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## **PREFACE**

This manual is intended to be a statement of the present policies of the Jamestown Public School District. It is not intended that this document be contractual in nature or be deemed a part of any contract of employment. The Jamestown Public School District reserves the right to change these policies from time to time as it deems appropriate with or without notice.

<b>2023-2024 Board Meeting 5-1-2023 Approved</b>		85%	86.5%	88.0%	89.5%	91.0%	92.5%	94.0%	95.5%	97.0%	98.5%	100%
		BEG	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
<b>LANE 1</b>	Summer Help/Activity Worker	\$14.50										-
<b>LANE 2</b>	Cashiers, Para Educators- Regular/ Title, Library Para Educator	\$14.96	\$15.23	\$15.49	\$15.76	\$16.02	\$16.28	\$16.55	\$16.81	\$17.08	\$17.34	\$17.60
<b>LANE 3</b>	Assistant Custodians, Attendance Clerk, CO Receptionist, Secretaries, Kitchen Asst, EL Para Educator, Special Ed Para Educator	\$15.75	\$16.03	\$16.31	\$16.58	\$16.86	\$17.14	\$17.42	\$17.70	\$17.97	\$18.25	\$18.53
<b>LANE 4</b>	Head Custodians-Elementary, CTC, Office Assistant - HS Activities, CO, CTC, FS, Head Cook, MS Assistant Kitchen Manager	\$16.58	\$16.87	\$17.16	\$17.46	\$17.75	\$18.04	\$18.33	\$18.63	\$18.92	\$19.21	\$19.51
<b>LANE 5</b>	Technology Asst, CO Tech Admin Asst, MS Kitchen Manager, Academic Resource Room Para Professional, Head Custodian – MS, HS, Purchasing/Registration, HS Asst. Kitchen Manager	\$17.45	\$17.76	\$18.07	\$18.38	\$18.68	\$18.99	\$19.30	\$19.61	\$19.92	\$20.22	\$20.53
<b>LANE 6</b>	HS/MS Head Maintenance, District Asst Maintenance, HS/MS Office Manager, Accounts Payable, Cashier Manager, HS Kitchen Manager	\$18.37	\$18.69	\$19.02	\$19.34	\$19.67	\$19.99	\$20.32	\$20.64	\$20.96	\$21.29	\$21.61
<b>LANE 7</b>	District Maintenance Director, Supt Administrative Assistant Business Manager Administrative Assistant	\$19.34	\$19.68	\$20.02	\$20.36	\$20.70	\$21.04	\$21.39	\$21.73	\$22.07	\$22.41	\$22.75

**GUIDELINES:**

1. Placement of new employees will be the Beginning Lane.
2. Experience in similar position may be given upon approval of Superintendent.
3. Administrators may request staff not receive a raise based on performance.
4. For 2023-2024 employees with 11 plus years experience will receive a \$1.50 per hour increase

# STAFF CODE OF CONDUCT

## **Purpose**

The Board has adopted this policy with the intent of fostering learning and working environments that operate efficiently; are safe, ethical, and equitable for students and staff; and meet community expectations.

## **Application of Policy**

All school district employees, including teachers, administrators, other contracted staff, and ancillary staff, are required to adhere to this policy.

## **Code of Conduct**

All staff members are responsible for becoming familiar with and abiding by the laws of the state as they affect their work, professional codes of ethics associated with their licensure if applicable, the school district's policies and the regulations designed to implement them.

The Board may have adopted or may adopt additional conduct policies applicable to specific categories of employees (e.g., academic freedom standards for teachers). Such policies are also considered part of this code of conduct, and the Superintendent is charged with disseminating such policies using the policy dissemination procedure contained in this policy.

In addition to district policies governing staff conduct, each staff member is required to:

1. Conduct oneself professionally whenever serving in his/her official capacity as a school district employee including maintaining professional decorum and professional boundaries in all interactions with students.
2. Exercise honesty and integrity when executing all duties.
3. Comply with confidentiality laws (e.g., student education records are protected by FERPA).
4. Be faithful and prompt in attendance at work.
5. Support and enforce policies and regulations of the District
6. Diligently execute all duties as assigned by supervisors and as set forth in job descriptions, district policies, or the negotiated agreement; staff members are also required to fulfill the terms of their contracts if applicable.
7. Demonstrate care and conservation of school property and resources.
8. Make job-related decisions in a manner that is fair and consistent with district policy and the district's mission.
9. Not use his/her position with the District for private gain.
10. Treat all staff, students, and community members with dignity and respect.
11. Report suspected violations of this code of conduct, district policy, or workplace violations of law to an immediate supervisor or individual/entity designated by law/policy to receive such reports.

## **Dissemination of Staff Conduct Standards**

The Superintendent or designee shall develop a procedure to ensure that this code of conduct and other policies governing staff conduct are provided to all staff annually. The Board further directs the Superintendent or designee to compile a list of state laws related to staff conduct and disseminate this information to staff annually. The Superintendent or designee also shall provide a copy of the Education Standards and Practices Board Code of Professional Conduct for Educators to teachers and administrators annually. Administration should require staff to acknowledge, in writing, receipt and understanding of all documents provided to them under this policy.

If a staff conduct policy contains specific policy dissemination procedures that are more comprehensive than the policy dissemination requirements contained herein, the more comprehensive policy dissemination procedures should be followed.

**Reporting and Investigation**

Any staff member who has reason to believe that this policy may have been violated is required to report the alleged violation to an immediate supervisor or individual/entity designated by law/policy to receive such reports as soon as possible. Students and community members who have reason to believe this policy has been violated are encouraged to report this to a building principal.

The reporter may submit a written or oral report of the alleged violation. The supervisor or administrator receiving the report should document the date and time that the report is received, nature of the alleged violation, name of the reporter (if choosing to identify him/herself), and names of any witnesses to the alleged violation if this information is not submitted by the reporter in writing.

The supervisor shall refer the report to the Superintendent as soon as possible for investigation and resolution. The Superintendent shall investigate the alleged violation in a timely manner not to exceed 60 days unless the Superintendent determines additional time is needed. The Superintendent shall issue a summary of the investigation's findings to the employee who is the subject of the investigation.

At any time during the investigation process, the Superintendent or designated investigator may refer the alleged violation to law enforcement if a violation of law is reasonably believed to have occurred and/or ESPB if a violation of the Code of Professional Conduct for Educators is reasonably believed to have occurred. Such referrals do not relieve the District of its responsibility to complete an internal investigation of the alleged violation.

If a staff conduct policy contains an investigation procedure that is in conflict with the investigation procedure contained herein, the most comprehensive investigation protocol of the two in conflict must be used to conduct the investigation.

**Alleged Violations by the Superintendent**

If the Superintendent is believed to have violated this policy, the alleged violation shall be reported to the Board President who is responsible for conducting the investigation and rendering a final decision on the outcome of the investigation in accordance with this policy. The Board President may retain an attorney or consultant to assist with the investigation process.

**Violations**

Violations of this policy shall result in appropriate disciplinary action as determined by the Superintendent. The superintendent's decision is final. If the violation is covered by another district policy on staff conduct (e.g., discrimination or harassment), any specific disciplinary consequences contained in that policy shall apply.

**Retaliation and Providing False Information Prohibited**

The District prohibits retaliation for an individual's participation in an investigation and/or initiation of a report under this policy, including instances when an allegation is not substantiated. The District also prohibits knowingly filing a false report and/or knowingly making false statements during an investigation. Staff and students who violate these prohibitions are subject to appropriate disciplinary action.

**STAFF-STUDENT RELATIONS (NON-FRATERNIZATION POLICY)**

The Board requires employees, volunteers, and students to treat one another with respect and professionalism. All employees and volunteers are expected to exercise

good judgment and maintain professional boundaries when interacting with students at all times, on and off school property.

### **Prohibited Behavior**

Any inappropriate behavior towards students is strictly prohibited. Such behavior includes but is not limited to the following:

1. Insults, disparaging remarks/names, and/or sarcasm, used to force compliance with an employee's or volunteer's requirements or expectations.
2. Any conduct that would amount to sexual harassment, discrimination, or retaliation under Title IX of federal education amendments.
3. Any activity that may lead to a relationship such as dating, sending intimate correspondence, and/or engaging in non-appropriate dialogue.
4. Any inappropriate relationship between an employee or volunteer and a current student, regardless of his/her age, or a former student under the age of 18.
5. Any conduct by an employee or volunteer that would constitute a sexual offense as defined in state law.

Individuals aware of any of these prohibited behaviors are expected to report such action to a building administrator or the Superintendent.

