Jordan Middle School

717 JORDAN PUBLIC SCHOOLS

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

2026 - 2027
PARENT / STUDENT HANDBOOK

INDEPENDENT SCHOOL DISTRICT #717

Ben Bakeberg
Middle School Principal

Jordan Middle School Grades 5-8
500 Sunset Drive
Jordan, MN 55352
(952) 492-2332 -- Office
(952) 492-4450 -- FaX

Welcome to Jordan Middle School

Dear Students and Families,

Welcome to Jordan Middle School! We currently serve approximately 545 students in our grades 5-8 middle school. Our highly trained and dedicated staff is committed to meeting the varied academic, social, and emotional needs of our students. Thank you for the pleasure of working with your family. The staff and I consider it an honor to serve you and your family during these transitional years of middle school.

JMS offers a rigorous standards-based curriculum, infused with 21st century skills. Students leave our school with the ability needed to not only contribute but to lead in generations to come. Instructional staff plan and deliver curriculum resulting in learning opportunities where students will critically and creatively problem solve while developing strong collaboration and communication skills. Through the use of technology, along with the award winning middle school design, students are prepared to not only contribute but lead in the 21st century.

At JMS, we pride ourselves on working as a team. We continually plan and work together to develop and improve the school culture, academic programming, and opportunities for all our students. As a Positive Behavioral Intervention and Supports (PBIS) school, we focus on J-Town PRIDE by being respectful, responsible, and safe. We offer strong elective options for students in and out of the instructional day. There are numerous ways for students to be involved at school including athletics, choir, band, student council, technology, before and after school programs and the list goes on! We are very committed to the growth of each and every student at our school.

If you have questions about items found in this handbook please contact the office at 952-492-2332 or view it online at www.jordan.k12.mn.us.

If you have questions at any point, please do not hesitate to contact your child's teacher or the Jordan Middle School office. Office hours are 7:00 AM – 4:00 PM Monday through Friday during the regular school year. Have a great school year!

Respectfully,

Ben Bakeberg

Principal
Jordan Middle School

Directory

Board of Education	Current Board of Education members and information can be found at link below:
Jordan Public Schools Board of Education	

Jordan Schools Policies	Current policy information can be found at link below:
Jordan Public Schools Board Policies	

Jordan Middle School Staff	Current Jordan Middle School instructional and support staff can be found at link below:
Jordan Public Schools Staff Directory	

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

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PART I – INFORMATION

Equal Education and Employment Opportunity Policy

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

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

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

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

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

SCHOOL HOURS

The school day begins at 8:00 AM with dismissal at 3:00 PM. The safe arrival and dismissal of our students is extremely important to the faculty and staff, as we know it is for parents. In the interest of safety and security, the following procedures are in place. Your cooperation is greatly appreciated. Recess is part of the lunch period designated on the bell schedule. Recess does NOT include any other times throughout the school day.

ATTENDANCE

Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming habits of regular attendance are legitimate objectives for any course, and learning that is lost due to absences can never be adequately replaced. Every absence stops the educational process for that day, and the information and interaction missed can never be made up. This is a well-established principle of education that underlies and gives purpose to the requirements of compulsory education in Minnesota. The Jordan Middle School attendance policy will prepare students to be successful in high school and beyond.

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

RESPONSIBILITIES:

Student's Responsibility: It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parent or Guardian's Responsibility: It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. Research shows that student attendance is a primary factor in student success in school. Please encourage good attendance for your child.

Teacher's Responsibility: It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility: It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

ATTENDANCE REPORTING PROCEDURES:

- **Reporting an Absence:** Parents or guardians should call **952-492-4477 by 8:30 am** to report an absence to the principal designee. Messages may be left on voicemail if the call cannot be made during school hours. If a call is not possible, the parent or guardian must send a note with their children when they return to school. This note is only required if the student's parents or guardians did not call. A student will be classified as truant if a parental note, doctor's note or phone call is not received within **two (2)** days of their return. Parents will receive an automated phone call when a student has been marked absent without an excuse.
- **Appointments:** Any scheduled appointments for dentist, doctor, court, etc. should be cleared prior to the appointment by sending a note with the student or calling the attendance line. In general, parents are encouraged to make appointments after school hours or during study hall. The student will then be issued a pass excusing him/her from school. When possible, students should find out what they will miss prior to the absence so they are prepared upon returning to class.
- **Leaving the Building:** Students who leave the building must be issued a pass from the office. All students must report to the middle school office upon their return and obtain an admit slip for admittance to their classes.
- **Extended Family Trips**: Parents or guardians are encouraged to schedule vacations around the school calendar breaks. However, the school recognizes this may not always be possible and that educational benefits can be gained for students when they are on

vacation with their parents. The school will allow up to a maximum of five days for students to participate in a vacation with the parents if the following procedures have been completed.

- Written application for approval of vacation days must be submitted to the principal by a parent or guardian prior to the start of the vacation.
- After approval is granted, any homework that can be completed before or during the vacation will be assigned. Students should check teacher websites/Google Classroom and speak with teachers directly.

ABSENCES AND ACTIVITY MEMBERSHIP: Students may not be dismissed from an activity for absences that the school has excused. Playing time is a separate issue and is up to the discretion of the coach/director.

PARTICIPATION IN AND ATTENDANCE AT EXTRACURRICULAR ACTIVITIES:
This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored programs.

