



LEARNING FOR ALL

Mr. Ryan Harty

Principal

Mr. Mark Stilwell

Assistant Principal

(701) 252-0317

[Jamestown Middle School Website](#)

Daily Schedule

8:30 - 8:48	PrimeTime
8:52 - 9:37	Period 1
9:41 - 10:26	Period 2
10:30 - 11:15	Period 3
11:19 - 12:43	Period 4 *
12:47 - 1:32	Period 5
1:36 - 2:21	Period 6
2:25 - 3:10	Period 7

* Actual times vary by grade

Lunch:

Grade 8	11:15-11:43
Grade 7	11:44-12:12
Grade 6	12:13-12:41

Grade Scale

A	100-92	Excellent
B	91-83	Superior
C	82-74	Average
D	73-65	Pass (Below Average)
F	64-0	Fail
I	-	Incomplete (Make-up work is necessary before a grade can be given)

NAME _____

PRIMETIME _____

This planner is the property of Jamestown Public Schools. Loss and /or destruction will require the purchase of a new planner by the student.

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2018-2019 Calendar

2018-2019 District Calendar

*Dates and events subject to change



K **Kappa**
Σ **Sigma**
Α **Alpha**
Β **Beta**
Δ **Delta**
Ω **Omega**

August

- 6Boys Soccer Begins
- 6Girls Golf Begins
- 13Cross Country Begins
- 13Boys Tennis Begins
- 13Girls Swimming/Diving Begins
- 13Volleyball Begins
- 15Football Begins
- 15, 16.....Schedule Card Pick Up
- 166th Grade Orientation
- 20-22.....Teacher Workshops
- 21New Student Orientation
- 23First Day of Classes
- 28..... What's Poppin' Open House

September

- 3Labor Day (No School)
- 5.....Eco-Ed Day 6th Grade

October

- 1-2.....Student-Led Conferences @ JMS
- 31:00 PM Dismissal
- 4.....School Photos (6-8)
- 11.....Student of the Month Breakfast
- 15Girls Basketball Begins
- 18-19.....Educator Convention (No School)
- 22Gymnastics Begins
- 26End of Quarter 1

November

- 5Wrestling Begins
- 7Picture Retake Day
- 12Veteran's Day (No School)
- 15Student of the Month Breakfast
- 22-23.....Thanksgiving Break (No School)
- 26.....Boys Swimming Begins

December

- 51:00 PM Dismissal
- 13Boys Basketball Begins
- 20Student of the Month Breakfast
- 21Last Day Before Holiday Break

January

- 3 Classes Resume
- 9-11 Semester Exams
- 11 End of Quarter 2/Semester 1
- 17 Student of the Month Breakfast
- 21 Prof. Development (No School)
- 30 1:00 PM Dismissal

February

- 11-12 Student-Led Conferences @ JMS
- 15 P/T Comp Day (No School)
- 18.....Presidents' Day (No School)
- 21.....Student of the Month Breakfast

March

- 14-15.....Spring Break (No School)
- 20..... End of Quarter 3
- 21.....Student of the Month Breakfast
- 18 Boys and Girls Track Begins
- 18 Girls Softball Begins
- 21.....Boys Baseball Begins
- 25 Girls Soccer Begins

April

- 1 Girls Tennis Begins
- 8 Boys Golf Begins
- 18 Student of the Month Breakfast
- 19.....Good Friday (No School)
- 22 Storm Day (No School)

May

- 15 Duff Olympics 8th Grade
- 16 Duff Olympics 7th Grade
- 16.....Student of the Month Breakfast
- 17.....Duff Olympics 6th Grade
- 20-22 Semester Exams
- 23 Last Day of School 1:00 PM Dismissal

JAMESTOWN MIDDLE SCHOOL STAFF

Kappa House (6th):

Leslee Larson..... Math
Brooke Umland..... Science
Candace Scott Social Studies
Laura Weis..... English Language Arts

Sigma House (6th):

Anna Denault ELA
Deb Hanson Science
Mariah McKenney Math
Jacoby Lloyd..... Social Studies

Alpha House (7th):

Eric Skunberg Life Science
Dave Tews U.S. History
Natalie Schrader.... English Language Arts
Jan Hochhalter Math

Beta House (7th):

Belinda Dahl English Language Arts
Kristi Hanson U.S. History
Mary Lenhart Life Science
Dawn Rene Math

Delta House (8th):

Scott Botner Earth Science
Jennifer Gall English Language Arts
Lennie Steinmetz Geography
Justin Connell Math

Omega House (8th):

Dave Dooley Geography
Tiffany Dooley..... Earth Science
Kristin Higgins..... Math
Michelle Prasek English Language Arts

Physical Education:

Michael Smith.....6th
Brandi Harty7th & 8th
Kelley Kessler.....7th & 8th
Bill Nelson7th & 8th

Music:

Meredith Meidinger 6th Music/Choir
Ken Aune6th-8th Band
Jennifer Michalenko.....6th-8th Orchestra
Heather Aune 7th & 8th Choir

Specialists

Mary AllenSpecial Education
Alonna BradySpecial Education
Cindy LeBlanc Speech Language
Riley Renwick.....Special Education
Rhonda RoaldsonSpecial Education
Peg Schrader .. Reading/Special Education
Nick StoterauDay Treatment

6th-8th Electives

Michael Dietz..... Art
Ben ElderExploring Technology
Kimberly JorissenReading/Spanish
Kaitlin Anderson Literacy/Reading
Jonelle Lindbo..... Librarian/Reading
Kelsey Titus Word Processing

Superintendent Rob Lech
Principal Ryan Harty
Assistant Principal.....Mark Stilwell
Office Manager Cheri Kopp
Attendance/Activities.....Janine Rath
Counselor Lindsey Quichocho
Counselor Danielle Schoeler
Social Worker Kerrie Soulis
Teacher Assistant Janneth Bredeson
..... Amy Igl
..... Coreen Johnson
..... Kim Kreil
..... Pam Riederer
..... Martha Schlenker
..... Heather Stein
Custodial StaffEd Meidinger
..... Darryl Neva
..... Dan Watters
..... Mike Miska

Staff	Email	Extension
Allen, Mary	Mary.Allen@k12.nd.us	3210
Anderson, Kaitlin	Kaitlin.Anderson1@k12.nd.us	3241
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Connell, Justin	Justin.Connell@k12.nd.us	3204
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Harty, Ryan	Ryan.Harty@k12.nd.us	3158
Higgins, Kristin	Kristin.Higgins@k12.nd.us	3227
Hochhalter, Jan	Jan.Hochhalter@k12.nd.us	3245
Jorissen, Kimberly	Kimberly.Jorissen@k12.nd.us	3330
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Larson, Leslee	Leslee.Larson@k12.nd.us	3327
LeBlanc, Cindy	Cindy.LeBlanc@k12.nd.us	3209
Lenhart, Mary	Mary.Lenhart@k12.nd.us	3235
Lindbo, Jonelle	Jonelle.Lindbo@k12.nd.us	3221
Lloyd, Jacoby	Jacoby.Lloyd@k12.nd.us	3329
McKenney, Mariah	Mariah.McKenney@k12.nd.us	3328
Meidinger, Meredith	Meredith.Meidinger@k12.nd.us	3136
Michalenko, Jennifer	Jennifer.Michalenko@k12.nd.us	4131
Nelson, Bill	William.Nelson1@k12.nd.us	4148
Prasek, Michelle	Michelle.Prasek@k12.nd.us	3224
Quichocho, Lindsey	Lindsey.Quichocho@k12.nd.us	3153
Rath, Janine	Janine.Rath@k12.nd.us	3148
Rene, Dawn	Dawn.Rene@k12.nd.us	3246

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Schoeler, Danielle	Danielle.Schoeler@k12.nd.us	3154
Schrader, Natalie	Natalie.Schrader@k12.nd.us	3239
Schrader, Peggy	Peggy.Schrader@k12.nd.us	3206
Scott, Candace	Candace.Scott@k12.nd.us	3326
Skunberg, Eric	Eric.Skunberg@k12.nd.us	3232
Smith, Michael	Richard.Smith@k12.nd.us	3004
Soulis, Kerrie	Kerrie.Soulis@k12.nd.us	3156
Steinmetz, Lennie	Lennie.Steinmetz@k12.nd.us	3202
Stilwell, Mark	Mark.Stilwell@k12.nd.us	3157
Stoterau, Nicholas	Nicholas.Stoterau@k12.nd.us	3142
Tews, David	David.Tews@k12.nd.us	3243
Titus, Kelsey	Kelsey.Titus@k12.nd.us	3143
Ulland, Brandie	Brandie.Ulland@k12.nd.us	3137
Umland, Brooke	Brooke.Umland@k12.nd.us	3332
Weis, Laura	Laura.Weis@k12.nd.us	3324

PASSWORD TRACKER

Website: _____
Username: _____
Password: _____
Email Linked: _____
Notes: _____

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INTRODUCTION

This handbook is designed to serve as a guide to Jamestown Middle School students, parents/guardians and patrons. It should be reviewed and kept for ready reference.

