

# Jordan Elementary School



**2025 - 2026**

## **FAMILY / STUDENT HANDBOOK**

***INDEPENDENT SCHOOL DISTRICT #717***

**Jordan PreK-4 Elementary**

**815 Sunset Drive Jordan, MN 55352**

**(952) 492-2336: Main Office**

**(952) 492-4444: Attendance**

**(952) 492- 4446: Fax**

**Office Hours- 7:00-3:30**

**Student Hours- 8:15-3:15**

## JORDAN PUBLIC SCHOOLS SCHOOL BOARD AND STAFF DIRECTORY

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

\*\*\*If you would like to request a print version of this handbook or are unable to access any information, for any reason, please contact the JES office for assistance. Managerial items subject to change based on the educational needs of Jordan Elementary School.

### Welcome to Jordan Elementary School

Dear Families and Students,

Welcome to Jordan Elementary School! We are very excited to start the upcoming school year with you and your child. I am honored to be a part of such an outstanding staff committed to collaborating with parents, extended families, and the surrounding community in educating our students.

The mission of Jordan Public Schools is to, ***Inspire a caring community to ignite learning, innovation, and success for all.*** At Jordan Elementary we value academic achievement and have high standards and expectations for our students. Additional factors that contribute to academic success are quality instruction delivered at a developmentally appropriate level, and time devoted to addressing the social-emotional and culturally diverse needs of students. Staff is committed to working with students in becoming life-long learners who demonstrate strong character. Students and staff embrace our "Jordan PRIDE" behavior model of showing **Preparedness, Respect, Integrity, Dependability, & Excellence**, while being respectful, responsible, and safe in all areas of the building and on the school bus. Mindfulness practices are embedded in classrooms where students learn how to manage their emotions and regulate their bodies to best prepare for the academic and social challenges throughout the day.

Families play an integral role in the overall education of their children, and we look forward to partnering with you and supporting your needs. We appreciate you taking the time to view the information provided in this handbook. Please keep this handy for future reference, as it may answer many questions that come up during the school year. If you have any questions about

items found in this handbook, please contact the school office at 952-492-2336 or view it online at [www.isd717.org](http://www.isd717.org).

Again, welcome back! We look forward to working with you to ensure an outstanding school year!

Respectfully,

A handwritten signature in cursive script that reads "Melissa Barnett".

Melissa Barnett  
Jordan Elementary School Principal

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## **PART I – INFORMATION**

### **Equal Education and Employment Opportunity Policy**

The educational program of Jordan Public Schools #717 has sought to provide equal educational opportunities for all.

Jordan Public Schools #717 is in compliance with current state and federal statutes and regulations. In recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, it will not discriminate on the basis of sex, race, color, religion, creed, national origin, status in regard to public assistance, marital status, parental status or disability in the following areas: access to course offerings, curricular materials, counseling practices, extra-curricular activities, use of school facilities, or employment practices.

This policy supports the District's good faith efforts to comply with Title IX of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Inquiries regarding compliance with this policy may be directed to the Superintendent at Jordan Public Schools #717, 500 Sunset Drive, Jordan, MN 55352, telephone number (952) 492-6200, or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Any student, who feels he/she has been discriminated on the basis of sex by the school district or its employee, may file a formal complaint to the Principal. The forms for this complaint may be obtained in the District office.

### **SCHOOL HOURS**

The school day begins at 8:15 AM and ends at 3:15 PM, with a staggered dismissal starting around 3:10 PM. The safe arrival and dismissal of our students is extremely important to the faculty and staff, as we know it is for parents/guardians. In this interest of safety and security, the following procedures are in place. Your cooperation is greatly appreciated.

JES doors do not open until 7:40 for students to enter into the building to be supervised by a staff member or eat breakfast. Students arriving prior to this time will be asked to remain in the main office area and a phone call will be made to the family reminding them when students can arrive at school. Our Kids' Company program is available for students to attend before school to assist parents/guardians with before-school care.

Teachers want to provide students with a day full of engaging activities to ensure they can grow and learn to their fullest potential. In order for this to happen, staff need uninterrupted time before school to collaborate with one another and focus on planning and organizing their instructional spaces. Students will enter the classrooms around 8:00, and we ask if parents/guardians need to speak with the teacher that you call ahead of time to schedule a meeting.



## **ARRIVAL**

Please make every effort to send your child to school in a positive frame of mind. A positive start at home each morning puts your child in the right state of mind for learning.

Breakfast: Students who are eating breakfast may arrive at 7:40 AM. **Students should not arrive before these times, as there are no adults on duty to supervise students outside the buildings.** This creates an unsafe situation for our children. Time prior to the start of the day is used by teachers to prepare for the day's work and will not be used to supervise children who arrive early.

If supervision before school is needed, Kids' Company is available by calling Pam Going at 952-492-4261, or [kidsco@isd717.org](mailto:kidsco@isd717.org). If arriving early is a consistent problem, a meeting will be set up between the principal and parents.

Upon arrival at school, all students are to report to designated areas of the school until they are excused to classrooms at 8:00. Adults will supervise students and dismiss them to the classrooms prior to the start of the school day.

Parents/guardians who walk their children to school should accompany them to the front door. Parents are discouraged from walking students in grades 1-4 to class. **Those parents/guardians with Kindergarten students may accompany them to their classrooms for the first two weeks of school. After that time, Kindergarten students will enter the building with the rest of the students.** Making their way to class independently allows the students to develop skills in self-reliance.

## **ATTENDANCE**

### **EXCUSED ABSENCES**

A parent, guardian, or other person having control of a child, may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to a truant officer or the school official designated by the principal. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

If your child is absent, please notify the elementary office by 8:30 AM (952-492- 4444). If a call has not been received by that time, you will be contacted at home or work. This will be done to ensure the safety of your child. If you know that your child/children will be absent, please notify the school in advance. All absences are unexcused unless cleared by the principal or building designee. Families may be asked to submit a doctor's note or get clearance from the school nurse for an absence to be excused. The school office monitors attendance with the behavior specialist via a monthly report. Specific detailed information on attendance can be found in [JPS Policy 503 Student Attendance](#), on our district website. Below are times throughout the year when families will be notified of student attendance issues:

1. Following the twelfth (12th) day of excused absences, a letter may be sent to families notifying them that eight (8) days of absences remain for the year.
2. Following the fifteenth (15th) day of excused absences, a letter may be sent to families that only five (5) days of absences remain for the year.
3. Following the twentieth (20th) day of excused absences, a conference will be held with the principal, the family, and the student regarding the absences. The parents/guardian will be informed that no parent-approved absences will be accepted for the remainder of the year.
4. If more than three (3) unexcused absences occur, a petition may be filed with Scott County for violating the school's attendance policy and to report potential educational neglect or truancy.

