

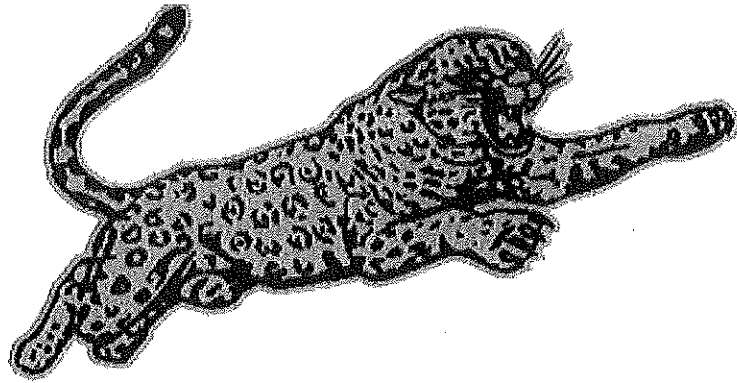
Superintendent

Chairperson

The mission of the Jordan Public School Districts is to ensure that all students become successful by encouraging parental involvement and providing high academic standards, challenging curriculum, safe schools, updated technology and exemplary teachers.

An Equal Opportunity Employer

JORDAN HIGH SCHOOL



ACTIVITIES HANDBOOK 2013-2014

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Dear Parents & Students,

This Handbook includes participation conditions, try-out procedures, problem/conflict resolution, board policy, sportsmanship, scholastic eligibility, MSHSL eligibility, fees, behavior expectations, transportation, coaching expectations and much more.

Once each season (fall-winter-spring) JHS will hold a mandatory meeting for parents and students in which the Athletic Director will highlight rules of the MSHSL and Jordan High School. After this initial section of the program, students in grades 9-12 will meet with their coaches. Parents will need to have a handbook for the school year. You will be notified later when these meetings will be held. All parents and student/athletes are REQUIRED to attend. If you have any questions, please contact me at 952-492-4402. We look forward to seeing you then!

Thank you for reviewing this 2013-2014 Activity Handbook. We have also created an "Activities Central" website. This website will be updated weekly and can be accessed 24 hours a day by going to www.jordan.k12.mn.us, we hope you will use this service. Because changes do occur to our schedules throughout the year, you can go to www.jordan.k12.mn.us and click on the activities calendar in the middle of the home page and get up to date game times and locations.

Remember, that updates are made on our conference website at www.mnriverconference.org. You can also view the State High School League website at www.mshsl.org.

Sincerely,

Jeff Vizenor

Helpful Websites, Addresses & Phone Numbers

Jordan Public Schools Website - www.jordan.k12.mn.us
Minnesota State High School League Website - www.mshsl.org
Minnesota River Conference Website - www.mnriverconference.org

Athletic Director Jeff Vizenor (W) 952-492-4402
Activities Secretary Renee Hentges (W) 952-492-4480
Athletic Trainer Sara Baker 651-746-9692
High School Principal Barb McNulty (W) 952-492-4401
Superintendent Matt Helgerson (W) 952-492-4226
Jordan High School 952-492-4400 Fax #: 952-492-4425
Minnesota State High School League 763-560-2262

Jordan High School
600 Sunset Drive
Jordan, MN 55352

Minnesota State High School League
2100 Freeway Boulevard
Brooklyn Center, MN. 55430

2013-14 CO-CURRICULAR COACHES & ADVISORS

Football - Head Coach Craig Albers
Boys Basketball - Head Coach Matt Urbanek
Boys/Girls Cross Country - Head Coach Ben Nylander
Girls Basketball - Head Coach Greg Deitel
Volleyball - Head Coach Colleen Chambers
Wrestling - Head Coach Darren Ripley
Girls Tennis - Head Coach Ryan Smith
Baseball - Head Coach Brent Goracke
Softball - Head Coach Mary Bright
Boys/Girls Golf - Head Coach Kevin Gutzmer
Boys/Girls Track - Head Coach Ben Nylander
Dance--TBD
Fall Play & One Act Play Director – Tom Rydberg
Spring Play – Josh Barnd
Speech Director – Amy Peters
National Honor Society Advisor – Barb McNulty
Knowledge Bowl Advisors - H.S.: Jerry Langsweirdt & M.S. Fran Bohlke
Jr. Class Prom Advisors – Robin Whiteside
Yearbook Advisor – Michelle Barnd

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

MISSION STATEMENT FOR JORDAN ACTIVITIES:

Jordan High School, in partnership with its students, parents, and the community, will strive to prepare today's students for tomorrow's challenges. Our goal, through activities, is to develop stronger academic skills and encourage students to be lifelong learners who are tolerant, respectful, and responsible. The activities program at JHS will enhance the educational experience of our students and contribute to the development of better citizens for a democratic society.

GENERAL STATEMENT OF POLICY

It is the policy of the Jordan School District to actively seek out and encourage each student to participate as fully as practical in the district's co-curricular activities program.

The Jordan Public School shall abide by the rules and/or regulations of the Minnesota State High School League, Section 2A, and ISD717.

The co-curricular program objectives are as follows:

1. To provide co-curricular activities sufficient in number, depth and scope on both an athletic and cultural level, to allow an opportunity for each and every student to participate in at least one activity during the current school year.
2. To provide students with the opportunity to develop non-academic skills, promote emotional balance, improve social behavior, and to have "fun".
3. To learn the rules and significance of various games and activities and become better spectators, viewers and people.
4. To relate the co-curricular activities to the curricular program in a joint effort to promote character, knowledge, understanding and appreciation of self and one another.
5. To create a positive feeling of school loyalty and pride which can be shared by all participants, other students, parents, coaches/advisors, and the community as a whole.