Jamestown Middle School welcomes you to its ranks. This school is whatever you make it. The faculty and administration wish to help you in every way possible. We are people who are interested in your welfare and future.

MISSION

LEARNING FOR ALL

VISION

- A safe, orderly environment
- Clear and focused academic goals for each student
- Frequent monitoring of each student’s learning
- Additional opportunities to learn for those who initially struggle
- A collaborative culture
- High expectations for each student
- Strong leadership
- Effective partnerships with parents

ACCREDITATION

The Jamestown School District participates in a district accreditation model through AdvancED where all school within the district share common student achievement goals. The district student achievement goals are:

1. All students will improve their reading skills across the curriculum.
2. All students will improve their math skills across the curriculum.

CURRICULUM

6th Grade Class Offerings

Reading	Language Arts
Social Studies	Science
Math	Physical Education
Language!	Orchestra
Music	Art
Keyboarding	Band
Corrective Reading	

7th & 8th Grade Class Offerings

Seventh grade	Eighth grade
----------------------	---------------------

English	English
U.S. History	Geography
Math	Math
Life Science	Language!
Language!	Earth Science
Literacy	Health
Word Processing	Physical Education
Physical Education	Band
Band	Chorus
Chorus	Orchestra
Orchestra	Technology Education
Corrective Reading	Corrective Reading
Health	Spanish

Intensive instructional support will be provided to students with the greatest literacy needs, with frequent progress monitoring. Students who score below the 40th percentile on the Winter or Spring MAP and below the 20th percentile on the Easy CBM comprehensive assessment take a curriculum placement test and, if they qualify, are enrolled in an intensive Reading Language Arts class. Reading Language Arts will take the place of:

6thReading and Language Arts
7thEnglish and Literacy/Word Processing
8thEnglish and Tech Ed/Foreign Language

GENERAL INFORMATION

Accidents

Report the accident immediately to the teacher in charge of the school activity in which the injury occurred. The student will then need to file an accident report in the school office. Students should be sure their signature and the teacher’s signature are on this report. Accidents must be reported within 24 hours.

Activities

• **Activity Tickets:**

Activity tickets for Senior High athletics and activities may be purchased in the school office. Lost season tickets for senior high activities will be replaced after a reasonable length of time since becoming lost. Cost of activity tickets for the 2018-2019 school year are:

Students (Grades 1 - 12)	\$30
Adults	\$60

• **Athletic Event Behavior**

Students are reminded that behavior expectations at school sponsored athletic events are the same as for all school activities. Students who violate behavior expectations at these events will be told to leave and are subject to consequences outlined in the discipline

chart on page 31. They may also be refused entry to future events.

- **Eligibility:**

To be eligible for extra-curricular activities, Jamestown Middle School students cannot be failing (64% or lower) any class. All classes for which the student receives a percentage grade will be used to determine eligibility.

Grades pertaining to eligibility are computed from the beginning of that nine-week quarter. On the first school day of each week beginning the third week of each quarter, typically Monday, a draft eligibility list is emailed by 12:00 noon to teachers for review. Teachers have until the third school day, usually Wednesday, at 9:00 am to submit changes in a return email to the activities secretary. A final list of students failing any class(es) will be forwarded to the activities director and appropriate coaches and/or advisors by 12:00 noon on Wednesdays; notifying affected students of their ineligible status is the responsibility of the teacher(s) of the class(es) the student is failing. The teacher(s) of the class(es) the student is failing will also call parent/guardians of failing students to collaborate on steps to be taken to improve the students' academic performance.

If a student is failing any class, they will be ineligible to participate from that Wednesday through Tuesday of the following week. It is possible that a student may be eligible one week and ineligible the next, and vice versa. Ineligibility lists will not be published during a two-week grace period at the beginning of the school year.

Beginning the second quarter, a middle school student who was failing any class at the end of the preceding nine week quarter will be ineligible for the first two weeks of the following grading period until a new list is compiled. Students will not be allowed to carry out assigned duties in any of the following until removed from ineligible status: athletic events, riding the bus to or from extra-curricular activities, performing in any extra-curricular music groups, out-of-town school related club activities, and any other activity deemed extra-curricular by the administration. Note: Performances required as part of a class curriculum (i.e. choir, band, orchestra, etc.) are not considered extra-curricular

- **Extra-Curricular Activities:**

Extra-curricular activities include basketball, cross country, football, golf, gymnastics, volleyball, swimming, tennis, track, wrestling, soccer, yearbook, Science Olympiad, drama, speech, and student council.

Keep in mind that any of the athletic activities will require a physical examination before starting practice. Special forms for the doctor to sign are available in the school office.

To participate in interscholastic competition in music, athletic, and forensic activities a student must be eligible according to the Jamestown Middle School eligibility policy, p. 10.

At the 7th & 8th grade level a participation fee of \$40 is required for each activity a student participates in with a maximum fee of \$100 per year. At the 6th grade level, the participation fee is \$25 per activity. A complete explanation and schedule of maximum fees per family can be obtained by contacting the assistant principal at 252-0317. Students will not be refused participation in extra-curricular activities because of an inability to pay the participation fee. Parents/guardians who need assistance with this matter must contact the assistant principal.

- **School Organizations:**

Extra-curricular activities are included in our school program to give students more opportunities to develop special talents and provide personal experiences and enjoyment.

Scholarship has priority on a student's time. Extra-curricular activities are intended only to supplement academic work.

Students are urged to participate in as many activities as possible. These organizations will contribute enjoyment and many helpful learning experiences for you.

- **Student Council:**

Jamestown Middle School Student Council is an active and valued component of our school.

Student Council elections are held the first month of school. Students will be selected to represent their house. These representatives then elect a President, Vice President and Secretary.

In September the Student Council advisor(s) will conduct a presentation to the student body explaining the function of the Student Council and outlining

election procedures. A complete outline of qualifications and requirements of Student Council representatives will be made available to interested students at that time.

As the Student Council Constitution's Preamble states the purpose of the Student Council is: "to promote leadership, teach democratic ideals, and enhance the social, academic and personal well-being of all students".

Attendance

Parent/guardians are requested to call the school office, 252-0317, before 9:30 am if the student is absent. Parent/guardians who do not call by 9:30 am can expect a call from the attendance secretary.

- **Absences or Appointments:**

If a student must be absent from school because of a special event of importance to the family, or a medical appointment the student should bring a note from his/her parent to the school office. The office will notify teachers and give the student any necessary admit slips. Medical absences supported by a physician's written verification for days missed due to health related problems will be excused.

- **Make-Up Work:**

Being gone from school will result in missed work whether it is for school sponsored activities, for illness or for a personal reason. In all cases the work missed must be made up for the absence.

When a student misses class for a school related activity (athletics, music, etc.) they should get assignments before going on the activity and hand those assignments in when they return to class. Failure to get assignments before leaving for an activity, or not handing the assignment in on time, may result in the student not being allowed to miss class for future activities.

If a student is out ill generally two days are given to complete assignments for every day of absence.

The student is responsible for making arrangements with the teachers to fulfill his/her make-up obligations. Make-up work must take precedence over activity involvement, athletic practice, meetings, work, etc. Failure to complete make-up work will result in the student getting a failing grade for work not completed.

If a student is suspended from school all work missed or assigned during the suspension must be

completed with credit. The student will have the number of days suspended plus one additional day to make up the work in order to receive credit.

- **Requesting Assignments:**

In order to have enough time to notify teachers and gather materials, requests for assignments when a student is out ill should be made when notifying the office of his/her absence in the morning.

- **Tardiness:**

Students are considered tardy when they are not in the classroom when class is scheduled to start. Special circumstances are recognized. Teachers will handle individual cases of tardiness. The student will receive a warning for the first incident of tardiness. Successive tardies will result in detention. Excessive tardiness will be handled through the assistant principal's office as discipline violations.

- **School Attendance Review Board (SARB):**

School attendance is a primary indicator of student success. The mission of the Jamestown Public Schools is "Learning for All" and attendance at school is critical to achieving that goal. SARB provides an ability for the school and family to partner together to ensure attendance.

The State of North Dakota recognizes the importance of education and has passed laws requiring all school-age children to attend school regularly. Your child has missed more school than is acceptable, and the situation does not appear to be improving adequately as a result of school interventions.

