

Jordan Elementary School



2020 - 2021 FAMILY / STUDENT HANDBOOK

INDEPENDENT SCHOOL DISTRICT #717
Jordan PreK-4 Elementary
815 Sunset Drive Jordan, MN 55352

(952) 492-2336: Main Office

(952) 492-4444: Attendance

(952) 492- 4446: Fax

Office Hours- 7:00-4:00

Student Hours- 8:10-2:50

BOARD OF EDUCATION

Ms. Deb Pauly	Chairperson
Mr. Tom Vogel	Vice Chairperson
Ms. Sandy Burke	Clerk
Ms. Connie Hennen	Treasurer
Mr. Ryan Dahnert	Director
Mr. Rob Langheim	Director
Ms. Lauren Pedersen	Director

ADMINISTRATORS

Ms. Ranae Case Evenson	Interim Superintendent
Ms. Melissa Barnett	JES Principal
Ms. Erin Hjelmeland	JPS Director of Teaching & Learning
Mr. Ben Bakeberg	JMS Principal
Mr. Jeff Vizenor	JHS Principal
Mr. Brian Gustafson	JHS Dean of Students
Mr. Joe Perkl	JPS Activities Director
Mr. Stephen Damlo	Technology Director
Mr. Chad Williams	Special Services Director
Ms. Jenna Wendorff	Early Childhood Coordinator
Mr. Steven Jensen	Community Education Director
Ms. Andrea Schaak	Nutritional Services Director

OFFICE PERSONNEL

Ms. Terri Oakes	Administrative Assistant
Ms. Aileen Dalton	Office Assistant
Ms. Sarah Miller	Behavior Specialist/Instructional Coach/CRT Specialist
Ms. Molly Nefstead	Social Worker
Ms. Kristina Stresnak	School Nurse
Ms. Beth Dietel	Technology Assistant

KITCHEN STAFF

Ms. Kelly Raser	Kitchen Manager
Ms. Pauline Kerber	Assistant Kitchen Manager
Ms. Judy Miller	Cook Helper

CUSTODIAL STAFF

Mr. Bob Fimon	Lead Custodian
Mr. Mark Sokol	Custodian
Ms. Linda Nesbitt	Custodian

Jordan Elementary School Staff

Current Jordan Elementary School instructional and support staff can be found at:

[Jordan Elementary School Staff Directory](#)

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

Welcome to Jordan Elementary School

Dear Families and Students,

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

The mission of Jordan Public Schools is to, *Inspire a caring community to ignite learning, innovation, and success for all.* JES focuses on the academic and social-emotional development of students by incorporating a PBIS (Positive Behavioral Interventions and Supports) model where safety, respect and responsibility are integrated into all areas of the school. We celebrate and acknowledge students demonstrating J-Town Pride and continuously look for ways to support students when challenges arise. We value building relationships with students and believe when students feel cared for and nurtured, high levels of learning occur.

Our highly qualified staff ensures the overall well being of your child and will create an environment conducive to all learning styles and abilities. We incorporate a rigorous curriculum aligned with Minnesota state standards to meet individual needs. Academic programming consists of our enrichment program, RtI (Response to Intervention) Reading and Math, MN Reading Corp, and after school programs targeting students needing additional math and reading support. Staff members collaborate in professional learning communities to analyze student data on a regular basis and share best practices to guide instruction. Technology is integrated daily into the curriculum, where Smart Boards, iPads, Chromebooks, and the Internet are used to engage students and provide them with a 21st Century learning experience where students are encouraged to collaborate, think critically and creatively, and effectively communicate with peers and adults.

We appreciate you taking the time to view the information provided in this handbook. Please keep this handy for future reference, as it may answer many questions that come up during the school year. If you have any questions about items found in this handbook, please contact the school office at 952-492-2336 or view it online at www.jordan.k12.mn.us.

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

Respectfully,

Melissa Barnett, Jordan Elementary School Principal

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PART I – INFORMATION

Equal Education and Employment Opportunity Policy

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

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

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

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

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

SCHOOL HOURS

The school day begins at 8:15 AM with a staggered dismissal starting at 2:25 PM (only students being transported by earlier buses will be dismissed at 2:25.) All other students will leave the classroom at 2:45. The safe arrival and dismissal of our students is extremely important to the faculty and staff, as we know it is for parents/guardians. In this interest of safety and security, the following procedures are in place. Your cooperation is greatly appreciated.