MINNESOTA STATE HIGH SCHOOL LEAGUE MISSION STATEMENT

The MSHSL provides educational opportunities for students through interscholastic athletics and fine arts programs, and provides leadership and support for member school.

MSHSL League Values:

- Equity, fairness and justice.
- Activities which support the academic mission of member schools.
- Fair play and honorable competition.
- Activities which support "chemical free" and healthy lifestyles.
- Treating all people with dignity and respect.

ATHLETIC ACTIVITIES OFFERED AT JORDAN HIGH SCHOOL

Fall Season:	Football Tennis (girls) Volleyball (girls) Cross Country (boys & girls)
Winter Season:	Basketball (boys and girls) Wrestling Dance
Spring Season:	Baseball Golf (boys and girls) Softball (girls) Track & Field (boys and girls)

OTHER ACTIVITIES OFFERED

Band – Offered in grades 7-12.

Choir – Offered in grades 7-12.

Fall Play – Offered to grades 9-12

One-Act Play - Offered to Grades 9-12. MSHSL competition play

Spring Play – Available to grades 9-12

Speech – Available to grades 9-12. Season is from January until April.

Knowledge Bowl (MS & HS.) – Grades 6-9 in the Fall. Grades 9-12 in the Winter. Yearbook – Grades 7-12.

National Honor Society – Grades 11-12.

ATHLETIC ADVANCEMENT

The Athletic Department believes student/athletes in Grades 7-8 should play at grade level. Movement of players to a higher level is discouraged. However, it is recognized that exceptional student/athletes do appear in a program. If a 7th-8th grade student is deemed talented enough to participate on a higher level squad (in a sport where this is not the norm) and if the player's abilities are a necessary component to the current year's team as a whole, the coach will

1. First obtain approval from the Athletic Director and Principal.
2. Discuss and receive approval from parents before any discussion with the player.
3. Meet with parents and player to discuss move and expectations of player and coaching staff.
4. Inform the team.

Movement can take place upon approval of all the following: Athlete, Parents, Coaches, Activities Director and Principal(s). In Grades 9-12, coaches must have the flexibility to move players to their proper level of competition.

Student athletes in Grades 7-8 who have been moved forward in a program and have spent the majority of playing time at the higher level may not be moved back down in order to participate in lower level tournaments.

Middle School students participating on High School teams will be required to pay High School user fees.

TEAM PARTICIPATION CONDITIONS

7th and 8th grade athletics: The primary focus of this program is to allow each student athlete optimal participation regardless of his/her skill level. The following guidelines will apply to help assure that the program is for the benefit of the student athletes: (There is no guarantee that playing time will be equal.)

* All student athletes who meet the attendance standard will be given practice time and game time.

* No team shall cut any student athlete desiring to participate (unless the student participant does not meet attendance and conduct requirements).

* All team participants will have a uniform or will be dressed alike for competition.

Each middle school coach shall adhere to the guideline of assuring participation in both practice and competition. This is not always easy for coaches. The desire to win will not come before the requirement to include every student athlete in the practice/competition. Certain games or meet alternatives may be needed and may be implemented by the coaches to assure optimal participation.

Each coach must plan and organize his/her practices to make sure that all students will participate. Practices must be planned and organized to accommodate a wide spectrum of skill levels.

Facilities will be used to their greatest advantage. Cooperation will occur between boys' and girls' coaches as well as between other groups and organizations to make the most effective use of available facilities.

Coaches will remember that these guidelines and procedures are the result of coaches focusing on the "total development" of each participant. Each student who participates has many human needs: physical, emotional, and social. The coach must coach the student athlete as well as the sport. Each coach will consider the following student/athlete characteristics in working with these students: (ISD 717 believes that..)

- A. Students have a need to belong to a group.
- B. Students have a need to be accepted by their peers.
- C. Students have the need to explore a variety of experiences.
- D. Students need a chance to channel their energies in physical activity.
- E. Students need opportunities to express their feelings.
- F. Students need a place and/or situations to be with friends in social settings.
- G. Students require a means of achieving self-satisfaction. (Feeling successful)
- H. Students need a time in every day for fun and enjoyment.
- I. Students need a means of receiving approval from their parents, teachers, and adults they come in contact with.

The School Board expects every coach to work with all athletes who are interested and have a need to belong and not to work only with gifted, highly skilled student athletes. Each student participant is an important individual whose experiences shape attitudes and actions for the future. Therefore, every coach will adhere to these guidelines as established by the local School Board.

9th grade teams: 9th grade teams are considered teams in transition. Participation in practice and in competition will continue to be a strong emphasis and no squad members will be cut on the basis of ability. Coaches will make every effort to give significant playing time to all players throughout the overall season. Teams, however, will strive to be competitive.

Varsity and "B" teams: Participation will be based upon the most skilled athletes who will maximize the possibilities for individual and team success. (In some instances, it may be necessary to limit the size of the varsity and "B" squads to a manageable number).

Selection Guidelines for Varsity and "B" Team Participation:

Responsibility for Selection:

- * Choosing the members of varsity and "B" teams shall be the sole responsibility of the coaching staff.
- * Prior to try-outs, the coach shall provide the following information to all eligible candidates for the team(s):
 - Length of try-out period;
 - Written criteria used to select the team members;
 - Number of team members to be selected;
 - Practice commitment for team members who make the team and game commitments.

Procedures Used for Team Selections:

- * When a squad selection number is limited, the process will include three important elements: (each candidate will)
 - have an opportunity to participate in a minimum of three (3) practices
 - have performed in at least one intrasquad/scrimmage game/session
 - be personally informed of the reason(s) why the candidate was not chosen
- * No posting of candidates. The coach will meet one-on-one with all candidates who have tried out for the team. Everyone will be notified individually by the coach as to his or her selection status.
- * Coaches will discuss alternative possibilities for participation in the sport or other areas the student athlete might participate in the activities program.
- * If a coach foresees difficulties as a result of squad selections, s/he will discuss the situation with the activities director.