The SARB is composed of school representatives who meet regularly to combine their expertise and maximize their resources in an effort to develop interventions to persistent school attendance concerns. Students are referred to the SARB when attendance problems have not been resolved.

The SARB aims to work cooperatively with students and families to alleviate the factors that interfere with regular school attendance. However, if students and/or parents decline to work with the SARB and the student continues to be absent or tardy from school, the SARB will take the necessary steps to ensure enforcement of compulsory attendance laws.

- **Sign-Out Policy**

During the school day students must sign-out in the Middle School office before leaving the building. Failure

to sign-out in the office will result in the student being marked truant.

Bikes

Bike racks are located across the street to the south of the school. All bikes must be parked at the bike racks and should be locked. Sidewalks around the school are used for a variety of activities and must be kept clear of obstacles. Bikes may not be parked in other areas around the school building.

Books

Students using books furnished by the school are required to make regular inspection to prevent marking and writing in them. During the first week of school each teacher shall check each textbook with the student present to check its condition. The student shall be responsible for the condition of the book. Books will be collected and inventoried at the end of the school year. If a book is lost the student will be charged a replacement cost. If a book is found to be defaced or damaged, the student will be charged repair/replacement cost of the book.

Building & Equipment Use

The use of the school building, grounds, or school equipment outside of normal school routine is not permitted without the written consent of the building principal.

Bullying Policy

The Jamestown Board of Education has adopted policies prohibiting bullying in any fashion. If you or someone you know is the victim of bullying, please report the action to the principal immediately. For the purposes of this policy bullying is defined as:

Definitions:

A. Bullying:

- a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - a. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - b. Places the student in actual and reasonable fear of harm;

- c. Places the student in actual and reasonable fear of damage to property of the student; or
- d. Substantially disrupts the orderly operation of the public school; or

2. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - a. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - b. Places the student in actual and reasonable fear of harm;
 - c. Places the student in actual and reasonable fear of damage to property of the student; or
 - d. Substantially disrupts the orderly operation of the public school; or
- B. "Conduct" includes the use of technology or other electronic media.

The Anti-Bullying Complaint Form and the entire policy are available in the principal's office and on the District's website under parent/student forms on:
www.jamestown.k12.nd.us

Reference: Jamestown Board of Education Policy ACEA Acts of violence, "any mean word, look, sign, or act that hurts a person's body, feelings, or things" will not be tolerated at our school.

Acts of violence will result in consequences as outlined in the discipline chart on page 31 of this handbook.

Bus Students

Your bus driver is an important person in your school life. Do what your driver tells you for your life may depend on it. If a student becomes a problem to the bus driver or other riders, that student will be referred to the transportation coordinator.

Cell Phone/Electronic Devices

Use of a personal device on the premises of JMS is subject to all guidelines, rules, and regulations governing responsible use as established by the Jamestown Public Schools. Use of a personal device is restricted to those activities as required or related to the student's program of study and any other use may be subject to disciplinary

action including the loss of device use privileges. Students will not access web sites with inappropriate content using a cellular connection. Students and parents understand and agree that JMS is not responsible for any damage or theft that may occur to the device while on school property. By logging on the JPS wireless guest network, students are accepting the terms of the JPS Technology Use Agreement. The JPS wireless network will provide filtered Internet access just like the network for JPS devices.

Personal electronic devices may be used in the breakfast area before school and must be turned off upon dismissal. During school hours, personal electronic devices are to be turned off and locked in lockers unless teachers give permission for instructional use. **Taking of photos or recording videos** on the school premises is prohibited.

If it comes to the attention of a staff member that these devices are being used for a purpose outside the student's program of study, the device will be confiscated and the student's parent/guardian must pick it up at the Middle School office. If a student's cell phone or other electronic device is confiscated, the building principal or Superintendent may search the confiscated device in accordance with policy FHBD-Searches of Students. Repeat offenses will be handled as insubordination/non-compliance.

Disciplinary Policy

STUDENT CONDUCT & DISCIPLINE

Conduct Standards

Students will be expected to conduct themselves in a manner fitting their age level and maturity, in a manner that will not impede on the orderly conduct of district schools, and will be expected to respect the rights of others on district property, including, but not limited to, district owned/leased/ chartered vehicles, at school-sponsored events, and off-campus when student conduct has or is reasonably predicted to have a substantially disruptive effect on district operations and/or the educational environment. Reference Jamestown Public Schools District Board policy FF and see discipline chart on page 31.

Dress Code

Students are encouraged to dress comfortably and cleanly. Personal appearance is typically an index to the attitude and behavior patterns of an individual, therefore clothing styles or accessories that are immodest, reveal a student's undergarments, or are potentially disruptive may not be worn at school or to school sponsored activities.

- ◆ Caps, hats, and other headgear must be removed

when entering the building. Students may put them on after the final school bell.

- ◆ Skirts and shorts must be school appropriate in length.
- ◆ Rips in jeans must be school appropriate.
- ◆ For safety reasons, shoes must be worn throughout the school day. Shoes that are dirty must be wiped clean or removed when entering the building.
- ◆ No beach wear, pajamas, or slippers are permitted.
- ◆ Shirts must be school appropriate.
- ◆ Clothing that reveals undergarments is not permitted. If clothing must be manipulated to achieve covering of undergarments (i.e. pulling up pants to cover boxers, tugging on shirts to cover spaghetti/camisole/bra straps, etc.) it is not appropriate for school.
- ◆ Necklines must cover to a modest level, revealing no cleavage.
- ◆ Gang related clothing is not allowed.
- ◆ No coats or backpacks are allowed in the classrooms. They must remain in lockers during school hours.
- ◆ We promote a healthy lifestyle and respect for self and others. Therefore, clothing or accessories that reference sex, alcohol, drugs, obscenities/profanity, or promote inappropriate pictorial representations, are not acceptable at JMS.

Students wearing inappropriate clothing or clothing which is deemed by a supervisor to distract from the learning environment, based upon the criteria listed above, may be asked to turn their clothing inside out, put on a t-shirt or sweatshirt, or remove objectionable accessories. Students who do not come to school with a suitable clothing replacement will be directed to call for more appropriate clothing and wait in the office for the replacement clothing to be delivered. Class time a student misses waiting in the office for appropriate clothing to be delivered will be made up after school.

Duff Olympics

Gordon Duff was a very well-liked and respected eighth grade math teacher at Jamestown Junior High from 1987-1988. During a student vs. staff basketball game in February 1988 Mr. Duff suffered a massive aneurysm and died. That spring the students and staff felt something needed to be done to help everyone recover from this tragic

event and bring students and staff together for some fun. Duff Olympics began at that time.

Each May the students and staff of Jamestown Middle School continue to take time out to celebrate a successful school year and observe a tradition that has become part of the culture of our school.

Emergency Procedures

Student safety is a primary concern of the Jamestown Public Schools. The administration has worked with local law enforcement agencies to develop plans to deal with emergency situations. Because of the nature of some situations that have occurred in schools in recent years, staff members have been instructed how to deal with a variety of emergencies. Fire and tornado drill (evacuation) procedures are mentioned below, but other procedures are in place as well.

- **Creating False Emergencies**

Any individual that causes a false alarm necessitating removal of the students for their safety is disturbing the school program and endangering the health and welfare of all individuals in the building, and will be suspended from school and referred to the police for legal action.

- **Fire Drills:**

By state law we are required to have several fire drills during the school year. When the fire bell rings, students should proceed to the exit designated by the teacher. Procedures are also posted in each classroom. Stay clear of the building until the signal is given to return.

- **Tornado Drills:**

Tornado drills are required by state law. During the drill all students remain in the building. Each teacher will give the class proper instructions. Procedures are also posted in each classroom. Quickness is essential in a good drill.

Food and Drink

Students are to eat and drink only in the school cafeteria. No food or drink may be consumed anywhere else in the school building unless it is an activity scheduled by a teacher and completed under their direct supervision. Only water in a clear bottle will be allowed in school. No food will be taken out of the cafeteria area at noon or in the morning. Food, which includes candy, and drinks are not to be kept in lockers. These items will

be confiscated and the student will receive detention for the violation.

Food Service

All middle school students eat lunch at school. Students may buy lunch daily, pay for lunches in advance, or bring their own lunch.

- **Meal Costs:**

Breakfast	\$1.85
(Additional Entrée)	\$1.45
Lunch	\$2.90
(Additional Entrée)	\$1.45
Extra Milk	35¢

Reduced meal costs for those who qualify for the program are:

Breakfast	0¢
Lunch	40¢

Meal prices are subject to change based on school board approval.