All reported prohibited behavior shall be investigated. If disciplinary action is deemed warranted at the completion of the investigation, the District shall take appropriate action up to and including termination of employment in accordance with law and/or reporting such activity to appropriate state licensing and law enforcement officials.

Reference Jamestown Public Schools District Board policy DEBD

## **FRINGE BENEFITS**

### **HEALTH INSURANCE**

1. The Jamestown School District will provide a medical coverage plan. Premiums, deductible, co-pay, etc. will be determined on an annual basis.
2. All full-time employees working at least 30 hours or more per week are eligible for coverage on the first of the month following date of hire of continuous full-time employment.
3. The School District will provide information regarding COBRA coverage to all terminated employees covered by the group health insurance.
4. The Jamestown Public School District will make available to any active full-time employee age 65 or older the same group health plan coverage provided for employees under 65 as their primary coverage. However, employees age 65 or older may opt to retain Medicare as their primary health care coverage. The Jamestown Public Schools will not pay Medicare supplementary coverage.

## **MEDICAL GAP PLAN**

Medical Gap plan is a supplemental policy that works alongside your major medical coverage to help pay for medical costs that occur before you reach your deductible. This plan is offered to you on a voluntary basis should you need additional protection against any higher annual medical expenses.

## **GROUP TERM LIFE INSURANCE**

1. The district will contribute up to 100% of the cost of a single premium for a \$25,000 policy. An employee's term life insurance policy terminates when he/she leaves the school system. The employee will have the opportunity to purchase a voluntary life portability option.

### Eligibility

Any employee who works twenty (20) hours per week and is paid over a nine (9) month period of time is eligible to participate in the plan. Employees working part-time will receive pro-rated benefits based on the number of hours worked and the balance of cost will be the responsibility of the employee.

### Exclusions

1. Emergency employees who are employed for emergency work.
2. Part-time employees whose service does not exceed the lesser of twenty (20) hours per week or 50 percent of the normal work week.
3. Employees who hold positions of a basically temporary or seasonal in nature for a period not in excess of 100 working days in any calendar year.
4. Coverage is effective the first of the month following 30 days of employment.

## **ND PUBLIC EMPLOYEES RETIREMENT PLAN**

This plan was established in accordance with the Act for the purpose of providing retirement, disability, survivors, prior service and other benefits supplementary to Social Security benefits to North Dakota Public Employees and as may otherwise be provided in the Act. 7% is deducted from each employee's monthly salary and 8.26% is matched by the Jamestown Public School District. Each employee working 20 hours or more weekly is subject to the ND Public Employees Retirement Plan.

### PEP - Portability Enhancement Provision

Participants in the North Dakota Public Employees Retirement System can sign up for a qualified deferred compensation plan

(403(b) Tax Sheltered Annuities) and a corresponding portion of the employer contribution into NDPERS will be posted to the employees account. This is subject to service credit and cannot exceed 4%.

## **SOCIAL SECURITY**

All employees in the Jamestown Public Schools are covered by Social Security, making it necessary for all employees to secure a Social Security card.



## **WORKERS COMPENSATION**

In accordance with state law, the Jamestown Public School District must provide Worker's Compensation Insurance to all employees injured on-the-job. Workers Compensation Insurance covers medical and hospital expenses resulting from on-the-job injury. It will also pay weekly disability benefits after the seventh consecutive day of disability. If an injury occurs at work, no matter how small, the employee is required to notify your supervisor and file a **"Employee Incident Report"**. The form needs to be signed by the employee and supervisor and taken to the Central Office within 24 hours of the incident. If the employee needs medical attention and will be seeing a doctor, workers compensation forms can be picked up from the Central Office.

## **INCOME PROTECTION PLAN (Long Term Disability Insurance)**

The School District will select a plan and contribute 75% per covered employee toward the cost of an Income Protection Plan. All employees under the income protection plan must use the income protection plan after 90 consecutive calendar days of illness. The plan shall be equal to or better than the current existing plan.

## **EMPLOYEE ASSISTANCE PROGRAM**

Employee Assistance Program can provide you and all members of your household with a number of services including personal, financial, and legal counseling.

## **VISION PROGRAM**

The school district offers a volunteer vision plan.

## **DENTAL PLAN**

The school district offers a volunteer dental plan.

## **FLEX (CAFETERIA) PLAN**

The school district will provide a flex plan at no cost to the employee or school district. The plan year is September 1 through August 31.

## **ACTIVITY TICKETS**

Each employee will receive an ID which allows entrance into the events of Jamestown Public Schools. An additional activity pass will be given to each employee for their guest. Lifetime activity passes will be issued to retired staff members of Jamestown Public Schools with a minimum of 10 continuous years of service

## **SICK LEAVE**

### **Support Staff**

Employees earn one sick day (based on hours reflected on letter of employment) per month, cumulative to 960 hours. The District Administrator may request a medical examination if excessive absence occurs. Excessive absences are defined on a case by case basis by the District Administrator.

If an employee is absent for over four (4) consecutive days, a note from their medical provider confirming the need will be required.

When paid leave is available for FMLA (Family and Medical Leave Act) purposes, the paid leave must be taken first and will be counted as part of the FMLA leave.

**Requesting Sick Leave**

Requests for sick leave must include the nature of the illness, injury, or disability. The Superintendent has the right at its discretion to request medical certification as a prerequisite for the awarding of sick leave and the response to the request shall be made in accordance with board regulations. In the event a second medical opinion is requested by the Superintendent, the Board shall pay the expense.

**Long-Term Sick Leave**

Leave for a serious health condition will be granted in accordance with District's FMLA policy.

**SICK LEAVE BANK**

The Jamestown Public School District will maintain a Sick Leave Bank for participating employees. The purpose of the Sick Leave Bank is to cover unexpected catastrophic illness or injury to participants in the Sick Leave Bank and approved FMLA individuals.

a. Catastrophic Illness or Injury

The term catastrophic does not include conditions associated with a normal pregnancy.

Catastrophic is defined as an illness or injury meeting three (3) or more of the following conditions: 1) life-threatening, 2) care requiring travel over 150 miles one way, 3) care requiring medical specialists outside of primary care, 4) debilitating condition or serious injury that significantly impairs ability to perform essential job functions, 5) medically necessary absence from work of 10 or more continuous days, 6) requires invasive surgery or treatment with recovery and/or rehabilitation of 5 or more days.

Applications that meet three (3) or more of these criteria may be submitted to the Sick Leave Bank Committee for consideration.

b. Participation

To participate in the Sick Leave Bank, an employee must be eligible for the district's health insurance plan. The offer to join the Sick Leave Bank shall be available to employees only upon their initial qualifying employment. A new non-contracted employee of the Jamestown School District or James Valley Career and Technology Center (JVCTC) will have thirty (30) days from the hire date to accept or reject membership in the Sick Leave Bank. A new contracted employee of the Jamestown School District or JVCTC will have thirty (30) days from signing their initial contract to accept or reject membership in the Sick Leave Bank.

Each participating employee shall invest two (2) days in the bank. Whenever the balance falls below 180 days, each member shall be assessed one (1) additional

day, not to exceed (2) sick leave days in any single contract period. Unused sick leave bank days will accumulate to the next school term.

Any participant of the Sick Leave Bank may withdraw from the Bank at the end of a school year by giving written notice to the Sick Leave Bank Committee. Sick days invested in the bank will not be returned upon leaving the bank. Once a participant withdraws from the Bank, the participant is no longer eligible to rejoin the Bank.

c. Application

A participant must first use all accumulated sick and personal leave days prior to be eligible to apply.

An application must be made on either the district's electronic employment portal or on the approved Sick Leave Bank Application Form. Applications need to include information outlining that the illness or injury meets three (3) or more of the criteria in the definition. Applications must be accompanied by a medical doctor's certificate verifying the conditions outlining the request, including but not limited to, severity, nature and projected duration of the illness or injury. If the illness or injury qualifies for employee disability coverage, the individual must apply for disability coverage. The Business Manager shall verify that an application for disability has been filed.

The application must request a specific number of days, up to twenty (20) per application. A participant may apply multiple times in any single contract period/school year but may be granted no more than 60 days of sick leave from the Sick Leave Bank for that particular illness/injury.

No participant shall be eligible to withdraw more than a lifetime total of one hundred twenty (120) days. Participants may not draw sick leave days from the bank once they receive employer-related disability benefits.

d. Committee

The make-up of the Sick Leave Bank Committee will be: two teacher appointed by the Association, one administrator appointed by the Superintendent, and one member of the Board of Education appointed by the President. The business manager will also serve on the committee, as an ex officio member with no voting rights. Members will serve a three-year term and all terms will begin on July 1.