* If the number of participants is low in any grade level, players will be allowed to move to equalize the numbers. This will not eliminate playing time for any individual.

Recommended minimum number of players for teams/events.

Baseball/Softball	12	Basketball	10
Football	18	Volleyball	12

Any adjustment to the recommendations must be approved by mutual consent of the athletic Director, coaches and administration.

PROBLEM/CONFLICT RESOLUTION

As coaches/directors/advisors, we are professionals and are expected to conduct ourselves in a professional manner. We cannot promise that all concerns can be resolved to individual or family preferences, but we can promise that we will listen to your concerns and respond to the best of our ability.

In order for our programs to be successful, we must all work together (parent, coach and participant). We strive to do what is best for each individual student-athlete. As teachers and coaches we care a great deal about your son/daughter and want to contribute to his/her individual development in a positive way.

To allow for an appropriate exchange of opinions when the need arises, a procedure has been developed to create an open line of communication between the school, parent/guardian, student athlete and coach. The following procedure will allow for an exchange of opinion in a professional manner.

Most conflicts are better resolved with an appropriate cooling down period. No conflict between a parent, student, official or coach/advisor should be addressed during or immediately after an activity. The activity site, practice field, lobby or locker rooms are not appropriate places to handle conflict. If you have a concern, please call or arrange a meeting the following workday after the incident/practice/game. Many of our coaches teach in the district. Most coaches have voice-mail in the building where they teach. Leave a message and the coach will return your call. If you wish, a phone call or email to the coach/director may be the most appropriate way to initiate a dialogue. If your concern has not been addressed to your satisfaction, then refer to the flow chart below.

Chain of Communication

Every organization has and needs an orderly process to use when problems/issues arise. The Chain of Communication at Jordan High School is as follows:

- Step One: Player makes a direct contact with the Coach/Director
- Step Two: Parent makes a direct contact with the Coach/Director
- Step Three: Parents make a direct contact with the Activities Director
- Step Four: Parents make a direct contact with the High School Principal
- Step Five: Parents make a direct contact with the Superintendent
- Step Six: Superintendent contacts the School Board

Parents/athletes are strongly encouraged to follow this chain of communication whenever an issue arises concerning a coach or director. If a concern is not resolved to your satisfaction at one level, you may go to the next level in the chain of communication. However, all concerns should begin with the student and coach/director, and then advance up the chain of

communication.

PARENT'S RESPONSIBILITIES

Parents are expected to encourage their sons/daughters to perform to the best of their abilities both athletically and academically. They should be a source of support for the student athlete and the program in which they are participating.

We would like all of our parents to be role models for our student athletes and set a good example for our students at Jordan High School. As such, they will exemplify good attitudes by treating all players, coaches, fans, officials and other parents with respect and dignity. Parents must insist that athletes abide by rules established by the coach, the school district, Section 2A, and the Minnesota State High School League.

Parents should be positive in support of their own team and recognize the achievements of the opposing team. Vulgar, racial, derogatory or disparaging remarks are never appropriate. Parents should allow their athletes to enjoy the benefits of competition, remembering that not everyone can be the star, be on the first team, or have equal playing time.

Tips for parents of student-athletes

- 1) **TEACH RESPECT FOR AUTHORITY.** There will be times when you disagree with a coach or an official, but always remember they are trying to do their best.
- 2) **BE SUPPORTIVE OF THE COACH.** When talking with your child about any coach, be supportive and positive about the decisions the coach is making. If there is a problem, speak directly to the coach about it.
- 3) **GET TO KNOW THE COACH.** Coaches can have a powerful influence on your child, take the time to attend all pre-season meetings and get to know the coach's expectations, philosophy, and guidelines for the season.
- 4) **LET THE COACH DO THE COACHING.** It is confusing for an athlete when they are hearing a different message from their parents.
- 5) **SHOW UNCONDITIONAL LOVE.** Let your child know that you love him/her whether they win or lose, whether they played in the game or not, and whether they played well or not.
- 6) **LISTEN TO YOUR CHILD.** Always take the time to listen and support your child, but remember to stay rational until you have investigated the situation for yourself. Keep winning and losing in proper perspective!
- 7) **BE A POSITIVE ROLE MODEL.** Take a good honest look at your actions and reactions in an athletic setting.
- 8) **INSIST ON GOOD GRADES.** Check on your child's grades frequently.
- 9) **INSIST ON FOLLOWING THE RULES.** Help lead your child to follow all MSHSL, Section, JHS, and team rules. It is your duty to hold them accountable and report any violations to the head coach.
- 10) **NO EXCUSES.** Do not offer excuses if your child is not participating as much as you would like or if they are not at the level you would like.

What Participants Should Expect from Coaches:

- To show Leadership and guidance
- To motivate, encourage, constructively criticize
- To understand the student has a personal life away from the activity
- To be cooperative and knowledgeable
- To have a positive attitude, and model good behavior

What Coaches Should Expect from Participants

- Be to practice and games (events) on time
- Be leaders and a positive influence; always try your best
- To show good sportsmanship in and out of school
- Compete for your position (don't assume it's yours)
- Stay eligible - make good decisions by staying chemically free and following all rules of team and school
- Teamwork. The needs of the team come before his/her own needs

What Coaches Should Expect from Parents/Guardians

- Respect for decisions they make and support the program, participants, and coaches
- Encourage their kids and set an example by showing good sportsmanship
- To respect the coach's personal life
- Enforce drug and alcohol regulations, school, and team rules
- Volunteerism
- To contact them with open and honest concerns

What Parents Should Expect from Coaches

- Good, clear communication including updates on schedules, status, etc.
- Respect their kids and give them a fair chance for playing time; bring everyone to their maximum potential
- Be a good role-model and have good sportsmanship
- Respect officials and the game
- Be organized, dedicated, motivated, enthusiastic
- Teach their children teamwork

Coach and Program Evaluation

Parents and student-athletes will have an opportunity at the end of their season to fill out a brief online survey evaluating the program. We encourage participation in this as a way to continue to grow and develop out athletic programs. A link to this survey is located at www.jordan.k12.mn.us on the front page in the lower right side of the site

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 are to be designed to promote Jordan and 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-getter is not permitted at any MSHSL sponsored event.
- We thank 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.