JES doors do not open until 7:45 for students to enter into the building to be supervised by a staff member or eat breakfast. Students arriving prior to this time will be asked to remain in the main office area and a phone call will be made to the family reminding them when students can arrive at school. Our Kids' Company program is available for students to attend before school to assist parents/guardians with before-school care.

Teachers want to provide students with a day full of engaging activities to ensure they can grow and learn to their fullest potential. In order for this to happen, staff needs uninterrupted time before school to collaborate with one another and focus on planning and organizing their instructional spaces. Students will enter into the classrooms around 7:50, and we ask if parents/guardians need to speak with the teacher that you call ahead of time to schedule a meeting.

ARRIVAL

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

Breakfast: Students who are eating breakfast may arrive 25 minutes prior to the start of their school day (7:45 AM). **Students should not arrive before these times, as there are no adults on duty to supervise students outside the buildings.** This creates an unsafe situation for our children. Time prior to the start of the day is used by teachers to prepare for the day's work and will not be used to supervise children who arrive early.

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

Upon arrival at school, all students are to report to their classrooms. Adults will supervise students and dismiss them to the classrooms prior to the start of the school day.

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

ATTENDANCE

Absences

If your child is absent, please notify the elementary office by 8:30 AM (952-492- 4444). If a call has not been received by that time, you will be contacted at home or work. This will be done to ensure the safety of your child. If you know that your child/children will be absent, please notify the school in advance. All absences are unexcused unless cleared by the principal or

building designee. Parent/guardian contact will be made after 12 excused or 3 unexcused absences.

Excused Absences May Include:

- Illness (Doctor's verification may be required by administration)
- Death of a family member
- Required court appearance
- Religious release
- Pre-planned absences such as school related activities, dental/medical appointments that aren't able to be scheduled outside of the school day, vacations, etc. (verification may be required)

Vacations require a vacation approval form to be completed prior to the dates of absence (the form must be signed by the principal and homeroom teacher; see *Vacations* section below)

Unexcused Absences Include:

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

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

Excessive school absences may result in the following:

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

Truancy

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

Tardy

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

Vacations

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

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

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

CHILD CARE

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

CLASS ASSIGNMENTS

Classroom assignments are within the school district's discretion. Parents/guardians can provide input on the best teaching and learning environment for their child in the spring prior

to the start of the next school year. Parent input forms will be available in the main office through mid-April for currently enrolled students, with families new to the district being able to submit the form through the summer months. Classroom teachers and support staff will place students into classrooms in late spring, with a placement team composed of teachers and administration finalizing class lists at the end of the school year. Factors that may determine student placement include work habits, academic and social needs, special individual needs, balance of boys and girls, as well as overall grade level dynamics.

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

DISMISSAL

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

DROP-OFF AND PICK-UP PROCEDURES

In the morning and afternoon, vehicles should use the drive-up area on the south side or NE lot of the building (based on last name) of the building for dropping off and picking up students. **DO NOT use the front entrance area from 7:30-8:10 and 2:30-3:00 since this is where buses park and enter/exit for the day. This is for the safety of your child and we ask that you adhere to this request.**

1. Drop-off times are from 7:45-8:10 a.m. and school begins promptly at 8:15 a.m. Please **do not** drop your students off before 7:45 a.m. Students are not allowed into the classroom until 7:50. We do not have supervision until 7:45 and cannot have students in the building any earlier.

2. Pick-up times are from 2:30-2:50 p.m. We have a staggered release time starting at 2:35 until 2:50 to allow for a safe dismissal of all of our students. Families will receive signage to place in the window of their vehicle labeled with their child/children's name(s) in order to safely connect students with parents/guardians at the end of the day. If a child is not picked

up by 2:50, they will be brought to the main office where families will be called to have them picked up. If another family member or older sibling from the MS or HS is picking up a student, please remind them of the designated pick-up times and the need to display the family signage in the vehicle in the drop-off/pick-up loop. If it becomes a habit that JES students are not picked up by 3:10, local law enforcement and/or social services may be notified to file a child neglect report.

3. Please stay in the right hand lane. Pulling into the left lane causes near accidents as cars are pulling forward and is unsafe for cars backing out of the parking spaces.