- School-initiated absences will be accepted and participation permitted.
- A student may not participate in any activity or program if he or she has an unexcused absence from any class (including lunch or study hall) during the day.
- If a student is suspended from any class, they may not participate in any activity or program that day.
- Students who arrive after the second period on the day of an activity or practice will not be allowed to participate in that activity unless approval has been obtained from the principal or activities director.

ABSENCES DEFINED:
A student is considered absent whenever they are not present in class after the first ten minutes of class. All attendance information is kept by class. It is conceivable that a student could be in violation of the policy for all classes or for only one class.

EXCUSED ABSENCES:
To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
The following reasons shall be sufficient to constitute excused absences:

- Illness.
- Serious illness in the student's immediate family.
- A death or funeral in the student's immediate family or of a close friend or relative.
- Medical, dental, or orthodontic treatment, or a counseling appointment.
- Court appearances occasioned by family or personal action.
- Religious release
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school-sponsored outing.
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- Family emergencies.
- Active duty in any military branch of the United States.
- A student's condition that requires ongoing treatment for a mental health diagnosis.

CONSEQUENCES FOR EXCUSED ABSENCES:
Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

For the first day of an absence, a student will have two days to make up work. Students will have one day to make up work for each subsequent day of absences. Any work not completed within a reasonable amount of time may result in a score reduction. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances. Students who will be absent because of an appointment or participation in an activity should contact their teachers before or after school prior to that absence so they can be prepared when they return to school.

UNEXCUSED ABSENCES:
An absence will be considered unexcused if the student is not in the class and the absence is not excused. Parents can access automated email notification through Infinite Campus resulting in an email being sent if a student is marked absent without an excuse. Students will not be permitted to make up in class work.
The following are examples of absences which will not be excused:

- Oversleeping/babysitting
- Missing the bus
- Skipping class
- Leaving building without permission
- Personal reasons (if the absence is necessary but too sensitive to discuss, a phone call should be made to the social worker or principal)
- Any other absence not included under the attendance procedures set out in this policy.
- **A note or call from the parent/guardian is required but does not necessarily excuse the absence**

CONSEQUENCES FOR UNEXCUSED ABSENCES IN GRADES FIVE THROUGH TWELVE:

- Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.
- In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- Students in grades 5 through 8 with unexcused absences shall be subject to discipline in the following manner:
    - **3 Unexcused Absences:** Notification sent to parent and student. Students will miss the opportunity for in class learning and must reschedule all tests,quizzes, or assignments within the timeline on class syllabus.
    - **7 Unexcused Absences:** Student will meet with attendance staff and an Attendance Contract will be signed by Student, Parent, and staff. Students will miss the opportunity for in class learning and must reschedule all tests,quizzes, or assignments within the timeline on class syllabus.
    - **11 Unexcused Absences:** On the 11th Unexcused Absence the student, parent/guardian, and school staff will develop a plan to address learning loss including but not limited to summer school and retention.

EXCESSIVE ABSENCES:
Students may have a maximum of ten absences in a semester at the middle and high school level. On the eleventh total absence, students with excessive absences may result in:

- Parent phone call/written note/conference with administration
- Detention/In school suspension
- Required doctor's note or school nurse verification of any absence due to illness
- Referral to school social worker
- Referral to Scott County for truancy in accordance with Minnesota Statutes

The following absences will not count toward the maximum absence rule:

- Official school field trip or other school-sponsored outing.
- Removal of a student pursuant to a suspension.
- Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- A death or funeral in the student's immediate family or of a close friend or relative.
- Family vacations.

Parents will be notified when students reach the seventh and eleventh total absence in a class at the middle school and high schools. **Students may be required to submit a doctor's note or receive clearance from the school nurse in order for an absence to be excused.**

PARENT NOTIFICATION:

1. When a student is in violation of the attendance policy, a conference may be held with the administration, appropriate staff, parents or guardians, and student. Appropriate consequences may occur. Additionally, a contract may be established outlining expectations for the remainder of the semester.
2. Special consideration will be given to students with a long-term illness if the student submits verification from a doctor.

TRUANCY:

Continuing Truant: Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for three or more class periods on three days if the child is in middle school or high school.

Reporting Responsibility:

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

- That the child is truant;
- That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
- That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
- That this notification serves as the notification required by Minn. Stat. § 120A.34;
- That alternative educational programs and services may be available in the child's enrolling or resident district;
- That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
- That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
- It is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

Habitual Truant:

A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year if the child is in middle school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days

per school year and who has not lawfully withdrawn from school. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

CONSEQUENCES:
Students who are truant will miss in class learning on the day they were truant. Additionally, the following consequences will apply:

- **3 Unexcused Absences:** Notification sent to parent and student. Students will miss the opportunity for in class learning and must reschedule all tests,quizzes, or assignments within the timeline on class syllabus.
- **7 Unexcused Absences:** Students will meet with attendance staff and an Attendance Contract will be signed by Student, Parent, and staff. Students will miss the opportunity for in class learning and must reschedule all tests,quizzes, or assignments within the timeline on class syllabus.
- **11 Unexcused Absences:** On the 11th Unexcused Absence the student, parent/guardian, and school staff will develop a plan to address learning loss including but not limited to summer school and retention.

TARDY PROCEDURES:
Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
<u>Procedures for Reporting Tardiness</u>
- Students tardy at the start of school must report to the school office for an admission slip.
- Teachers will make students tardy in Infinite Campus.