Pick Up From Practice

Please be on time to pick up your child after practice. This will help with supervision of the building.

FORMS NECESSARY FOR ATHLETIC PARTICIPATION

1. A physical form, not more than three years old must be on file for all sports.
2. The Minnesota State High School League Athletic Eligibility Statement must be signed by the student AND the parent/guardian annually.
3. On the reverse side of #2 above, the Minnesota State High School League Parent's Permit and Health Questionnaire must be signed annually. The signature of the parent or guardian approving participation is required.
4. A Weight Certification form for those athletes participating in wrestling must be on file in the Activities Office before the first contest.

5. Before a student starts an activity they must have the proper forms and/or fees turned into the Activities Office. The student athlete must get authorization from the Activities Office before he/she can begin participation in any school activity.

FORMS NECESSARY FOR FINE ARTS PARTICIPATION

The Minnesota State High School League Fine Arts Eligibility Information bulletin must be signed by the student AND the parent/guardian annually.

SPORTS PHYSICALS

Jordan High School, as a member of the Minnesota State High School League, requires students who participate in Middle/High School interscholastic athletic activities to complete a physical examination every three years. Only sports physicals as approved by the Minnesota State High School League are acceptable. This physical must be on file in the Activities Office before an athlete will be allowed to begin practice.

PARTICIPATION AFTER INJURY REPORT

Any time a participant goes to a doctor/chiropractor regarding an injury and the doctor/chiropractor has removed the student athlete from practice/competition, they may NOT participate in either practices or games until they have a signed release from the appropriate medical personnel. This is to be turned in to the Athletic Office where it will be kept on file and shared with the coach.

If the injured participant is treated by the trainer and is not seen by a doctor/chiropractor, a signed release is not needed. However, it is the coach's responsibility to be in touch with the parents and the trainer to know if and when the participant would be returning to competition and what care and treatment should be continued for the athlete.

ATHLETIC INSURANCE

Students must provide their own insurance coverage. They may, if they wish, purchase a low cost insurance. That information is available in the Athletic Office. Contact either the high school secretary or the athletic director for additional information.

DUAL PARTICIPATION

A student/athlete may be allowed to participate in two co-curricular activities during the same season if the following conditions are met. An agreement about practice and game commitments are agreed upon by all of the following parties.

- 1) The Athletes Parents
- 2) The Student/Athlete
- 3) Both Head Coaches
- 4) JHS Activities Director

The student/athlete would also be required to pay the participation fee for both activities.

STUDENT / ACTIVITY CONDUCT POLICY

Jordan Public Schools recognizes that students who participate in any school sponsored extracurricular activity are important representatives of the school and community. Therefore any Jordan student who exhibits conduct that is unbecoming of a representative of the Jordan Public Schools will receive disciplinary action as determined by school officials.

A Jordan student participating in any school sponsored extracurricular activity who is guilty of illegal possession and/or charged by a law enforcement agency will be considered in violation of the Minnesota State High School League Eligibility Rules. That student will be disciplined according to current standards established by Jordan High School and the Minnesota State High School League Eligibility Rules.

ACADEMIC STANDARDS FOR PARTICIPATION

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.

Any 7th, 8th, 9th or 10th grade student playing at a varsity level will have the same academic requirements of an 11th grade student, as stated under the Extracurricular Student Eligibility Standards.

Any student who chooses to participate in an extracurricular activity at Jordan High School level (including all interscholastic activities and cheerleading) is required to:

1. Abide by all rules as mandated by the Minnesota State High School League.
2. Maintain passing grades in all classes (no failures)
3. Maintain a GPA average of 1.67 (C-) for grades 10, 11, 12, or, for special education students, be making progress toward fulfillment of an IEP which is in place at the beginning of the season.

Students may be referred for additional help by a staff member to maintain eligibility. Student grades will be reviewed at the end of each quarter after teachers submit grades. (An incomplete will not affect this policy unless it becomes an F). A student in violation of this standard will be ineligible to participate for the next two event days (one event in the case of football). At the end of two weeks, at the written request of the student, parent, or interested teacher, a committee consisting of the principal, counselor, athletic director, and coach will review all classes, and if satisfactory progress is shown, the student will be able to continue participation in interscholastic activities. If satisfactory progress is not shown in all classes, the student will be withheld from participation until passing all classes. If no request is made, the student remains ineligible.

APPEALS PROCESS

The Activities Director will notify students and parents when a student becomes ineligible. A student and/or parents may appeal an ineligibility decision by calling the Activities Director and requesting that a meeting be held with the Eligibility Committee. (Principal, Activities Director, Teacher(s), and in some cases the school counselor.)

Ineligible students (if not suspended from school) may enjoy all opportunities of school and team membership, except wearing of the team uniform at games/contests and participation in any game, meet, contest, concert or festival.

Minnesota State High School League Policies

MOOD-ALTERING CHEMICALS (Category I Policy)

Definition of Category I Activities: Those MSHSL sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of MSHSL sponsored tournaments. (Athletics, Speech, One Act Play, Large Group & Solo/Ensemble Band & Choir.)