- **Negative Meal Account Procedure:**

Families have five options when a student's meal account reaches a -\$15 threshold:

1. Make a payment in full.
2. Set up a payment plan and adhere to it.
3. Pack a lunch from home. The student can buy milk for 35¢ cash.
4. Pay cash at the till prior to 9:00 am and receive a regular meal regardless of the negative balance.
5. Pick up an alternative meal and be charged the full price.

- Alternative Breakfast Meal: bowl of cereal, apple or banana, and milk
- Alternative Lunch Meal: cheese sandwich, apple or banana, and milk

No snack bar or super-sizing can be purchased if the student has a negative lunch balance.

- **Food Service Program Director**

Shelley Mack is the food service program director. Questions regarding the food service and the free-reduced program can be answered by contacting her at 252-1950.

Guidance and Counseling

The primary objective of the guidance department of Jamestown Middle School is to concern itself with the individual needs and welfare of each student. The counselors are here to help students with difficulties arising from school work, social adjustment, home relations, and

class selection. Students may speak with the counselors knowing their concerns will be treated in confidence and respect.

Through the gathering and organization of information about each pupil, and with the cooperation of the home, it is possible for the counselor to assist the student in making the school experiences meaningful and worthwhile.

Students are invited to visit the counselors' office and use the occupational exploration materials available.

If you would like to see a counselor, please do the following:

1. Stop in before or after school.
2. If the counselor is not in or busy with another student leave a message in the counselor's mailbox. They will get back to you as soon as possible.
3. In the event of an emergency and the counselors are not in their offices, come to the middle school office. We will then contact the counselor.

Harassment Policy

NONDISCRIMINATION & ANTI-HARASSMENT POLICY

• • General Prohibitions

The Jamestown Public School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student, parent/guardian, and/or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law.

• • Grievance Coordinators

The Title IX Coordinator's core responsibilities include overseeing the District's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the District's policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Sally Ost, Business Manager, as the Title IX Coordinator. She can be

contacted at: 207 2nd Avenue SE, Jamestown, ND 58401, Sally.Ost@k12.nd.us, or 701-252-1950.

The 504/Title II Coordinator's core responsibilities include overseeing the District's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the District's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of all reports and complaints raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Rhoda Young, Director of James River Special Education Cooperative, as the 504/Title II Coordinator. She can be contacted at: 207 2nd Avenue SE, Jamestown, ND 58401, Heidi.Budeau@k12.nd.us, or 701-252-3376. The Nondiscrimination Coordinator's core responsibilities include overseeing the District's response to discrimination and harassment reports and complaints that do not include sex or disability, but instead the other protected statuses. The Board designates Robert Lech, Superintendent as the Nondiscrimination Coordinator. He can be contacted at: 207 2nd Avenue SE, Jamestown, ND 58401, Robert.Lech@k12.nd.us, or 701-252-1950.

Houses

The middle school is organized into houses. The 6th, 7th and 8th grades have two houses within them. Students are assigned to one of the houses each year. Students in these houses share the same teachers in the four core classes (math, science, social studies, and English). The house system creates smaller communities of students whose progress can be monitored more closely by the teachers within each house. It also provides an opportunity for teachers within the house to share ideas and plan for meeting the needs of students within the house.

Health Concerns

Parents/guardians must notify the school office if a student has a special health problem so we can take the proper precautions in case of an emergency.

• Fragrance Free Request

Due to the fact that we have several students who have allergies to perfume (some severe), we are asking

that all students and staff refrain from wearing fragrances and lotions that contain perfume to school.

- **Health Services:**

The Public Health Office stations a nurse in the middle school for daily visits. They will also be on call and available for emergencies. If a student should become ill during class, the student should have the teacher sign his/her planner and go to the school office. Once in the office the student should call his/her parent/guardian. If additional assistance is needed the secretary and/or principal will be available.

- **Prescription Medication:**

The parent/guardian/legal guardian of a student who is to receive prescription medication during school hours must check it in at the school office in the original pharmacy labeled container that includes:

- The student's name
- The name of the medication
- The dose
- Time dose is to be taken
- Route the dose is to be taken (orally, topically, etc.)
- Amount (number) of medication in the container
- Expiration date
- Doctor's name

- **Non-Prescription Medication:**

Non-prescription medication may be checked in at the school office by the parent/guardian/legal guardian, including instructions on how, when, and how long to provide the medication. Instructions must be consistent with dosing instructions on the label. The medication must be labeled with the student's name, date of birth, amount (number of pills) in the container, and expiration date.

Homework Help Program

Teachers are available from 8:00-8:20 AM and 3:15 – 4:00 PM. This time is set aside for students and teachers to work together on assignments/lessons missed due to absence or for those who wish to receive further help with daily assignments. Teachers are available during these periods every day. It is helpful when students make prior arrangements with teachers to meet during these times.

In addition to this scheduled time for assistance, JMS offers a Homework Help program for students who would benefit from additional assistance. This program can provide more structure for those who need it. A teacher or one of the school counselors may contact parents regarding this program if their child would benefit from this structured program. However, all JMS students are welcome to attend.

Instructional Materials

All complaints relating to the appropriateness or absence of instructional materials shall be reported to the building principal. The principal will try to resolve the issue informally by explaining the philosophy and goals of the school district and/or the library media center. If an informal resolution cannot be arrived at, formal procedures will be initiated. A complete copy of the procedures used for challenged materials can be found in the principal's office.

Library

The library is open 8:00 am to 4:00 pm Monday through Friday. It is the academic resource center of your middle school. Students may work in the library as student librarians during their study halls.

The library houses thousands of books, including an excellent reference section, North Dakota books and pamphlets, a vocational file, 45 magazines and two daily papers.

Our library is automated. Please take your book to the computer at the counter where your name is on file. Using a light wand, the librarian will scan your bar code, the bar code in the book, and stamp your book. The checkout period for most books is three weeks, reference books and encyclopedias one day, and periodicals one day. To check out a periodical please write the entire name, date and page numbers needed and give it to the librarian to find the issue. A fine is charged for each school day the material is overdue. Please report damaged or lost books to the librarian as soon as possible because replacement costs must be paid for damaged or lost materials.

The library is here for your study, research, and leisure reading. Appropriate behavior is your obligation. The librarian will be pleased to give guidance and assistance at any time.

In order that as many of you may use the library as possible, the following priorities will be observed:

1. Your teacher may schedule the entire class to the library.
2. Your teacher may sign a travel slip for you to do specific study in the library instead of in your study hall.
3. You may come to the library on a travel slip from your study hall.

Lockers

Lockers are the property of the school. Use the locker officially assigned to you for the current year. Under no circumstances are students to use a locker other than the one assigned to them, or to permit another student to use their locker. Teachers or administrators may require a student to open their locker for inspection at any time.

Locks

Locks will be provided by the school in an effort to provide security for school and personal property. In the event a lock is lost, stolen or destroyed the student will be charged \$5.00 (replacement cost). Only locks issued by the school will be allowed on lockers. These locks must be used properly at all times.

Lost/Stolen Items

The school does not accept responsibility for lost/stolen items including; texts, instruments, personal property etc.

Found articles should be turned in at the school office. Items that have been turned in may be claimed by identifying them. Clothing items left in the lost and found will be kept for one month. At the end of each month any items not claimed will be given to local charities.

Parent-Student-Teacher Conferences

Student-led conferences are scheduled twice during the school year. These conferences are held during the first quarter and the third quarter of the school year. Parents wishing to have additional conferences may make appointments with teachers, counselors, or the principal by telephoning the middle school office 252-0317.

Parent Notification System

The Jamestown Public Schools use an automated phone calling system called Parent Notification System to notify parents in the event of school cancellation. All parents are notified at their home phone number and cell phone if school is cancelled or weather requires an early

dismissal. It is important that the school office be kept apprised of changes in your family's contact information.

PrimeTime

PrimeTime is an advisory program where students meet in small groups with their advisor to participate in activities organized by monthly themes. Lockers are assigned and report cards distributed in Students do not receive a letter grade in PrimeTime but they do receive a conduct grade. The goal of PrimeTime is to build trust and support between advisor and advisee.

Report Cards

Report cards are issued at the end of each nine week quarter. For the first, second and third quarters, report cards will be sent home with the student. For the fourth quarter, report cards will be mailed to parents/guardians one week after the last day of school.

School Hours

The first class in the middle school starts at 8:30 am. The school doors are open at 7:30 am.

Students that arrive before 8:20 am are expected to enter the building and report to the cafeteria (7th/8th) or small gym (6th), where they may visit or study. Students are not allowed to gather outside these designated areas.

Students will be dismissed from the cafeteria or small gym at 8:20 am. At that time, they will go to their lockers, get materials necessary for class and report to PrimeTime.