<u>Excused Tardiness</u>
Valid excuses for tardiness are:
- Illness.
- Serious illness in the student's immediate family.
- A death or funeral in the student's immediate family or of a close friend or relative.
- Medical, dental, orthodontic, or mental health treatment.
- Court appearances occasioned by family or personal action.
- Physical emergency conditions such as fire, flood, storm, etc.
- Any tardiness for which the student has been excused in writing by an administrator or faculty member.

<u>Unexcused Tardiness</u>
An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse. Consequences of tardiness in grades 5 through 12 may include detention.

Students are expected to be in their scheduled room at the beginning of each assigned period. Failure to do so constitutes tardiness which will result in the following:

1. Tardiness between periods will be handled in the following manner.
    a. Staff will greet students at the classroom door.
    b. The classroom door will be shut when the bell rings.
    c. Students not in class will report to the attendance person in the office area.
    d. Attendance person will record the number of absences and assign detention if needed.
        i. First thru fourth tardy per semester will result in a warning.
        ii. Fifth and beyond will result in an after school detention. Students will miss their after school activity if needed.
        iii. Excessive tardies may result in a parent conference and/or In- School Suspension.

ARRIVAL TO SCHOOL

Morning Procedures

- Morning supervision begins at 7:20 AM each morning. All students must remain in the Commons until the pod doors open at 7:45 AM unless the student has a pass to see a teacher. Once pod doors open students put items in their lockers and report to the Advisory.

Breakfast

- Students eating breakfast will be supervised in the Commons starting at 7:20 and remain in the commons until the POD doors open at 7:45.

Homework Help

- Homework help is available each morning by scheduling ahead of time with the teacher.

Academic Intervention

- Students needing additional support in a class will have the option of scheduling a time to meet with their teacher before or after school. Some students will be scheduled into an intervention time based on student need.

BACKPACKS

Students are not allowed to carry their personal backpack with them during the school. Backpacks, cell phones, hats and jackets should be kept in students' lockers. Cell phone policy applies as outlined in this handbook.

DROPPING OFF AND PICKING UP STUDENTS

Morning Drop Off:

- The routine for dropping students off at the start of the day is designed for the student's safety. Please use the following procedure:
    - Have students be prepared to exit the car.
    - Follow the drop off line.
    - Please continually pull forward following in line.
    - Drop them off next to the curb on the parking lot side.

Afternoon Pick Up:

- The routine for picking up students at the end of the day is designed for the student's safety. Please use the following procedure:
    - Follow the pick up line.
    - Please continually pull forward following in line.
    - No parking along the side of the school building.
    - No parking in the driving lanes between the parking spaces.
    - Park only in the designated parking lot spaces. Meet your child at the pick up spot and walk them to your car for their safety.
    - Please follow the signs for exiting.
- Please do not pick students up in the CERC lot after school.

If you have any questions, please contact the building principal at 952-492-2332.

DISMISSAL

Instruction continues until dismissal time each day. When picking up a student, rather than texting/calling your student, please call the office so office staff can notify the student at a time that does not interrupt instruction. When you arrive to pick up your child, please report to the office to sign your child out. The school secretary will then call the classroom, and your child will come to the office to meet you.

We ask parents and family members picking up students from school to wait in the office area for your child. **PLEASE DO NOT GO INTO THE GRADE LEVEL PODS.** This can be very distracting and disruptive to both the students and the teachers.

EMPLOYMENT BACKGROUND CHECKS

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

FEES

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

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

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

CLASSROOM TREATS / BIRTHDAY POLICY

Students are allowed to bring store-bought treats with permission of the Advisory teacher. Treats must be in the original wrapper and consumed within that class period. ***Parties are permissible only during the Advisory period and not during regular classes or the lunch period***. Please refer to the district Wellness Policy for further guidelines.

Students may bring a snack if they so choose. Please be sure the snack is a healthy snack. No candy or beverages high in sugar should be sent to school as a snack.

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

- Please deliver party invitations outside of the school environment.
- Please have balloons, flowers, etc. delivered at home. Items sent to school will be kept in the office until the end of the school day.

During lunch, snack time, or Advisory parties, students must finish eating their food inside the school building. Food is not allowed outside of the building.

SCHOOL MEALS

Jordan Public Schools is participating in the Universal School Meals program. One reimbursable breakfast and lunch will be free for all students in Preschool - Grade 12. Costs for Snack Cart, additional entrees, milk-only purchases and more, can be found on our HERE. 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 meal at the nonprogram price if the student has already selected a reimbursable meal.

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.**

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.

PROCEDURES FOR NOTIFYING FAMILY OF MEAL ACCOUNT STATUS

Please reference Jordan Public Schools Policy *534 Unpaid Meal Charges* for procedures regarding meal account balances.

MESSAGES TO STUDENTS

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages, except in the event of an emergency. The office will post a student's name on the monitors if students have a message in the office. When picking up a student, rather than texting/calling your student, please call the office so office staff can notify the student at a time that does not interrupt instruction.

NONDISCRIMINATION

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

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

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

PARENTAL CUSTODY

The school will assume, unless informed differently, the parents listed on the family data sheet have legal and physical custody rights of a child. Legal custody allows the parent access to all educational data and involvement in school meetings for the child. Parents who have physical custody rights can make decisions regarding who can pick up or drop off the child, and may volunteer or visit the child at school. If parental custody of a child is changed or restricted, the

school office must be given legal written notification from the court indicating the restrictions. No child will be released to anyone without permission from the custodial parent with physical custody rights. Any questions on custody issues must be clarified by the court and presented to the school.