A. Philosophy and Purpose: The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals by adolescents affect co-curricular participation and development of related skills.

B. Bylaw: During the calendar year, regardless of the quantity, a student shall not: (1) consume a beverage containing alcohol; (2) use tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance.

1. The bylaw applies to the 12-month calendar year.

2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

C. Penalty:

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted.

2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

3. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. The director or a counselor of a chemical dependency treatment center must issue such certification.

4. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

5. Denial Disqualification: A student shall be disqualified from all inter-scholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

*Ineligible students (if not suspended from school) may enjoy all opportunities of school and team membership, except the wearing of the team uniform and participation in any game, meet, contest, concert or festival.

The Right to Investigate: School District 717 has the right to investigate any situation that deals with any and all potential MSHSL rules violations.

It is the parent's responsibility to inform the Athletic Director and/or coach if there has been a MSHSL violation.

Category II Activity Policy:

Definition of Category II Activities: Activities that do not have a schedule of interscholastic contests. (Fall Musical, Spring Play, Knowledge Bowl, Band & Choir Concerts)

First Violation: The student will lose eligibility for the next activity performance.

Second Violation: The student will lose eligibility for the next (2) activity performances.

Third Violation: The student will lose eligibility for the next (4) activity performances.

**If a student is involved in an activity in both categories, they are required to serve penalties in each category. All penalties in either category are cumulative.

Activity Fees

No coach/director is to allow a student to participate in an event until the activity fee has been taken care of. At the beginning of each activity the coach/advisor is to give the athletic director a list of students that are participating in that activity. School District 717 requires that a fee be paid prior to the first day of practice in all extra-curricular activities. Fees are used to help offset the cost of equipment, supplies, officials, transportation and other related costs.

FALL SEASON:

Football	Sr. High = \$150.00	Middle School = \$95.00
Cross Country	Sr. High = \$135.00	Middle School = \$95.00
Volleyball	Sr. High = \$135.00	Middle School = \$95.00
Girls Tennis	Sr. High = \$135.00	Middle School = \$95.00

WINTER SEASON:

Wrestling	Sr. High = \$135.00	Middle School = \$95.00
Boys Basketball	Sr. High = \$135.00	Middle School = \$95.00
Girls Basketball	Sr. High = \$135.00	Middle School = \$95.00

SPRING SEASON:

Baseball	Sr. High = \$135.00	Middle School = \$95.00
Softball	Sr. High = \$135.00	Middle School = \$95.00
Boys/Girls Track	Sr. High = \$135.00	Middle School = \$95.00
Boys/Girls Golf	Sr. High = \$135.00	Middle School = \$95.00

Non-Athletic Fees

PLAYS: Musicals = \$125.00	One Act = \$125.00	Play = \$95
KNOWLEDGE BOWL:	Middle School = \$65.00	High School = \$95.00
SPEECH= \$125.00		
CHEERLEADING=\$65		

Family Maximum (one child participating)	\$300
Family Maximum (two children participating)	\$450
Family Maximum (three children participating)	\$510

Middle School Fees

Grades 7 & 8 \$95

Max: Third sport free (\$190)

FEE WAIVER

District policy allows activity fees to be waived on the basis of undue hardship or family income/family need. The athletic director and principal will determine eligibility.

Students who qualify for "free or reduced lunch" will pay 1/2 the required fee.

Please notify the Athletic Director if you qualify for free/reduced lunches or have other circumstances that warrant a waiver.

REFUNDS

Refunds of fees for activities will be prorated until halfway through the season for those students who cease to participate in the activity. There will be no refund of the activity fee in the event a student becomes ineligible as a result of violation of Minnesota State High School League rules or Jordan High School rules.

ATTENDANCE AND BEHAVIOR STANDARDS

Students involved in all co-curricular activities are expected to abide by all school attendance and behavior guidelines. Participation is a privilege offered to students in good standing.

a. Students absent due to illness must be in school by 10:17 a.m. and remain in school for the rest of the day in order to be eligible to practice or participate/play in activities that day. Coming home late from an activity, school event, or field trip is not an excuse to "sleep in" and come to school late.

Students who participate in co-curricular activities or attend a school sponsored field trip or event must be in school by the start of first period of the next day.

(Exceptions may be made due to illness, death in the family or pre-approval.)

b. Students with a pre-excused absence are allowed to practice and/or compete/perform.

c. Students with in-school or out-of-school suspensions may NOT practice or compete/perform in activities/contests on days of suspension.

d. Students with an unexcused absence for ANY hour of the day may not practice or compete/perform on that day. This includes lunch and study hall.

e. Students with detentions may practice or compete/perform in contests if their detention time is served after school first. Individual coaches may have more specific penalties.

If a student should practice or compete/perform on a day when he/she is ineligible, he/she will be held out of the next equivalent practice or contest/performance.

Suspension

A student who is suspended may not participate in an activity, nor attend any activity during the period of suspension.

TRANSPORTATION

All participants attending activities are normally required to ride to and from these events on the transportation provided by the school.

A parent/guardian may transport a son/daughter home from an activity. A handwritten note from the parent/guardian to the coach/director with both a verbal and visual recognition is necessary before the student may leave an event with his/her parent/guardian.

Students are not allowed to drive or ride with other students to or from a contest in which the school provides transportation. Failure to abide by this policy will result in suspension from the team.

Guidelines

1. Whenever buses are used to transport students on extracurricular trips, each bus must have at least one approved adult sponsor, except that the high school principal is hereby authorized to decide when chaperones are required.
2. The driver of each bus or chaperone must account for each pupil before permitting the bus to start on the return trip. Coaches/Chaperones are responsible for student behavior.
3. There will be NO smoking by drivers, chaperones or riders when the school bus is used on a regular school bus route or on extra-curricular activities.
4. No employee of the school district shall be required to use his/her personal vehicle to transport students involved in student activities.

