



**JORDAN HIGH SCHOOL  
2024-2025 PARENT STUDENT HANDBOOK**



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

The Jordan School District's vision is to:

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

**Directory of Information**

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

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

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

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## **PURPOSE OF HANDBOOK**

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

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

## **CONTACT INFORMATION**

|   |          |
|---|----------|
| Principal, Jeff Vizenor.....              | 492-4401 |
| School Counselor, Robin Whiteside.....    | 492-4403 |
| School Social Worker, Rachel Rydberg..... | 492-4471 |
| Dean of Students, Jeff Christ.....        | 492-4404 |
| Activities Director, John Buteyn.....     | 492-4399 |

## **SCHEDULES**

### **Schedule 1: Schedule with Advisory**

|                    |  |
|--------------------|--|
| First Hour:        | 8:00 – 8:48 (48 minutes)                 |
| Second Hour:       | 8:52 – 9:40 (48 minutes)                 |
| Third Hour (JWIN): | 9:44 – 10:11 (27 minutes)                |
| Fourth Hour:       | 10:15 – 11:03 (48 minutes)               |
| Fifth Hour:        | 11:03 – 12:17 (48 minutes)               |
|                    | First Lunch: 11:03 – 11:29 (26 minutes)  |
|                    | Second Lunch: 11:29 – 11:55 (26 minutes) |
|                    | Third Lunch: 11:55 – 12:21 (26 minutes)  |
| Sixth Hour:        | 12:25 – 1:13 (48 minutes)                |
| Seventh Hour:      | 1:17 – 2:05 (48 minutes)                 |
| Eighth Hour:       | 2:09 – 3:00 (51 minutes)                 |

### **Schedule 2: Early Release**

|               |               |
|---------------|---------------|
| First Hour:   | 8:00 – 8:34   |
| Second Hour:  | 8:38 – 9:12   |
| Fourth Hour:  | 9:16 – 9:50   |
| Sixth Hour:   | 9:54 – 10:28  |
| Seventh Hour: | 10:34 – 11:08 |
| Fifth Hour:   | 11:12 – 12:26 |
| First Lunch:  | 11:08 – 11:34 |
| Second Lunch: | 11:34 – 12:00 |
| Third Lunch:  | 12:00 – 12:26 |
| Eighth Hour:  | 12:30 – 1:00  |

### **Schedule 3: Late Start**

|               |               |
|---------------|---------------|
| First Hour:   | 10:00 – 10:34 |
| Second Hour:  | 10:38 – 11:12 |
| Fifth Hour:   | 11:16 – 12:30 |
| First Lunch:  | 11:12 – 11:38 |
| Second Lunch: | 11:38 – 12:04 |
| Third Lunch:  | 12:04 – 12:30 |
| Fourth Hour:  | 12:34 – 1:08  |
| Sixth Hour:   | 1:12 – 1:45   |
| Seventh Hour: | 1:49 – 2:22   |
| Eighth Hour:  | 2:26 – 3:00   |

# ACADEMIC PROCEDURES

## ACADEMIC AWARDS:

High-achieving students will be recognized at an awards ceremony in the spring. Students in grade nine, ten, and eleven who maintain a grade point average of 4.0 or higher will earn a Pacesetter Award. This is tabulated at the end of the 1st semester. Students who perform in the top five percent of their class in each subject area will be recognized. See Honor Graduates for senior awards on page 9 of the handbook.

## ACADEMICALLY CHALLENGING COURSES:

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

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

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

## ADVISOR TIME: JWIN (JUST WHAT I NEED)

Students will attend an advisory period daily. During this time students will be allowed to make up tests and quizzes, access additional help from teachers, or simply study. Student groups (i.e. SADD, Student Council, etc.) will meet during this time as well.

## CREDIT REQUIREMENTS FOR GRADUATION:

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

| Graduation Requirements: 2025, 2026, 2027 |   | Graduation Requirement: 2028 |   |
|---|---|------------------------------|---|
| English:                                  | Full year of English 9<br>Full year of English 10<br>Four semesters to include: one literature, one speaking, one | English:                     | Full year of English 9<br>Full year of English 10<br>Four semesters to include: one literature, one speaking, one |

|                        |   |   |
|------------------------|---|---|
|                        | writing, and one elective choice.   | writing, and one elective choice.   |
| <b>Social Studies:</b> | Full year of Civics<br>Full year of American History<br>Full year of World History<br>One semester of Economics<br>One semester Social Studies Elective | <b>Social Studies:</b> Full year of Social 9<br>Full year of American History<br>Full year of World History<br>One semester of Economics<br>One semester Civics |
| <b>Mathematics:</b>    | Three full years  | <b>Mathematics:</b> Three full years  |
| <b>Mathematics:</b>    |   | Mathematics   |
| <b>Science:</b>        | Full year of Physical Science<br>Full year of Biology<br>Full year of a Chemistry   | <b>Science:</b> Full year of Physical Science<br>Full year of Biology<br>Full year of a Chemistry   |
| <b>Health/PE:</b>      | One semester of PE 9<br>One semester of PE 10<br>One semester of Health   | <b>Health/PE:</b> One semester of PE 9<br>One semester of PE elective<br>One semester of Health   |
| <b>Fine Arts:</b>      | Two semesters of Fine Arts which include: Any Art course, Any Music Education, Fashion/Interior Design or Computer Graphics                             | <b>Fine Arts:</b> Two semesters of Fine Arts which include: Any Art course, Any Music Education, Fashion/Interior Design or Computer Graphics                   |
| <b>Business:</b>       | One semester of Freshman Academy  | <b>Business:</b> One semester of Personal Finance   |
| <b>Electives:</b>      | Seven credits, which may be made up of full year or semester long courses   | <b>Electives:</b> Seven credits, which may be made up of full year or semester long courses   |

#### CREDIT MAKEUP:

Students can make up credits by attending summer school through the Southwest Metro Educational Cooperative or at Jordan High School. Students must provide their own transportation. Students may also participate in extended day services where they earn credits at the high school after school hours once a week. Credits will be made up using an online program where they must complete all work at a grade of 70% or higher. Students are also required to have 60 hours of seat time for the credit recovery program. Students should see Ms. Whiteside or Ms. Rydberg for help when determining the best way to make up credits.