4. The drop off zone is along the sidewalk parallel to the building **ONLY!** Dropping your children off on the grass or Sunset Blvd. backs up the line as the front cars pull forward, causing traffic to be backed up on Aberdeen and Sunset. If you are the first car in line, please pull **ALL THE WAY UP TO THE SUPERVISOR** so as to let as many cars into the drop off zone as possible.

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

6. **Please stay in your vehicle.** If your child needs help with the car door, our staff can assist you in order to keep the line moving smoothly. If you want to walk your child into the building, please park your car in the Northeast parking lot in the front of the building and escort your child to the building.

7. The back parking lot **has been designated for our Early Learning Services families.** Families will be walking their young children into the building or picking them up in the mornings and afternoons. Please be aware of not stopping your vehicle in the middle of the crosswalk, and also watching for young children and their families walking to and from their parked vehicles.

EMERGENCY DRILLS

MN schools are required to have 5 fire drills, 5 lockdowns, and 1 tornado drill each school year. These drills may be planned or done without notice to staff and students in order to be prepared for the unexpected.

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

our first priority, the district is committed to learning from past crises, research and best practice recommendations.

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

EMPLOYMENT BACKGROUND CHECKS

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

FEES

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

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

- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

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

FOOD IN THE CLASSROOM / BIRTHDAY POLICY

Students will have a snack time as part of their daily routine. Students may bring a snack if they so choose or have the option of purchasing snacks from the District. Please be sure that the snack is a healthy snack. No candy or beverages high in sugar should be sent to school as a snack. Please refer to the JPS Wellness Policy 533 on the district website for further guidelines and a list for healthy snack choices: [District Wellness Policy and Healthy Snack Choices](#).

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

LUNCH

Please see current information from our Nutritional Services Department including current menu and pricing information found on the [Jordan Public Schools](#) website. Reduced or free lunches are available to qualifying families. Contact the school office (952-492-2332) to receive a form. Occasionally parents like to come and eat lunch with their children. Please check in at the office and pay for your lunch in the lunchroom.

PROCEDURES FOR NOTIFYING FAMILY OF LUNCH ACCOUNT STATUS

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

MESSAGES TO STUDENTS

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

during the instructional day is also prohibited.

NONDISCRIMINATION

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

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

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

ONLINE PARENT/GUARDIAN ACCESS

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

PARENTAL CUSTODY

The school will assume, unless informed differently, that the parents/guardians listed on the family data sheet have legal and physical custody rights of a child. Legal custody allows the parent/guardian access to all educational data and involvement in school meetings for the child. Parents/guardians who have physical custody rights can make decisions regarding who can pick up or drop off the child, and may volunteer or visit the child at school. If parental custody of a child is changed or restricted, the school office must be given legal written notification from the court indicating the restrictions. No child will be released to anyone without permission from the custodial parent/guardian with physical custody rights. Any questions on custody issues must be clarified by the court and presented to administration.

PARENT/GUARDIAN – TEACHER INVOLVEMENT

Parent-Teacher Organization (PTO): All parents/guardians are welcome and encouraged to be involved in their child's education by joining the JES PTO. PTO meetings are open to all parents and are held on a monthly basis, usually the first Tuesday of the month. The function

of the JES PTO is to: 1. Help improve the Elementary School programs. 2. Discuss the strengths and needs of Jordan Elementary. 3. Promote good home/school communication. 4. Help with school/community projects.

Please contact the JES PTO for more information at [JES PTO Info](#)

PLEDGE OF ALLEGIANCE

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

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

RECESS

Students are expected to go outside for approximately 25 minutes during the school day. Students **will not** go outside if:

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

SCHOOL CLOSING PROCEDURES

When buses are not to be sent out or are to be sent home early, parents/guardians will be notified via the District messenger system. An automated phone call will be made to the emergency numbers parents/guardians have provided to the office. Closings, early dismissals and late starts will also be broadcast over local radio and television stations: WCCO (830 AM), KEEZ (99.1 FM), and KRBI (1310 AM) and on television channels 4 (WCCO), 5 (KSTP), 9 (KMSP), and 11 (KARE).

Please have a plan in place with your child(ren) in advance, so they know where to go if school is dismissed early. With the amount of incoming calls on these days, it is very difficult to receive phone calls and get last minute messages to children.

SEARCHES

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

Lockers and Personal Possessions within a Locker

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

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

Desks

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

Personal Possessions and Student's Person

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

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

SKATE/HOVER BOARDS, SCOOTERS, SKATES (IN-LINE & SHOES WITH SKATES)

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

STUDENT PUBLICATIONS AND MATERIALS

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

Distribution of Non-school-Sponsored Materials on School Premises

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

STUDENT RECORDS

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

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. See policy *520 Student Surveys* on the [Jordan Public Schools](#) website for complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations.

TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

The school district will provide transportation for all resident students who live one mile or

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

VIDEO AND AUDIO TAPING

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

Places Other Than Buses

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

VISITORS IN DISTRICT BUILDINGS

Due to COVID guidelines and restrictions, volunteers, parents, guardians and grandparents will have limited access at JES. Because of student safety, we do require visitors to sign in at the office and wear a visitor's badge before visiting any classroom. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the office upon entering the building. All visitors will be required to check in at the office and wear a visitor's badge while in the building during the school day. Visitors wanting to enter the classroom during instructional time must make arrangements with school staff in advance. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interest of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

VOLUNTEER GUIDELINES

Due to COVID guidelines and restrictions, volunteers will have limited access at JES this school year. Jordan Public Schools welcome volunteers of all ages who want to share their talents, skills and resources to help support students, teachers, and school programs. Volunteers play an important role in our efforts to ensure academic success for every student. Every day

parents, grandparents, community and business members bring fresh perspectives and enthusiasm to our schools while enriching the learning experience of our students. Volunteers have discovered that spending time and sharing talents with students is an energizing and worthwhile experience. Whether you have an hour a day, a week or month, we have students and classrooms that can use your help.

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

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

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

Confidentiality

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

Sign-In/Out

You are required to sign-in before you begin your volunteer activity. Stop in the office immediately upon arrival each time you volunteer. For the safety of everyone, we need to know who is in the building and where to locate you in case of an emergency. Don't forget to sign out.

Name Badges

Volunteers must wear an official volunteer name badge while in the building. Name badges identify you to students, staff and other volunteers as a registered volunteer.

Student Discipline

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

Student Contact

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

- Avoid being isolated with a child, such as a room with a closed door. Work only in areas of the school that are in continual, direct supervision of district staff.
- Use the staff/adult restroom facilities rather than the student facilities.
- Refrain from giving students gifts, rewards, or food items without the teacher's permission.
- Interactions between you and students may take place only at scheduled times and in the school.

Cultural Differences

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

Younger Children

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

Use of Controlled Substances

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

MN Bureau of Criminal Apprehension Background Check

Minnesota state statute 123B.03 requires that a background check be performed as this volunteer position may involve working with or near children. Jordan Public School District policy 404 outlines the procedures for a background check. If you will be volunteering in the school under the direct supervision of a school district employee, the District **will not require a criminal background check**. However, if you are volunteering in the school and will be working with children in areas not supervised by a school district employee, you will need to **complete a District-paid criminal background check via an online agency, Trusted Employees**. For volunteers chaperoning for field trips or other events **outside of school, the**

volunteer will need to pay for a criminal background check to be completed by the District.

Please contact the JPS District Office or click on the following link to complete the online form for a background check if you plan on volunteering at JES for the upcoming school year: [Volunteer Guidelines and Criminal Background Check](#)

PART II — ACADEMICS AND SOCIAL-EMOTIONAL LEARNING

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

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

CHEATING AND PLAGIARISM

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

EARLY ENTRANCE INTO KINDERGARTEN

General Statement of Policy 626: Jordan Public Schools #717 and the State (Statute M.S. 120A.20A) guidelines require that a person shall not be admitted to a public school as a Kindergarten pupil, unless the pupil is at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences; however, a child whose birth date falls on or between September 1st and October 30th may enter Kindergarten if he or she meets the early entrance requirements as listed in this policy and approved by the Superintendent. To view the complete policy, please go to the district website or contact the building principal.

EXTENDED SCHOOL YEAR

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

FIELD TRIPS

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

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

FLEXIBLE ONLINE LEARNING DAYS

What is flexible learning? Flexible learning involves online or teacher-prepared lessons that students work on when away from the physical school building. By using one-to-one Chromebooks or other digital devices, and by making provisions for students without such devices, Jordan Public Schools (JPS) recognizes that education can continue even when students and teachers are not in the same location. Along with emphasizing the value of learning, the Flexible Learning Day encourages character growth in the areas of self-sufficiency, adaptability and perseverance.

What are the goals of JPS Flexible Learning Days?