PARENT – TEACHER INVOLVEMENT

Parent-Teacher Organization (PTO): All parents are welcome and encouraged to be involved in their child's education by joining the JMS PTO. PTO meetings are open to all parents and are held on a monthly basis. The function of the PTO is to:

- Help improve middle school programs.
- Discuss the strengths and needs of Jordan Middle School.
- Promote good home/school communication.
- Help with school/community projects.

VOLUNTEERS

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

PLEDGE OF ALLEGIANCE

Students at JMS will recite the pledge of allegiance to the flag of the United States of America each day. The recitation shall be conducted during Advisory.

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

SEARCHES

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

LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER

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

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

PERSONAL POSSESSIONS AND STUDENT'S PERSON

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

WEATHER CLOSURE GUIDELINES

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. 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.

Athletics/Activities

If school is canceled all day, it is at the discretion of the Activities Director and Superintendent to hold varsity practices and contests. Information about cancellations will be shared on the district's website, Activities Twitter account, or through our email/phone notification system. If school is canceled during the day, all activities hosted by the District will likely be canceled for that afternoon/evening.

Community Education (to include Preschool and Kids' Company)

If schools are closed for the day, all daytime and after school Community Education activities (including Kids' Company and Early Explorers Preschool) are canceled. A decision about

Community Education evening activities will be made by mid-afternoon and communicated via the district's website or Community Education Webpage.

- **Early Explorers Preschool:** In the case of a late start, all morning ONLY classes will be canceled. All day classes will follow the 2-hour late start schedule. If schools are closed for the day, all preschool programs are canceled.
- **Kids' Company:** In the case of a late start, Kids' Company also follows the late start schedule (for example, if there is a 2 hour late start, Kids' Company will open at 8:00am). If school closes early due to inclement weather, parents/guardians will be asked to pick up their child within one hour of the adjusted school closing time. If school is canceled for the day, Kids' Company will also be closed.
- **Jordan Community Education and Recreation Center(CERC):** In school district weather closures, the Jordan Community Education and Recreation Center (CERC) will maintain posted business hours unless extreme weather conditions call for a closure due to safety. In this case, it will be noted on the district website and social media channels.

Notification

The District will notify families directly using the District Website , our Blackboard 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 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.

SKATEBOARDS, IN-LINE SKATES, & SHOES WITH SKATES

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

STUDENT PUBLICATIONS AND MATERIALS

The policy of the school district is to protect students' free speech rights while at the same time, preserving the district's obligation to provide a learning environment free of disruption. All school publications are under the supervision of the building principal and/or sponsor.
Non-school-sponsored publications may not be distributed without prior approval.

DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES

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

STUDENT RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, see the found on the Jordan Schools Policies page.

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. Please reference Jordan Public Schools Policy *520 Student Surveys* for complete procedures regarding student surveys.

TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

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

VIDEO AND AUDIO TAPING

School Buses

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

Places Other Than Buses

Jordan Middle School is equipped with video cameras – inside and outside. Video surveillance may occur in any school district building or on any school district property.

VISITORS IN DISTRICT BUILDINGS

Parents/Guardians and community members are welcome to visit Jordan Middle School. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the office upon entering the building, with the exception of events open to the public. Upon entering the building, visitors must sign in 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. Visitors are required to sign out in the office when leaving the building. Visitors of students at Jordan Middle School are not allowed. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employees, or the school district.

PART II — ACADEMICS

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

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

CHEATING AND PLAGIARISM

The acts of plagiarism and cheating interfere with the learning process. They keep one student from learning and others from having the uniqueness of their work recognized. Academic integrity is important for all students. Cheating will lead to gaps in learning and lack of

preparation for post-secondary opportunities. The following are the most common types of plagiarism that occur in student work:

1. Blatant plagiarism or direct copying of another's material (this includes current and former students) without acknowledging that source.
2. Plagiarizing material or using an original idea of someone else without crediting the source of the material or idea.
3. Sharing documents with another person for any reason other than in a group project.
4. Taking a picture of a test, homework, or other assignment to give the answers or get the answers from another.
5. Using AI technology to generate content, including content in the final form and content used as a framework from which to create content.

To cheat is to mislead an instructor in some way so as to receive a grade for work that the student did not originate, or work performed with unauthorized aid and assistance. Providing work to another student who then claims it as his/her own is considered cheating for both students involved. Teachers will have the authority to determine what constitutes cheating on a case-by-case basis.

EXTENDED SCHOOL YEAR OPPORTUNITIES

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

STUDENT OF THE MONTH

Once a month (November – May, please see school calendar), four students from each grade are nominated by the staff to be a Student of the Month. Students being nominated have displayed the following criteria:

- Displays acceptable behavior
- Displays a positive attitude
- Does his/her best work
- Displays J-Town P.R.I.D.E. at all times
- Has shown growth or improvement over time

All students assemble for an award presentation. Family members of the Students of the Month are invited to attend the presentation. Please check into the office upon arrival at school and pick up a visitor badge.

ACTIVITY NIGHTS

Activity nights will be offered and divided by 5th/6th grade and 7th/8th grade when possible. Appropriate dress and behavior is expected, and all school rules and regulations will be enforced. Only students enrolled at the Jordan Middle School are allowed to attend these activities. Students who are absent on the day of the activity night, will not be allowed into the activity night. Poor school performance or behavior may also result in no admittance to activity nights.