**Excused Absences May Include:**

- Physical or mental health illness, including appointments conducted via telehealth (Medical professional verification may be required by administration)
- Death or serious illness of an immediate family member
- Family emergencies
- Instruction by a Tribal spiritual or cultural advisor, or a school for religious instruction
- Pre-planned absences such as school related activities, vacations, etc. (verification may be required). **Vacations require a vacation approval form** to be completed prior to the dates of absence (the form must be signed by the principal and homeroom teacher; see *Vacations* section below)

**Unexcused Absences Include:**

- Oversleeping
- Babysitting
- Missing the bus
- Leaving building without permission
- Personal reasons (if the absence is necessary but too sensitive to discuss, a phone call should be made to the Social Worker or Principal)

**A note or call from the parent/guardian is required, but does not necessarily excuse the absence**

Excessive school absences may result in the following:

- Parent/guardian phone call/written note/conference with administration
- Required doctor's note or school nurse verification of any absence due to illness
- Referral to School Social Worker
- Referral to Scott County for Truancy in accordance with Minnesota State Statutes

## Truancy

If a student is frequently absent without lawful excuse, they may be considered truant according to state law. Habitual truancy concerns may be referred to the Scott County Attorney's office.

## Tardy

School starts at 8:15 AM. Your child will be considered tardy if they arrive after this time. Please walk your child into the building if they are tardy so the office can verify the reason for being late. **3 unexcused tardies will equal 1 unexcused absence.**

## Vacations

We strongly encourage families to plan all extended vacations during days that school is not in session. If you have vacation plans when school is in session, it is necessary to get pre-approval from administration for the absence to be excused. **Parents/Guardians need to sign a Vacation Approval Form** that is available in the office or online on our school website, [JES Vacation Request Form](#). The request form will need to be signed by the principal and homeroom teacher **a minimum of FIVE school days prior to a vacation**. The Principal will consider the following in the approval of an excused absence for a vacation request:

- Student shows satisfactory progress in academic standards
- Student exhibits appropriate behavior in school
- Student adheres to school attendance policy

After review by the Principal, if the vacation is not approved as an excused absence, the parent/guardians will be notified. If approval is granted, a copy of the approval will be given to the teacher so he/she can plan accordingly. It is the teacher's responsibility to give the student two days to make up the work for every day that he/she is gone. To best meet the learning needs of the student and ensure he/she understands the concepts missed in the content areas, **make-up work will be given after the student returns from vacation**. It is the responsibility of the student to make up work that is missed while on vacation. Vacations that do not go through the process may be unexcused. **Even though parents/guardians have the right to take their children out of school, it is the role of administration to determine if these absences will be excused or unexcused.**

## CHILD CARE

If you are looking for childcare before and/or after school, Kids' Company (school based childcare) is available. This is a well-organized program that provides children a safe environment and meaningful activities. Please contact Community Education (952) 492-4261 for more information.

## CLASS ASSIGNMENTS

Classroom assignments are within the school district's discretion. Parents/guardians can provide input on the best teaching and learning environment for their child in the spring prior to the start of the upcoming school year. Parent input forms will be available in the main office through mid-April for currently enrolled students, with families new to the district being able to submit the form through the

summer months. Classroom teachers and support staff will place students into classrooms in late spring, with a placement team composed of teachers and administration finalizing class lists at the end of the school year. Factors that may determine student placement include work habits, academic and social needs, special individual needs, gender balance, as well as overall grade level dynamics.

Fluctuation in enrollment and the factors listed above can also create the need for adding to or reducing total classroom numbers. For these reasons, the overall educational program must have the highest priority and the final determination of class assignments is the responsibility of the building principal. If you have further questions or would like to request a change in assignment for your child, please contact the building principal for consideration.

### **DISMISSAL**

Instruction continues until dismissal time each day. If you must remove your child early from school, please report to the office to sign your child out. The school administrative assistant will then call the classroom, and your child will come to the office to meet you. **If there is a change in how or when your child is getting picked up, please call the office by 2:00 to ensure communication happens between the office and classroom teacher.** We cannot guarantee information received after 2:00 will be delivered to the classroom teacher due to changes in teaching and learning schedules and additional school-related activities.

### **DROP-OFF AND PICK-UP PROCEDURES**

One of our most important jobs at school is ensuring the safety of our students. We have a drop-off and pick-up procedure for families who will be driving their child to school each morning or picking them up in the afternoon. In the morning and afternoon, vehicles should enter the school through the main entrance via the traffic circle on the north side of the building for dropping off and picking up students.

1. Drop-off times are from 7:40-8:10 AM and school begins promptly at 8:15 AM. Please **do not** drop your students off before 7:40 a.m. Students are not allowed into the classroom until 8:00, and we do not have supervision for students until 7:40. Breakfast is from 7:40-8:15, so please be mindful of this as you plan for dropping your child off in the morning.

2. Pick-up times are from 3:10-3:25 p.m. We have a staggered release time starting around 3:10 from classrooms to allow for a safe dismissal of all of our students. **Families will receive signage to place in the window of their vehicle labeled with their child/children's name(s) in order to safely connect students with parents/guardians at the end of the day.** Signage will be provided to families within the first month of the school year. If a child is not picked up by 3:25, they will be brought to the main office where families will be called to have them picked up. If another family member or older sibling from the MS or HS is picking up a student, please remind them of the designated pick-up times and the need to display the family signage in the vehicle in the drop-off/pick-up loop. If it becomes a habit that JES students are not picked up by 3:25, local law enforcement and/or Scott County Social

Services may be notified.

3. There is a designated drop off zone that runs parallel to the front of the building. Dropping your children off in the drive-up loop prior to approaching the loading zone is unsafe and may cause traffic to be backed up. If you are the first car in line, please pull **ALL THE WAY UP TO WHERE SUPERVISORS DIRECT YOU** as to let as many cars into the drop off zone as possible.

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

5. **Please stay in your vehicle until a supervisor reports to the loading zone.** If your child needs help with the car door, our staff can assist you in order to keep the line moving smoothly. If you want to walk your child into the building, please park your car in the visitor parking spots located in the front of the building and escort your child to the main office. We encourage children to independently get to their classroom, so families should say goodbye to their child/ren at the main office area.

6. The northwest parking lot spaces **have been designated for our Early Learning Services and Kids' Company families.** Families will be walking their young children into the building or picking them up in the mornings and afternoons. Please do not park in this lot to ensure the safe arrival and dismissal of students in these programs.

## **EMERGENCY DRILLS**

MN schools are required to have five fire drills, five lockdowns, one tornado drill and busing/walking/biking safety sessions each school year. These drills may be planned or done without notice to staff and students in order to be prepared for the unexpected.

Jordan Public Schools has implemented a lockdown protocol called **Lockdown with Options**. Those options are **Run, Hide, Fight**. Students and staff need to be empowered with options if the school faces a serious safety threat. A lockdown is initiated when there is a threat in or around a school building. A "Lockdown with Warning" would be called in a low-level situation like a police action in a neighborhood near school. "Lockdown with Options" responds to a crisis like a dangerous intruder. Because the safety of everyone in our schools is our first priority, the district is committed to learning from past crises, research and best practice recommendations.