The committee will meet within ten (10) working days upon receipt of a request and a decision will be made at that time. They will review applications, give written notice of acceptance or rejection, determine the number of days granted to the applicant, provide reasonable assurance the bank is not abused, and prepare quarterly reports for the Superintendent

Decisions of the Committee will be made by majority vote and all decisions are final. The Sick Leave Bank records and accounting will be maintained by the District's Business Manager.

## **BEREAVEMENT LEAVE (Funeral Leave)**

In the event of the death of any family member/partner or relative, an employee may use up to five(5) days to attend the funeral without salary reduction to make final arrangements.

In the event of the death of a non-family member, up to one (1) day per school year funeral leave will be granted. With the Superintendent's approval, additional leave may be allowed to attend the funeral of a non-family member with salary deduction.

## **COMPENSATION TIME**

There will be no compensation time for employees of the Jamestown Public Schools.

## **PERSONAL LEAVE**

Staff working less than the 12 months will receive 2 days of personal leave per year. Personal days are non-accumulative.

If you have any questions concerning these plans or your eligibility to participate in them, you should promptly contact your immediate supervisor or the Superintendent's office.

## **MILITARY LEAVE**

A leave of absence for up to thirty days will be approved for employees who are ordered to federal or state active duty, annual active duty for training weekend assemblies or other duty. The pay of such employee shall not be diminished during the authorized military leave period.

## **EMERGENCY CLOSINGS**

The Board authorizes the Superintendent to delay the opening of, dismiss early, or close district schools in the event of hazardous weather, an epidemic, or other emergencies that threaten the health and/or safety of students and employees. The Superintendent's rationale for exercising this authority shall not be arbitrary, capricious, or based merely on convenience.

The Superintendent shall, at a minimum, consider the following factors when exercising his/her authority under this policy:

1. Actual occurrence or imminent possibility of any emergency condition that would make operation of school difficult or dangerous.
2. Ability of students and staff to safely report to school. The Superintendent may consider items such as, but not limited to, weather and road conditions.
3. Whether or not conditions pose a threat to one or all district schools. If conditions only affect certain schools, only the affected schools shall be closed.

The Superintendent may consult traffic, weather, law enforcement authorities, and administrators from neighboring districts when weighing the above factors.

### **Notification**

The Superintendent shall develop procedures for notifying students, parents, and staff of emergency closings, which should be published in district handbooks and disseminated annually.

**Compliance**

Staff shall comply with the superintendent's work reporting instructions during an emergency closing unless emergency conditions make this impossible. Staff that do not comply and/or do not have good cause for noncompliance may be subject to disciplinary consequences in accordance with policy, law, and, when applicable, the negotiated agreement.

**HOLIDAYS**

July 04, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, New Years Day, Good Friday, and Memorial Day - these days off with pay if you are on duty at the time (on duty is defined as working the immediate regular work day before the holiday or the immediate regular work day after the holiday or being on approved leave with pay).

For staff who works less than a 200 day contract, the holiday time must fall within the school calendar. (i.e.; if school begins after Labor Day, Labor Day will not be counted as a holiday, or if school ended prior to Memorial Day, Memorial Day will not be counted as a holiday. If one of the legal school holidays falls on a Sunday, the following Monday shall be granted as a holiday, as per North Dakota Statutes. If one of the legal school holidays falls on a Saturday, the preceding Friday shall be granted as a holiday.

**VACATION LEAVE**

The District provides vacation benefits in order that employees receive time for rest and renewal.

**Ancillary Employees:**

All twelve-month full-time ancillary employees shall be eligible for paid vacation benefits as delineated below:

- One day per month accumulating to 12 days for the first five years of employment
- One and a quarter (1.25) days per month accumulating to 15 days from the 6<sup>th</sup> year thru the 10<sup>th</sup> year of employment, and,
- One and one half (1.5) days per month accumulating to 18 days from the 11<sup>th</sup> year thru the 15<sup>th</sup> year of employment

After completing 15 years of employment, the employee earns one and three fourths (1.75) days per month accumulating to 21 days.

Vacation is accumulated July 1 through June 30 and must be used up before the following June 30<sup>th</sup>.

**Separation**

Upon separation from district employment, any employee granted paid vacation time shall be entitled to prorated monetary reimbursement for unused vacation days as required by law.

**JURY & WITNESS DUTY**

During jury duty or when subpoenaed as a witness, non-exempt employees shall be paid regular wages based on the number of hours typically worked but not to exceed 40 hours but shall remit any compensation for jury duty to the District. In addition, non-exempt employees shall remit any compensation for witness duty to the District

**Exempt Employees**

Exempt employees shall be paid regular wages but shall remit any compensation for jury duty to the District. In addition, exempt employees shall remit any compensation for

**Expert Testimony**

Employees shall not voluntarily serve as an expert witness when such activity is in conflict of interest with the District.

## **POLICIES AND PROCEDURES**

**STORM POLICY**

The District Administrator has the exclusive right to call a storm day and, at his discretion, may start school late and/or dismiss school early. However, parents have the right to excuse their children from school attendance during inclement weather. Assignments may be made up without loss of credit.

On those occasions when school is cancelled because of inclement weather, the District Administrator may permit activities to be held.

When school is closed due to inclement weather, hourly paid teachers, para-educators, and para-professionals will not be paid for their regular working hours. This also includes days closed when called by the Governor.

If Central Office does not close, work is optional. You may work if you can safely travel to and from home. If you can't get to work in a safe manner, you may take leave. If no leave is available, leave with no pay will be honored. You can make-up to 4 hours; however, time must be made up within the work week which ends on Sunday. The work week is defined by the Fair Labor Standards Act.

Storm announcements will be made through the following media: KSJB, KQDJ, KFYZ radio, KVLV TV and KCSI TV and through Staff Community Notification Systems.

**VACANCIES**

Except when discharged for cause, any employee shall be given two (2) weeks notice in advance of dismissal.

Employees shall give two (2) weeks notice of resignation.

A qualified person may apply for any vacancy which may occur providing they have been on duty one year or more in that particular position, or unless requested to do so by the school district. In all instances, requests for transfers shall go through the application procedure. All positions will be advertised by the school district.

**PAYROLL**

Non-certificated staff members will be paid on a per hour basis. Pay day shall be the twentieth of each month. If the twentieth falls on a Saturday, pay day shall be on Friday. If the twentieth falls on a Sunday pay day shall be on Monday. Direct Deposit will be distributed via email.

## **SCHOOL YEAR**

A school fiscal year is defined as the period from July 1 through June 30.

## **PAY DEDUCT**

All appropriate leave will be used before granting pay deduct.

## **REPORTING ABSENCE FROM WORK**

Jamestown Public School work week is Monday 12:01 AM and ends Sunday at 11:59 PM. Absence from work should be reported at once to the supervisor, which may be school administrators, district administrator or building coordinator. The absence should be reported in ample time to secure a substitute. Approval to make up time will be determined by employee's supervisor. If make up time is approved a maximum of 4 hours is allowed. Make up time is required to be completed in the same week.

## **SIGNIFICANT INFECTIOUS DISEASE – EMPLOYEES**

The Jamestown Public School District School Board adopts this policy with the intent of protecting the health and safety of all district students, staff, and independent contractors.

### **Definitions**

For the purposes of this policy, the terms *affected person*, *decision maker*, *independent contractor*, *institution*, *reasonable accommodations*, *significant contagious disease*, *special provisions*, and *universal precautions* will be defined in accordance with ND Administrative Code 33-06-05.1-02.

### **Universal Precautions**

The District will use universal precautions as standard procedure in the care and maintenance of school property and in administering first aid or otherwise handling emergencies.

## **CONTINUED INSURANCE FOR TERMINATED STAFF - COBRA**

The School district will offer to all terminated employees covered by the group health insurance a maximum of 18 months additional coverage with the following stipulations:

## **LIABILITY INSURANCE**

The School District will furnish legal liability coverage for all employees, with coverage as stated in the school insurance policy.

## **ANNUITIES**

The School Board has made available a tax sheltered annuity program. The Board will deduct from salary for this program. A minimum of five insurance contracts are required for a request for an additional company to be approved by the Board for payroll deduction.

## **UNEMPLOYMENT COMPENSATION**

North Dakota Century Code Chapters 52-01 through 52-08 impose an obligation upon all school districts to either pay taxes (contributions) for the required unemployment compensation coverage or to reimburse the state on a dollar-for-dollar basis for all benefits paid resulting from claims of former employees of the school district.

## **ANNUAL SALARY REVISION**

Typically, prior to July 1 of each year, all support staff will sign an engagement letter which will specify their wage for the next school year. If engagement letters are not provided prior to July 1 they must be signed within 14 days from issuance.

All support staff shall be informed as to the policies under which they work and the supervisory relationship.