PHYSICAL EDUCATION UNIFORM AND RULES

6th through 8th grade students are expected to be dressed in an appropriate uniform for Phy. Ed. class which includes shorts or sweatpants. Students are also asked to purchase a shirt (during fall open house) to be worn in class. After the third warning, a disciplinary action may be taken with students who do not dress appropriately for class.

ACTIVITIES

All students are encouraged to participate in the activities available at Jordan Middle School. They include Athletics, Band, Choir, School Plays, Student Council, Knowledge Bowl, Math Masters, and After School Program. Activities make Jordan Middle School both more enjoyable and more meaningful. All school activities, whether associated with the high school league or

not, will follow the rules for eligibility set down by the league. All activities will also follow the rules for academic eligibility as set by the school. These rules are included below.

Extracurricular Student Eligibility Standards (Grades 7 – 8)
Any student who chooses to participate in an extracurricular activity at Jordan Middle School (including all interscholastic activities) is required to:

- Abide by all rules as mandated by the High School League
- Maintain passing grades in all classes (no failures)
- Maintain a GPA average of 1.67 (C-)
- Maintain acceptable standards of conduct in the classroom. If behavior is unsatisfactory, the student must attend a parent-teacher conference
- Special Education students must be making progress on IEP goals (IEP is in place at the beginning of the season) unless a student has been referred by staff to the Special Education Team for additional help.
- **JMS also runs its own requirements; they will be given out at the beginning of each sport season.**

Academic Support for Student Eligibility
Students participating in activities who fail a course will be placed on Academic Support for the remainder of the current semester with the goal of helping the student gain academic progress. Students on Academic Support are required to meet with his/her instructors to assure they are making progress during this semester. The student must be attending all classes, turning in assigned work, and making an effort to improve their academic performance. An ***unexcused absence*** at any time during the semester of Academic Support may result in a loss of participation for the remainder of the current semester.

The Academic Support form must be signed by each instructor, for all classes the student is currently enrolled. It must be signed and returned to the Middle School Activities Director for verification on the dates listed. Failure to return the form by the dates listed will result in loss of participation for the next week. If the student fails to return this form, or if one instructor fails to support the student's participation, the student will not be allowed to participate for the next week, starting the Monday after the signature sheet is due.

Information meetings will be held for students to explain the High School League Rules related to violations resulting in suspension of participation:

- 1st violation – 2 events or 2 weeks
- 2nd violation – 6 events or 3 weeks
- 3rd violation – 12 events or 4 weeks (whichever is greater)

New Streaming Platform for Varsity Games
The Jordan Activities department is excited to announce we will now be streaming home athletic events via Hudl TV rather than the Jordan Activities YouTube channel. This switch will provide an enhanced viewing experience for our streaming audience. Additionally, if you miss a game, there will be a 1-2 minute highlight reel available for all past games, so you don't miss out on seeing your favorite Jordan HIgh School athletes!

Families and community members can find the link to our live stream videos on Hudl TV by visiting www.JordanActivities.org and navigating to the 'More' tab. Once you're on the Hudl TV site, click on 'video' and then 'select a stream.' With questions, please contact the Jordan Activities department

FIELD TRIPS

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

GRADES

Student progress will be reported to parents by the use of a report card each semester and in an ongoing manner through Infinite Campus. Assignments turned in on time will be updated at least weekly. Assignments turned in late will be graded within a week from being turned in. All formative assessments must be in prior to initial summative assessments in order to be considered for retake assessments. Refer to teacher syllabus for individual grading procedures. The following grading scale will be used for reporting grades:

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

CONFERENCES

Parent/teacher conferences will be held twice during the school year. Conferences provide an opportunity for parents and teachers to share information about a student's progress and needs. **Conferences will go from 3:30 to 7:30 PM.** Below are open house and conference information for the 2026-2027:

- August 27th -Open House Night
- September 16th - JMS Curriculum Night (4:30-6:30PM)
- October 29th - Invitation Conferences (3:30-7:30 PM)
- October 30th - Invitation Conferences (7:30-3:30 PM)
- November 12th - Open House Conferences (3:30-7:30 PM)
- February 16th - Invitation Conferences

CAMPUS PORTAL PARENT ACCESS

Parents can purchase meals and any other school items such as t-shirts, registration materials, etc. on their Campus Portal account. We encourage all families to get familiar with this account and use it instead of cash or checks.

HOMEWORK GUIDELINES

It is important for young students to develop good study skills at this time in their educational career. This includes the development of good home study habits. Homework may include reading assignments from textbooks and/or completing assigned work and projects. The amount of time spent on homework will vary, according to the needs and abilities of each student. *Ten minutes per night per grade level has been a common practice for assigned homework (i.e. a 5th grade student could have 50 minutes of homework each night: 5 x 10 minutes = 50 minutes)*.Please set aside a time and place where quality work may be completed each evening. Make this a positive experience in your family.

ACADEMIC PERFORMANCE

All students are expected to achieve an acceptable level of proficiency. JMS has a variety of services to help students succeed in middle school. Some of these programs include, Extra Reading, Mathematics courses, Targeted Service Programs, REACH, etc. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year.

PROMOTION/RETENTION PROCEDURE

If retention of a student is to be considered, a discussion involving professional staff and parents/guardians will take place during the last semester of school. After the discussion and review of district policy, attendance and academic data, the building principal, educational team and parents/guardians will further evaluate and decide what is in the best interest of the student. After consultation with the district superintendent, a final decision will be made.