As a District, we have worked with the Minnesota Department of Homeland Security - School Safety Division and the Jordan Police Department to completely review and revise the District's Emergency Action Plan. This plan is a private document that provides District employees and students with a guide on how to react and respond to a crisis situation. Our plan incorporates **Run, Hide, Fight** strategies. To learn more about our JPS safety procedures and age appropriate discussion guides for parents to continue the conversation about safety and lockdown drills with their child at home, please click on the following link that will direct you to the JPS website: [JPS Family Supports](#)

## **EMPLOYMENT BACKGROUND CHECKS**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **FEES**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project or instructional tools that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the District's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health, accident and technology device insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building principal.

## **FOOD IN THE CLASSROOM / BIRTHDAY POLICY**

Students may have snack time as part of their daily routine. **JES does NOT have a snack or milk option for purchasing.** Students may bring a snack if they so choose, however, please be sure it is a healthy snack. **Please also be aware of allergies students may have and consult your child's teacher regarding this important health issue.** No candy or beverages high in sugar should be sent to school as a snack. Please refer to the JPS Wellness Policy 533 on the district website for further guidelines and a list for healthy snack choices: [District Wellness Policy and Healthy Snack Choices](#).

Birthday celebrations can be a very sensitive experience for your child. With this in mind, we ask the

following: 1. Please deliver party invitations outside of the school environment. 2. Please have balloons, flowers, etc. delivered at home. Items sent to school will be kept in the office until the end of the school day. 3. Parents wishing to commemorate events such as birthdays or personal achievements may bring in commercially prepared treats that can be easily distributed within the classroom. **Food for these celebrations cannot be homemade, but commercially prepared to avoid the danger of improperly handled foods. Please also be aware of allergies students may have and consult your child's teacher regarding this important health issue.** Please refer to the [JPS Wellness Policy 533](#) for further guidelines.

## **LUNCH**

All students have approximately twenty-five minutes for a scheduled lunch within the instructional day that coincides with a school-wide, scheduled recess. The school district must not withhold or excessively delay a student's participation in a scheduled lunchtime.

JPS participates in the Scott County Solid Waste Management Program, where students learn how to recycle, reduce and reuse. Students sort food and other solid wastes to be recycled or composted. They also are provided a Share Cart to access during lunch, which gives students a place to put food (whole fruits, applesauce cups, bagged carrots/chips etc.) that they received during breakfast or lunch and chose not to eat. Other students can help themselves to what is in the Share Cart. At the end of service, kitchen staff will take the remaining food, clean it if necessary, and return it to inventory.

Jordan Public Schools is participating in the Free School Meals program. Reimbursable breakfasts and lunches will be free for all students in Preschool - Grade 12. Costs for additional entrees, milk-only purchases and more, can be found on our website [www.jordan.k12.mn.us/nutritionalservices](http://www.jordan.k12.mn.us/nutritionalservices). A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

All families are encouraged to fill out the Application for Educational Benefits. This application qualifies families for benefits including discounted college application and academic testing fees, discounted participation fees on district athletic programs, and some Community Education and Recreation courses. **Students who were approved for benefits last year will still need to turn in a new application this school year.** Questions about lunch accounts should be referred to the Nutritional Services Director at 952-492-4417.

The Jordan Public Schools Nutritional Services Department uses *My School Menus*, an interactive, online menu tool to share daily breakfast and lunch menus with district families. This interactive menu allows families to view school meals, nutritional information, ingredients, and allergens all in one place. To view the school menu, simply click the "Menu" button on the Jordan Public Schools website or the Jordan Public Schools app. From there, viewers will be prompted to select their school and

which menu they would like to view (breakfast or lunch). With questions, please contact the Nutritional Services Director, Kelly Raser, at [kraser@isd717.org](mailto:kraser@isd717.org).

Occasionally parents like to come and eat lunch with their children. Parents, guardians, grandparents and special visitors may have limited access at JES to ensure the health and safety of students and staff. If visitors want to have lunch with a student, they are encouraged to take them to a special place outside of the school, and return once their scheduled lunch time is complete.

### **PROCEDURES FOR NOTIFYING FAMILY OF LUNCH ACCOUNT STATUS**

Please reference *534 Unpaid Meal Charges* on the [Jordan Public Schools](http://JordanPublicSchools.org) website for procedures regarding lunch account balances.

### **MESSAGES TO STUDENTS**

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is also prohibited.

### **NONDISCRIMINATION**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated Superintendent, Ranae Case Evenson, 500 Sunset Drive, Jordan, MN 55352, 952-492-6200, as the district's human rights officer to handle inquiries regarding nondiscrimination.

### **NOTICE OF VIOLENT BEHAVIOR BY STUDENTS**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

### **ONLINE PARENT/GUARDIAN ACCESS**

Parents can check their child's/children's lunch account, attendance, and academic status on the Infinite Campus Portal of the District website. To access information, you will need to use a password/code. Please contact the District Office (952-492-6200) for more information.

### **PARENTAL CUSTODY**

The school will assume, unless informed differently, that the parents/guardians listed in Infinite Campus have legal and physical custody rights of a child. Legal custody allows the parent/guardian access to all educational data and involvement in school meetings for the child. Parents/guardians who



have physical custody rights can make decisions regarding who can pick up or drop off the child, and may volunteer or visit the child at school. If parental custody of a child is changed or restricted, the school office must be given legal written notification from the court indicating the restrictions. No child will be released to anyone without permission from the custodial parent/guardian with physical custody rights. Any questions on custody issues must be clarified by the court and presented to the administration.

### **PARENT/GUARDIAN – TEACHER INVOLVEMENT**

Parent-Teacher Organization (PTO): All parents/guardians are welcome and encouraged to be involved in their child's education by joining the JES PTO. PTO meetings are open to all parents and are held on a monthly basis, usually the first Tuesday of the month. The function of the JES PTO is to: 1. Help improve the Elementary School programs. 2. Discuss the strengths and needs of Jordan Elementary. 3. Promote positive home/school communication. 4. Help with school/community projects. **Please contact the JES PTO for more information at [JES PTO Info](#).**

### **PLEDGE OF ALLEGIANCE**

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America at least one or more times each week. The recitation shall be conducted by each individual classroom teacher or over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises.

### **RECESS**

Students are expected to go outside for approximately twenty-five minutes during the school day. This school-wide, scheduled recess time coincides with the scheduled lunch period, and does not include additional "brain/movement breaks", extra recess, outdoor learning or Phy. Ed. activities where students would have the opportunity to go outside with their homeroom.

Students will not be prohibited or excluded from this school-wide, scheduled recess as a consequence for behavior unless:

- a student causes or is likely to cause serious physical harm to other students or staff
- the student's parent or guardian specifically consents to the use of recess detention
- for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

Students **will not** go outside if:

- The wind chill or air temperature is below zero degrees.
- The child is ill and has a doctor's note stating he/she cannot be outdoors.
- It is raining / severe weather.

## **SCHOOL DISTRICT CLOSING PROCEDURES**

The District will cancel school if it is determined that it is unsafe for students and staff to travel to school. The Superintendent will make a decision to close schools using guidance from the National Weather Service in Chanhassen (<https://www.weather.gov/mpx/>). The decision will be made in collaboration with our partners at Benjamin Bus Company. Reasons for closure may include excessive snow, dangerously low temperatures combined with wind chill, unsafe road conditions, especially as they relate to bus travel, or if it is determined that buses will not operate dependably. The decision will typically be made prior to 5:45 am in order to provide adequate notification for commuting families and our students who ride buses. Students should not report to school.