It is the responsibility of the employees to review the beneficiary status for the state retirement and make any other necessary payroll changes at that time.

### **PERSONNEL RECORDS**

The Superintendent shall keep a personnel folder for each employee, licensed and classified. The folder shall contain such information as is required by law and shall include performance evaluations, the Business Manager's record of the license held for all licensed personnel, an itemized list of all documents in the file, and a record of access including the date of review and identity of persons reviewing the file if they choose to identify themselves.

#### **Location**

Personnel records shall be maintained in the following areas:

1. The Business Manager shall maintain records:
  - a. Required for payroll purposes, for record keeping under the Fair Labor Standards Act, and other laws pertaining to payroll recordkeeping.
  - b. Containing all personal information as defined by law, including but not limited to records of medical treatment and use of employee assistance programs.
2. The Superintendent or designee shall seal and mark confidential all state and federal criminal history records and, if applicable, credit history records and motor vehicle records. These records shall be stored in a secured area.
3. Records relating to alcohol and controlled substance use/testing shall be maintained in accordance with federal regulations. Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.
4. The superintendent's office shall maintain all other personnel records, excluding the superintendent's file.
5. The Business Manager shall maintain Superintendent's personnel records.

Only employees who have a need to know in order to perform their duties will have access to information listed in section one, two, and three above.

#### **Former Employees**

A file shall be kept for all resigned, terminated, or retired employees, including such essential information as shall seem appropriate to the administration at least six years following separation of employment.

Transcripts used in the process of hiring may be returned to the employee. Licensed staff may be required to have them available for accreditation purposes as needed.

#### **Record Review**

The Board shall establish and approve a procedure for handling requests to review personnel records. The Superintendent and Business Manager may seek legal advice on matters pertaining to review requests but access to open public records will not be unreasonably delayed by such requests.

#### **NONDISCRIMINATION & ANTI-HARASSMENT POLICY-**

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's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry,



disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law. Refer to AAC Policy in the District Policy Handbook

## **PARENTAL LEAVE POLICY**

### **Birthing Parental Leave**

Full-time licensed employees and full-time 12-month classified employees of the district that are birthing parents shall receive twenty (20) paid leave days to be used for recovery from childbirth. These paid days are in addition to any other paid leave the employee may have available. Birthing parental leave is not available for part-time employees.

If the employee is eligible for leave under the Family Medical Leave Act (FMLA), all leaves, including birthing parental leave, will be substituted for family and medical leave, and any substitution will count against the employee's family and medical leave entitlement under the FMLA.

### **Non-Birthing Parental Leave**

Full-time licensed employees and full-time 12-month classified employees of the district that are non-birthing parents shall receive fifteen (15) days of non-birthing parental leave within one year of birth, adoption, or foster care placement. Birthing parental leave is not available for part-time employees. All non-birthing parental leave days are to be deducted from the employee's sick leave. In the event accumulated sick leave is less than 15 days, any days used beyond those accumulated will be subject to a salary deduction.

If the employee is eligible for leave under the Family Medical Leave Act (FMLA), all leaves, including non-birthing parental leave, will be substituted for family and medical leave, and any substitution will count against the employee's family and medical leave entitlement under the FMLA.

Employees who have taken birthing parental leave are not eligible for non-birthing parental leave for the same child.

### **Application for Parental Leave**

An application for birthing or non-birthing parental leave shall be filed with the Superintendent 30 days in advance of the requested leave and prior to the birth or placement of the employee's child, unless otherwise approved by the Superintendent.

Intermittent leave is not available for birthing or non-birthing parental leave without prior approval from the Superintendent.

## **FAMILY AND MEDICAL LEAVE ACT**

It is the policy of Jamestown Public Schools to grant up to 12 weeks of family and medical leave during a 12 month period to eligible employees, in accordance with

the Family and Medical Leave Act.. While on an approved FMLA leave the employees' health insurance benefits are maintained as if the employee were on the job.

**Eligibility:** In order to qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the district for at least 1 year.
2. The employee must have worked at least 1,250 hours during the twelve-month period immediately before the date when the leave is requested to commence.

**Types of Leave Covered:** In order to qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

1. The birth of a child and in order to care for that child;
2. The placement of a child for adoption or foster care, and to care for the newly placed child;
3. To care for a spouse, child , or parent with a s serious health condition; or
4. The serious health condition of the employee.

#### **CHILD CARE LEAVE**

In the case of teachers leave for child care related reasons, the teacher shall have Been employed for one year by the School District of Jamestown before becoming eligible for such leave. No leave accumulates and no salary will be paid during this leave of absence.

The district administrator has the power to act on all child care leave of absence requests.

#### **UNPAID LEAVE**

No leaves shall be granted other than those specified in board policy or the negotiated agreement without specific approval of the Superintendent. Such approval shall be at the sole discretion of the Superintendent.

An employee granted unpaid leave may not be entitled to receive any salary or fringe benefits during this leave period after a period of 10 days. The employee may make arrangements to pay for continuing fringe benefits while on unpaid leave under this policy. Staff on leave for any purpose remain subject to the reduction-in-force policy.

#### **CONFIDENTIALITY POLICY**

Any person working for or providing services to the District has a responsibility to protect the privacy of students and their parents. This responsibility applies to time spent at school as well as away from school. Questions from the general public concerning students or staff should be referred to an administrator.

**Federal Requirements**

District employees and service providers must follow confidentiality requirements under the Family Education Rights and Privacy Act (FERPA), Pupil Protection and Rights Amendment (PPRA), Children's Online Privacy Protection Act (COPPA), and the Individuals with Disabilities Education Act (IDEA).

**Information Release**

Information concerning students shall only be released in accordance with the district's policy on student education records and privacy (FGA). Information concerning district employees, activities, and operations shall be released in accordance with the district's policy on employee speech (DEBF).

**Violations**

Employees that violate this policy may be subject to disciplinary action up to and including dismissal in accordance with law and district policy.

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**SUMMARY OF RIGHTS AS PARENT/GUARDIAN**

This is a notice of your rights under Section 504 of the Rehabilitation Act of 1973 ("Section 504"). These rights are designed to keep you fully informed regarding district decisions about your child and to inform you of your rights if you disagree with any of these decisions.

If your child is identified for Section 504 services, you have the right to the following actions:

1. To have the district notify you of your rights (this document);
2. To have your child take part in, and receive benefits from, public education programs without discrimination based upon a disability;
3. To receive written notice with respect to identification, evaluation and placement of your student;
4. To have your child receive a free and appropriate public education (FAPE). This includes the right to be educated with other students without disabilities to the maximum extent appropriate. It also includes the right to reasonable accommodations, modifications, and supports necessary for the student to benefit from FAPE.
5. To have your child educated in comparable facilities and to receive comparable services to those provided for students without disabilities;
6. To have evaluation, program, and placement decisions made based upon a variety of information sources, and by individuals familiar with the student, the meaning of the evaluation data, and the placement options;
7. If eligible, to have your child receive accommodations under Section 504.
8. To have your child re-evaluated periodically, to the extent necessary, including before any significant changes are made to your child's educational program or placement;
9. To have your child receive an equal opportunity to participate in appropriate nonacademic and extra-curricular activities offered by the school;

10. To examine all relevant educational records relating to decisions regarding your child's identification, evaluation, education program, and placement;
11. To obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access;
12. To receive a response from the school to reasonable requests for explanations and interpretations of your child's records;
13. To request amendment of your child's educational records if there is reasonable cause to believe they are inaccurate, misleading, or otherwise in violation of privacy rights. If the school district refuses a request for amendment, it shall notify you within a reasonable time, and advise you of the right to an impartial due process hearing;
14. To request mediation or file a complaint through the local grievance-complaint procedure (AAC-BR1). The availability and use of this grievance procedure does not prevent an individual from filing a request for an impartial due process hearing or a complaint of discrimination with the Office for Civil Rights at any time before or during the grievance procedures; and
15. To request an impartial due process hearing related to decisions regarding your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing and may choose to have an attorney represent you at your cost. Requests for an impartial due process hearing must be filed with the Superintendent of Public Instruction at 600 East Boulevard Avenue, Department 201, Bismarck, ND 58505-0340.

Questions or concerns regarding a student's performance or their Section 504 Plan shall be referred to the student's 504 Team.

The Heidi BuDeau is responsible for assuring District compliance with Section 504. This individual can be reached at 207 2 Ave SE, Jamestown, ND 58401 or 701-252-3376.

## Technology Acceptable Use Policy for Staff and Students

(Adopted 7-18-2016, Amended 10-19-2020)

### **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:

- 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 audiovisual equipment
- Printers of all types
- Internet access
- Office 365 Suite
- 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.
- Using another person’s identity or falsifying your own within any digital correspondence or online persona.
- 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 that 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.