AWARDS-LETTERING REQUIREMENTS

Every head coach/advisor must submit "specific requirements" for lettering in his/her sport/activity. These requirements are kept on file in the Activities Office.

Awards:

The Monogram "J" will be given after a student has earned the first letter. Only one letter will be issued to a student while participating in activities at Jordan. An emblem will be given with the first letter indicating in which activity the student lettered. A medal bar will be given for each year and each activity a student letters in a sport or activity.

In order to qualify for a letter the following criteria must be adhered to:

1. The student must complete the season.
2. No letter will be issued until all school equipment is returned.
3. All fund raising money must be turned in or overdue fines paid before the letter will be awarded.
4. Coaches discretion.
5. An injured senior who was unable to finish the season may earn a letter (depending on coaches discretion)
6. Display conduct and attitude which is commendable to the team, school and community.

NOTE: Each coach/program will determine team criteria for obtaining a letter. This criterion is in all cases approved by administration. A senior is not entitled to a letter unless the coach says he or she has earned one.

EQUIPMENT

Use of school equipment is a privilege. All equipment must be returned to the coach at the end of a season. Students will not be issued equipment for any other sport or activity until they have

returned or paid for all equipment from the previous sport or activity. An athlete will be billed for the replacement cost for any lost, damaged, or non-returned equipment.

UNIFORMS

All athletic teams representing Jordan High School shall wear uniforms and equipment issued by the school. All such issued equipment and uniforms are the responsibility of the student/athlete. These uniforms are NOT to be worn for personal use or during P.E. classes. They are only to be worn for official practices, games, or other specific school activities.

Laundering of Uniforms: Individual team members are responsible for laundering school-issued uniforms during the season. DO NOT dry any school-issued uniforms on high heat. It is best not to put them in the dryer at all. All uniforms must be laundered before they are returned at the end of the season.

An athlete will be billed for the replacement cost of any lost, damaged, or non-returned uniform.

INITIATIONS/HAZING

HAZING:

Hazing is doing something or making another student do something that creates a risk of harm to a student in order for the student to be initiated into or affiliated with a school organization.

Minnesota Statute 127.46 prohibits hazing of students. The statute states the following:

1. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
2. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone, or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. This policy applies to behavior that occurs on and off school property and during and after school hours.
5. 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.
6. 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.

Team gatherings and activities to build team unity are important and are encouraged; however, for safety and liability reasons and to prevent hazing and/or harassment, initiation events are NOT allowed. Students 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.

FUNDRAISING

Coaches may determine that fundraising is necessary to purchase equipment or "extras" that are not provided by the school. Such items could include team and individual awards, transportation costs to additional scrimmages, mileage reimbursement to coaches for scouting, etc. All fundraising activities are voluntary. Coaches are encouraged to give parents the option to donate money instead of selling a fundraising item.

PUBLIC RELATIONS/PUBLICITY

Our activity programs are in the eye of the public more than any of our academic programs. We receive more praise and are subject to more criticism than any other program. How we conduct ourselves as coaches, athletes, parents and fans will be a reflection of the entire school system.

All Head coaches are responsible for notifying all appropriate news media sources immediately at the conclusion of their contest. All coaches/directors are to be responsible for appropriate news release for their activity in the Jordan Independent and newsletters. Coaches/directors are to make every effort to have positive communications with school, staff, participants, parents and community.

FAMILY ACTIVITY NIGHT

Wednesday evening shall be designated as Family Night in Jordan. No school function for students will be held that evening. All practices scheduled on that day will end at 7:00 pm. This will allow families to plan family activities for their children.

HOLIDAYS/VACATIONS

Practices will not be held on Thanksgiving Day, Christmas Day and New Year's Day. Coaches will avoid practices on other holidays whenever possible. Practice or games may be held during holiday and vacation periods but separate practice schedules for these periods shall be made and distributed to the athletes involved well in advance of the holiday/vacation period.

ACTIVITY PASSES

Activity passes may be purchased at the Activities Office at the High School or at the gate before games. The passes may be used for regular season home events, excluding tournaments and/or playoffs.

Student Season Pass: \$45

Adult Season Pass: \$80

Family Pass: \$200

Sr. Citizens (MUST be an JHS Taxpayer): 62 & Over: Apply to athletic director for free pass.

Passes are good for all regular season Jordan sponsored sports. They are not good for Minnesota High School tournament games played in Jordan facilities.

EMERGENCY CLOSING OF SCHOOL

In the event that school is closed for any type of emergency closing, including inclement weather, all co-curricular practices, games, or events are canceled.

Section playoff games may still be played as scheduled.

Minnesota River Conference Sportsmanship Creed for all coaches, players, and fans

Accept officials decisions
Be respectful at all times
Respect public property
Display good sportsmanship
Show respect for coaches decisions during and after games.

Chef Marshall O'Brien Agreement

THIS AGREEMENT is made and entered into as of July 8, 2013, by and between Chef Marshall O'Brien LLC, a Minnesota LLC (herein called "CMO") and Jordan Independent School District No. 717 (herein called the "District").

The District hereby employs CMO for a term of three months (3), commencing on August 1, 2013, and continuing until October 31, 2013. This agreement shall renew upon mutual agreement of both parties. The cost to renew this agreement shall be determined at that time.

1). Duties of CMO

During this period CMO shall assist the District in improving K-12 students' diet and awareness of healthy foods through an enhanced school lunch (and breakfast program if appropriate) and an aggressive plan to enroll parents to reinforce and encourage students to continue these healthy eating habits when they are not in school. The school (breakfast and) lunch program will provide nutritious meals that will meet the USDA regulations.

The details of this plan are described on Attachment A.