PLANNERS

The staff, students, and parents of JMS agree that the planner is an excellent tool for communication between home and school. Parents are asked to pay for planners at the beginning of the school year. Planners are most effective when expectations of all three members of the partnership are fulfilled. Those expectations are listed below:

Staff is expected to:

- Write all assignments on the board or post in Google Classroom.
- Write notes to parents when needed.

Students are expected to:

- Take their planner to and from school every day.
- Copy assignments from board to planner or Google Classroom.
- Designate a certain time nightly to do homework, discuss planner, and have a parent sign the planner.

Parents are expected to:

- Look at the planner every evening.
- Communicate with the teacher when needed.

SUMMER SCHOOL

The school district will provide summer school learning opportunities. Letters to those eligible will be sent out well before the summer classes begin. Our summer school will take place during the month of July for most students. For more information, contact the office or Principal.

TARGETED SERVICE PROGRAM

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

STATE STANDARDIZED TESTS

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota statute requires districts provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. Students opting out count as a "Does Not Meet" for the school. The form is available on the Jordan Public Schools website in English and Spanish. JPS Teaching and Learning-Testing.

PASSES

Students are not allowed to be out of class at any time without a pass from a staff member. Passes will not be issued the first ten minutes of class and the last ten minutes of class to maintain a positive learning environment. Students who leave the building must be issued a pass from the office. All students must report to the middle school office upon their return and obtain an admit slip for admittance to their classes

PARENT RIGHT TO KNOW

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

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will also provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

FOUNDATIONS OF LEARNING CLASS

Foundations for Learning is a skill-building class designed to strengthen students' reading abilities through targeted instruction and practice. Students are placed based on their current skill level so they can receive the support they need to grow as readers. Once students reach grade-level proficiency, they may explore additional skill areas such as reading, math, study skills, and interest areas for the individual student.

REACH

REACH is an elective class designed to assist students academically, socially, and/or emotionally during the school day. REACH staff work closely with other professionals, students, and families to not only assist students academically but equip students with skills for future success. The REACH program follows a set schedule each week to support students. Below are the items followed on the schedule.

- Weekly Check-in/Goals Group
- Character Building Exercises
- Academic Days

What does REACH stand for?

- **R**elationships - A safe place for students to belong, connect, and be supported.
- **E**ducation - Create positive learning opportunities through academic support and individual assignment modification.
- **A**ccountability - A support network with staff committed to help students succeed that nurtures student accountability with parent support.
- **C**haracter - Skill building activities that encourage positive academic and personal growth.
- **H**ard Work - Students that rise to the level of expectations

PART III — RULES AND DISCIPLINE

ATTENDANCE

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the "Student Attendance" policy in this handbook and/or on the school district website.

BULLYING PROHIBITION

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

BUSES—CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including non-public and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked. All bus riders are under the authority of the bus driver and must obey rules as imposed by them to provide for the safe operation of their vehicle. In order to maintain a safe and healthy situation in and around a school bus, specific guidelines have been developed. The following acts are prohibited and may result in loss of bus privileges:

- Use or possession of alcohol, drugs, or tobacco on the bus.
- General disruptiveness such as fighting or throwing things.
- Unauthorized movement around the bus. Riders should stay seated when the bus is moving.
- Transportation of unauthorized passengers. Non-regular riders must receive official permission before being transported.
- Loud, obscene, or abusive language of any kind.
- Vandalism on the bus. (This may result in civil action.)
- Insubordination toward or failure to follow driver's orders.
- Fighting or provoking a fight. (This may result in suspension from school and/or criminal charges being filed.)
- Using or carrying dangerous items on the bus such as guns, knives, lighters, etc. (Criminal charges may be filed.)
- Placing any part of the body out of the bus or throwing objects from the bus. (Criminal charges may be filed.)

Students must avoid playing or loitering on the highway when waiting for the bus. When crossing the highway before boarding or after leaving the bus, students should be careful to check for approaching vehicles, as well as bus movement.

In the case of a discipline problem, the following procedures will be used:

1. The driver will take appropriate measures to maintain order and/or protect the health and safety of all students.
2. If the bus driver cannot correct a student's misbehavior by talking to the student and/or the student's parents, the driver shall report the problem to the Middle School Principal and Benjamin Bus Company.
3. Should another incident occur, the driver will complete an "Incident Report" before leaving their bus and drop it off with the bus supervisor at Benjamin Bus Company. The "Incident Report" will be mailed immediately to the student's parents/guardian, with a copy delivered to the appropriate school principal. Each subsequent incident will be handled in accordance with the aforementioned procedure through the third (3rd) offense, after which the student will not be allowed to ride the bus until a conference, which includes the contractor, appropriate principal, driver, and parent/guardian, has been held.
4. Suspensions for offenses one (1) through three (3) may be for a period of time from one (1) to ten (10) days.
5. In cases of serious or hazardous conduct, Benjamin Bus Company, with district approval, or the school district may skip the preliminary notices or warnings and immediately suspend the student's riding privileges for an indefinite period of time.

CELL PHONES AND PERSONAL ELECTRONIC COMMUNICATION DEVICES

Students are prohibited from using cell phones, earpods/headphones, SMART watches and other SMART devices, and other electronic communication devices during the instructional day, except as stated below and/or when a teacher allows students to bring an electronic mobile device to class for educational purposes (i.e. use a graphing calculator app in an upper level math course). Students are also prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, malicious/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 Acceptable Use and Safety and Student Discipline may be applied to this action.