Decisions to close schools or alter schedules for students are made to insure the safety of students based on information available. It is important to remind students, staff, parents/guardians, and District residents of the school closing procedures and communications to ensure student safety and a safe winter for all.

We will focus on the safety of our students, and more specifically, on the safety of children who are waiting at bus stops or walking to school during the decision making process. If parents/guardians disagree with the District's decision to have school, they may always keep their children home, and it would be marked as an excused absence.

Factors used for deciding on closing school for severely cold weather are based on the National Weather Service's wind chill forecast and their corresponding **frostbite guideline chart (see below)**. Consideration to delay the start of school or cancel school will be triggered if the National Weather Service projects a 6:30am wind chill temperature of -35°F to -40°F, or greater, with a corresponding frostbite stage in the 5-10 minute range. The decision will also be made if there is a combination of dangerous road conditions and a wind chill that is very cold, but may not be in the above noted threshold.

## **Late Start**

Should it be determined to start school late, the District will use the same notification system and timelines as those used for a school closure. Buses will operate on a schedule to deliver students in time for a late start and dismissal will be at the regular time. Families that live on rural roads may receive an alternate pick up location from our partners at Benjamin Bus Company for late start days when rural routes are undriveable for buses. Families that are impacted by alternate pick up locations will be notified as soon as possible by Benjamin Bus Company on late start days.

## **Notification**

The District will notify families directly using the District Website ([www.isd717.org](http://www.isd717.org)), our District Notification system (email/phone call), Facebook and Twitter. Parents/guardians should make sure phone numbers and email addresses are accurately entered into their Infinite Campus Parent Portal to ensure phone calls and messages will be delivered correctly. If you don't receive notifications, please contact an appropriate building secretary or the District Office. Announcements will also be made on WCCO-TV, KSTP-TV, KARE 11, FOX 9 TV, KCHK Radio, and WCCO 830 AM Radio. The District's Website ([www.jordan.k12.mn.us](http://www.jordan.k12.mn.us)) and social media accounts are updated to reflect school closing information as soon as possible after the announcements are made. We ask that, except in an emergency, families please not call the school office because phone lines are needed for administrative use. An exception is if there is an emergency that the District should be made aware of immediately.

## **SEARCHES**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

## **Lockers and Personal Possessions within a Locker**

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School officials may inspect the interior of lockers for any reason, at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. After the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

## **Desks**

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. School officials may inspect the interior of desks for any reason, at any time, without notice, without student consent, and without a search warrant.

## **Personal Possessions and Student's Person**

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

For more specific information, see policy, *502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON*, on the [Jordan Public Schools](#) website.

## **SCHOOL-SPONSORED MEDIA**

School district policy 512 sets forth the rights and responsibilities of student journalists. Student media advisers shall supervise student journalists to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media advisor and/or the school principal. Non-school-sponsored publications may not be distributed without prior approval.

## **Distribution of Non-school-Sponsored Materials on School Premises**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete *505 Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees* policy found on the [Jordan Public Schools](#) website.

## **SKATE/HOVERBOARDS, SCOOTERS, SKATES (IN-LINE & SHOES WITH SKATES)**

These items are not allowed in school and are prohibited on school property. Items will be taken away from students who do not follow the rules or who participate in unsafe use. If students bring a skateboard or hoverboard to school, please store it in the office. Do not ride them until off school property.

## **STUDENT RECORDS**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, see the full policy *515 Protection and Privacy of Pupil Records*, found on the [Jordan Public Schools](#) website.

## **STUDENT SURVEYS**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. See policy *520 Student Surveys* on the [Jordan Public Schools](#) website for complete

information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations.

### **TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

The school district will provide transportation for all resident students who live one mile or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardians.

### **VIDEO AND AUDIO TAPING**

**School Buses** All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

#### **Places Other Than Buses**

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

### **VISITORS IN DISTRICT BUILDINGS**

Volunteers, parents, guardians, grandparents and special visitors may have limited access at JES. Because of student safety, we do require visitors to sign in at the office and wear a visitor's badge before visiting any classroom. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must sign in to the electronic Visitor Management System, and report directly to the office upon entering the building. All visitors will be required to wear a visitor's badge while in the building during the school day. Visitors wanting to enter the classroom during instructional time must make arrangements with school staff in advance. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interest of the students, employee, or the school district. Students are not allowed to bring visitors to school without prior permission from the principal.

### **VOLUNTEER GUIDELINES**

Jordan Public Schools welcome volunteers of all ages who want to share their talents, skills and resources to help support students, teachers, and school programs. Volunteers play an important role in our efforts to ensure academic success for every student. Every day parents, grandparents, community and business members bring fresh perspectives and enthusiasm to our schools while enriching the learning experience of our students. Volunteers have discovered that spending time

and sharing talents with students is an energizing and worthwhile experience. Whether you have an hour a day, a week or month, we have students and classrooms that can use your help.

Some of the ways you can share your skills and contribute are:

- Read to students or listen to them read
- Work one-on-one or in small groups helping students master basic skills in math, reading or writing
- Visit a classroom as a resource speaker and add first-hand experience by sharing your career, travel or ethnic heritage
- Assist with classroom and school activities
- Work behind the scenes on school projects and events
- Serve on school or district-wide committees and councils

We are committed to working with you to ensure volunteering is a rewarding experience for everyone. We ask that you follow the policies and expectations outlined below to help us maintain a safe and respectful environment for students, staff, and volunteers.

### **Confidentiality**

Confidentiality is very important. While volunteering, you may observe, read or hear much about individual students and their school or home experience. Do not discuss your observations or opinions about a student with anyone other than the student's teacher or school principal. All information about student abilities, behavior, relationships, grades or background is confidential. We depend on our volunteers to maintain confidentiality of our students, staff and volunteers.

### **Sign-In & Out/Visitor Badges**

Upon entering the building, visitors must sign in to the electronic Visitor Management System by providing a government-issued identification card to receive a visitor badge. Visitors must wear badges at all times while they are in the building, and are required to sign out when leaving the building. Students are **NOT** allowed to bring visitors/guests with them to attend classes. We need to know who is in the building and where to locate visitors in case of an emergency, and appreciate these procedures being adhered to for the safety of everyone at JES.

### **Student Discipline**

Volunteers may not discipline students beyond maintaining order in their group or activity. Please report any problems with a student's behavior to the supervising staff person. The professional staff of the school is always responsible for discipline.

### **Student Contact**

For the protection of both you and the students, observe the following when working with students:

- Avoid being isolated with a child, such as a room with a closed door. Work only in areas of the school that are in continual, direct supervision of district staff.

- Use the staff/adult restroom facilities rather than the student facilities.
- Refrain from giving students gifts, rewards, or food items without the teacher's permission.
- Interactions between you and students may take place only at scheduled times and in the school.

## **Cultural Differences**

Our school community is diverse. It is important that we work with one another without bias and consider cultural, moral, and value differences.