At the end of the school day students not riding a school bus must leave the building and school premises immediately. Students receiving rides must be picked up prior to 3:20 pm. Any students at school after 3:20 pm must be in a school activity or classroom directly supervised by a staff member.

School Social Work Program

The school social work program is offered to all middle school students. If you have problems at home, the social worker can help you and your family to solve them. The social worker will also help you with any personal problems you would like to bring up. The social worker can take the time to spend with you and listen. You and the social worker may be involved in a one-to-one relationship, family counseling, or group counseling. The social worker also has information concerning other services for teenagers in the community that the school cannot provide. The social worker can get referrals from

counselors, teachers, principal, parents/guardians, and students.

Section 504

INFORMATION FOR PARENTS REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act that prohibits discrimination against persons with disability in any program that receives federal financial assistance. The Act defines a person with disability as anyone who has a mental or physical impairment that substantially limits one or more major life activities (major life activities include activities such as walking, breathing, learning, reading, concentrating, thinking, communicating, seeing, speaking, caring for one's self, working, helping, eating, sleeping, standing, lifting, bending, and operation of a bodily function).

In order to fulfill its obligations under Section 504, the school recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school has specific responsibilities under the Act, which includes the responsibility to identify, evaluate and, if the student is determined to be identified under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to do the following:

- Inspect and review his/her student's educational records.
- Make copies of these records.
- Receive a list of all individuals having access to those records.
- Ask for an explanation of any item in the records.
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the student's rights.
- Request a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact.

Section 504 Coordinator: Heidi Budeau

Phone: 701-252-3376

Staff Qualifications

Federal education law states that all teachers must be highly qualified. All teachers and staff at the Jamestown Middle School meet this requirement. If you would like to see the qualifications, stop by the school office to see the teachers' licensing, education, and experience information. Information is also available on the qualifications of our teacher assistants.

Student Phone

A telephone for student use is available in the school office. Students may not use the phone during class time unless they have permission from their classroom teacher. Calls should be for school matters only, not social calls, and should not last more than one minute. Students who excessively use the phone, misuse the phone, or demonstrate poor phone etiquette will not be allowed to use the student phone.

Student Records

No records pertaining to individual students will be released for inspection by the public or any unauthorized persons, either by the district administrator or other persons responsible for the custody of confidential files. The exception to this shall be information about an individual student which had been authorized for release by the student's parent/guardian, in writing.

The district will comply with custody issues when a valid copy of the court order is on file at the Central Office and notice has been given to the building administrator.

When transferring out of the Jamestown Public School District official student records will be released upon receipt of a record request from the admitting school district. Parents/guardians may request a copy of records to take with them when transferring to another school district.

Directory Information, including the student's name, parents/guardians, address, phone number, and age may be released to the public.

Study Habits

Your attitude toward studying is one of the most important factors in deciding whether or not you will get the most out of your study time. The amount of time and effort you put into studying will have a great part to play in your success and happiness in school. Good study habits are necessary for you to get the most out of your study time. The following ideas are some you can follow to help you with your study time.

1. Study every day. Complete all assignments on time. On the average a student should spend 10 minutes per grade level on studies each night.
2. Set a regular time for studying. If you miss your study time, make it up the following day.
3. Arrange for a good place to study. Find a place that is well lighted and free from noise and interruption.
4. Seek out the purpose of the lesson. Studying is more meaningful if you know what you are expected to do and why. If you are not sure, talk with your teacher about it.
5. Concentrate on your school work until you have finished. Take care of phone calls and other personal chores before or after your studying is done.
6. When reading an assignment:
 - a. Look for the main points
 - b. Make a mental or written outline - take notes.
 - c. Review the whole lesson with an outline.
7. A quick review of completed assignments is always good to fix facts in your mind. Regular review makes it unnecessary to “cram” for examination.

Suspension & Expulsion

Students are expected to conduct themselves in a manner suitable to their age and grade. Students disobedient or disruptive of the educational process are subject to corrective discipline. Possession of a weapon or a firearm by a student on school property and at school functions is prohibited.

School property includes all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicle whether owned or leased by the school district and the site of any school-sponsored activity.

The School Board hereby delegates to the Superintendent and each principal the authority to deal with disciplinary problems in his/her school, including suspension. Suspension includes in-school suspension from classes as well as exclusion from school classes, buildings, grounds, and activities.

A principal or the Superintendent may suspend a student for up to ten (10) consecutive days or recommend expulsion of a student. Parents of the student shall be notified promptly if a suspension has been given. The

Superintendent shall also be notified when a suspension has been imposed. The School Board may expel a student for conduct which violates this policy, after providing notice and a hearing as set forth in FHDA-R. When the conduct does not involve possession of a weapon, the expulsion may be for the remainder of the current school year. When the conduct violates the district policy on possession of a weapon and the weapon is a firearm as defined by that policy, the expulsion may be for one calendar year, subject to modification by the Superintendent on a case by case basis, in accordance with criteria established by the School Board herein. When the conduct violates the district policy on possession of a weapon which is not a firearm, then the expulsion may be for a period not to exceed twelve (12) months.

Conduct, including but not limited to the following, exhibited while on school grounds, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person except in self-defense.
4. Possessing or transmitting any firearms, knives, explosives, or other dangerous objects or weapons.
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
6. Disobedience or defiance of proper authority.
7. Behavior which is detrimental to the welfare, safety, or morals of other students.
8. Truancy.
9. Offensive and vulgar language, whether or not it is obscene, defamatory, or inciting violence, where it is disruptive of the educational process.
10. Threats of violence, bomb threats, or threats of injury to individuals or property.
11. Any student behavior which is detrimental or disruptive to the educational process, as determined by the principal.

- **Enrollment of Suspended Students:**

Any student who has been suspended from a school of this District is not eligible to attend any other

school within the District until eligible to return to his or her regular school. Any student who has been suspended from another district will not be permitted to enroll in the District until eligible to re-enroll in his or her former district or until the Board or the Superintendent has reviewed the prior suspension and determines that the suspension was illegal or improperly imposed.

- **Suspension or Expulsion of Students with Disabilities:**

Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act.

The District is not required to refer for special education assessment and evaluation a regular education student who has been suspended for violation of school rules and district policy to determine if such a student might have a disability. A suspended regular education student is not entitled to reinstatement to classroom and campus privileges pending any assessment and evaluation which is to be made during the term of the student's suspension. Reference Jamestown Public Schools District Board policy FFK.

- Computers and related peripherals (including printers, portable hard drives/USB/flash drives, mp3 players, etc.)
- Personal Learning Devices (including iPads, Nooks, Kindles, etc.)
- Networks including local, cloud based, and cellular.
- Local and wide area networks, including wireless networks
- File and application servers both onsite and offsite
- Video networks, digital video camcorders, and cameras
- Telephones, voice mail systems, cell phones, smart phones PDAs, fax, and copy machines
- Televisions, projectors and other audio visual equipment. VCRs, DVDs, laserdisc players, etc.
- Printers of all types
- Internet access
- Office 365 Suite including Outlook, One Drive, Word, Excel, PowerPoint, Sway, Video, Delve, Calendar and more including access to Internet web building.
- IVN or interactive learning
- SMARTBoard and SMART technologies.

Use of these technologies must be consistent with academic actions of the Jamestown Public Schools (JPS). Users are expected to adhere to the district policies as they apply to district and personal technology resources. Users are also required to comply with all local, state, and federal laws which include regulations against computer/network hacking, software piracy, copyright infringement, bullying and other illegal behaviors.

JPS prohibits technology uses, whether with district or personal technology used on district property, which could injure a person either physically or emotionally. Prohibited uses include, but are not limited to:

- Bullying or harassing others
- Use of the network for product advertisement or political lobbying.
- Sending or displaying offensive messages or pictures, including pornography.
- Students taking pictures of others and sharing publicly any photo without that person's permission or knowledge
- Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws including plagiarizing, downloading or exchanging pirated software, music, or other files.
- Use others' passwords, tampering with or forging names on electronic mail or other online environments.
- Trespassing in others' folders, work or files.

Technology Acceptable Use Policy for Staff and Students

(Adopted)

- **TECHNOLOGY VISION STATEMENT**

It is the vision of the Jamestown School District to maximize learning for students through the use of current technology. By including technology in our K-12 curriculum, we can continue to instruct students in the basics, promote self-worth, promote active student-centered learning, and equip students with present and future skills. The use of technology as a tool improves the ability of students, teachers, administrators, and the entire community to gather, use, and distribute information more efficiently and more effectively.

- **POLICY**

The Jamestown School District's technology resources shall be used for educational purposes consistent with the district's mission and goals, district policies, state laws, and federal laws. The Jamestown Board of Education will provide the opportunity and the training for staff to appropriately use the district's technology resources.