No student is allowed to take pictures or videotape another person without their permission. Cell phones or other electronic devices are not allowed in the bathroom or locker room.

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

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

CELL PHONE/ELECTRONIC DEVICES

Cell phones, earbuds/headphones and other electronic devices must be kept in student's lockers during school hours (8:00 AM - 3:00 PM). Students are not allowed to have earbuds/headphones outside the classroom. If a cell phone is in a student's possession, or goes off during the school day, it will be taken by staff of the school and given to a building principal or designee.

- **1st offense:** The phone/electronic device will be kept by the principal/designee for the rest of the school day. At the end of the day, the student will be able to get the phone back from the principal.
- **2nd and subsequent offenses:** The phone/electronic device will be kept by the principal/designee and will only be given back to the parent or guardian. Ongoing issues will result in students turning their phone into the office each morning.

NON EXCLUSIONARY DISCIPLINE

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

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. Work can be accessed via Google Classroom.

Jordan School staff is trained in non exclusionary discipline practices such as School-Wide Positive Behavior Interventions and Supports. PBIS has a common purpose and approach to discipline that includes:

- A clear set of positive expectations and behaviors

- Procedures for teaching expected behavior
- Continuum of procedures for encouraging expected behavior
- Continuum of procedures for discouraging inappropriate behavior

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: P****reparedness.* ***R****espect.* ***I****ntegrity.* ***D****ependability.* ***E****xcellence.* 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 revisited throughout the school year.

Non Exclusionary 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 1 services or reading interventions, and alternative education services.

Restorative Practices	**Culturally Responsive Pedagogy**
● Classroom Discipline Reflection Sheet ● Affective Statements ● Circles ● Restorative Questions	● Collaboration Contracts ● Responsiveness ○ Attention Signals ○ Response Protocols ○ Movement Protocols ● Discussion Protocols ● Competency/Relevance

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. 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. A punishment should be one and done. <u>Consequences and punishments are tools we use to show the student how much we care about them.</u> It is important to note that if behaviors ever require a punishment, parents will be brought into the process. The teacher, Behavior Specialist or Administration will contact the parent to decide on what is needed for learning to occur.

- Connect students to the group
    - Does the student need a conversation, consequence or punishment in order to learn the expected behaviors?
        - If students struggle with following the school rules, they might receive a verbal warning, redirection or have a **conversation** about the incident.
        - For repeated behaviors or more serious offenses, students may receive a **consequence** such as a phone call home to the child's family or a "Just Stop and Think" slip from the classroom teacher naming the inappropriate behavior and what school rule the student needs to improve on.

- More severe consequences might necessitate a **punishment** such as an office referral and/or suspension that will require the implementation of **non exclusionary discipline and practices**, and may require the attention of building administration. Either of these slips will go home for families to be informed about their child's behavior and will need to be signed and returned to school. 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 this form.

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the complete "Student Discipline" policy in this handbook and/or on the school district website.

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. Work can be accessed via Google Classroom.

WIN ROOM

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

DRESS AND APPEARANCE

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

District #717 is committed to its schools being free from tobacco, drugs, and violence. Therefore, words or symbols on clothing or personal property that advertise products or actions which are illegal or harmful for children will not be permitted. Examples of unacceptable clothing/appearance include, but are not limited to the following:

- Obscene and/or profane language, slogans, emblems, or pictures
- Advertisements for alcohol or tobacco products
- Gang symbols or emblems on clothing worn in a manner to identify gang membership
- Chains, pins, studs, rings, and other potentially hazardous items

- Headgear, including hats or head coverings, is not to be worn in the building except with the approval of the building principal (i.e. student undergoing chemotherapy, medical situations, student religious/cultural practice or belief).
- Immodest or sexually provocative clothing, words, or symbols such as the following:
    - Shirts must cover the entire midsection of the body
    - Sleeveless tops must have straps
    - Undergarments must not be showing
    - Pants must be at a length so the student will not trip on them
    - Shorts and skirts must be of a length at the fingertip or beyond when the student is standing with arms at their sides

DRUG-FREE SCHOOL AND WORKPLACE

The possession and use of alcohol, controlled substances, medical cannabis, non intoxicating cannabinoids, and edible cannabinoid products and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances is also prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.
District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment into 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.

A violation of this policy does not occur when an adult lights tobacco on school district property as a part of a traditional American Indian spiritual or cultural ceremony. An American Indian student may carry a pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices.

HARASSMENT AND VIOLENCE PROHIBITION

The school district strives to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence. For detailed information on the school district's "Harassment and Violence Prohibition" policy, refer to the back of this handbook and/or on the school district website.

HAZING PROHIBITION

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

INTERNET ACCEPTABLE USE

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. **Use of the school district's system is a privilege, not a right.** Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences:

- suspension or cancellation of use or access privileges
- payments for damages and repairs
- discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet Acceptable Use" policy is available in the district office.

TOBACCO-FREE SCHOOLS

School district students and staff have the right to learn and work in a tobacco-free environment. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. This policy includes E-Cigarettes. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment" policy, contact the district office. Contact the building principal or the superintendent if you have questions or wish to report violations.