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 that 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 use privileges. Students will not access websites with inappropriate content using a 4G or 5G connection.

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 Device Use While Driving**

All employees are prohibited from conducting district business through the use of electronic devices while driving. School bus/vehicle drivers are prohibited from operating a bus/vehicle while using an electronic device. These prohibitions do not apply to the use of cellular phones in the following circumstances:

- During an emergency situation;
- To call for assistance related to a mechanical problem or breakdown;

In such instances, the driver shall only use a cellular phone if the bus/vehicle is parked unless the nature of the emergency situation prohibits this.

The prohibitions under this section do not apply to use of a fleet management

system or dispatching device.

### **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.

### Communication Methods

1. Acceptable Methods of communication between staff and students.
  - a. School Website – [www.Jamestown.k12.nd.us](http://www.Jamestown.k12.nd.us) and other web sites or portals endorsed by the district.
  - b. Jamestown Public School Google Domain
  - c. PowerSchool, Blackboard, Schoology, Teams 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 (Blackboard).
  - 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 Blackboard 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	Teams

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 [NDIT-EduTech](#) to help prevent access to Internet content that is inappropriate as defined by the [Child Internet Protection Act \(CIPA\)](#). 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 state 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.
- Do not 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 [Children's Internet Protection Act \(CIPA\)](#).
- 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.

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#### **PERSONAL WORK AREA**

Personal work areas are to be appropriately maintained and organized. Upon leaving your area, all windows should be closed, all lights out and shades adjusted to mid-window.

#### **ETHICS**

Discussion of school affairs outside your school responsibility is considered unethical.

## STAFF DRESS CODE

As role models, staff should always be conscious of how their dress and grooming affects students. All staff shall wear attire appropriate to their profession and the occasion, which provides protection and safety as necessary.

## BREAKS

Paid work breaks for support staff are permitted as follows:

Hours Worked Per Day	Breaks Allowed Per Day
7.5 to 8 Hours	Two 15 Minute Breaks
4 hours to less than 7.5 Hours	One 15 Minute Break
Less Than 4 Hours	No Break

Paid work breaks should be scheduled at times approved by supervisors. Breaks may not be accumulated if not taken. Breaks may not be used for coming to work late, leaving early, or in conjunction with the employee's lunch period. Employees should not leave the premises during their paid work break without notifying their supervisors.

Employees scheduled to work five hours or more must punch out for a ½ hour unpaid lunch break, unless otherwise approved by your supervisor. Supervisors must notify the Superintendent of any exceptions to the ½ hour unpaid lunch break rule.

## SMOKING

The Jamestown School Board will enforce a "No Smoking" policy on school owned property, and it will encourage the proprietors of property leased by the school system to enforce a "No Smoking" policy.

## KEYS

Upon termination of employment, each employee will complete the "JPS Employee Exit Form". Their signature states they have turned in assigned keys to their supervisor or HR Department.

Any staff person who violates this policy will be held responsible for whatever liability occurs.

## DRUG & ALCOHOL FREE WORKPLACE

### Definitions

For purposes of this policy:

- *Alcohol* means any alcoholic beverage as defined in 23 U.S.C. 158 and NDCC 5-01-01.
- *Drug* means any controlled substance as defined in NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia); schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation 21 CFR 1308.11 through 1308.
- *Possession* shall mean:
  - a. Actual physical possession of the drug or alcohol while on school property;
  - b. Use or consumption of the drug or alcohol while on school property;
  - c. Drugs or alcohol in the employee's car, handbag, backpack, or other belongings while on school property; or

- d. Appearance by an employee on school property after having consumed or ingested the drug or alcohol that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.
- *Reasonable suspicion* means a good faith suspicion by a trained district administrator and/or supervisor that an employee, based on objective facts and articulable observations, that an employee has violated the Drug and Alcohol Free Workplace policy and is using, or appears to presently be under the influence of drugs or alcohol.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site, all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *Use* means that an employee is reasonably suspected to have ingested, injected, inhaled or otherwise taken into their body drugs or alcohol, or is reasonably found to be under the influence of drugs or alcohol.

The Jamestown Public School District is committed to a safe, healthy working and learning environment for its employees and students. Therefore, the District enforces the Drug and Alcohol Free Workplace Act by prohibiting employees from the use, manufacturing, possession, distribution, or dispensing of drugs or alcohol while on school property, unless use is at the instruction of a physician, and the physician has advised that use shall not affect the employee's ability to perform duties. Employees are also prohibited from knowingly or intentionally aiding or abetting in any of the above activities.

An employee must inform their immediate supervisor when the employee's ability to perform job duties is impaired due to on- or off-duty drug or alcohol use.

#### **Awareness Program**

The Superintendent shall create an Employee Drug-free Awareness Program in accordance with federal law. Information on the effects of drug and alcohol misuse, signs and symptoms of a drug and/or alcohol problem, and available methods of intervention when a misuse problem is detected can be found in the District Office.

#### **Policy Dissemination**

The Superintendent shall give a copy of this policy to each employee and maintain documentation of receipt of this information.

#### **Reasonable Suspicion Testing**

Employees may be subject to drug and/or alcohol testing when there is reasonable suspicion by the district administrator and/or supervisor that indicates the employee may have violated district policy and is using or appears to presently be under the influence of drugs and/or alcohol in violation of the policy.

Reasonable suspicion testing shall be based on objective facts and articulable observations that are consistent with the signs and symptoms of drug and alcohol abuse; including, but not limited to, appearance, behavior, motor skills, attendance and/or work performance by the employee. The circumstances under which drug and alcohol testing shall be considered, as outlined above, are strictly limited to time and place of employee conduct while on duty, during work hours, and/or on school property.

The District shall take steps to ensure that district administrators and supervisors receive proper training to recognize the signs and symptoms of drug and alcohol misuse prior to making determinations for reasonable suspicion testing.

Reasonable suspicion testing shall be performed in accordance with federal law on Transportation Workplace Drug Testing and testing procedures outlined in administrative regulation. The District shall designate collection sites where employees may provide specimens. This language in no way authorizes the District to conduct pre-employment, random, post-accident, return-to-duty, or follow-up drug testing on employees not subject to the Omnibus Transportation Testing Act or positions not defined by the Board as safety sensitive.

The District shall pay all costs of the employee drug and alcohol testing, unless the test is a retest requested by the employee. District employees will be compensated at their regular rate of pay for the time during which they are undergoing any drug or alcohol testing, including transportation time.

#### **Violation Reporting**

As a condition of employment, each employee shall agree to abide by this policy and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The Superintendent, in accordance with applicable law, shall notify the appropriate federal and/or state agency after receiving any notice of a conviction for a violation occurring in the workplace. Failure of the employee to report the conviction within the time prescribed may lead to disciplinary action up to and including discharge.

#### **Violations**

Violations of this policy may result in the following:

1. Mandatory participation in the Employee Assistance Program (EAP) and/or a rehabilitation program.
2. Unpaid leave or suspension;
3. Termination of employment; due process procedures shall be followed prior to termination, if required; or
4. Notification of proper law enforcement authorities.

#### **Assistance**

The Board recognizes that drug and/or alcohol addiction is a treatable disease and that early intervention and support improve the success of rehabilitation. The District may offer an Employee Assistance Program (EAP) to assist in rehabilitation and intervention efforts. Use of the EAP will not jeopardize employment or promotion opportunities. Treatment for drug and/or alcohol addiction may be covered by the employee benefit plan; however, the ultimate financial responsibility for this treatment belongs to the employee.

#### **Confidentiality**

All information received by the District as a result of this policy is confidential. Access to this information is limited to those who have a legitimate need to know or upon written consent of the employee.

**The District shall maintain employee testing records in accordance with federal law on drug and alcohol testing regulations.**

## **DRUG & ALCOHOL TESTING PROGRAM FOR EMPLOYEES**

### **Definitions**

For the purpose of this policy:

- *Drugs and controlled substances* are interchangeable and have the same meaning.
- *Controlled substance* refers to substances covered by the Omnibus Transportation Act, including but, not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP) (See 21 CFR part 1308).
- *Covered employee/position* means an employee/position subject to the Omnibus Transportation Employee Testing Act.
- *Safety-sensitive position* means a job in which a momentary lapse in the discharge of duties poses a safety threat with potentially severe consequences. In addition to covered positions, the board recognizes the following as safety-sensitive positions: school vehicle drivers as described in NDCC 15.1-07-20.

### **Statement of Philosophy**

The Jamestown Public School District is committed to the establishment of a drug and alcohol testing program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act. All covered and safety-sensitive employees are prohibited from using controlled substances and alcohol as stipulated in this policy.