#### COMMENCEMENT PROCEDURE:

To participate in graduation ceremonies, seniors must have completed all graduation requirements. Jordan High School students must have earned 24 credits (each semester course equals one-half credit and each year long course equals one credit) and completed the requirements outlined by the State of Minnesota regarding graduation tests. All students participating in the graduation ceremony must wear the graduation attire selected by the class and school. Students wanting to wear culturally significant items at commencement need to get prior approval of the High School principal. Students



do not need to participate in the graduation ceremony to receive a diploma. Seniors who do not qualify for participation in commencement may attend the all-night party.

#### **FEES:**

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

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

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

#### **GRADE POINTS:**

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

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

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

#### **GRADING SCALE:**

The high school grading scale is as follows:

|   |           |
|---|-----------|
| A | 93 – 100% |
|---|-----------|

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

### **HONOR GRADUATES:**

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

### **HONOR ROLL:**

A letter system is used for evaluating scholastic achievement. Report cards are distributed at the end of each semester. At the end of each semester an honor roll is established which recognizes scholastic excellence. "A" honor roll is achieved with a 3.67 grade point average and above and "B" honor roll is achieved with a 3.0 to 3.66 grade point average.

### **INCOMPLETE GRADES:**

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

### **INDEPENDENT STUDY POLICY:**

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

### **INTERNET ACCEPTABLE USE AND SAFETY:**

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

**MN STATE TESTING:**

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

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

**NATIONAL HONOR SOCIETY:**

National Honor Society (NHS) is a nationally recognized student recognition program. Students selected for NHS demonstrate achievement in scholarship, character, leadership and service. Current juniors and seniors with a 3.67 average are scholastically eligible for the National Honor Society. In the second semester, those eligible are invited to apply. The student's GPA is not the only consideration for admission into the National Honor Society. Eligible students are rated by the Faculty Council on character, leadership and service. **Starting with the fall of 2025, juniors will apply in the fall for admission and be required to have a 3.8 average to be eligible to apply for NHS. Seniors will need to have a 3.67 average to apply.**

**PARENT-TEACHER-STUDENT CONFERENCES:**

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

**POST-SECONDARY ENROLLMENT OPTIONS (PSEO):**

PSEO provides eleventh and twelfth grade students, who meet the qualifications of the post-secondary school of their choice, the opportunity to take college courses for high school and college credit. The costs of attending are paid for the student, whose primary financial responsibility is transportation to and from the school. Credits count toward students' diplomas and toward their high school grade point averages.

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

**If a student drops a PSEO course after the permitted college drop period the student will receive a "W" on their college transcript and a "F" on their high school transcript. This will impact their high school GPA, class rank and activities eligibility.**

Students who are interested in learning more about PSEO or applying for PSEO may see the counselor. The best time to see the counselor is in the spring before planning a PSEO experience. **The deadline for applications is May 1, 2025 for the fall 2025-2026 school year and October 30, 2025 for the winter 2025-2026 school year.**

**PROFICIENCY/DEFICIENCY NOTICE:**

Parents will be informed when students are doing exceptionally fine work in a particular class, are failing

or close to failing a class, or not doing as well as expected. Teachers who have concerns about students will contact parents via e-mail or telephone. Parents and students should monitor student progress through the Infinite Campus Parent Portal and Google Classroom. **It is encouraged that families with concerns about a student's grades reach out to the teacher via email.**

#### **REGISTRATION AND SCHEDULE CHANGES:**

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

#### **REPORT CARDS:**

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

#### **SAIL (STUDENTS ADJUSTING IN LIFE):**

SAIL is a program for students who struggle academically. They may have organizational issues that have resulted in failing grades or they may need help studying. Students are placed in SAIL through the Intervention Team. We also have an alternative for SAIL called REACH that supports student needs beyond academics. This program will be similar to SAIL, but with components of Social and Emotional learning and growth.

#### **SURGE (STRIVING UPWARDS FOR GOALS IN EDUCATION):**

The Jordan ALP is a school within a school. It will be housed at Jordan High School in room S508. It is an alternative program for students that wish to remain in a traditional high school setting but need smaller class size with fewer distractions. The program will have between 12-15 students enrolled at any one time. ALP staff will focus on improving attendance, building self esteem, and developing relationships with students and families. Students in the program will be able to access multiple course work concepts:

Curriculum Delivery:

- Teacher-directed curriculum (traditional JHS class)
- Project based curriculum with advising
- Online instruction via Edmentum
- Credit recovery opportunities via PLATO online curriculum
- Possible work based learning component depending on eligibility
- Each student is required to complete a Continual Learning Plan which outlines student goals, requirements and expectations of each program.
- Behavior expectations will be the same as Jordan High School

Students will be required to take MN competency tests in reading, math, and science. They will have access to all academic and extracurricular activities offered at Jordan High School. Students will also have access to all JHS support services including, but not limited to school guidance, academic counseling, health services, career counseling, and transportation to Jordan High School.

**GOOGLE CLASSROOM:**

The use of electronics has become an important part of the school experience for students as we prepare them for what awaits them beyond high school. Teachers will use Google Classroom, a learning management system, to keep parents and students informed about assignments. Students will see folders organized by courses when they open Google Classroom. Parents can work with their students to look at their folders or sign up for Google Classroom updates. In the course folders, teachers will list individual units that may include presentations, links, videos, assignments, and other curriculum information.

**SOUTHWEST METRO INTERMEDIATE DISTRICT:**

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

**STUDENT AIDES:**

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

**STATE STANDARDIZED TESTS:**

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

**TRANSCRIPTS:**

Jordan High School is working with Parchment Exchange to make ordering transcripts easier for you. Transcripts can be delivered to your home, job, Insurance company or the colleges you choose. Simply create an account and follow the step by step process to order your transcript today. [PARCHMENT LINK](#)

**PARENT VOLUNTEERS:**

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

**WORK EXPERIENCE AND WORK BASED LEARNING:**

The work experience course provides students with opportunities for hands-on learning experiences in the workplace. Gainfully employed students are able to apply the skills and knowledge learned in previous CTE and general education courses within a professional work environment allowing students to interact with professionals in the working world. Goals are set cooperatively by the student, teacher,

employer, and students. This credit-bearing opportunity cultivates on-the-job skills as students engage in personal employment.

Key Notes: Students are responsible for securing their own employment. Work Based Learning teachers can help support students; however, it is the student's responsibility to find and maintain employment. Students must work a minimum of 45 hours to receive .5 credit and 90 hours to receive 1 credit. Students also provide their own transportation.