Staff and Student ("users") use of technology resources that include but are not limited to:

- Using another person’s identity or falsifying your own privileges. Students will not access websites with inappropriate content using a 3G or 4G connection.
- Any action hacking with intent to damage or for the purposes of circumventing standard technology configurations or policies.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Intentionally wasting network resources.
- Storage of games and excessive picture, music, and video files.
- Unauthorized posting of personal information about others, including phone numbers, names, etc.
- Performing any action which results in a compromise of the system security.
- Inappropriate use of personal handheld electronic devices, including cell phones.
- Using the network for any illegal, unethical, or commercial activities.
- Negligent release of confidential data.

By logging on to the JPS wireless guest network, staff and students are accepting the terms of the JPS Technology Use Policy. The JPS wireless network will provide filtered Internet access just like the network for JPS devices.

- **Electronic Communication**

Electronic communication between staff and students should always be Transparent, Accessible, and Professional (TAP) as defined below:

1. The communication is **TRANSPARENT**: All digital communication between staff and students should be transparent. As a public school district, we expect to maintain openness, visibility, and accountability with regards to all communications.
2. The communication is **ACCESSIBLE**: All digital communication between staff and students, shall be considered a matter of record, part of the District archives, and/or may be accessible by others.
3. The communication is **PROFESSIONAL**: All digital communication from staff to students should be written as a professional representing the Jamestown Public School District. This includes word choice, tone, grammar, and subject matter that model the standards, and integrity of the profession.

Employee technology use, that is not specific to one’s job duties, is acceptable under the conditions that it does not:

- interfere with the performance of that employee’s duties.
- create the appearance of impropriety.
- result in political or personal commercial purposes.
- increase operational costs for the district.

- **1:1 Devices**

The Jamestown Public School District is cognizant that students and staff may be using personal technology resources in the school environment. Examples are cell phones, PDAs, laptops, iPads, tablets, etc. The use of personal technology resources not owned by the school falls under the Technology Acceptable Use Policy. The school is not responsible for the loss of items with significant personal or financial value. School administrators shall use their discretion to determine a building policy for personal technology resources used in the school which may not be specifically addressed in this document.

Jamestown Public School District staff, students and parents/guardians fully acknowledge that the use of a personal device on the premises of JPS is subject to all guidelines, rules, and regulations governing responsible use as established by the Jamestown Public Schools. It is further understood that the use of a personal device is restricted to those activities as required or related to the student’s program of study and any other use may be subject to disciplinary action including the loss of device

Communication Methods

1. Acceptable Methods of communication between staff and students.
 - a. School Website – www.Jamestown.k12.nd.us and other web sites or portals endorsed by the district.
 - b. Jamestown Public School Google Domain
 - c. PowerSchool, ParentLink-Teacher Connect or Edmodo
 - d. One-way or Two-way Messaging – Internet service sending text to registered individuals to receive notifications. The preferred method of communication for school district personnel is the district’s calling/texting service (ParentLink-Teacher Connect).
 - e. Two-way Messaging – Not encouraged. If two-way texting is necessary, Jamestown School District personnel must follow TAP guidelines, and he/she must have parental permission prior to using two-way texting.
2. Unacceptable Methods
 - a. Non-District Email Accounts – Jamestown School personnel should never use personal email accounts to communicate with students about school matters. Coaches may obtain a school district email account and must also follow these expectations.
 - b. Coaches will be provided with a ParentLink Teacher Connect account and will need to create

groups to make contact with players and/or parents.

- c. Online Games and Related Activities – While many people enjoy gaming (Wii, Xbox, etc.) and recreational websites that allow them to compete with others through the Internet, this is not an acceptable activity for school personnel to engage in with students.

- **Social Media**

General Guidelines

Staff members who are using social media should be cautious in the communication with these technologies. Comments or posts placed on these sites can be visible by a large audience including parents and students. Staff members should never “friend” students who are currently enrolled in Jamestown Public School. The separation between the role of a public educator and a personal friendship with students should always be visible and strongly communicated.

Any content staff members publish, pictures they post, or dialogue they maintain within any social media, or blog, should never compromise their professional integrity or ethics in their role as a professional employed by Jamestown Public School.

Personnel are not authorized to speak on behalf of the district in an official capacity, without prior consent by the Administration. Any opinions or comments about the district and related programs should clearly acknowledge that the comments are their personal opinions and not reflect the opinions of the district.

1. Facebook

- a. The Jamestown Public School uses Facebook as a means to communicate with students, personnel, and patrons. Facebook can be a valuable tool to communicate with others and its use by school personnel is NOT prohibited.
- b. If school personnel use Facebook for valid educational objectives in their classroom or student organization the page should be set up as an Artist, Band or Public Figure Page, not a personal page. This allows all public to view the page and keep all content on it visible for all to monitor.
- c. Communication with students within a Facebook Page should be centered on one-way communication. If two-way communication is used it should be monitored frequently by school

personnel to ensure TAP guidelines are being followed. You can set your page up so that comments are not posted until you have reviewed them and this is recommended.

- d. Any page created for educational purposes should be owned and monitored by Jamestown Public School personnel. If you wish to create a Facebook page to be used within your course or student group be sure to notify parents of your intent to communicate in this fashion.

2. Twitter

- a. JPS uses Twitter as a communication tool to share vital information and details to events held in the district.
- b. Any use of Twitter as a professional in the district to communicate with students and parents should be education focused and one-way.
- c. By establishing an account, it is your responsibility to monitor it closely.

Electronic Mail and Internet Use

- Users must adhere to this policy at all times when using the Internet and/or email, including after hours, weekend and/or holiday use.
- District email accounts will be provided to all employees and students grades five through twelve.
- Users are prohibited from using district or district provided (EduTech) email or Internet access for commercial or personal gain.
- Material hosted on district servers and published on the Internet may be reviewed for appropriateness. Materials that represent JPS and are hosted on non-district servers should adhere to this policy.
- Student email accounts will be provided through EduTech and will include the Office 365 Suite of software. Students are not allowed to access non-approved email accounts while in school. Student accounts may be revoked if used inappropriately as outlined in the EduTech Acceptable Use Policy or the Jamestown Public Schools Technology Acceptable Use Policy.

Office 365 Suite

Office 365 is a total Suite of tools. These tools continue to expand to even greater opportunities. Included with the Office 365 Suite are five free downloads for any student or staff with an @k12 account.

Collaborate with Office Online:

Mail

- Calendar
- People
- Newsfeed
- OneDrive
- Sites
- Tasks
- Delve
- Video
- Word Online
- Excel Online
- PowerPoint Online
- One Note Online
- Sway

Many instructors are using these in their classrooms so it is vital that staff, students and parents are aware of the impact inappropriate use of an @k12.nd.us account can have. If you risk having your account shut down due to violation of the District Technology Policy, you could lose all features listed above and more that may be added in the future. This would also include the program downloads you have accessed at home. You would not be able to login to any portion of the program if it becomes necessary to lock your account. You also would not be able to login to a website if that was a class you were taking. This program through EduTech allows you have the tools you need to do your job in school and should be used wisely.

Internet Safety and Use of Filters

JPS participates in Internet filtering services provided through EduTech to help prevent access to Internet content that is obscene, pornographic, or harmful as defined by the Child Internet Protection Act. By default, filtering measures shall be in operation at all times during the use of the district's computers. Some filtering protection measures may be disabled by an authorized administrator, supervisor, or other authorized person in order to provide access to valid research or for other lawful purposes. In cases where JPS staff provide minimally filtered access to students, the teachers are expected to supervise students and can be held responsible for any student act that violates the Acceptable Use Policy. Problems with the filtering system should be reported immediately to the district Technology Department.

Although the district provides a filtering system to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the user's responsibility to access Internet resources appropriately. Staff are responsible for supervising students using Internet resources.

Internet safety precautions are the responsibility of all users. Safety tips include:

- Keep your personal information (name, phone numbers, address, passwords, etc.) private.
- Don't read email or download attachments from people you don't know.
- Understand that nothing done on the Internet is private.
- Tell a trusted adult or supervisor if someone says things or sends you something that you consider inappropriate (do not respond to the person either directly or indirectly).
- Never meet online-only friends in person (you have no way to confirm the real identity of someone you meet online).
- Practice proper 'Netiquette' while online and avoid conflicts with other users.