## **Younger Children**

Many of the volunteer jobs require your undivided attention, and bringing your younger child with you to school could prohibit you from doing your best work. Please talk to your staff contact about volunteer projects that you can do at home instead.

## **Use of Controlled Substances**

The distribution, possession or use of tobacco, alcohol or controlled substances by staff, students, visitors or volunteers is prohibited on school grounds.

## **MN Bureau of Criminal Apprehension Background Check**

Minnesota state statute 123B.03 requires that a background check be performed as this volunteer position may involve working with or near children. Jordan Public School District policy 404 outlines the procedures for a background check. If you will be volunteering in the school under the direct supervision of a school district employee, the District **will not require a criminal background check**. However, if you are volunteering in the school and will be working with children in areas not supervised by a school district employee, you will need to **complete a District-paid criminal background check via an online agency, Trusted Employees**. For volunteers chaperoning for field trips or other events **outside of school, the volunteer will need to pay for a criminal background check to be completed by the District**. Please contact the JPS District Office or click on the following link to complete the online form for a background check if you plan on volunteering at JES for the upcoming school year: [Volunteer Guidelines and Criminal Background Check](#)

## **PART II — ACADEMICS AND SOCIAL-EMOTIONAL LEARNING**

### **ALTERNATIVE EDUCATIONAL OPPORTUNITIES**

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. A list of the alternative learning options is available in the district office. Students and parents/guardians with questions about these programs should contact the building Principal.

## **CHEATING AND PLAGIARISM**

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's policy *506 Student Discipline*.

## **EARLY ENTRANCE INTO KINDERGARTEN**

General Statement of Policy 626: Jordan Public Schools #717 and the State (Statute M.S. 120A.20A) guidelines require that a person shall not be admitted to a public school as a Kindergarten pupil, unless the pupil is at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences; however, a child whose birth date falls after September 1st and before October 2nd, may enter Kindergarten if he or she meets the early entrance requirements as listed in this policy and approved by the Superintendent. To view the complete policy and/or to learn more about the process for consideration of Early Entrance, please go to the district website or contact the building principal.

## **EXTENDED SCHOOL YEAR**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the building principal.

## **FIELD TRIPS**

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

If a student is attending a field trip, he/she is required to report to school and ride the bus to the field trip. If there are medical reasons as to why a student cannot ride the school bus to a field trip, a doctor's note must be presented to the building principal for consideration of alternate forms of transportation to the event by a parent/guardian. This ensures the safe transportation and liability of students to the event, and also allows the school to adhere to the timelines and requirements administered by the organization or agency offering the field trip. Students are allowed to go home only with their parents/guardian from the field trip, and must declare this on the field trip permission slip. Families are encouraged to contact administration at least a week before the field trip if there are extenuating circumstances to be considered in following these procedures.

If a parent/guardian chooses to not have their child participate in a school-sponsored field trip, they may choose one of two options:



1. Keep the child home for an excused absence
2. Send the child to school where they may be assigned to another age-appropriate classroom/setting for the duration of the field trip.

### **FLEXIBLE ONLINE LEARNING DAYS**

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

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

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

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

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

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

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

Flexible "Asynchronous Online Learning" involves online or teacher-prepared lessons that students complete when away from the physical school building. Using one-to-one devices, Jordan Public Schools (JPS) recognizes that education can continue even when students and teachers are not in the same location. Along with emphasizing the value of learning, the Flexible "Online Asynchronous Learning" Days encourage character growth in the areas of self-sufficiency, adaptability, and perseverance.

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

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

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

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

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

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

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

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

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

## **Technology Access**

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

Students and parents without home Internet access or with limited Internet access must inform teachers of this fact so that needed modifications to assignments and due dates can be made.

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

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

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

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

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

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

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

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

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

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

## **GRADES AND CONFERENCES**

Student progress will be reported to parents by the use of a report card at the end of each semester (2 times per year). In addition, parent/teacher conferences will be held twice during the school year. Conferences provide an opportunity for parents and teachers to share information about a student's progress and needs.

Fall Conferences for grades K-4 will be held on Monday, November 3, from 8:00AM-3:30PM.

Spring Conferences for grades K-4 will be held on Thursday, March 26, from 3:30-7:30 PM, and Friday, March 27, from 8:00 AM - 12:00 PM. Spring conferences may have optional forms of communication of student performance provided to families in lieu of in-person conferences.

By law, schools are only required to provide one conference per student unless there is court documentation that states otherwise. More information will be made available as we get closer to these dates.

## **HOMEWORK GUIDELINES**

Jordan Elementary teachers feel it is important for children to develop good study skills at the beginning of their school career. This includes the development of good home study habits. Homework may include reading assignments from textbooks and/or completing assigned work. It is strongly recommended that each student include recreational (outside) reading as part of his/her study time. The amount of time spent will vary according to the needs and abilities of each student. Please set aside a time and place where quality work may be completed each evening, and try to make it a positive experience for your family.

## **Academic Performance**

All students are expected to achieve an acceptable level of proficiency on state standards. The district has a variety of services to help students succeed in school. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year.

## **MN STATE TESTING**

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

## **PARENT/GUARDIAN RIGHT TO KNOW**

If a parent/guardian requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

- whether the teacher has met state qualification and licensing criteria for the grade levels and

subject areas in which the teacher provides instruction;

- whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- whether the teacher is teaching in the field of discipline of the certification of the teacher;
- whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents/guardians with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents/guardians if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## **PLANNERS**

The staff, students, and parents of Jordan Elementary agree that the planner is an excellent tool for communication between home and school. Parents/Guardians of students in grades 2-4 will receive a planner at the beginning of the school year at Back to School Conferences. Planners are most effective when expectations of all three members of the partnership are fulfilled. Those expectations are listed below:

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

- Record all assignments on the board.
- Sign or initial each planner every day before dismissing.
- Write notes to parents when needed.

### **Students are expected to...**

- Take a planner to and from school every day.
- Copy assignments from board to planner.
- Designate a certain time nightly to do homework, discuss planner, and have a parent/guardian sign planner.

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

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

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

JPS staff works diligently with students to support their social and emotional needs at school, which can have a direct impact on academic performance. The underlying theme of PBIS is teaching behavioral expectations in the same manner as any core curriculum subject. PBIS is endorsed by MDE and is written in state legislation as an appropriate character education program for students. PBIS has a common purpose and approach to discipline that includes:

- Clear set of positive expectations and behaviors

- Procedures for teaching expected behaviors
- Continuum of procedures for encouraging expected behavior
- Continuum of procedures for discouraging negative behavior

The following guidelines have been established in order to help students, parents/guardians and teachers better understand the behavioral expectations for students. The consequences are aimed at assisting students in meeting expectations. They are not, however, absolute. Each disciplinary situation that arises will be handled with the best interests of the student involved and the school as a whole in mind. Therefore, professional judgment may be used when determining what, if any, consequences are enforced in a given disciplinary situation. The principal or designee may impose or recommend longer suspensions, expulsion, or any other discipline as appropriate on a case by case basis.