## **STUDENT LIFE**

### **ACTIVITIES:**

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

### **FULL YEAR ACTIVITIES**

|                        |                            |
|------------------------|----------------------------|
| Instrumental Music     | Director Burnside          |
| Knowledge Bowl         | Ms. Rydberg                |
| National Honor Society | Ms. Jans                   |
| Spanish Club           | Ms. Peters                 |
| Student Council        | Mr. Buetyn and Mr. Vizenor |
| Vocal Music            | Ms. Enstad                 |

### **FALL ACTIVITIES**

|                            |                   |
|----------------------------|-------------------|
| Boys Soccer                | Coach Wareham     |
| Cheerleading               | Coach Ruehling    |
| Debate                     | Ms. Peters        |
| Fall Play                  | Director Amundson |
| Football                   | Coach Sand        |
| Girls & Boys Cross Country | Coach Nylander    |
| Girls Soccer               | Coach Steele      |
| Girls Tennis               | Coach Bailey      |
| Volleyball                 | Coach Attig       |
| Weight Room                | Varies by Season  |

### **WINTER ACTIVITIES**

|                  |                   |
|------------------|-------------------|
| Boys Basketball  | Coach Malashenko  |
| Girls Basketball | Coach Johnson     |
| One Act Play     | TBD               |
| Robotics         | Mr. McClellan     |
| Speech           | Coach Peters      |
| Weight Room      | Varies by Season  |
| Wrestling        | Coach Stauffacher |

### **SPRING ACTIVITIES**

|                   |                         |
|-------------------|-------------------------|
| Baseball          | Coach Arnold            |
| Girls & Boys Golf | Coach Sand/Coach Hennen |

Girls & Boys Track  
Softball  
Speech  
Spring Play  
Trap Shoot (Club)  
Weight Room

Coach Walerius/ Coach Nylander  
Coach Munson  
Coach Peters  
Director Amundson  
Coach Radick  
Varies by Season

#### **ACTIVITY FEES:**

The school board shall adopt student user fees to help offset the cost of supplies, equipment, and apparel. For more details reference the activities website at <https://jordanactivities.org/fees-passes/>

#### **ATHLETIC EVENTS SCHEDULES:**

For the most up-to-date listing of grades 7-12 athletic events, log on to the schedule website [www.wccconference.org](http://www.wccconference.org) (jordan.k12.mn.us) and choose Calendars on the home page.

#### **CLOSED CAMPUS:**

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

#### **DANCES:**

The following rules will apply to all dances:

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

#### **DETENTION:**

Detention is a study time assigned to students as a consequence for violating school rules before, during, or after school or lunch time. Only the principal or dean may assign a student to the detention room, although teachers may submit detention for specific classroom reasons. The time assigned will be 24 hours after the student has received the detention notice so as to allow arrangements to be made with parents for transportation home. The school district assumes no responsibility for the welfare or



transportation of students following detention. Detention is held Wednesdays from 3:15 pm - 4:00 pm (or as arranged by teacher or administration). A referral form will be sent home or a phone call will be made to inform parents of the detention. Seniors who have not attended detention will lose Senior Privileges. Students who do not serve detentions will be subjected to increased penalties.

### **EMERGENCY PROCEDURES:**

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

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

### **EMERGENCY SCHOOL CLOSINGS:**

The District will notify families directly using the District Website ([www.jordan.k12.mn.us](http://www.jordan.k12.mn.us)), our Blackboard Notification system (email/phone call), Facebook (<https://www.facebook.com/ISD717>), and Twitter (<https://twitter.com/ISD717>). Parents/guardians should make sure phone numbers and email addresses are accurately entered into their Infinite Campus Parent Portal to insure phone calls and messages will be delivered correctly. If you don't receive notifications, please contact an appropriate building secretary or the District Office. Announcements will also be made on WCCO-TV, KSTP-TV, KARE 11, FOX 9 TV, KCHK Radio, and WCCO 830 AM Radio. The District's Website ([www.jordan.k12.mn.us](http://www.jordan.k12.mn.us)) and social media accounts are updated to reflect school closing information as soon as possible after the announcements are made. We ask that, except in an emergency, families please not call the school office because phone lines are needed for administrative use. An exception is if there is an emergency that the District should be made aware of immediately. Parents can become aware of weather related closings in three convenient ways:

### **EXTRA-CURRICULAR STUDENT ELIGIBILITY STANDARDS:**

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

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

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

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

### **FAMILY ACTIVITY NIGHT:**

Wednesday evening shall be designated as Family Night in Jordan. Efforts will be made to avoid school



activities for students this evening. All practices scheduled on that day will end at 6:15. This will allow families to plan family activities for their children.

## **SCHOOL NURSE**

JHS 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 952-492-4410.

## **Immunization Requirements**

All students entering 9<sup>th</sup> 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 11<sup>th</sup> birthday
- Meningococcal on or after their 11<sup>th</sup> birthday (initial immunization), 2<sup>nd</sup> dose on or after their 16<sup>th</sup> birthday
- 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. Immunizations for 9<sup>th</sup> and 12<sup>th</sup> grade students must be completed and the records turned into the high 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 skin, 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 952-492-4410.

### **LOCKERS AND TEXTBOOKS:**

Lockers, locks, Chromebooks, and textbooks will be issued to students at the beginning of the year. They are the property of the school, and students are responsible for their care. Damages caused by misuse or carelessness will be charged to the student responsible. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. The school is not responsible for lost or stolen items. Students are not to give their locker combinations to others. Under state law, lockers may be examined at any time by school officials. 9th grade students will be assigned a locker and lock. Students in grades 10-12 may request one. **All athletic and PE lockers will be assigned and school issued locks will be used in the locker room.**

### **MESSAGES:**

In emergency situations, students will be called to the office. All other messages will be posted on monitors in the hallways by the office staff. The office telephone is for school business only. Cell phones are not to be used in the classroom and must be silent. Students who have special circumstances should get permission from the office staff to have their phones on in the classroom. A student phone is available in the Commons for students to use before and after school as well as between classes.

**Please contact the high school office if you are trying to reach your child instead of calling or texting them during instructional class time. Messages to students during class time is a disruption to your child and other students.**

### **PARKING:**

All students are encouraged to ride district buses to Jordan High School. Students who must drive to school should keep in mind the following restrictions.