### **Prohibitions and Hours of Compliance**

Covered and safety sensitive employees are prohibited from using a controlled substance at all times unless use is at the instruction of a physician, and the physician has advised that use will not affect the employee's ability to perform safety-sensitive duties.

Covered and safety sensitive employees are prohibited from using alcohol while on duty, four hours prior to performing duties, and up to eight hours following an accident or until the employee performs a post-accident test (whichever occurs first).

No supervisor having actual knowledge that an employee covered by this policy has used a controlled substance or alcohol within prohibited hours shall permit the employee to perform or continue to perform safety-sensitive duties.

### **Notice of Medication Use**

Employees covered by this policy shall notify the District any time they are using medication prescribed by a physician that could adversely affect performance of safety-sensitive duties. Employees shall not drive or perform other safety-sensitive duties at any time they have been advised by a physician that medication may or will adversely affect their ability to safely perform these duties.

### **Participation in Drug and Alcohol Testing Program Required**

Employees serving in positions covered by this policy are required to participate in all applicable drug and alcohol testing as a condition of employment.

### **Circumstances for Testing**

1. All covered employees shall be subject to pre-employment, reasonable suspicion, random, post-accident, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. Pre-employment controlled substance and alcohol testing shall be administered to an applicant offered a covered position in the District prior to the first time the employee performs any safety-sensitive duties for the District unless the applicant meets exemption criteria

contained in federal regulations. Employment with the District is conditional upon the applicant receiving negative test results.

2. An individual applying for, transferring to, or being promoted to any safety-sensitive position shall initially be subject to controlled substance and alcohol testing. Verified positive test results shall prevent an applicant/employee from moving into a safety-sensitive position. School vehicle drivers shall also be subject to post-accident, reasonable suspicion and random testing. Non-transportation safety-sensitive positions shall be subject to post-accident and reasonable suspicion tests.
3. Transportation contracts approved by the District shall contain assurance that the contractor will establish or join a drug and alcohol testing program that meets the requirements of federal regulations and this policy and regulations and will actively enforce the regulations of this policy and regulations as well as federal requirements. An independent contractor who drives his/her own bus/vehicle is subject to the same requirements as the district's own employees.

#### **Testing Procedures**

Testing will be performed in accordance with federal drug and alcohol testing regulations and testing procedures are outlined in administrative regulations.

#### **Refusal to Submit**

An employee covered by this policy may not refuse to take a required test. Refusal includes tampering with, adulterating, or substituting a specimen for testing; inability to provide sufficient quantities of the substance being tested without a valid medical exemption; interfering with the collection procedure; not immediately reporting to the collection site; leaving the collection site before the collection process is complete; and/or leaving the scene of an accident without a valid reason before a drug and alcohol test has been conducted. Employees who refuse required testing will, at a minimum, be prohibited from performing safety-sensitive duties.

#### **Violations**

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety-related duties and may be subject to the disciplinary consequences contained in the Drug and Alcohol Free Workplace policy. Before an employee is reinstated, if at all, the employee shall comply with all applicable return-to-duty requirements, including evaluation, rehabilitation, and drug/alcohol testing requirements. An employee who is prohibited from performing safety-sensitive duties may be assigned to non safety-sensitive duties until such time as the employee complies with the requirements for returning to duty. The District will follow treatment referral procedures contained in federal regulations for covered employees.

Employees with verified alcohol concentrations below prohibited amounts shall be removed from safety-sensitive positions and may be subject to the disciplinary consequences contained in the Drug and Alcohol Free Workplace policy.

The District is not required to provide rehabilitation, pay for substance abuse treatment, or to reinstate the employee. The Board retains the authority consistent with law to discipline or discharge any employee who is an alcoholic or chemically dependent and whose current use of alcohol or drugs affect the qualifications for and performance of his/her job.

#### **Confidentiality of Records**

The District shall maintain records in compliance with law. Drug and alcohol testing records are confidential and shall be maintained in a secured location. An employee shall be entitled, upon written request, to obtain copies of any records pertaining to the employee's use of



alcohol or controlled substances including information pertaining to alcohol or drug tests. Records shall be made available to a subsequent employer upon receipt of a written request from an employee only as expressly authorized by the terms of the employee's request.

Necessary records and reports shall be maintained and made available to federal and state transportation agencies upon request in accordance with federal regulations.

**Records from Former Employers**

With the employee's consent and in accordance with 49 CFR 40.25, the District may obtain any information concerning drug and alcohol testing from the employee's previous employer.

**Training**

The District shall take steps to ensure that supervisors receive proper training to administer the drug and alcohol testing program.

**Identity of Contact Person**

The Board designates the Superintendent to serve as the contact person for questions concerning the drug and alcohol testing program and this policy. This designee may be reached at the District Office, 207 2<sup>nd</sup> Ave SE, Jamestown, ND or calling 701-252-1950.

**Policy Dissemination**

The Superintendent shall disseminate this policy and other educational material in accordance with federal law. Each employee subject to this policy shall certify in writing that s/he has received this material upon receipt. The Board designates the Superintendent as the individual responsible for answering questions related to this material.

**Conflict Between Regulations and Federal Law And Regulations**

In the event of a conflict between the provisions of federal law or regulations concerning alcohol and drug testing and this policy or regulations, the federal law or regulations shall control.

**RECORD OF OBSERVABLE BEHAVIOR**

**Attendance**

1. Frequently absent
2. Frequently tardy
3. Unexplained gaps of time (e.g., takes 15 minutes to get from one room to another)

**Appearance - Health**

1. Appears to neglect personal appearance (untidy)
2. Bloodshot eyes
3. Unexplained bruises
4. Changes in facial color and/or degree of alertness from day to day or hour to hour
5. Appears dazed, giddy or out of it
6. Coughs (constantly, persistently)
7. Dilated pupils
8. Needle or burn marks
9. Runny nose
10. Shaky hands
11. Skin eruptions (sudden change)
12. Glassy, bloodshot eyes, dark glasses
13. Weeping eyes
14. Weight loss or gain

**Possible Alcohol/Drug Behavior**

1. Selling or delivering drugs
2. Possession of alcohol or drugs
3. Use of alcohol or drugs in school
4. Under influence of alcohol or drugs
5. Odor of alcohol or drugs
6. Talks freely about use
7. Associates with known user(s)
8. Possession of drug paraphernalia

**Work Performance**

1. Declining quality of work
2. Incomplete work
3. Perfectionists or Workaholic

**Disruptive Behavior**

1. Verbal threats to other staff or student
2. Threatening behavior
3. Defiance of rules, constant discipline needed
4. Vandalism (actual or suspected)
5. Thefts or other illegal activity (suspected or actual)
6. Sudden outbursts
7. Obscene language or gestures
8. Frequent visits to lavatory
9. Aggressive sexually to staff or students
10. Observed fighting

**Other Unusual Behavior**

1. Erratic behavior
2. Sudden change in friends
3. Mood swings
4. Time disoriented
5. Depressed
6. Unrealistic goals
7. Changes in personal values

SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF POLICE	DISCIPLINE REHABILITATION
1. Employee suspected of possible alcohol or other drug use. No violation or physical evidence.	Employee informed of available help and encouraged to seek assistance.	Limited to supervisor contacting counselor or nurse for assistance.	Not applicable	None. Referral to Substance Abuse Professional.
2. Employee contacts supervisor in regard to alcohol or other drug use of another employee.	Employee who contacts supervisor encouraged to get employee with problem to personally seek assistance.	Limited to supervisor, although, counselor or nurse may be contacted for assistance.	Not applicable	None. Referral to Substance Abuse Professional.
3. Employee voluntarily informs supervisor about personal alcohol or other drug use and asks for help.	Employee informed of services available and encouraged to seek assistance.	Supervisor may request advice from counselor or nurse.	Not applicable	None. Referral to Substance Abuse Professional.
4. Employee has alcohol or other drug related medical emergency.	Nurse summoned immediately. Employee transported to medical facility.	Supervisor will investigate incident. May include search of employee and possessions.	Only where safety of emergency victim or school population is at risk	Referral to Substance Abuse Professional. If further violation, see appropriate situational category.
5. Employee possesses drug related paraphernalia. No evidence of use.	Supervisor summoned; Personnel involved write anecdotal report of incident.	Supervisor will investigate incident.	At discretion of supervisor	Required meeting with counselor and/or supervisor. If further violation, see appropriate situational category.
6. Employee possesses, uses, or is under influence of alcohol or other drugs during workday. 1st offense. Cooperative behavior.	Supervisor summoned. Personnel involved write anecdotal report of incident. Employee relieved of duties for remainder of day if using or under influence.	Supervisor will investigate incident.	At discretion of supervisor	Notice given that repeated violation may result in recommendation for discharge. Required participation in chemical abuse program.
7. Employee possesses, uses, or is under influence of alcohol or other drugs during workday. 1st offense. Uncooperative behavior.	Supervisor summoned. Personnel involved write anecdotal report of incident. Employee relieved of duties for remainder of day if using or under influence.	Supervisor will investigate incident.	Yes	Notice given that repeated violation will result in recommendation for discharge. Required participation in chemical abuse program.
8. Employee possesses, uses, or is under influence of alcohol or other drugs at school related activity on or off school property in official capacity.	Supervisor will be contacted. Employee relieved of duties.	Supervisor will investigate incident	At discretion of supervisor	Discipline as provided by appropriate situational category following investigation.
9. Employee distributing alcohol, drugs, or controlled substance during duty time or on school property.	Police summoned. Personnel witnessing write anecdotal report of incident.	Supervisor will investigate and make recommendation.	Yes	Immediate recommendation for discharge.