Potentially objectionable material includes, but is not limited to:

- Visual depictions that are obscene or depict child pornography as defined by the Child Internet Protection Act.
- Violence/violent behavior
- Drugs/drug culture
- Cults/satanic
- Militant/Extremist
- Gambling
- Alcohol/tobacco/drugs
- Unrestricted email/chat

Privacy

Privacy is not guaranteed when using JPS technology, including the network. Files, communications (including email), and use history may be reviewed to maintain system integrity and ensure that users are adhering to the Acceptable Use Policy and guidelines. The district will cooperate with local, state, and federal authorities when necessary. All activity could fall under North Dakota open record laws, which means that someone can ask to review this information at any time.

Security

Network and computer security systems help maintain the integrity of the district technology resources. Any attempts to circumvent, disable, or misuse security systems are prohibited. If users feel they can identify a security problem, they should notify the Technology Department.

Vandalism

Vandalism includes any malicious attempt to harm or destroy any JPS equipment or software or the data of another user on a computer, local network, or global network. Vandalism is prohibited and may result in cancellation of privileges or other disciplinary action.

Sanctions

The building administrator, supervisor, and/or teacher is responsible for applying sanctions when the Staff and Student Acceptable Use Policy has been violated.

Possible sanctions include, but are not limited to:

- Loss of access to district or personal technology resources.
- Removal of students from classes with loss of credit.
- Suspension
- Termination of employment.
- Expulsion
- Restitution for costs associated with repair of equipment or software or associated with improper use of district equipment or systems.
- Additional disciplinary action may be determined at the site or district level in line with existing discipline procedures.
- When applicable, law enforcement agencies may be involved.

Documentation of all violations of this Acceptable Use Policy may be placed in the employee's personnel file or the student academic file. Prior to the suspension/revocation of the use of technology resources or termination, the building administrator will inform the user of the suspected violation and give the user an opportunity to present an explanation. A system user may appeal the suspension or revocation within seven (7) calendar days to the superintendent.

Legal Disclaimer

JPS will not be responsible for damages users may suffer, including loss of data resulting from delay, non-delivery, or service interruptions; damages to personal property used to access school computers, networks, or on-line resources; or unauthorized financial obligations resulting from use of school accounts to access the Internet. JPS specifically denies any responsibility for the accuracy or quality of information obtained through Internet services.

Since all transactions conducted through district technology resources could be perceived as authorized district activities, users of district technology resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of district technology resources may result in legal action against the offender by the district, injured third parties and/or governmental authorities. If such an event should occur, the district will fully comply with any requests for information related to the legal proceeding, subject only to prohibitions of law. The Jamestown Public Schools is not liable for the actions of users, which violate the conditions of this document.

The Jamestown Public Schools reserve the right to inspect, review, or delete contents if it has reasonable cause to suspect that a student is using technology for illicit or illegal purposes, is in violation of policy, or for general maintenance. School authorities may conduct such inspection when they deem it necessary, without notice, without consent, and without search warrant.

Tobacco, Alcohol, and Illegal Drug Policy

Students shall not at any time use the school property and/or facilities for tobacco, alcohol, or illegal drug consumption, possession or distribution. This act may constitute reason for suspension for three days and the second offense may constitute expulsion. School property and/or facilities shall mean property and/or facilities owned or leased by the Jamestown Public School District. Reference Jamestown Public Schools District Board policy FFA.

Travel Slips

Any pupil who leaves a class or study hall for any purpose must have the teacher sign them out in the student's planner. The planner must be signed by both the teacher who allowed the student to go and the person the student consulted. If a travel slip is sent to the student, he/she must still have the classroom teacher sign the planner.

Weapon Policy

It is the intention of the Jamestown School Board that the learning environment be safe, drug free, and conducive to learning. The Board has determined that possession and/or use of a weapon or other dangerous object by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous objects, or look-alikes, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon, dangerous instrument, or look-alike.

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Parents will be notified and all weapons, dangerous objects, or look-alikes will be confiscated and may be turned over to

the student's parents or to law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion of the student involved for a minimum of one calendar year be initiated immediately by the principal. Firearms will be confiscated and turned over to law enforcement. The Superintendent may modify the length of the expulsion on a case by case basis based on criteria determined by the School Board.

Proper due process proceedings as defined in Policy FHDA (Suspension and Expulsion) will be observed in all suspensions and expulsions under this policy.

The principal may allow authorized persons to display weapons, other dangerous objects or look-alikes for educational purposes. Such a display will be exempt from this policy.

It is the responsibility of the Superintendent to develop administrative regulations regarding this policy.

A student who is defined as having a disability under the Individuals with Disabilities Education Act may be placed in an alternative educational setting for up to 45 calendar days, during which time a determination will be made as to whether bringing a weapon as defined by IDEA Regulation 300.520 (d)(3) to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with the Individuals with Disabilities Education Act.

Weather Delays

In the event that it is necessary to delay the beginning of the school day, classes at the middle school will begin on the following schedule:

School starts 1 hour late - students report to classes at 9:30

School starts 2 hours late - students report to classes at 10:30

Web Site

The [Jamestown Middle School website](#): Information about Jamestown Middle School and links to other sites are available here. A complete listing of teachers and their e-mail addresses is also available at this site. Daily assignments are generally posted on the website each day following dismissal.

The Jamestown Public Schools is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities.

If you cannot fully access the information on any web page of this site, please let us know the accessibility issue

you are having by contacting Pam Brown, Webmaster, at 701-252-1950 or by e-mail at Pamela.Brown@k12.nd.us. We will try to provide the information to you in an alternate format and/or make the necessary improvements to make the information accessible.

2018-2019 Discipline Chart:

Offense	Definition	Initial Consequence	Subsequent Consequence
Fighting	Physical contact between two or more individuals with intent to hurt or injure	<ol style="list-style-type: none"> 1. If referral is made to administrator minimum one hour detention or in-school suspension depending on the circumstances 2. Referral to school counselor 3. SRO* may be contacted 	<ol style="list-style-type: none"> 4. Possible out-of-school suspension 5. SRO* will be contacted 6. Possible recommendation to school board for expulsion
Bullying <ul style="list-style-type: none"> •.....Harassment •.....Verbal Abuse •.....Intimidation 	Bullying is repeatedly and on purpose saying or doing mean or hurtful things to someone who has a hard time defending his or herself. Statements or actions that intimidate or demean others. Includes sexual, racial, physical, or verbal harassment	Administrator will act to investigate all complaints. May include referral of complaint to SRO*	In all incidents consequences may include: referral to school counselor, in-school suspension, out-of-school suspension, recommendation to school board for expulsion, SRO* will be contacted
Insubordination/ Noncompliance	Failure to obey school rules or the reasonable requests of school personnel	<ol style="list-style-type: none"> 1. Teacher will handle 2. If referral is made to administrator minimum one hour detention or in-school suspension depending on the circumstance 	<ol style="list-style-type: none"> 1. Minimum one hour detention 2. One or two day in-school suspension 3. Possible out-of-school suspension
Profanity, Obscenity, Vulgarity, or Approximations (i.e. "frickin") Crude Language (i.e. pissed, sucks)	Cursing, using offensive language, making obscene gestures, or displaying obscene, vulgar or offensive material	<ol style="list-style-type: none"> 1. Obscene material confiscated 2. Minimum one hour detention 	<ol style="list-style-type: none"> 1. Obscene material confiscated 2. Minimum one day in-school suspension 3. Possible out-of-school suspension
Tardiness	It is the student's responsibility to be in their assigned classroom before the bell signals the beginning of class	<ol style="list-style-type: none"> 1. The teacher will handle with a warning and information of future consequences 2. Detentions for tardiness that are not served within one week will be referred to the assistant principal 	The 2 nd and 3 rd tardies equal 30 minutes detentions with the team The 4 th tardy and beyond the student is referred to the office under insubordination/noncompliance offense – at least one hour detention Excessive tardies could result in student receiving in-school suspension
Theft	Stealing or concealing property not belonging to you	<ol style="list-style-type: none"> 1. Restitution 2. Possible in-school suspension 3. SRO* may be contacted 	<ol style="list-style-type: none"> 1. Restitution 2. In-school suspension 3. Possible out-of-school suspension 4. SRO* may be contacted
Tobacco Alcohol Drugs	Use, sale of, distribution of, being under the influence of, or possession of tobacco, narcotics, drugs, controlled substances, illegal chemical or alcoholic beverages	<ol style="list-style-type: none"> 1. Minimum one day in-school suspension 2. Possible out-of-school suspension 3. SRO* will be contacted 	<ol style="list-style-type: none"> 1. Minimum two day out-of-school suspension 2. SRO* will be contacted 3. Recommendation for evaluation 4. Possible recommendation for expulsion
Truancy	<ol style="list-style-type: none"> 1. Absence from class without appropriate consent from parent/guardian and school office. 2. Not in the assigned location during school and has not received permission to be elsewhere 	<ol style="list-style-type: none"> 1. Receive a "1" in conduct for the grading period in the class(es) missed. 2. Make up work within two days at credit according to teacher's late work policy. 3. Make up of missed time. 	Student Attendance Review Board (SARB) process will be followed
Vandalism	Defacing or damaging school property or the property of others	<ol style="list-style-type: none"> 1. Repair/Restitution 2. Minimum one hour of detention 3. Possible in-school suspension 4. SRO* may be contacted 	<ol style="list-style-type: none"> 1. Repair/restitution 2. Minimum one hour detention 3. Possible out-of-school suspension 4. SRO* may be contacted
Forgery	A student signing a parent/guardian's or teacher's signature to any document	<ol style="list-style-type: none"> 1. Teacher will handle 2. If referral is made to administrator minimum of 30 minutes detention or in-school suspension depending on the circumstances 3. "1" received in conduct for the grading period in affected class(es) 	
Cheating	A student copying work or answers done by another student, or a student supplying work or answers to another student	<ol style="list-style-type: none"> 1. Teacher will handle 2. Zero credit received for the work 3. Work may be redone for credit according to the teacher's late work policy 	<ol style="list-style-type: none"> 1. Zero credit received for the work 2. "1" received in conduct for the grading period in affected class(es)