2). Duties of District

During this period the District shall support CMO in its efforts described above and in Attachment A. Depending upon the services contracted this support may include school websites, newsletters, school staff and assistance with the school PTA's/PTO's.

3). Compensation

The District shall compensate CMO per the payment schedule detailed on Attachment B. Payments will be due on the first of the month starting August 1, 2013. CMO shall issue an invoice each month to the required location for payment.

4.) Termination

A. Contract Cancellation by District - This contract or any item in this contract may be cancelled or terminated for any reason after giving thirty (30) calendar days advanced notification in writing of intent to cancel or terminate the contract or any item in the contract.

B. Contract Cancellation by CMO – In the event CMO elects to cancel or terminate the contract advanced written notification of at least forty five (45) calendar days prior to date of cancellation or at the end of the contract period is required. This contract may be terminated at any time on thirty (30) days notice upon mutual agreement of both parties or upon the discretion of the district in a shorter period of time if the terms of the contract are violated in any way, including

but not limited to dishonesty or misconduct that is detrimental to the best interest and reputation of the school district.

5.) Contact

A. All correspondence to CMO shall be sent to

Chef Marshall O'Brien LLC

PO Box 24858

Minneapolis, MN 55424

B. All correspondence to the District shall be sent to

Cheryl Schmieg – Head Cook

Jordan Independent School District

600 Sunset Drive

Jordan, MN 55352

6). This Agreement shall be interpreted and its validity and effect determined under and in accordance with the laws of the State of Minnesota.

7). This Agreement embodies the entire agreement and understanding between CMO and the District and supersedes all prior agreements and understandings relating to this matter between CMO and the District. This Agreement may be modified or amended only in writing signed by CMO and the District.

("CMO")

("District")

By: _____

By: _____

It's President

Date: _____

Date: _____

ATTACHMENT A

Healthy Living Enhancement Program:

1. Existing lunch program – CMO will provide new recipes to enhance flavor, enhance vegetable and fruit variety and increase nutrients, while complying with USDA and budgetary guidelines. These will be provided on a monthly basis via electronic means – either email or via secure server access.
2. CMO will assist in the training of individual schools' food service staff to implement healthy eating through better preparation and healthy flavor substitutions. Training tips to staff will be provided via a monthly e-newsletter that the district may distribute. Periodic training videos also will be available for download via a secure web server.
3. On a quarterly basis, CMO will conduct a review of the program with the District via email survey and, if deemed necessary, via teleconference or web conference. The District may institute a feedback procedure to evaluate the progress in their moves to healthy eating and the students' attitude on the taste and appearance of the food being served. If they do so they will share the results of the feedback with CMO so that CMO can be of greater assistance in the future.
4. The District may institute a feedback procedure to evaluate the progress in their moves to healthy eating and the students' attitude on the taste and appearance of the food being served. If they do so they will share the results of the feedback with CMO so that CMO can be of greater assistance in the future.
5. Parents - Engage parents on importance of incorporating healthy eating into daily meals.
 - a. Work with school PTA's/PTO's to help deliver the healthy eating messages.
 - b. Get parents and students to visit CMO's web site for weekly tips on healthy eating and cooking
 - c. Create a place on the CMO web site for parent/student healthy eating and cooking tips
 - d. All communication through the schools and the district will be approved through the district communication office.
6. Communication channels – Contact parents/students using existing school newsletters and websites, social media platforms (FaceBook, twitter, Google +), CMO's web site and the PTA/PTO to reinforce our message consistently and thoughtfully. Examples – weekly simple, comments with CMO sharing a tip or announcement. The cafeteria staff will be asked to assist in getting out the proper message. All communication through the schools and the district will be approved through the district communication office.

7. Chef Marshall O'Brien – Work with the District to create a relationship between the District and the students to build trust, and have the district be the “face”/consistent resource/messenger that healthy eating can taste great and be a wonderful choice to help maximize learning potential and lead a happy life. The District shall use Chef Marshall O'Brien as they see fit to achieve these goals.
8. The District may institute a feedback procedure to evaluate the progress in their moves to healthy eating and the students' attitude on the taste and appearance of the food being served. If they do so they will share the results of the feedback with CMO so that CMO can be of greater assistance in the future.
9. CMO will supply a monthly timeline which the District shall review and modify to implement the plans and procedures of the District.

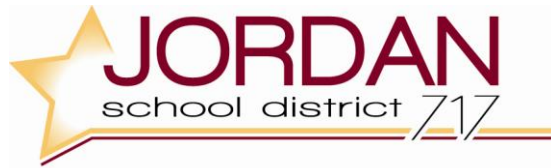
ATTACHMENT B

Compensation shall be paid at the following rates:

Monthly Invoice - \$1200 August through October

Total Cost (for a 3 month period) - \$3,600

Invoices are due on the 1st of each month



Executive Summary - Final

Updates on Levy Authority based on 2013 Legislative Session Action

Overview:

ISD 717 is located in the 7 County Metro Area and thus qualifies for "Location Equity." Our Location Equity position is based on our current referendum authority (amount generated) pre-law and post law. (This is not to be confused with Equity Revenue which compares us with the other schools within the 7 County Metro and their current referendum authority among other factors.) Location Equity is equivalent to \$424.00 per pupil unit. In addition, the legislature's actions this past spring allow all School Boards with the opportunity to take action and approve \$300.00 in referendum authority.

Under the old law, the District would have generated \$1,200,000 in revenue in FY 14. Under the new law, calculations will change based on the new weights for pupil units and a change in the way pupils are counted (from district resident students to pupils served). Factoring in the new changes, our referendum authority changes from \$550.00 per pupil unit to \$612.11 per pupil unit with NO increase to taxpayers. This is simply the new way things are calculated based on the changes in the law.