## **RADON, LEAD, AND ASBESTOS MONITORING**

Jamestown Public Schools monitors drinking water (Lead), Radon gas, and Asbestos. If EPA and/or State standards are not met, immediate corrective measures are done to correct the problem, and to insure a safe environment for students, parents, and staff.

## **USE OF BUILDINGS AND EQUIPMENT**

Staff members are not permitted to schedule the use of any building or the loan of any equipment without authorization from the administration.

## **EMPLOYEE USE OF TIME**

All staff should exhibit an atmosphere of professionalism at all times. The best way to convey this impression is to come to work on time with a wholesome attitude which includes organization, pride in your work, dependability and loyalty.

## **GENERAL ANNOUNCEMENTS AND SOLICITATIONS**

Any announcement made for a school organization or for an organization outside of school life must have the approval of the school administrator or director in that building or be received by the teacher through the school administrator or director. It is likewise desirable that solicitation or sales of any type be conducted only after having received such approval. The intention is naturally to maintain a uniform policy throughout the system and to eliminate the excessive use of the schools as an advertising agency.

## **EXCUSING STUDENTS FROM THE BUILDING**

The power to excuse students from the building rests entirely with the school administrators, directors and the district administrator. No teacher or secretary has the right to send students on errands off the premises or to excuse students from the buildings.

## **POSSESING WEAPONS POLICY**

### **Definitions**

This policy defines the following:

- *Dangerous weapon* as defined by NDCC 62.1-01-01(1).
- *Firearm* as defined in accordance with 18 U.S.C. 921 and NDCC 62.1-01-01(3).
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

### **Prohibitions**

Students are prohibited from possessing on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm.

### **Disciplinary Consequences**

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a dangerous weapon, other than a firearm, to school will require that proceedings for up to 10 days suspension and/or expulsion through the end of the current school year be initiated immediately in accordance with the district's suspension and expulsion policy.

Bringing a firearm to school will require that the District immediately suspend the student and initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion to less than one calendar year on a case-by-case basis based on the following criteria:

5. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
6. The age and grade level of the student.
7. The prior disciplinary history of the student being expelled.
8. Relevant factors that contributed to the student's decision to possess a firearm in violation of this policy.
9. The recency and severity of prior acts resulting in suspension or expulsion.
10. Whether or not the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
11. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether or not the expelled student would place themselves or others at risk by returning to the school prior to the expiration of the expulsion period.

Any modifications of the one calendar year expulsion period must be documented in writing.

Dangerous weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement.

The District must refer any student who brings a firearm on school property to the criminal justice or juvenile delinquency system.

#### **Special Education Students**

A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a firearm or dangerous weapon to school shall be handled in accordance with IDEA regulations. The District shall make manifestation determinations, disciplinary decisions, referral decisions, and placement decisions of such students in accordance with IDEA regulations.

#### **Non-applicable Provisions**

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport, provided that the student informs the school principal of the student's participation, and the student complies with all requirements set by the principal regarding the safe handling and storage of the firearm. The principal may allow authorized persons to display dangerous weapons or look-a-likes for educational purposes. Such an approved display will be exempt from this policy.

A student who finds a firearm or dangerous weapon on the way to school, on or in school property, or discovers that they unknowingly have a firearm or dangerous weapon in their possession may not be considered to possess it if they immediately turn it over to an administrator, teacher or head coach or notify an administrator, teacher, or head coach of its location.

#### **Reporting**

The District shall annually report compliance with all state expulsion requirements to the Department of Public Instruction. Each incident in which a student is found to have brought a firearm on school property must be reported as an infraction, even if the Superintendent elects to modify the required expulsion period or impose no penalty. Any incidents in which a student covered by the provisions of the IDEA brings a firearm or dangerous weapon on school property must also be included, even if it is determined that the incident is a manifestation of the student's disability and that the penalties should be modified or not imposed. Any modification of the one-year expulsion requirement must also be reported.

#### **ACCOMMODATING STUDENTS WITH ALLERGIES & SPECIAL DIETARY NEEDS**

Each building principal shall implement procedures for identifying students with life-threatening allergies and shall develop general exposure avoidance measures.

The Board recognizes that students with medically documented life-threatening allergies are considered disabled and are covered by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. A clearly defined 504 Accommodation Plan will be developed and implemented for all such identified students. Appropriate staff, the parent/guardian of the student, and the student's physician shall sign these plans.

Relevant staff shall be made aware of 504 plans, the measures needed to implement them, methods to reduce risk of exposure, and emergency response procedures in the event of exposure.

### **GENERAL GUIDELINES FOR REDUCING RISK OF EXPOSURE TO ALLERGENS**

District staff shall be charged with implementing the following procedures to reduce student risk of exposure to allergens:

1. At-risk students shall carry/wear some means of medical identification, such as a medical alert bracelet.
2. Designated staff shall receive appropriate training in first aid, epinephrine administration, and shall receive regular updates on allergy-prone students' status and needs.
3. Parents shall be encouraged to instruct their children in how to avoid contact with substances to which they are allergic.
4. Each school shall develop a means of disseminating school menus to parents in advance. All parents will be encouraged to review/preview menus in order to select safe foods their child may eat.
5. Food-allergic children shall be encouraged bring their lunch from home. However, guidelines established by the USDA Child Nutrition Division require school food service programs to provide substitute meals to allergic students if the physician of the student sends written instructions certifying the child's allergy, what foods are to be avoided, and safe substitutions.
6. Food personnel shall be instructed about necessary measures required to prevent cross contamination during food handling, preparation, and serving of food.
7. A no-food trading/sharing policy will be enforced. Students will also be prohibited from sharing eating utensils.
8. Surfaces, toys, and equipment shall be washed clean of allergy containing foods/substances in a timely manner.
9. Teachers and custodial staff shall check district purchased classroom and cleaning materials to ensure that these products do not contain peanut oil or other substances harmful to students with identified allergies.

### **SIGNIFICANT INFECTIOUS DISEASE**

The District will use universal precautions as standard procedure in the care and maintenance of school property and in administering first aid or otherwise handling emergencies.

A **student's** personal physician or the multidisciplinary team (in case of a student who is defined as having a disability under state or federal law) determines that the student is unable to participate in regular classroom instruction the District will provide either reasonable accommodations, special provisions, or an individualized education program. The Superintendent shall establish procedures for the development of special provisions. An **employee's** personal physician of the affected individual shall be solely responsible for deciding whether the individual constitutes a public health threat and/or whether the individual has the ability to continue to perform his/her duties.

Reference Jamestown Public Schools District Board Policy ACBB

### **SANITARY CLEANUP AND DISPOSAL**

Hygienic procedures should be practiced by all school personnel when disposing of human secretions and excretions including blood, feces, semen, urine and vomit since they may contain infectious agents capable of spreading disease.

The steps listed below should be followed in all such cleanup situations since carriers of infectious or contagious diseases

are often undetected. The procedures are not intended to replace basic common sense principles of health and hygiene.