WEAPONS PROHIBITION

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

PART IV — HEALTH AND SAFETY

ACCIDENTS

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

INTEGRATED PEST MANAGEMENT (IPM) NOTIFICATION

Notice Concerning Use of Pesticides

All Minnesota schools are required to inform parents/guardians and school employees they may request to be notified prior to pesticide applications on school property. Pesticides include chemicals which are used to control insects, weeds, rodents, or other pests as defined by the law. (M.S. 123B.575, Subd.9)

Pests have the potential to sting, bite, contaminate, cause property damage, spread disease, cause asthma, and/or trigger an allergic reaction. Therefore, we attempt to minimize their impact on students, staff, and building visitors. Our district utilizes the service of a licensed, professional pest control firm for the prevention and control of pests in and around district buildings and grounds. All pest control materials are chosen and applied according to federal law.

Because long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood, the district requires the least amount and least toxic pesticides available be used.

An estimated schedule of interior pest control inspections and possible treatments are available for review or copying at the district office. A similar estimated schedule is available for applications to school grounds of herbicides and other materials. Parents may receive, at their expense, notification of pesticide application prior to their use should they be deemed necessary on unscheduled days if specifically requested.

The district's IPM program was reviewed by a representative from the Minnesota Department of Agriculture in February 2011. During this review, the district received additional technical expertise for IPM program improvements related to chemical storage and handling/disposal.

Any questions you may have regarding the ISD #717 Integrated Pest Management (IPM) program or practices should be directed to JPS Facilities Director, Mr. Dan Lehman, at 952-492-6200.

INDOOR AIR QUALITY (IAQ) ANNUAL NOTIFICATION

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

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

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

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.

CRISIS MANAGEMENT

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

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

PETS IN SCHOOL

Due to health and air quality concerns, dogs, cats, rodents, rabbits, reptiles, fish, birds or exotic animals are not allowed on school property, unless pre-arranged with the principal. Certified therapy dogs will be permitted. Science curriculum approved by the principal may bring in the above listed animals. Organizations that may be approved for presentations may include, but are not limited to Critters & Co., The Raptor Center, and The Humane Society. Animals brought in for

"show and tell" should be scheduled for fall or spring, thus permitting the viewing of these animals in an outside location of the school.

SCHOOL NURSE

JMS employs the services of a school nurse on site. The school nurse attends to the needs of ill or injured students, maintains student medical records, and monitors the immunization records of students. The nurse is also in charge of vision and hearing.

Parents of students new to the system or parents having questions about medical or immunization records may reach the nurse at 952-492-4232.

Immunization Requirements

All students entering 7th grade or new to the district must show proof of current immunization status to be enrolled in public schools.

The immunizations required are as follows:

- DTaP - 5 shot series with Tdap booster on or after their 11th birthday
- Meningococcal on or after their 11th birthday (initial immunization)
- Polio - 4 shots series
- MMR (Measles, Mumps, and Rubella) - 2 shot series
- Hepatitis B - 3 shots series
- Varicella (Chicken Pox) - 2 shot series or date of disease (month / year)
-

The only exemptions to Minnesota Immunization requirements are:

- Medical exemption - requires a physician note
- Exemption due to conscientiously held beliefs against immunization - this requires a notarized signature.

All immunization dates must show month, day, and year received. The requirements for 5th and 6th graders are unchanged from their Kindergarten requirements. Immunizations for 7th grade students must be completed and the records turned into the middle school office by the second week of August. If immunization records are not received by the due date, there will be one reminder letter sent. If no records are received by the second week of school, students will not be able to attend school.

Medication Policies

All prescription or nonprescription medications to be taken by a student during school hours **MUST** be kept in the office and administered by appropriate school personnel for primary school students. Secondary students may self carry medication with written authorization from parents/guardians. Parents/Guardian or physicians must notify the office when medication is required to be taken at school and must provide the following:

1. A signed "Authorization to Administer Medications at School" form. A new form must be completed at the beginning of each new school year.
2. Non-prescription FDA approved medications must come in the original labeled container, with a signed permission form.
3. Prescription medication must come to school in the original prescription container appropriately labeled by a pharmacy. The container will be labeled with the student's name, name of the medication, dosage, directions for administration, the name of the person licensed to prescribe, name of manufacturer of the drug, and the date of the original issue or renewal.
4. Students are not allowed to have any medications, unless there is a written agreement between the school district, the parent and/or the prescriber (i.e. inhalers). Controlled substances are never to be carried by a student or self-administered.
5. **The school will not keep *any stock medication* for student use.**

Health Policies

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

- Vomiting (return 24 hours after the last incident of vomiting)
- Illness when they are unable to participate in routine activities
- Temperature of 100.4 degrees or more (must be fever free for 24 hours without fever reducing medication before returning to school)
- Diarrhea (return 24 hours after the last incident of diarrhea)
- Rash until medical exam indicates it is not a communicable disease
- Mouth sores with drooling
- Unusual color of sin, eyes, stool or urine

If any of these occur, keep the child at home until recovered, call a family doctor for an accurate diagnosis and proper care.

If you have any health issues/concerns and/or questions regarding immunizations, medication or health policies please contact the school nurse at 952-492-4232.

School District Policies

A full list of school board policies can be found on the Jordan Public Schools website.

Policy Name	Policy Number
Student Discipline	506
School Weapons	501
Harassment and Violence	413
Tobacco Free Environment	419
Search of Student Lockers, Desks, Personal Possessions and Student's Person	502
Bullying Prohibition	514
Hazing Prohibition	526
Student Surveys	520
Student Attendance	503
Distribution of Non School Sponsored Materials	505
Unpaid Meal Charges	534
Wellness Policy	533
Protection and Privacy of Pupil Records	515
Religion	609