Students, who do not comply with the rules and regulations as set by the Board of Education, will face appropriate consequences for their behavior. These consequences may range from a simple reminder to expulsion or exclusion. Naturally, the severity of the consequence will depend upon the degree and frequency of the student's inappropriate behavior. Inappropriate behaviors/disruptions within the learning environment may result in more severe consequences due to the negative effect on learning. Students must provide accurate information when discussing disciplinary incidents. Students will have the opportunity to complete all school work while suspended, which will be available from the classroom teacher and/or via Google Classroom.

Jordan Public School staff is trained in nonexclusionary discipline practices such as school-wide Positive Behavior Interventions and Supports (PBIS). At JPS a team of school representatives composed of administrators, classroom and special education teachers and non-certified staff meet on a regular basis to support staff, students and families with following our school rules: Be Respectful, Responsible, and Safe, as well as the District's strategic plan of *Grow your Jordan **PRIDE:** Preparedness. Respect. Integrity. Dependability. Excellence.* Jordan Public Schools uses **non exclusionary discipline and practices, restorative practices/conversations**, and the language of **Recognize, Acknowledge, and Connect** as a framework for working with students. All students will be taught PBIS processes and procedures during the first weeks of school and are revisited throughout the school year.

**Nonexclusionary discipline and practices** is defined as policies and practices that are alternatives to dismissing a student from school, including but not limited to evidence-based positive behavior interventions and supports (**PBIS**), social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title I services or reading interventions, and alternative education services.

<b>Restorative Practices</b>	<b>Culturally Responsive Pedagogy</b>
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Classroom Discipline Reflection Sheet Affective Statements Circles Restorative Questions	Collaboration Contracts Responsiveness Attention Signals Response Protocols Movement Protocols Discussion Protocols Competency Relevance
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### **Recognize - the Person**

Everything that happens in a school setting is about building relationships. With every thought, word, and action, the foundation of relationships are being created. "Recognize" is the staff's commitment to truly get to know and appreciate each student. We know their likes and dislikes, hobbies, interests beyond school, and get to know their learning styles. We "Recognize" that every student is special and we will always care for the student while we are also teaching helpful/positive and hurtful/negative behaviors.

- Greeting students at the classroom door and during Morning Meeting
- Noticing the person by making eye contact
- Think about ratio of positive to negative interactions

### **Acknowledge - the Behavior**

Students, actually all people, need to be taught the behaviors that are positive and helpful for the environment, relationship, and/or task at hand. During the first week of school, teachers will create a collaboration contract. During this time staff and students will brainstorm behaviors that are helpful/positive for school and behaviors that are hurtful/negative for the learning environment. Once the contract is created, students and staff will sign it and display it in a prominent place in the classroom.

The agreement affirms everyone's awareness that positive behaviors need to be taught so they can become habits. Positive behaviors will be taught and reinforced with acknowledgements and sporadically with incentives/rewards, while negative behaviors may lead to consequences and punishments. It is very important to note that during the "Acknowledge" phase, students' self esteem is of utmost priority. Regardless of the behavior, we care for the students personal growth into a healthy learner.

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

- Stop and Think slip
- Work with WIN Para(s)
- Refer major behaviors to Behavior Specialist and/or Administrator
- Office Referral

### **Connect - to the group (Conversation/Consequence/Punishment)**

When negative behavior occurs, staff will also teach how those behaviors impact others. The steps for teaching hurtful behaviors will most often start with a **conversation**. The conversation is the teaching time. At times it is a pull aside conversation. At other times it might need to be more firm. If the behavior continues after the conversation, then teachers will implement a **consequence**, which may include a phone call home to the child's family or a "Just Stop and Think" slip naming the inappropriate behavior and what school rule the student needs to improve on. Once again the consequences are designed to teach that a behavior is hurtful. If the negative behavior continues after consequences or if the behavior is abusive to self or others in nature, staff will use a **punishment** for a teaching tool, which may include an office referral and/or suspension that will require the implementation of **nonexclusionary discipline and practices**. A punishment should be one and done. Consequences and punishments are tools we use to show the student how much we care about them. It is important to note that if behaviors ever require a punishment, parents/guardians may be brought into the process. It may also be determined that a more in depth communication/meeting should be scheduled to determine an action plan for future student success (see policy 506 *Student Discipline* on the [Jordan Public Schools](#) website for more detailed information).

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. If you have a complaint, please complete the [JES Discipline Complaint Form](#).

### **WIN Room(s)**

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

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



Finally, it is important to note that **we will use restorative practices to fix and repair relationships when conflict or harm occur.** Restorative practices are tools to support students in understanding their behavior impacts others, and when harm happens working to repair from the harm is essential. All staff will become familiar and trained in the following practices.

## **Mindfulness**

The mindfulness curriculum is offered to students throughout the school day as a way to learn skills to develop self-regulation, manage strong emotions and build physical and emotional strength. This integrated approach to wellness uses mindful-based movement, breathing techniques, social/emotional skill development and relaxation techniques to meet children's emotional, physical and mental needs.

Mindfulness is used by thousands of educators, parents and mental health professionals nation-wide. Supported by the latest research in neuroscience, trauma and social-emotional learning, the curriculum creates optimal learning environments that improve children's focus, behavioral skills, physical health and emotional stability.

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

## **Harambee**

Harambee, which means pulling together, is a celebration event that creates an environment that generates positive energy and **recognizes** the individual, **acknowledges** positive behaviors, and celebrates differences.

Harambee focuses on unity by empowering the youth culture to build strong relationships and connections between grade levels. Harambee is an opportunity for staff and students to **Recognize** the uniqueness of each individual. The assembly **Acknowledges** positive behaviors that promote celebrating our differences and developing a love for learning and school. By coming together, we make meaningful **Connections** with the adults and students of our larger school community.

**What does Harambee look like?** This 30-minute event will follow the structure below:

- Introduction (explaining Harambee)
- Cheers and Chants (create unity and positive energy)
- Topic Discussion (recognize and celebrate differences)
- Celebration Song (theme song)
- Recognitions (all grades acknowledge students for positive behaviors)
- POWER Chant (create unity and positive/high energy)
- Moment of Silence (calm energy and quiet mind)

## **Peaceful Bus**

The *Peaceful School Bus* program was designed to reduce student behavior problems on our school

buses. It also creates a sense of community and responsibility among students on each bus route, as well as for when students ride buses for a field trip. We hope this program will make a child's experience on the bus easier and more enjoyable. Throughout the school year, students on each school bus may gather together for a meeting during the school day. They will get to know each other and learn how to act responsibly on the bus. This program is a natural extension of our Jordan PRIDE efforts already in place. Bus drivers will join them in these meetings whenever possible. Seeing bus drivers, teachers, other school staff members, and parents/guardians working together, will demonstrate to students that we all care about what happens on the school bus.