I would advise the Board to consider Option 2 based on the fact that it generates the most new revenue and does not increase taxes to the local taxpayers compared to the previous year. This scenario maximizes the District's ability to capture new state aid based on our equity revenue position.

Outlined below are two scenarios for the District and Board to consider:

Scenario 1:

- Accept the \$424.00 in Location Equity (requires nothing to be done at the Board level)
 - \$612.11 New Local Authority - \$424.00 Location Equity = \$188.11 Remaining Operating Authority to stay at \$612.11 (see below)
 - Allows for District to access \$.25 on every \$1.00 generated on the \$424.00 to be in the form of state aid
 - Remaining \$188.11 of authority would allow District to access \$.56 on every \$1.00 generated on the remaining \$188.11 to be in the form of state aid

- Net result is an increase in revenue for the District of \$87,100.64 (based on equity adjustment and adding pupils based on FY 15 count)
- Net result is a decrease in taxes in the amount of approximately \$47.00 annually based on a \$200,000 home

Scenario 2: See any specific notes from Scenario 1 also

- Accept the \$424.00 in Location Equity (requires nothing to be done at the Board level)
 - \$612.11 New Local Authority - \$424.00 Location Equity = \$188.11 (Remaining Authority) + \$111.89 (Additional “New Referendum Allowance” Authority that may be obtained via Board Action) (New Referendum Allowance can be done by Board Action and is in the amount of \$300.00)
 - Allows for District to access \$.25 on every \$1.00 generated on the \$424.00 to be in the form of state aid
 - Remaining \$300.00 of authority (\$111.89 of which is “new” would allow District to access \$.56 on every \$1.00 generated on the remaining \$188.11 + \$111.89 to be in the form of state aid)
 - Net result is an increase in revenue for the District of \$285,197.95 (based on equity adjustment and adding pupils based on FY 15 count)
 - Net result is a decrease in taxes in the amount of approximately \$26.95 annually based on a \$200,000 home

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 717
(JORDAN PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: AUGUST 12, 2013

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 717 (Jordan Public Schools), State of Minnesota, was held in said school district on August 12, 2013, at 6:30 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION CONVERTING VOTER APPROVED REFERENDUM AUTHORITY
TO A BOARD APPROVED REFERENDUM AUTHORITY AND
AUTHORIZING A NEW BOARD APPROVED REFERENDUM AUTHORITY**

BE IT RESOLVED by the School Board of Independent School District No. 717, State of Minnesota, as follows:

1. Current Authority. The District has either no current voter approved referendum authority or a current voter approved referendum authority of less than \$300 per adjusted pupil unit.
2. Conversion and Approval of New Authority. Pursuant to Minnesota Statutes, Section 126C.17, subdivision 9a, the Board hereby determines to convert \$188.11 of its voter approved referendum authority to a Board approved referendum authority of \$188.11 per adjusted pupil unit. The Board also determines to authorize an additional new Board approved referendum authority in the amount of \$ per adjusted pupil unit, which authority does not exceed the difference between \$300 per adjusted pupil unit and the District's current referendum authority per adjusted pupil unit. This total new Board approved referendum authority of \$111.89 per adjusted pupil unit shall be applicable for 5 (five) years, beginning with taxes payable in 2014. The Board may subsequently reauthorize the Board approved referendum authority in increments of up to five years.

3. This resolution has been adopted after June 30, 2013 and before October 1, 2013. The clerk is authorized and directed to submit a copy of the adopted resolution to the Minnesota Department of Education as soon as reasonably practicable after its adoption, but in no event later than September 30, 2013.

The motion for the adoption of the foregoing resolution was duly seconded by _____ . On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

Early Edventures contracted staff pay proposal

Early Edventures

Position Title	Current Pay	Proposed
Coordinator (Mary Otto)	\$17.43	'14-\$18.75, '15-\$20/hour
Supervisor (Becky Miller)	\$13.27	\$14/hour
Lead (Tammy Fraley)	\$13.27	\$13.75
Assistant	\$12.50	\$13

Mary Otto coordinates both Early Edventures and Kids Company.

The Early Edventures Supervisor and Lead are contracted year-round employees. They qualify for personal days, sick time, vacation, etc.

Early Edventures is a wrap-around daycare program for preschoolers. Kids that are enrolled in Edventures need to also be enrolled in the school district preschool program (ECFE school readiness and Rainbow Preschool). Just like Kids Company, Early Ed-ventures is a program that relies solely on registration fees to remain financially solvent. Because of this, staff rates of pay are tied to how well the program is doing. Early Edventures is fiscally growing, therefore we afford to give staff a little pay increase.

Aug 6, 2013

To: School Board Members

I recommend that we use Hastings Dairy for our supplier
For the 2013-14 school year. They have given us great
Service in the past.

I am also recommending Pan O Gold Baking Company,
They were the only bid, but they have been the best
Company for service.

Thank you

Cheryl Schmieg FSD



Middle School Project Plan – Next Steps

1. Facilities Committee Meeting on Tuesday, August 13th at 5:00 PM in the HS Lecture Room

Proposed Agenda

- Presentation and Discussion of DLR draft plan for a remodel concept
- Sharing and Discussion of new build cost estimate
- Validation of pricing from CM/Consulting Firms
- Sharing of tax impacts on plans that are being presented
- Input on bond election date
 - March 11, 2014
 - Late May, 2014
 - Early June, 2014
- Sharing of Next Steps for Project and Election Planning

2. August 26th Work Session and Special Meeting

- Discuss scope of work with CM/Consulting Firms and finalize plan – *Work Session*
- Establish a date to interview firms if it is decided to work with CM/Consultant – *Work Session*
- Discuss input from facilities committee (see agenda items above) – *Work Session*
- Act on Election Date – *Special Meeting*
- Act on an Option for MS Construction – *Special Meeting*