1. Put on disposable gloves.
2. Sprinkle Fragra-Sorb or Rapid-Sorb on spill. Let it set until all fluid has been absorbed.
3. Using the spatula, scoop up the absorbed liquid and put it into a plastic bag.
4. Using a hand broom and dust pan, sweep up all traces of the Fragra-Sorb and Rapid-sorb and soil. Try not to create any dust.
5. Place the sweeping into a plastic bag. Make sure that the dust pan, spatula, and broom are cleaned thoroughly after each use. Use the spray bottle containing a mixture of 100-1 hilex and water for cleaning the dust pan, broom and spatula.
6. Spray the 100-1 hilex solution on the contaminated area. Let set for 10 minutes, then wipe with absorbent towel. Place soiled towel in a plastic bag.
7. Secure the opening of the plastic bag with the tie.
8. Remove the disposable gloves and place the gloves and the sealed plastic bag into a second plastic bag. Secure with a tie.
9. Wash hands with soap and water.
10. Spray Lysol disinfectant on area to eliminate any lingering odor and as a final step in disinfection. Allow surface to air dry.
11. Dispose of plastic bags into the dumpster immediately.
12. If assisting a person with a bloody nose or wound, disposable gloves should be worn and the blood should be removed with disposable paper towels, gauze or rags. The exposed skin should be cleaned with an appropriate antiseptic (alcohol, iodine, etc.) and a leakproof dressing applied if appropriate.
13. Scoops or implement to be reused should be washed and sprayed with disinfectant. After use, the cleansing materials, gloves and soiled diapers should be secured in plastic bags and disposed of in a specifically designated sanitary disposal site.
14. When changing diapers, disposable gloves will be used. After use, the cleansing materials, gloves and soiled diapers will be secured in plastic bags, tied and disposed of in a sanitary disposal site.
15. Soiled clothing or personal items will be bagged and sent home with the child, not cleaned or rinsed at the school.
16. Using the following procedures, wash hands immediately after completing the cleaning and disinfecting process.
  - a. Wet hands and apply antiseptic soap.
  - b. Rub hands together vigorously for at least 15-30 seconds paying particular attention to finger tips, nails and jewelry.

## **INTERCOM**

Only authorized personnel are to operate the intercom. Use the intercom sparingly. Give messages before class begins, at recess, noon and just before school is out.

## **SUPPLIES**

For necessary supplies please complete an online requisition at [www.jamestown.k12.nd.us/](http://www.jamestown.k12.nd.us/) Staff tab/ SUI weblink login. Any questions regarding this process should be directed to your building administrator.

*ALL SUPPORT STAFF ARE TO BE FAMILIAR WITH THE FOLLOWING HANDBOOKS:*

- Jamestown Public School Board Policies Handbook*
- Information for Teachers Handbook*
- Staff Responsibilities Handbook*
- Information for Para Educators and Para-Professionals*

## CUSTODIAN EVALUATION

Name of Custodian: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

1 = Ineffective      2 = Acceptable    3 = Effective      4 = Exemplary

### COMMITMENT TO TOTAL PROGRAM

1.	Shows interest and enthusiasm in work	1	2	3	4
2.	Is willing to put in essential time and effort	1	2	3	4
3.	Is punctual	1	2	3	4
4.	Has regular attendance	1	2	3	4
5.	Willingly accepts and carries out assignments	1	2	3	4

### PERSONAL CHARACTERISTICS

6.	Develops respect by example in appearance, behavior and language	1	2	3	4
7.	Establishes a warm and openly supportive relationship with staff & students	1	2	3	4
8.	Maintains a high level of ethical behavior	1	2	3	4
9.	Demonstrates an attitude of cooperation	1	2	3	4
10.	Displays initiative toward custodial responsibilities	1	2	3	4
11.	Is helpful in assisting others when there is an obvious need	1	2	3	4
12.	Is receptive to constructive criticism and suggestions	1	2	3	4
13.	Avoids criticism of students, staff, principal, and the school	1	2	3	4

### SKILL PERFORMANCE

14.	Keeps assigned area indoors clean and sanitized	1	2	3	4
15.	Keeps assigned area outdoors clean and trim	1	2	3	4
16.	Knows how to use a variety of cleaning procedures	1	2	3	4
17.	Is well organized and attends to details	1	2	3	4
18.	Is able to maintain an accurate inventory of supplies and equipment	1	2	3	4
19.	Is able to deal with unexpected problems that arise	1	2	3	4

### COMMENTS

\_\_\_\_\_  
Signature of Custodian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date



## SECRETARY EVALUATION

Name of Secretary: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

1 = Ineffective      2 = Acceptable    3 = Effective      4 = Exemplary

### COMMITMENT TO TOTAL PROGRAM

1.	Shows interest and enthusiasm in work	1	2	3	4
2.	Is willing to put in essential time and effort	1	2	3	4
3.	Is punctual	1	2	3	4
4.	Has regular attendance	1	2	3	4
5.	Willingly accepts and carries out assignments	1	2	3	4

### PERSONAL CHARACTERISTICS

6.	Develops respect by example in appearance, behavior and language	1	2	3	4
7.	Establishes a warm and openly supportive relationship with staff & parents	1	2	3	4
8.	Establishes a warm and openly supportive relationship with students	1	2	3	4
9.	Maintains a high level of ethical behavior	1	2	3	4
10.	Demonstrates an attitude of cooperation	1	2	3	4
11.	Displays initiative toward office responsibilities	1	2	3	4
12.	Is able to keep confidential information	1	2	3	4
13.	Is helpful in assisting others when there is an obvious need	1	2	3	4
14.	Is receptive to constructive criticism and suggestions	1	2	3	4
15.	Avoids criticism of students, staff, principal, and the school	1	2	3	4

### SKILL PERFORMANCE

16.	Uses good telephone etiquette	1	2	3	4
17.	Knows how to use a variety of office equipment	1	2	3	4
18.	Is well organized and attends to details	1	2	3	4
19.	Is able to maintain an accurate records	1	2	3	4
20.	Is able to deal with unexpected problems that arise	1	2	3	4

### COMMENTS

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

## PARA EDUCATOR EVALUATION

Para Educator: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

1 = Ineffective                  2 = Acceptable                  3 = Effective                  4 = Exemplary

1.	Reinforces desired and appropriate student behavior	1	2	3	4
2.	Under supervision of the classroom teacher, works with individual or small groups on programs written by the classroom teacher	1	2	3	4
3.	Respectfully observes the time frame scheduled by the teacher	1	2	3	4
4.	Effectively assists and serves as the chief source for a substitute teacher	1	2	3	4
5.	Has knowledge of the curriculum and ability to teach basic skills	1	2	3	4
6.	Has the ability to appropriately discipline students	1	2	3	4
7.	Closely observes students to assist teacher in measuring progress	1	2	3	4
8.	Establishes a warm and openly supportive relationship with students	1	2	3	4
9.	Establishes a warm and openly supportive relationship with teacher	1	2	3	4
10.	Maintains a high level of ethical behavior	1	2	3	4
11.	Is able to keep confidential information	1	2	3	4
12.	Develops respect by example in appearance, behavior and language	1	2	3	4
13.	Is helpful in assisting the teacher when there is an obvious need	1	2	3	4
14.	Is receptive to constructive criticism and suggestions	1	2	3	4
15.	Avoids criticism of students, teachers, and the school	1	2	3	4
16.	Gets along with other staff members	1	2	3	4
17.	Prompt in notifying the teacher and school about absences.	1	2	3	4

### COMMENTS

\_\_\_\_\_  
Signature of Para Educator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

## FOOD SERVICE EVALUATION

Name of Food Service: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

1 = Ineffective                  2 = Acceptable                  3 = Effective                  4 = Exemplary

### COMMITMENT TO TOTAL PROGRAM

1.	Shows interest and enthusiasm in work	1	2	3	4
2.	Is willing to put in essential time and effort	1	2	3	4
3.	Is punctual	1	2	3	4
4.	Has regular attendance	1	2	3	4
5.	Willingly accepts and carries out assignments	1	2	3	4

### PERSONAL CHARACTERISTICS

6.	Develops respect by example in appearance, behavior and language	1	2	3	4
7.	Establishes a warm and openly supportive relationship with staff & parents	1	2	3	4
8.	Establishes a warm and openly supportive relationship with students	1	2	3	4
9.	Maintains a high level of ethical behavior	1	2	3	4
10.	Demonstrates an attitude of cooperation	1	2	3	4
11.	Displays initiative toward responsibilities	1	2	3	4
12.	Is able to keep confidential information	1	2	3	4
13.	Is helpful in assisting others when there is an obvious need	1	2	3	4
14.	Is receptive to constructive criticism and suggestions	1	2	3	4
15.	Communicates with staff and parents	1	2	3	4

### SKILL PERFORMANCE

16.	Meal Counts are accurate	1	2	3	4	NA
17.	Free and Reduce Counts Match	1	2	3	4	NA
18.	Contact parents when balance low	1	2	3	4	NA
19.	Production books and daily documentation completed correctly	1	2	3	4	NA
20.	Recipe instruction (preparation, production, and kitchen tasks)	1	2	3	4	NA
21.	All training and education hours completed	1	2	3	4	NA
22.	Kitchen sanitation procedures	1	2	3	4	NA

### COMMENTS

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Food Service Director

\_\_\_\_\_  
Date