1. Student parking is provided in the west parking lot with the purchase of a \$100 annual permit (display in lower corner of front windshield). **Cost for a parking permit will increase after JHS Open House night to \$125.**
2. Permits may not be given or sold to another student.

3. Motorized vehicles must display the proper parking permit.
4. Cars parked illegally will be ticketed or towed away at the owner's expense.
5. **Students are not allowed to go to their car during school hours without the permission of the principal, office, or dean of students.**
6. Students driving vehicles to school for one day should pick up a visitor's permit from the office. A visitor's permit will be good for one day.
7. Unsafe drivers will lose their parking privileges.
8. **The area in front of the school is reserved for visitors.** Violators will be ticketed and/or towed. Students who park in the visitor lot will lose their permit (cost of \$10 to get it back). Tickets will start in late September.

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official. Students who ride bicycles should park them in bike racks.

#### **PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance will be recited on the first day of the week in the morning. Any student or staff member may decline for personal reasons to participate in the recitation of the pledge, and students and staff must respect their right to make that choice.

#### **SALES:**

Students may not sell food or candy to the student body without the permission of the principal. All fundraising activities must be cleared through the principal. Board approval is needed for group fundraising.

#### **SCHOOL BUS PRIVILEGES:**

ISD #717 contracts with Benjamin Bus Company to provide safe and efficient transportation for students. Rider misbehavior sidetracks from achieving this goal. Riding the school bus is a privilege, not a right. Students should be at the designated bus stop on time (about 5 minutes before the scheduled pickup time). Students crossing the road after getting off the bus must cross in front of the bus. The driver is fully in charge at all times and students must obey and respect the drive. Video cameras may be placed in buses to help enforce conduct and aid in student safety. Following are expectations for students:

- No objects should be thrown on or off the bus
- Ride assigned bus only and leave only at designated bus stop
- No offensive language or obscene gestures
- No animals on the bus
- Follow directions of the bus driver
- Keep body inside windows
- No tobacco, alcohol, and chemicals are allowed on the bus
- No vandalism; restitution is required before the student will be allowed back on the bus
- No use or possession of nuisance devices (matches, lighters, smoke bombs, firecrackers, squirt guns, etc.)
- No tampering with emergency door
- No fighting (striking other students)
- No food or pop consumed on the bus (other than allowed by drivers for field trips, etc.)

Students who violate bus rules for the first time are warned and parents are called. A second violation results in loss of bus riding privileges for one week. Students who violate the rules a third time will lose bus

riding privileges for the remainder of the year. More severe penalties may be imposed that reflect the increased risks, costs, and/or legal nature of any infractions. Any acts which may be construed as criminal shall be referred to law enforcement.

#### **SCHOOL MEALS:**

For the 2024-2025 school year, Jordan Public Schools is participating in the Free School Meals program. Reimbursable breakfasts and lunches will be free for all students in Preschool - Grade 12. Costs for Snack Cart, additional entrees, milk-only purchases and more, can be found on our website [www.jordan.k12.mn.us/nutritionalservices](http://www.jordan.k12.mn.us/nutritionalservices).

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

Students will eat in one of three lunch periods. **The Jordan Public Schools Nutritional Services Department uses My School Menus, an interactive, online menu tool to share daily breakfast and lunch menus with district families. This interactive menu allows families to view school meals, nutritional information, ingredients, and allergens all in one place. To view the school menu, simply click the "Menu" button on the Jordan Public Schools website or the Jordan Public Schools app. From there, viewers will be prompted to select their school and which menu they would like to view (breakfast or lunch). With questions, please contact the Nutritional Services Director, Kelly Raser, at [kraser@isd717.org](mailto:kraser@isd717.org).**

#### **SCHOOL SONG:**

Jordan High School hats off to thee  
To our colors true we shall ever be  
Firm and strong, united are we  
Rah, Rah, Rah, for JHS  
Rah, Rah, Rah, Rah,  
Rah for Maroon and Gold

#### **SEARCH AND SEIZURE:**

Jordan High School strives to maintain a safe environment for students, one that is free of drugs and weapons. To accomplish this goal staff may, when given cause, search students, backpacks, purses, lockers, and vehicles on the school grounds. School officials may conduct the search or the school may use drug sniffing dogs to conduct the search. **Students are advised that cameras provide video surveillance in the building and the parking lot.**

School lockers remain the property of the school and may be inspected at any time. Personal possessions within the locker may be searched only when school officials have a suspicion that the search will uncover evidence of a violation of law or a school rule. Students will be notified of a search of their personal possessions as soon as possible following a search. In most cases, contraband will be turned over to the police.

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official. The student who drove the vehicle to school will be held responsible for the

contraband and face school disciplinary action. In most cases, contraband will be turned over to the police.

When a student's locker or vehicle is searched, at least one administrator or designee and one other adult employee of the school district will be present. Under the threat of immediate danger, locker(s) and other areas will be searched immediately.

The full School District Policy 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person can be found in the Appendix to the 2015-16 Parent Student Handbook.

#### **SENIOR PRIVILEGES:**

Senior Privileges is a program for seniors who are on track for graduation. Students must have attained a minimum of 18 credits at the beginning of their senior year and 21 at the beginning of the second semester of their senior year. Students must demonstrate responsibility by maintaining appropriate grades, being positive role models, and sustaining a good attendance record. Seniors who qualify are released from school during their study hall. **Senior Privileges will be removed for disciplinary, academic, and/or attendance issues.** Students will be expected to attend during their "Privs" hour in order to complete missing work due to absence or neglect. Students will not be allowed to have Senior Privileges if they have more than one study hall unless they have an advanced class (as defined on page 7) that is worth more than one-half credit. Senior Privileges are available to seniors after Homecoming. Seniors who qualify for Senior Privileges must complete the application form, have their parent or guardian sign it, and submit it. Seniors will be informed by the principal when they have been approved.

#### **SPORTSMANSHIP:**

School District 717 students will demonstrate good sportsmanship at all activities. Student participants in co-curricular activities represent the school in a very public manner, and thus student conduct is under close scrutiny. Because of their visibility and status as a role model for other students, it is extremely important that all of our students demonstrate proper conduct and abide by school rules, Minnesota State High School League rules, local and state laws.

Student athletes, coaches, and fans representing Jordan High School are expected to conduct themselves in a manner that would not cause the school, parents, or community any embarrassment. This applies whenever the student or coach is part of any activity, either athletic or non-athletic; before or after a contest/performance or practice, in transit to and from activities, or at any function associated with the activity.