* School Resource Officer (SRO)

Characteristics of Young Adolescents

Youth between the ages of 10 and 15 are characterized by their diversity as they move through the puberty growth cycle at varying times and rates. Yet as a group they reflect important developmental characteristics that have major implications for schools that serve them.

In the area of Intellectual Development, young adolescents:

- Display a wide range of individual intellectual development
- Are in a transition period from concrete thinking to abstract thinking
- Are intensely curious and have a wide range of intellectual pursuits, few of which are sustained
- Prefer active over passive learning experiences
- Prefer interaction with peers during learning activities
- Respond positively to opportunities to participate in real life situations
- Are often preoccupied with self
- Have a strong need for approval and may be easily discouraged
- Develop an increasingly better understanding of personal abilities
- Are inquisitive about adults, often challenging their authority, and always observing them
- May show disinterest in conventional academic subjects but are intellectually curious about the world and themselves
- Are developing a capacity to understand higher levels of humor.

In the area of Moral Development, young adolescents:

- Are generally idealistic, desiring to make the world a better place and become socially useful
- Are in transition from moral reasoning which focuses on "what's in it for me" to that which considers the feelings of others
- Often show compassion for those who are down-trodden or suffering and have special concern for animals and the environmental problems that our world faces
- Are moving from acceptance of adults, moral judgments to development of their own personal values; nevertheless, they tend to embrace the values consonant with those of their parents
- Rely on parents and significant adults for advice when facing major decisions
- Increasingly assess moral matters in shades of grey as opposed to viewing them in black and white terms characteristic of younger children
- At times are quick to see flaws in others but slow to acknowledge their own faults
- Are capable of and value direct experiences in participatory democracy
- Greatly need and are influenced by adult role models who will listen to them and affirm their moral consciousness and actions as being trustworthy role models
- Are increasingly aware of and concerned about inconsistencies between values exhibited by adults and the conditions they see in society.

In the area of Physical Development, young adolescents:

- Experience rapid, irregular physical growth
- Undergo bodily changes that may cause awkward, uncoordinated movements
- Have varying maturity rates, with girls tending to mature one and one-half to two years earlier than boys
- May be at a disadvantage because of varied rates of maturity that may require the understanding of caring adults
- Experience restlessness and fatigue due to hormonal changes
- Need daily physical activity because of increased energy
- Develop sexual awareness that increases as secondary sex characteristics begin to appear
- Have preference for junk foods but need good nutrition
- Often lack physical fitness, with poor levels of endurance, strength, and flexibility
- Are physically vulnerable because they may adopt poor health habits or engage in risky experimentation with drugs and sex.

In the area of Emotional/Psychological Development, young adolescents:

- Experience mood swings often with peers of intensity and unpredictability
- Need to release energy, often resulting in sudden, apparently meaningless outbursts of activity
- Seek to become increasingly independent, searching for adult identity and acceptance
- Are increasingly concerned about peer acceptance
- Tend to be self-conscious, lacking in self-esteem, and highly sensitive to personal criticism
- Exhibit intense concern about physical growth and maturity as profound physical changes occur
- Believe that personal problems, feelings, and experiences are unique to themselves
- Are psychologically vulnerable, because at no other stage in development are they more likely to encounter so many differences between themselves and others.

In the area of Social Development, young adolescents:

- Have a strong need to belong to a group, with peer approval becoming more important as adult approval decreases in importance
- In their search for self, model behavior after older, esteemed students or non-parent adults
- May exhibit immature behavior because their social skills frequently lag behind their mental and physical maturity
- Experiment with new slang and behaviors as they search for a social position within their group, often discarding these "new identities" at a later date
- Must adjust to the social acceptance and athletic success of early maturing girls and boys, especially if they themselves are maturing at a slower rate
- Are dependent on parental beliefs and values but seek to make their own decisions
- Are often intimidated and frightened by their first middle level school experience because of the large numbers of students and teachers and the size of the building
- Desire recognition for their efforts and achievements
- Like fads, especially those shunned by adults
- Often overreact to ridicule, embarrassment, and rejection.

From the NMSA Position Paper: This We Believe – Developmentally Responsible Middle Level Schools; 1995

	Pride in Self	Pride in Others	Pride in School
Commendable Behavior (Above the Line) 4	<ul style="list-style-type: none"> Shows model behavior Demonstrates leadership & initiative Goes beyond expectations Actively participates in academics 	<ul style="list-style-type: none"> Is helpful to other students and staff Shares knowledge Collaborates well while working with group members 	<ul style="list-style-type: none"> Picks up after others Leader in and out of the classroom Develops a culture of house & JMS Pride
Expected Behavior 3	<ul style="list-style-type: none"> Is a compliant student Shows responsibility for learning Prepared (with assignments & materials for the appropriate teacher) Does what is expected during class Actively participates in academics 	<ul style="list-style-type: none"> Respects opinions & beliefs of all Participates effectively in a group Is careful with belongings of others Uses positive, caring & kind language 	<ul style="list-style-type: none"> Speaks proudly of house & JMS Shows excellent school and house spirit at events Helps keep JMS clean/Picks up after themselves Participates in classroom and school activities
Needs Improvement (Below the Line) 2	<ul style="list-style-type: none"> Is a noncompliant student/Negative attitude Demonstrates limited effort/rushes work Is often unprepared/late work Is distracting to others Occasionally off task Cheating 	<ul style="list-style-type: none"> Is sometimes interruptive Causes a distraction to the classroom Occasionally discourteous or uncaring around others 	<ul style="list-style-type: none"> Leaves messes behind Disrupts school events Misuses school property Does not always participate in classroom and school activities
Unacceptable Behavior (Bottom Line) 1	<ul style="list-style-type: none"> Is insubordinate/Frequent negative attitude Intentionally unproductive in class Continual classroom disruption Shows complete lack of effort Uses inappropriate language Repeated cheating 	<ul style="list-style-type: none"> Often provokes others Is often disrespectful to classmates and staff Inhibits "learning for all" Refuses group work Bullies, teases or physically hurts others Disrespectful of belongings of others or theft 	<ul style="list-style-type: none"> Vandalizes school property Speaks poorly of JMS Non-participant in classroom and agreed upon school activities Has poor attendance/truant Continually Tardy Violates Tobacco/Alcohol/Drug policy Violates Technology policy

Jamestown Public Schools Internet Use Agreement

Student

I understand and will abide by the Jamestown School District’s Technology Use Policy. I also understand that any violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action will be taken, and appropriate legal action may be taken.

Student Signature _____ Grade _____ Date _____

Parent/Guardian

As the parent/guardian of this student, I have read and understand the Jamestown School District’s Technology Acceptable Use Agreement. I understand that the Jamestown District’s technology is to be used for acceptable educational purposes, and that the Internet is for the purpose of providing worldwide access to information and resources of educational value. While the Jamestown District has taken precautions to restrict access to controversial material, it is impossible to fully eliminate access to all controversial materials on the Internet. The Jamestown District also recommends supervision of children’s Internet use outside of school.

I hereby give my permission for my child to access the Internet via the Jamestown School District’s technology.

Parent/Guardian Signature _____ Date: _____

School Policies

I have read the material in this handbook and I am familiar with JMS school policies.

Student Signature _____

I have read the material in this handbook and I am familiar with school policies.

Parent Signature _____

The Jamestown Public School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee’s race, color, religion, sex, gender identity, national origin, ancestry, disability, age or other status protected by law.