- To minimize the disruption to academic progress caused with emergency school closures by making those out-of-school days as educationally productive and engaging as possible.
- To allow JPS's grade 5-12 students an opportunity to practice the kind of online learning that is increasingly part of both college study and workplace training.
- To maximize the use of JPS's one-to-one technology.

What does Flexible Learning look like at JPS?

- **Students in grades K-4** will have no planned academic requirements on these days. Enjoy time outside and with family - play games, read books and enjoy some physical activity outside.

- **Students in grades 5-12** will complete assignments posted on Schoology, the school's online learning platform. All assignments will be posted by 10:00 AM with teachers available to answer questions via email throughout the day until 3:00 PM. It is understood that students will have a wide variety of responsibilities at home during Flexible Learning Days and that some may not have access to the internet. Staff members understand this and will be flexible with those situations. However, the expectation is that students will complete the work in a timely manner as developed between student and teacher.
- **Students with disabilities**, as required under Chapter 125A, will have assignments designed to meet the needs of IEP/504 plans.
- **Students and parents without home Internet access or with limited Internet access** must inform teachers of this fact so that needed modifications to assignments and due dates can be made.

How will families be notified that flexible learning is expected? If school is cancelled, families, teachers and students will receive an announcement about Flexible Learning expectations through the school messaging system. In addition, a notice will be placed on the JPS website, and *if possible*, the implementation of a Flexible Learning Day will be broadcast in conjunction with the school closing announcements on radio and television.

GRADES AND CONFERENCES

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

Our Fall Conferences for grades K-4 will be held on Thursday, November 5th from 3:30-7:30 PM, and Friday, November 6th from 8:00 AM - 12:00 PM.

Our Spring Conferences for grades K-4 will be held on Thursday, March 25th from 3:30-7:30 PM, and Friday, March 26th from 8:00 AM - 12:00 PM.

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

HOMEWORK GUIDELINES

Jordan Elementary teachers feel it is important for children to develop good study skills at the beginning of their school career. This includes the development of good home study habits.

Homework may include reading assignments from textbooks and/or completing assigned work. It is strongly recommended that each student include recreational (outside) reading as part of his/her study time. The amount of time spent will vary according to the needs and abilities of each student. Please set aside a time and place where quality work may be completed each evening, and try to make it a positive experience for your family.

Academic Performance

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

Promotion/Retention Procedure

If retention of a student is to be considered, a discussion involving professional staff and parents/guardians will take place during the school year and at spring conferences. After the discussion, the building principal, educational team and parents/ guardians will further evaluate and decide what is in the best interest of the student. After consultation with the Superintendent, a final decision will be made.

Planners

The staff, students, and parents of Jordan Elementary agree that the planner is an excellent tool for communication between home and school. Parents/guardians of students in grades 2-4 are asked to pay for planners prior to the start of the school year and are covered by the classroom supply money collected at the beginning of the school year. Planners are most effective when expectations of all three members of the partnership are fulfilled. Those expectations are listed below:

Staff is expected to...

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

Students are expected to...

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

Parents/Guardians are expected to....

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

MN STATE TESTING

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

PARENT/GUARDIAN RIGHT TO KNOW

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

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

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

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Jordan Elementary School staff is trained in school-wide Positive Behavior Interventions and Supports (PBIS), which is endorsed by MDE (MN Department of Education) and is written in state legislation as an appropriate character education program for students. It has a common purpose and approach to discipline that includes:

- Clear set of positive expectations and behaviors
- Procedures for teaching expected behaviors
- Continuum of procedures for encouraging expected behavior
- Continuum of procedures for discouraging inappropriate behavior

Culturally Responsive Teaching (CRT)

What is Culturally Responsive Teaching? Culturally responsive teaching is good for ALL students in ALL schools. The foundation of Culturally Responsive Teaching is creating equitable classrooms. Being aware of diversity [culture, ethnicity, gender, age, religion, socio-economic status] in a classroom creates a learning environment that promotes success for all students by recognizing individual strengths, acknowledging successful and harmful behaviors, and connecting students and staff to a positive school culture.