Any acts of misconduct may result in disciplinary action whether or not this misconduct is directly involved with a school event or activity. The Minnesota State High School League's Code of Responsibility allows school authorities to discipline students for violation of League, State, Federal, and/or school rules.

In addition, coaches/advisors may establish their own additional specific rules. These rules should be presented to players and parents at the beginning of the season and are subject to the approval of the Activities Director.

#### **SPECTATOR EXPECTATIONS AT CO-CURRICULAR EVENTS:**

- **If a student has been absent from school due to illness or suspension they will not be allowed to attend sporting events that evening.**
- We welcome enthusiastic fans that come to watch the game/performance and encourage our team/performers. Good sportsmanship is our goal.

- Please arrive at an appropriate time prior to the beginning of an auditorium event. If this is not possible, please enter quietly at an appropriate time, such as a scene change or after the first musical selection.
- Running, throwing objects, or horseplay, such as grabbing hats or playing catch in crowded areas is both annoying and dangerous. Spectators that endanger themselves or others by their behavior will be removed from the event.
- Alcohol, tobacco and tobacco products are not allowed on any of the school grounds. (This includes outdoor venues like football, baseball, softball, and track)
- We expect spectators to address volunteers, supervisors and each other respectfully. *Offensive language has no place at Jordan activities.*
- Signs should be designed to promote our Jordan teams and give positive enthusiastic support.
- Firecrackers, smoke bombs or weapons of any kind are strictly prohibited at any District 717 activity. Violators may be subject to state and/or federal law.
- **Use of noisemakers, horns, whistles, or other artificial attention-getters is not permitted at any MSHSL sponsored event.**
- We thank the fans for patronizing our concession stand. Remember that rude behavior such as cutting in line or speaking rudely to those working there is not acceptable.

#### **VISITORS:**

Upon entering the building, visitors of Jordan High School 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 JHS are not allowed. Students are **NOT** allowed to bring guests with them to attend classes. This policy also includes recent graduates.

## **ATTENDANCE AND TARDY POLICY**

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

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

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

#### **RESPONSIBILITIES:**

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

Parent or Guardian's Responsibility: It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. 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 and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

#### **ATTENDANCE REPORTING PROCEDURES:**

**Reporting an Absence:** Parents or guardians should call **492-4488 by 8:15am** to report an absence. Messages may be left on voicemail if the call cannot be made during school hours. If a call is not possible, the parent or guardian must send a note with their children when they return to school. This note is only required if the student's parents or guardians did not call. A student will be classified as truant if a parental note, doctor's note or phone call is not received within **two (2)** days of their return. Parents will receive an automated phone call when a student has been marked absent without an excuse.

**Appointments:** Any scheduled appointments for dentist, doctor, court, etc. should be cleared prior to the appointment by sending a note with the student or calling the attendance line. In general, parents are encouraged to make appointments after school hours or during study hall. The student will then be issued a pass excusing him/her from school. When possible, students should find out what they will miss prior to the absence so they are prepared upon returning to class.

**Leaving the Building:** Students who leave the building must be issued a pass from the high school office. All students must report to the high school office upon their return and obtain an admit slip for admittance to their classes.

**Extended Family Trips:** Parents or guardians are encouraged to schedule vacations around the school calendar breaks. However, the school recognizes this may not always be possible and that educational benefits can be gained for students when they are on vacation with their parents. The school will allow up to a maximum of five days for students to participate in a vacation with the parents if the following procedures have been completed.

Written application for approval of vacation days must be submitted to the principal by a

parent or guardian prior to the start of the vacation.

After approval is granted, any homework that can be completed before or during the vacation will be assigned. Students should check Google Classroom and speak with teachers directly.

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

**PARTICIPATION IN AND ATTENDANCE AT EXTRACURRICULAR ACTIVITIES AND SCHOOL-SPONSORED ON THE JOB TRAINING PROGRAMS:**

This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

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

**ABSENCES DEFINED:**

A student is considered absent whenever 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:**

A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to any member of the board, a truant officer, a principal, or the superintendent. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.

Legitimate Exceptions:

The following reasons shall be sufficient to constitute excused absences:

(1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:

(a) child illness, medical, dental, or orthodontic treatment, or a counseling appointments; including appointments conducted through telehealth.;

(b) family emergencies;

(c) the death or serious illness or funeral of an immediate family member;

(d) active duty in any military branch of the United States;

(e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or

(f) other exemptions included in this attendance policy.

(2). that the child has already completed state and district standards required for graduation from high school; or



(3). that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

#### **CONSEQUENCES FOR EXCUSED ABSENCES:**

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

For the first day of an absence, a student will have two days to make up work. Students will have one day to make up work for each subsequent day of absences. Any work not completed within a reasonable amount of time may result in a score reduction. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Students who will be absent because of an appointment or participation in an activity should contact their teachers before or after school prior to that absence so they can be prepared when they return to school.

#### **UNEXCUSED ABSENCES:**

An absence will be considered unexcused if the student is not in the class and the absence is not excused. Parents can access automated email notification through Infinite Campus resulting in an e-mail being sent if a student is marked absent without an excuse. Students will not be permitted to make up class work.

The following are examples of absences which will not be excused:

- Truancy. An absence by a student which was not approved by the parent and/or the school district.
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- Work at home.
- Work at a business, except under a school-sponsored work release program.
- Vacations with family, unless approved by the principal or designee.
- Personal trips to schools or colleges, unless approved by the principal or designee.
- Any other absence not included under the attendance procedures set out in this policy.

#### **CONSEQUENCES FOR UNEXCUSED ABSENCES IN GRADES FIVE THROUGH TWELVE:**

- Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.
- In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- Students in grades 9 through 12 with unexcused absences shall be subject to discipline in the following manner:

**3 Unexcused Absences:** Notification sent to parent and student. Student will receive a zero(0) on all tests, quizzes, or assignments given on the days skipped.

**7 Unexcused Absences:** Student will meet with Dean of Students and an Attendance Contract will be signed by Student, Parent, and Dean of Students. Student will receive a zero(0) on all tests, quizzes, or assignments given on days skipped.

**11 Unexcused Absences:** On the 11th Unexcused Absence the student will be dropped from the class and receive an "F" on their transcript. If the class is required, the student will be responsible to make up the class in Credit Recovery through Summer School or Night School.