## **TENNESSEN WARNING**

When students or staff are being questioned about a serious incident that occurred at school, the building administrator will provide the Tennessee Warning. The Minnesota Government Data Practices Act (Minn. Stat. 13.01 et seq.) provides that an individual asked to supply private or confidential data concerning the individual has the right to be informed of the following:

1. The purpose and intended use of the requested data;
2. Whether the individual may refuse or is legally required to supply the requested data;
3. Any known consequence of supplying or refusing to supply the private or confidential data; and
4. The identity of persons or entities authorized by state or federal law to receive the data (Minn. Stat. 13.04, subd. 2)

More Information on Jordan PRIDE, PBIS, Mindfulness, Culturally Responsive Pedagogy, Restorative Practices, and Peaceful Bus is available on the school website.

## **PROMOTION AND RETENTION**

Jordan Public Schools expects all students to achieve at an acceptable level of proficiency. Parental/Guardian assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

### **Promotion**

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

### **Retention**

Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. Physical development, maturity, attendance, language acquisition, and emotional factors may be considered, as well as scholastic achievement. If retention of a student is to be considered, a discussion involving professional staff and parents/guardians will take place during the school year and at spring conferences. After the discussion, the building principal, educational team and parents/ guardians will meet to discuss

relevant data, and evaluate what is in the best interest of the student. Final consultation will happen with the Superintendent, and their recommendation shall be final, with documentation being included in the student's file.

### **SUBJECT/GRADE LEVEL ACCELERATION**

Jordan Public Schools supports the philosophy that all students must be educationally challenged by their school programs. Some students may have already learned material taught in their grade level classes or may learn it more rapidly and in greater complexity than other students. When a reasonable attempt to provide a curriculum at a student's grade level does not provide sufficient challenge, options for curriculum acceleration should be considered by teachers, parents/guardians, and the building principal. The District has a policy to establish standards and procedures for grade advancement and/or subject-specific acceleration of students in grades 3-8. To view the complete policy 513.1, please go to the [district website](#) or contact the building principal.

### **SUMMER SCHOOL/LEARNING YEAR PROGRAM**

The school district may provide summer school learning opportunities. For more information, contact the office or principal.

### **After School Program**

The school district offers to its students a learning year program that provides instruction throughout the year on an extended year calendar, extended school day calendar, or both. A student's participation in the program is optional. Students participating in the After School Program will need parental/guardian permission to participate in the program. Parents/guardians are responsible for transporting students home after each session.

## **PART III — RULES AND DISCIPLINE**

### **ATTENDANCE**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see policy 503 *Student Attendance* in the back of the handbook and/or on the [Jordan Public Schools](#) website.

### **BULLYING PROHIBITION**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at school-related functions. For detailed information regarding the school district's policy 514 *Bullying Prohibition*, refer to the back of this handbook and/or on the [Jordan Public Schools](#) website.

## **BUSES-CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

### **1. School Bus and Bus Stop Rules**

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

### **2. Rules at the Bus Stop**

- a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

### **3. Rules on the Bus**

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.

- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

#### 4. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

##### (1) Elementary (K-4)

- **1st offense:** verbal warning/conversation, phone call or written documentation to parents
- **2nd offense:** parent/guardian conference either in person or phone
- **3rd offense:** up to a five school-day suspension from riding the bus.
- **Further offenses individually considered:** Students may be suspended for longer periods of time, including the remainder of the school year.

**Note:** When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense. The principal always has the discretion to change the above amounts if they deem it appropriate.

##### (2) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

#### **CELL PHONES AND OTHER PERSONAL ELECTRONIC COMMUNICATION DEVICES**

Students are prohibited from using cell phones and other personal electronic communication devices (which may include SMARTwatches and fitness trackers) during the instructional day that disrupt the teaching and learning environment. The only exception is stated below and/or when a teacher allows students to bring a personal electronic device to class for educational purposes (i.e.: use a graphing calculator app in an upper level math course or for a teacher-assigned instructional activity/project). Students also are prohibited from using a cell phone or other personal electronic communication devices to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, malicious and sadistic conduct, etc. **No student will take or share a picture or video of another person during the instructional day without their permission.**

School district policies on *Internet, Technology and Cell Phone Acceptable Use and Safety* and *Student Discipline* may be applied to this action.

If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other personal electronic communication devices, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances

justifying the search. Students who use a personal electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or other personal electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other personal electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

### **CONSEQUENCES OF MISUSE**

Cell phones and other personal electronic communication devices must be kept in a student's locker/backpack during school hours, **except during the following time periods: before 7:45 AM, & after 3:15 PM, or by teacher's discretion for educational purposes within the classroom or course setting**. If a cell phone or other personal electronic communication device is in a student's possession, or goes off during the school day, it may be taken by staff of the school and given to the building principal or designee.

- **1<sup>st</sup> offense:** The personal electronic communication device will be kept by the Principal/designee for the rest of the school day. At the end of the day, the student will be able to get the device back from the Principal/designee.
- **2<sup>nd</sup> and subsequent offenses:** The personal electronic communication device will be kept by the Principal/designee, and will only be given back to the parent/guardian.

### **DISCIPLINE**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. Students who do not comply with the rules and regulations as set by the Board of Education, will face appropriate consequences for their behavior. These consequences may range from a simple reminder to expulsion or exclusion. Naturally, the severity of the consequence will depend upon the degree and frequency of the student's inappropriate behavior. Inappropriate behaviors/disruptions within the learning environment may result in more severe consequences due to the negative effect on learning. Students must provide accurate information when discussing disciplinary incidents.

For more detailed information on the Student Code of Conduct and consequences for violations, see the complete policy *506 Student Discipline* referenced in the back of this handbook and/or on the [Jordan Public Schools](#) website.

### **DRESS AND APPEARANCE**

Students are expected to be clean, neat and dressed appropriately for the school day. Articles of clothing must not be disruptive to school property, offensive, nor interfere with the educational process and must comply with requirements for health and safety.

District 717 is committed to its schools being free from tobacco, drugs, and violence. Therefore, words or symbols on clothing or personal property that advertises products or actions which are illegal or

harmful for children will not be permitted. Examples of unacceptable clothing/appearance include, but are not limited to, the following:

- Obscene and/or profane language, slogans, emblems or pictures
- Advertisements for alcohol or tobacco products
- Gang symbols or emblems on clothing worn in a manner to identify gang membership
- Chains, pins, studs, rings, and other potentially hazardous items
- Headgear, including hats or head coverings, is not to be worn in the building except with the building principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practices or beliefs, special event/activities).
- Immodest or sexually provocative clothing, words, or symbols such as the following
  - Shirts must cover the entire midsection of body
  - Sleeveless tops must have straps
  - Undergarments must not be showing
  - Pants must be at a length so that the student will not trip on them
- Shorts and skirts must be of a length at the fingertip or beyond, when the student is standing with arms at their sides

### **DRUG-FREE SCHOOL AND WORKPLACE**

The possession or use of alcohol, controlled substances, toxic substances, and medical cannabis, non intoxicating cannabinoids, and edible cannabinoid products are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

### **HARASSMENT AND VIOLENCE PROHIBITION**

The school district strives to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence. For detailed information on the school district's policy 413 *Harassment and Violence Prohibition* at the back of this handbook and/or on the [Jordan Public Schools](#) website.

### **HAZING PROHIBITION**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's policy 526 Hazing Prohibition at the

back of this handbook and/or on the [Jordan Public Schools](#) website.