Focus of CRT in Jordan:

- **Cultural Responsiveness-** Teacher's response to culture in the classroom. It is the classroom management style that honors the way students learn and behave.
 - **What responsiveness looks like in the classroom:**
 - Recognize Acknowledge and Connect (RAC)- Behavior Management
 - Administration Supporting Discipline Practices
 - Movement Protocols, Response Protocols, and Discussion Protocols
 - Collaboration Contracts
- **Cultural Competence-** Teachers make a commitment to engage and understand cultures around the world and value differences.
 - **What competence looks like in the classroom:**
 - READO -- Reading Curriculum
 - Stories of America
 - Harambee -- Monthly School Celebration
 - I See You: I am Here to Be Seen -- Celebrating Differences Curriculum
 - Literature Studies Curriculum
- **Cultural Relevance-** Student voice is honored through a meaningful curriculum and instructional methods that relate to student interest.
 - **What relevance looks like in the classroom:**
 - Inquiry Learning
 - Project Based Learning
 - Student Leadership Group-Diversity Leadership Crew Juniors (DLC Jrs.)
 - Cultural Field Trips

J-Town Pride J-Town Pride is our school-wide PBIS behavior model we use to support

students' social-emotional learning. Included in this approach, JES will make sure to emphasize that bullying will not be tolerated. Students and families can feel confident that we will address all forms of bullying and provide students with the necessary skills to prevent bullying, and further support students when conflict arises between peers.

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

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

Students will:

- Learn simple relaxation techniques to help them calm the body and manage strong emotions
- Practice positive thinking – “I am strong, I am responsible, I can focus, I can do hard things” – helping students gain confidence in their abilities
- Learn physical exercises that increase concentration and self-regulation
- Have the opportunity to express feelings and be active – strong feelings are moved through the body in the physical exercises
- Develop community and group support, have opportunities to lead and follow, and learn to support other student's accomplishments

Harambee Harambee, which means pulling together, is a celebration event (taking place on the 3rd Wednesday of each month starting in October) that creates an environment that generates positive energy and **recognizes** the individual, **acknowledges** positive behaviors, and celebrates differences. Harambee focuses on unity by empowering the youth culture to build strong relationships and connections between grade levels. Harambee is an opportunity for staff and students to **Recognize** the uniqueness of each individual. The assembly **Acknowledges** positive behaviors that promote celebrating our differences and developing a love for learning and school. By coming together, we make meaningful **Connections** with the adults and students of our larger school community.

WHAT DOES HARAMBEE LOOK LIKE? This 30-minute event will follow the structure below:

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

Peaceful Bus We incorporate the *Peaceful Bus* program where we partner with Benjamin Bus Company to promote J-Town Pride on the bus and help create positive relationships among students and with their bus drivers. The intent is to ensure a safe and respectful environment as students travel to school and back home, as well as during field trips.

Recognize, Acknowledge, Connect (R.A.C.)

R.A.C. is a behavior management system that incorporates Culturally Responsive Teaching (CRT) strategies to:

- To improve instruction and learning
- Increase student engagement
- Build strong connections and relationships
- Build a culture of caring

PROMOTION AND RETENTION

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

Promotion

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

Retention

Retention of a student may be considered when professional staff and parents/guardians

feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's recommendation shall be final, and documentation will be included in the student's file.

SUBJECT/GRADE LEVEL ACCELERATION

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

SUMMER SCHOOL/LEARNING YEAR PROGRAM

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

After School Program

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

PART III — RULES AND DISCIPLINE

ATTENDANCE

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

BULLYING PROHIBITION

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of

students, is prohibited on school district property or at school-related functions. For detailed information regarding the school district's policy *514 Bullying Prohibition*, refer to the back of this handbook and/or on the [Jordan Public Schools](#) website.

BUSES-CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

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

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

1. School Bus and Bus Stop Rules

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

2. Rules at the Bus Stop

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

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

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

(1) Elementary (K-4)

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

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

(2) Other Discipline

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

CELL PHONES, PAGERS, AND OTHER ELECTRONIC COMMUNICATION DEVICES

Students are prohibited from using cell phones, pagers, and other electronic/SMART communication devices (which may include SMART watches and fitness trackers) during the instructional day that disrupt the teaching and learning environment. The only exception is

stated below and/or when a teacher allows students to bring an electronic mobile device to class for educational purposes (i.e.: use a graphing calculator app in an upper level math course or for a teacher-assigned instructional activity/project). Students also are prohibited from using a cell phone or other electronic/SMART communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. **No student will take or share a picture or video of another person during the instructional day without their permission.** School district policies on *Internet Acceptable Use and Safety* and *Student Discipline* may be applied to this action.