Students have the right to appeal any loss of credit decision and can do so by filling out the Attendance Appeal Form. The appeal form must be submitted within 5 days of the initial notification.

#### **EXCESSIVE ABSENCES:**

Students may have a maximum of ten absences in a semester at the middle and high school level. High school students may lose class credit on the eleventh total absence. Students with excessive absences may lose privileges like attending field trips. The following absences will not count toward the maximum absence rule:

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

Parents will be notified when students reach the seventh and eleventh total absence in a class at the middle school and high schools. Students may be required to submit a doctor's note or receive clearance from the school nurse in order for an absence to be excused. If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

#### **PARENT NOTIFICATION:**

1. When a student is in violation of the attendance policy, a conference may be held with the administration, appropriate staff, parents or guardians, and student. Appropriate consequences may occur, which could include loss of credit. Additionally, a contract may be established outlining expectations for the remainder of the semester.
2. Special consideration will be given to students with a long-term illness if the student submits verification from a doctor.
3. If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act.

#### **TRUANCY:**

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

#### Reporting Responsibility:

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

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

#### Habitual Truant:

A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year if the child is in middle school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

#### **CONSEQUENCES:**

Students who are truant will not be allowed to receive credit for assignments missed on the day they were truant. Additionally, the following consequences will apply:

**3 Unexcused Absences:** Notification sent to parent and student. Student will receive a zero(0) on all tests, quizzes, or assignments given on the days skipped.

**7 Unexcused Absences:** Student will meet with Dean of Students and an Attendance Contract will be signed by Student, Parent, and Dean of Students. Student will receive a zero(0) on all tests, quizzes, or assignments given on days skipped.

**11 Unexcused Absences:** On the 11th Unexcused Absence the student will be dropped from the class and receive an "F" on their transcript. If the class is required, the student will be responsible to make up the class in Credit Recovery through Summer School or Night School.

Students have the right to appeal any loss of credit decision and can do so by filling out the [Attendance Appeal Form](#). The appeal form must be submitted within 5 days of the initial notification.

#### **TARDY PROCEDURES:**

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

##### Procedures for Reporting Tardiness

- Students tardy at the start of school must report to the school office for an admission slip.
- Tardiness between periods will be handled by the teacher.

### Excused Tardiness

Valid excuses for tardiness are:

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

### Unexcused Tardiness

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

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

1. First thru fourth tardy per assigned period in a semester: Warning.
2. Students will receive one (1) After School detention for every 5 tardies. Excessive tardies may result in a parent conference and/or In- School Suspension.

## **CITIZENSHIP**

### **BEHAVIORS DEFINED AND CONSEQUENCES:**

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

| Violation                | First Offense  | Second Offense                                       | Subsequent Offenses |
|--------------------------|--|--|---------------------|
| Abuse of Technology      | Varies depending on offense: Warning to possible recommendation for expulsion                    |  |                     |
| Assault/Staff or Student | Suspension and possible recommendation for expulsion; parent conference; contact law enforcement | Possible recommendation for expulsion                |                     |
| Bullying                 | Varies depending on offense: Warning, suspension, or   | Varies depending on offense: Warning, suspension, or |                     |

|                                |   |   |  |
|--------------------------------|---|---|--|
|                                | recommendation for expulsion; parent contact                                  | recommendation for expulsion; parent contact  |  |
| Bus Misbehavior                | Warning and parent contact  | Loss of riding privileges for one week and parent contact   | Loss of riding privileges for the remainder of the school year and parent contact                      |
| Cafeteria Misconduct           | Warning or suspension from the cafeteria for various amounts of time          | Warning or suspension from the cafeteria for various amounts of time; parent contact              | Possible permanent suspension from cafeteria; parent contact   |
| Cyberbullying                  | Varies depending on offense: Warning to possible recommendation for expulsion | Varies depending on offense: Warning, suspension, or recommendation for expulsion; parent contact |  |
| Disorderly Conduct             | Varies depending on offense   |   |  |
| Disruptive Conduct (Classroom) | Removal from class for one day; parent contact                                | Removal from class for three days; parent contact   | See Classroom Removal Policy   |
| Electronic Devices             | Confiscation; return at end of day  | Confiscation; parents must retrieve   | Confiscation; parents must retrieve; potential alternative plans to prevent future disruptions         |
| Fighting                       | 1 - 3 day suspension; parent conference; contact law enforcement              | 3 - 5 day suspension; parent conference; contact law enforcement                                  | 5 day suspension and possible recommendation for expulsion; parent conference; contact law enforcement |
| Harassment/Threats             | Varies depending on offense: Warning to possible recommendation for expulsion | Varies depending on offense: Warning to possible recommendation for expulsion                     |  |
| Hazing                         | Varies depending on offense: Warning to possible recommendation for expulsion | Varies depending on offense: Warning to possible recommendation for expulsion                     |  |
| Improper Dress                 | Change into other clothes   | Change into other clothes; detention  | Considered Insubordinate   |

|   |  |  |  |
|---|--|--|--|
| Insubordination   | 1 -3 days suspension;<br>parent contact  | 1 - 3 days suspension;<br>parent conference  | Suspension and possible<br>recommendation for<br>expulsion; contact<br>parents                                       |
| Leaving the<br>building without<br>a pass   | Detention  | Increased hours of<br>detention  | Suspension   |
| Nuisance<br>Objects   | 1 – 3 day suspension;<br>parent conference;<br>possible law<br>enforcement contact | 1 – 3 day suspension;<br>parent conference;<br>possible law<br>enforcement contact                           | Suspension; possible<br>recommendation for<br>expulsion  |
| Plagiarism/che<br>ating (including<br>sharing work<br>with others)                                | Parent contact,<br>detention, and must<br>re-do the work                           | Parent conference,<br>detention, and possible<br>failing grade   | Parent meeting- failing<br>grade and possible<br>suspension  |
| Theft, buying or<br>receiving stolen<br>goods   | Return/replace; 1 - 5<br>day suspension; contact<br>parents and law<br>enforcement | Return/replace; 1 - 5<br>day suspension; contact<br>parents and law<br>enforcement                           | Suspension and possible<br>recommendation for<br>expulsion; contact<br>parents and law<br>enforcement                |
| Unnecessary<br>use of physical<br>force   | Warning to suspension<br>depending on the<br>offense                               |  |  |
| Use or<br>possession of<br>tobacco,<br>matches or<br>lighter                                      | 1-2 day suspension;<br>confiscation; contact<br>parents and law<br>enforcement     | 3 day suspension;<br>confiscation; contact<br>parents and law<br>enforcement                                 | Up to 5 days suspension;<br>confiscation; contact<br>parents and law<br>enforcement                                  |
| Use/possession<br>of chemicals,<br>alcohol or items<br>intended to be<br>used as mood<br>altering | 5 days suspension;<br>contact parents and<br>law enforcement                       | 5 days suspension;<br>contact parents and<br>law enforcement;<br>possible<br>recommendation for<br>expulsion |  |
| Vandalism   | Restitution; 1 - 3 day<br>suspension; contact<br>parent and law<br>enforcement     | Restitution; 1 -3 day<br>suspension; contact<br>parent and law<br>enforcement                                | Restitution; suspension<br>and possible<br>recommendation for<br>expulsion; contact<br>parent and law<br>enforcement |
| Vulgar<br>Language  | Detention  | Detention or ISS   | Suspension   |