### **INTERNET, TECHNOLOGY AND CELL PHONE ACCEPTABLE USE**

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. **Use of the school district's system is a privilege, not a right.** Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district's *Internet, Technology and Cell Phone Acceptable Use* policy is available in the district office.

### **TOBACCO-FREE SCHOOLS**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's policy *419 Tobacco-Free Environment*, refer to the back of this handbook and/or on the [Jordan Public Schools](#) website. Contact the building principal or the superintendent if you have questions or wish to report violations.

### **WEAPONS PROHIBITION**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district takes a "zero tolerance" position in regard to the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of policy *501 School Weapons*, see the back of this handbook and/or on the [Jordan Public Schools](#) website.



## **PART IV — HEALTH AND SAFETY**

### **ACCIDENTS**

All student injuries that occur at school or school-sponsored activities should be reported to the school nurse. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### **ANNUAL ASBESTOS NOTIFICATION**

Jordan Public Schools in accordance with the federal Asbestos Hazard Emergency Response Act (AHERA) continues to implement an E.P.A. approved asbestos management plan. The plan has been developed to identify and manage asbestos containing materials within ISD #717 buildings. ISD #717 approaches this issue in a safe and proactive manner to insure the health and safety of students, staff and other building occupants.

The following asbestos related activities have been or will be conducted within the year throughout Jordan Public School buildings:

October 2024 Six-month periodic surveillance completed by IEA, LLC April 2025 Six-month periodic surveillance completed by IEA, LLC October 2024 Six-month periodic surveillance to be completed by IEA, LLC April 2025 Six-month periodic surveillance to be completed by IEA, LLC

If you have questions regarding the district's asbestos management plan, it is on file in the district office and is available for public viewing during normal district business hours. Should you have questions regarding this information please contact the district Asbestos Program Manager, Ms. Ranae Case Evenson at (952) 492-6200.

### **CRISIS MANAGEMENT**

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district - and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations that need mock drills scheduled in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock- down drills, fire drills, and a tornado drill. Complete building plans include classroom and building evacuation procedures, and can be found in the school office.

### **HEALTH INFORMATION AND SCHOOL NURSE**

Jordan Elementary School employs the services of a licensed RN school nurse on site. The school nurse attends to the needs of the ill or injured students, maintains student medical records and monitors the immunization records of students. She/he is also in charge of vision and hearing

screenings.

Should an accident/injury occur at school first aid will be given to the student by school personnel, and parents/guardians are notified. Any further medical attention beyond first aid is entirely the parent's responsibility. If parents or emergency contact person cannot be reached and a doctor's attention is necessary, 911 will be called.

**Children should be kept at home if they have any of the following symptoms:**

- Sore throat
- Nausea, vomiting
- Temperature of 100 degrees or more (must be fever free for 24 hours before returning to school)
- Diarrhea
- Skin rash
- Earache or discharging ear
- Sores on the skin such as impetigo, scabies or ringworm

**If any of these occur, keep the child at home for at least 24 hours or until recovered, and call a family doctor for an accurate diagnosis and proper care.** If families have any additional questions about guidelines for when a student can return to school, please refer to the [JPS Health Services and Wellness](#) page on the district's website.

Parents/Guardians of students new to the system, or parents/guardians having questions about medical or immunization records, may reach the nurse at 952-492-4278. Students entering Kindergarten must have completed a screening process, which is required by state law.

### **Communicable Diseases**

To protect other students from contagious illnesses, students infected with certain diseases may not be allowed to come to school while contagious. If a parent/guardian suspects that his/her child has a communicable or contagious disease, they should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Examples of common childhood communicable diseases are pink eye, strep throat, head lice, impetigo, flu, pneumonia and influenza.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

### **Immunizations**

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the

immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse at (952) 492-4278.

### **Medications at School During the School Day**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section 504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in a student's prescription medication administration.

### **SAFETY**

The district has installed automated external defibrillators (AEDs) in the north commons outside the Maroon Gym, Early Childhood main entry, and in the playground area. Tampering with any AED is prohibited and may result in disciplinary action.

### **INDOOR AIR QUALITY (IAQ) ANNUAL NOTIFICATION**

Jordan Public School ISD #717, in coordination with the Minnesota Department of Education (MDE) and the Environmental Protection Agency (EPA), has developed an indoor air quality management plan. A factor of the IAQ management plan is the following yearly correspondence to all district residents on the status of IAQ issues within the district.

Formal approval of the IAQ Management Plan by the ISD #717 School Board has been conducted. The plan is reviewed annually. Since that time IAQ related activities specified in the management plan including walkthroughs, ventilation inspections and staff surveys have been conducted annually in order to monitor and manage indoor conditions within our facilities.

Throughout the upcoming year, ISD #717 will continue to respond to IAQ concerns in a proactive manner to ensure the health and safety of students, staff and building visitors. If you have questions relating to IAQ or would like to review the District IAQ management plan, please feel free to contact Ms. Ranae Case Evenson at (952) 492-6200.

### **LEAD IN SCHOOL DRINKING WATER**

The school district must send parents an annual notice that includes the district's annual testing and

remediation plan, information about how to find test results, and a description of remediation efforts on the district website. The district must update the lead testing and remediation information on its website at least annually. Information on how parents may find the test results and a description of remediation efforts can be requested by contacting JPS Facilities Director, Mr. Dan Lehman, at 952-492-6200.

**PESTICIDE APPLICATION NOTIFICATION**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice.

Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting JPS Facilities Director, Mr. Dan Lehman, at 952-492-6200.

**PETS IN SCHOOL**

Due to health and indoor air quality concerns, dogs, cats, rodents, rabbits, reptiles, fish birds or exotic animals are not allowed on school property, unless pre-arranged with the principal. Certified therapy dogs will be permitted with proper paperwork. Science curriculum approved by the principal may bring in the above listed animals. Organizations that may be approved for presentations may include, but are not limited to Critters & Co, Raptor Center, and Humane Society. Animals brought in for "show and tell" should be scheduled for fall or spring, thus permitting the viewing of these animals in an outside location of the school. A copy of the school district's policy [825 Animals on School Property](#), is available on the district website.

**PART V- SCHOOL DISTRICT POLICIES/LINKS**

A full list of school board policies can be found on the [Jordan Public Schools](#) website.

<b><u>Policy Name</u></b>	<b><u>Policy Number</u></b>
Bullying Prohibition	514
Distribution of Non School Sponsored Materials	505
Harassment and Violence	413
Hazing Prohibition	526
Immunizations and Birth Certificates	530

Internet, Technology and Cell Phone Acceptable Use	524
Protection and Privacy of Pupil Records	515
Religion	609
School Weapons	501
Search of Student Lockers, Desks, Personal Possessions and Student's Person	502
Student Attendance	503
Student Discipline	506
Student Surveys	520
Tobacco Free Environment	419
Unpaid Meal Charges	534
Wellness Policy	533

**The complete Jordan Elementary Family/Student Handbook is available on the school website, [www.jes.isd717.org](http://www.jes.isd717.org), or in the school and/or district office.**

Board Approved: August 2025