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

CELL PHONE and ELECTRONIC/SMART DEVICES -- CONSEQUENCES OF MISUSE

Cell phones and other electronic/SMART devices must be kept in a student's locker/backpack during school hours, **except during the following time periods: before 7:45 AM, & after 2:55 PM, or by teacher's discretion for educational purposes within the classroom or course setting.** If a cell phone or electronic device is in a student's possession, or goes off during the school day, it may be taken by staff of the school and given to the building principal or designee.

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

DISCIPLINE

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. Students who do not comply with the rules and regulations as set by the Board of Education, will face appropriate consequences for

their behavior. These consequences may range from a simple reminder to expulsion or exclusion. Naturally, the severity of the consequence will depend upon the degree and frequency of the student's inappropriate behavior. Inappropriate behaviors/disruptions within the learning environment may result in more severe consequences due to the negative effect on learning. Students must provide accurate information when discussing disciplinary incidents.

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

DRESS AND APPEARANCE

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

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

- Obscene and/or profane language, slogans, emblems or pictures
- Advertisements for alcohol or tobacco products
- Gang symbols or emblems on clothing worn in a manner to identify gang membership
- Chains, pins, studs, rings, and other potentially hazardous items
- Hats and other headwear is prohibited, except during school-sponsored events and/or for cultural, religious, or medical reasons or upon the principals approval
- Immodest or sexually provocative clothing, words, or symbols such as the following
 - o Shirts must cover the entire midsection of body
 - o Sleeveless tops must have straps
 - o Undergarments must not be showing
 - o Pants must be at a length so that the student will not trip on them
- Shorts and skirts must be of a length at the fingertip or beyond, when the student is standing with arms at their sides

DRUG-FREE SCHOOL AND WORKPLACE

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

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

HARASSMENT AND VIOLENCE PROHIBITION

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

HAZING PROHIBITION

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's policy *526 Hazing Prohibition* at the back of this handbook and/or on the [Jordan Public Schools](#) website.

INTERNET ACCEPTABLE USE

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

TOBACCO-FREE SCHOOLS

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned

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

WEAPONS PROHIBITION

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

PART IV — HEALTH AND SAFETY

ACCIDENTS

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

ANNUAL ASBESTOS NOTIFICATION

Jordan Public Schools in accordance with the federal Asbestos Hazard Emergency Response Act (AHERA) continues to implement an E.P.A. approved asbestos management plan. The plan has been developed to identify and manage asbestos containing materials within ISD

#717 buildings. ISD #717 approaches this issue in a safe and proactive manner to insure the health and safety of students, staff and other building occupants.

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

October 2019 Six-month periodic surveillance completed by IEA, LLC April 2020 Six-month periodic surveillance completed by IEA, LLC October 2020 Six-month periodic surveillance to be completed by IEA, LLC April 2020 Six-month periodic surveillance to be completed by IEA, LLC

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

CRISIS MANAGEMENT

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

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

HEALTH INFORMATION AND SCHOOL NURSE

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

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

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

- Sore throat

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

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

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

Communicable Diseases

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

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

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse at (952) 492-4278.

Medications at School During the School Day

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

SAFETY

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

INDOOR AIR QUALITY (IAQ) ANNUAL NOTIFICATION

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

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

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

INTEGRATED PEST MANAGEMENT (IPM) NOTIFICATION

Notice Concerning Use of Pesticides

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

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

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

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

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

Any questions you may have regarding the ISD #717 Integrated Pest Management (IPM) program or practices should be directed to Mr. Tim Bisek – Jordan Public Schools Facilities Manager at (952) 492- 6200.

PETS IN SCHOOL

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

website.

PART V- SCHOOL DISTRICT POLICIES/LINKS

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

<u>Policy Name</u>	<u>Policy Number</u>
Bullying Prohibition	514
Distribution of Non School Sponsored Materials	505
Harassment and Violence	413
Hazing Prohibition	526
Immunizations and Birth Certificates	530
Internet Acceptable Use	524
Protection and Privacy of Pupil Records	515
School Weapons	501
Search of Student Lockers, Desks, Personal Possessions and Student's Person	502
Student Attendance	503
Student Discipline	506
Student Surveys	520
Tobacco Free Environment	419
Unpaid Meal Charges	534
Wellness Policy	533

The complete Jordan Elementary Family/Student Handbook is available on the school

website, www.jordan.k12.mn.us, or in the school and/or district office.

Board Approved: July 2020