|  |  |  |  |
|--|--|--|--|
| Weapons,<br>Possession and<br>distribution | Suspension; contact<br>parent and law<br>enforcement;<br>recommendation for<br>expulsion |  |  |
|--|--|--|--|

#### **ABUSE OF TECHNOLOGY:**

Technology is available to students in many areas. Its use can enhance student learning and offer opportunities for student creativity. Specific guidelines are outlined in the Acceptable Use Policy. The use of the school district system and access to use of the Internet is a privilege, not a right.

#### **ASSAULT: Staff or Student**

Assault is committing acts of verbal and/or non verbal coercion through intimidation or threat of force. Assault and battery is committing a physical attack upon another person with the intent of causing bodily harm.

#### **BULLYING:**

See School District Policy 514 Bullying Prohibition at the end of the Jordan High School Parent/Student Handbook.

#### **BUS BEHAVIOR:**

Safety is of prime concern for the school bus driver. A student is in violation of this rule when they interfere with the safe and efficient transportation of students to and from school and/or fails to accept and carry out reasonable instructions given by the bus driver. Students must remember that riding the school bus is a privilege, not a right.

#### **CAFETERIA MISCONDUCT:**

Jordan High School has a closed campus and students are expected to stay in school for lunch. Students are expected to behave appropriately. If food is taken out of the commons, it should be disposed of properly and areas are picked up. Abusing lunchroom privileges will result in suspension from the lunchroom for various periods of time or other disciplinary actions.

#### **CYBERBULLYING:**

Cyberbullying is the act of using technology, such as the Internet or cellular phones, to bully or intimidate. Cyberbullying most often occurs outside of school; however, when the behavior causes a disruption at school and has a direct effect on school safety, students are subject to discipline. Cyberbullying includes messages intended for both students and staff members. Students who engage in cyberbullying will suffer consequences ranging from a warning to expulsion. **No student will take or share a picture or video of another person during the instructional day without their permission.** School district policies on Internet Acceptable Use and Safety and Student Discipline may be applied to this action.

#### **DISORDERLY CONDUCT:**

This is defined as engaging in obscene or abusive language or in boisterous and noisy conduct tending to arouse alarm or resentment in others (i.e. poor sportsmanship at athletic events, inappropriate cheers.) False fire alarms will result in an automatic five-day suspension and notification of police.

#### **DISRUPTIVE CONDUCT (CLASSROOM):**

Students who are disruptive in the classroom stop their own learning process and the learning of other students.

**ELECTRONIC DEVICES:**

Electronic devices (mobile phones and earbuds/headphones) are generally a distraction to the educational process. Additionally, they can disrupt classrooms. These items should not be brought to school. If students choose to carry a cellular phone, the device should be put away during instructional time and it must be muted so it does not disrupt class. If a student violates the teacher's policy, the device can be confiscated and will be returned to the student at the end of the day. If a student has multiple violations, the device will be given to building administration. Building administration will contact a parent/guardian for retrieval. Students are also not allowed to wear headphones in class, unless instructed otherwise by a teacher. Please contact the high school office if you are trying to reach your child instead of calling or texting them during instructional class time. Messages to students during class time is a disruption to your child and other students. Lost or stolen items are often not retrieved and the school will not be responsible for them. No student will take or share a picture or video of another person during the instructional day without their permission. School district policies on Internet Acceptable Use and Safety and Student Discipline may be applied to this action.

**FIGHTING:**

Fighting is mutual combat in which both parties have contributed to the situation by verbal and/or physical action. Students are expected to avoid fights and to seek other non-violent means of resolving conflicts. To that end, they are expected to walk away from situations in which they are provoked if at all possible.

**HARASSMENT: Religious, racial, and sexual harassment:**

See District 717 Policy Against Religious, Racial and Sexual Harassment and Violence at the end of the Jordan High School Parent/Student Handbook.

**HAZING:**

See School District Policy 526 Hazing Prohibition at the end of the Jordan High School Parent/Student Handbook.

Athletes who violate this rule are subject to the same High School League consequences as those who violate High School League rules concerning chemical use and harassment. Participants in hazing or initiation may also be subject to criminal and/or civil action.

**IMPROPER STUDENT DRESS:**

Student dress is recognized as a matter of personal taste. However, no student will be allowed to attend school or school-sponsored activities while wearing clothing which could cause disruption of the orderly academic process. Inappropriate clothing is defined as clothing or grooming styles which constitute a health and safety hazard, clothes that advertise alcohol or tobacco products, or any clothing which contributes to a hostile environment. Torn or too revealing clothing as well as clothing expressing sexual innuendo are not accepted as appropriate attire. Wearing sunglasses in the building is not allowed. Shoes must be worn. Appropriate dress helps establish the tone of the school, this includes wearing proper clothing for physical education classes, as defined by the teacher.

The dean of students, counselors, or principal will make the final determination of inappropriate dress to determine if a student needs to change clothes.

Inappropriate clothing includes, but is not limited to, the following:

- keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.



- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.

#### **INSUBORDINATION:**

Each person, regardless of position or role at Jordan High School, has the right to be treated with respect. The deliberate refusal to follow and obey the reasonable request or order of a school staff member or employee will be considered insubordination. For example, any student who refuses to give the proper name to a district employee or go to the office when directed to do so will be considered insubordinate.

Insubordination is also involved when students directly attack a staff member or employee, either physically or with words or manner including but not limited to swearing or obscene language or gestures.

#### **LEAVING THE BUILDING WITHOUT A PASS:**

Students are not allowed to leave the building during the day without a pass from the office. This includes going out to the parking lot to retrieve books or supplies from cars. If students need to leave the building, they need to stop in the office to receive a pass. Teachers do not have authority to give students passes to leave the building.

#### **NUISANCE OBJECTS:**

Nuisance devices detract from the learning environment and can be potentially dangerous. Nuisance items include but are not limited to firecrackers, water pistols, water balloons, and smoke bombs. Students cannot be in possession of these items on school grounds, at school events, or on school buses. Depending on the seriousness of the item, police may be called.

#### **PLAGIARISM/CHEATING:**

The acts of plagiarism and cheating interfere with the learning process. They keep one student from learning and others from having the uniqueness of their work recognized. Academic integrity is important for all students. Cheating will lead to gaps in learning and lack of preparation for post-secondary opportunities. The following are the most common types of plagiarism that occur in student work:

1. Blatant plagiarism or direct copying of another's material (this includes current students, former students, and family members) without acknowledging that source.
2. Plagiarizing material or using an original idea of someone else without crediting the source of the material or idea. This includes a family member doing the work for a student.
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.

**THEFT/BUYING OR RECEIVING STOLEN GOODS:**

Students should not bring large amounts of money or valuable property to school. Theft is the unauthorized taking of the property of another. A student knowingly in possession of stolen items is in violation of this policy.

**UNNECESSARY USE OF PHYSICAL FORCE OR ROUGHNESS:**

This is defined as irresponsible/inappropriate behavior that presents either the potential for or is the cause of physical injury to self or others.

**USE OR POSSESSION OF TOBACCO, MATCHES, OR LIGHTER:**

Use and possession of tobacco is forbidden by state law to anyone under the age of 21. Even if a person is over the age of 21, possession of tobacco products on school grounds is prohibited. This includes e-cigarettes or vapes. Smoking and/or possession of tobacco products is prohibited in school, on school grounds, in the parking lot, and at school-sponsored events. This no-tobacco use/possession policy is in effect both before and after school hours. See School District Policy 419 Tobacco-Free Environment at the end of the Jordan High School Parent/Student Handbook. \*Sacred tobacco is allowed as part of religious or cultural practices.

**USE/POSSESSION OF CHEMICALS, ALCOHOL, ITEMS INTENDED TO BE USED AS MOOD ALTERING, PARAPHERNALIA:**

The possession or use of controlled chemical substances by students is harmful and illegal. Possession of controlled substances includes illegal drugs, alcohol, or substances intended to be used as mood altering chemicals. Possession and use of narcotics without a prescription is illegal at any age. The school district will help the student and family find resources when appropriate to help maintain the proper atmosphere for learning. Students in violation of this policy during end of year activities will not be allowed to participate in any final week activities including graduation.

**VANDALISM:**

All members of the school community want to be proud of their school. Vandalism is the willful destruction and/or defacement of property or the destruction and/or defacement through negligence.

**VULGAR LANGUAGE:**

An effective learning and work environment is free of inappropriate language. Students should refrain from swearing while at school. This includes language that is derogatory and hurtful to others. Slurs about someone based on age, race, gender, mental capacity, etc. are unnecessary and unacceptable.

This includes before school, during class, between classes and at lunch, after school, and at school sponsored events.

**WEAPONS:**

Items included in this policy:

1. Any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, a firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains, arrows; and objects that have been modified to serve as a weapon
2. Additionally, items treated like weapons which includes, but is not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a

facsimile of a real weapon.

3. Articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate.

A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in her or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. The superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

#### **CLASSROOM REMOVAL POLICY:**

To maintain a proper learning environment, students will sometimes need to be removed from the classroom. Disruptive, uncooperative, or inappropriate behavior that affects the learning environment is subject to Jordan High School's classroom removal policy.

A first reference removal is one day (class period) out of class. Upon removal, the student reports to the dean of students. Parents are notified of the removal from the particular class. Students will continue working on the material from class.

A second reference removal is three days out of class. The student reports to the dean's office and continues to work on material from the class. Parents are notified of the removal from the particular class.

A third reference removal in the semester may result in the student being removed from that particular class for the remainder of the term. The student reports to the dean's office where they are assigned a study hall in place of the class. Parents are notified of the removal. Students are then allowed to see the teacher in the mornings before school begins to receive assignments, ask for teacher assistance, and take tests.

Students who consistently fail to see the teacher before school risk failing the class and having to repeat the course.

#### **USE OF REASONABLE FORCE:**

"A teacher, a school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes § 121A.582 and other laws."

#### **TENNESSEN WARNING:**

The Minnesota Government Data Practices Act (Minn. Stat. 13.01 et seq.) provides that an individual asked to supply private or confidential data concerning the individual has the right to be informed of the following:

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

#### **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: Preparedness. Respect. Integrity. Dependability. Excellence.** Jordan Public Schools uses **non exclusionary discipline and practices, restorative practices/conversations**, and the language of **Recognize, Acknowledge, and Connect** as a framework for working with students. All students will be taught PBIS processes and procedures during the first weeks of school and 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  |
|---|---|
| <ul style="list-style-type: none"> <li>• Classroom Discipline Reflection Sheet</li> <li>• Affective Statements</li> <li>• Circles</li> <li>• Restorative Questions</li> </ul> | <ul style="list-style-type: none"> <li>• Collaboration Contracts</li> <li>• Responsiveness <ul style="list-style-type: none"> <li>◦ Attention Signals</li> <li>◦ Response Protocols</li> <li>◦ Movement Protocols</li> </ul> </li> <li>• Discussion Protocols</li> <li>• Competency</li> <li>• Relevance</li> </ul> |

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. Consequences and punishments are tools we use to show the student how much we care about them. It is important to note that if behaviors ever require a punishment, parents 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 [discipline complaint form](#).

## **SCHOOL BOARD POLICY INFORMATION**

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

The following district policies are available online:

- Alternative Educational Opportunities, 605
- Attendance, 503
- Complaints, 103
- Course Credits Required, 604
- Discipline, 506
- Drug-Free School and Workplace, 417, 418
- Employee Directory, 406
- Employment Background Checks, 404

Extended School Year, 508  
 Field Trips, 610  
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