

# 2019-2020 Jamestown Elementary Parent Handbook



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## ***MISSION***

Engaging students with challenging and innovative experiences to prepare them for future success.

## ***VISION***

Jamestown Public Schools supports a safe, educationally rigorous, and collaborative environment. Our vision is to prepare students for tomorrow's challenges by practicing skills such as collaboration, communication, creativity, and critical thinking. We believe all students should have personalized, authentic experiences that integrate with the community for meaningful learning. As an essential contributor to the growth of our student's intellectual, social, and personal, well-being, we will positively impact our community and society.

## ***OUR VALUES***

The Jamestown Public Schools values strong relationships between and among students, staff, parents, and the community. By engaging students with a rigorous and relevant curriculum, we will deliver a high quality of instruction by leveraging innovative experiences. Through the support of our community. "*Learning for All*" will be the central value that guides our efforts to meet the Mission and Vision of our school district.

## ***PRINCIPAL'S MESSAGE***

As principals of Jamestown Public Elementary Schools, we would like to take this opportunity to welcome you to the Jamestown Public School District. This booklet has been prepared to help you become better acquainted with your school, its policies and regulations.

Cooperation between the home and school is important and more effective when there is two-way communication resulting in understanding. Our schools will inform you through newsletters, notes home, phone calls, JPS App, and the school website. Visit the district website [www.jamestown.k12.nd.us](http://www.jamestown.k12.nd.us) and select your individual school's website to find information that links you to the teachers, learning sites, and schedules. You are encouraged to contact the school office and make an appointment to conferences with teachers/principal at any time you deem it necessary, attend Parent-Teacher Conferences, and other school activities provided as additional means of communication. Our goal is to provide experiences that will insure and inspire each child to develop to their full potential as we work together as a team.

Sincerely,

Jamestown Public School Elementary Principals

## ***JAMESTOWN ELEMENTARY SCHOOL GOALS***

Goal 1: Students will increase their achievement in reading comprehension

Goal 2: Students will increase their achievement in math operations and number sense

## ***LENGTH OF SCHOOL DAY***

Kindergarten – 5<sup>th</sup> Grade 8:30 a.m. to 3:00 p.m.

## ***VOLUNTEERS***

The Jamestown Elementary School staff encourages patrons to communicate with us. We invite you to visit our school to see classes in session and offer special services or talents to enhance our classroom instruction. 24-hour prior notice is expected

## ***ARRIVAL TIME AT SCHOOL***

Students who do not ride a bus *or* eat breakfast at school are encouraged to arrive at school at 8:20 in the morning. When students arrive at school they are to go directly to the school gym. The safety of your children is our primary concern. Your cooperation is appreciated.

## ***DISMISSAL PROCEDURES AFTER SCHOOL***

All students will be escorted by their teacher and dismissed. Students are to cross the street at the designated cross walks. Crossing in the middle of the street is not permitted.

Playing on the playground or school grounds after school is not permitted as there is not a supervisor present.

## ***GENERAL CURRICULUM, INSTRUCTION, ASSESSMENTS, AND INSTRUCTIONAL MATERIALS***

The Jamestown Public School District is committed to providing an environment which provides opportunities for maximum student growth. A range of programs, services, and options are offered in order to address each individual child.

The Jamestown Elementary Schools has a curriculum written for all of the subject areas. The curriculum is aligned with North Dakota standards and revised on a continual basis to accommodate the ever-changing needs of students. Parents can contact their school principal to view the curriculum. The Jamestown Public Schools furnishes all basic texts, workbooks, and supplementary books.

Kindergarten is an all-day/every day program which focuses on helping the child develop socially, emotionally, and academically in preparation for 1<sup>st</sup> grade.

The Physical Education and Music are taught weekly by specialists.

Orchestra lessons are provided for students in grades 5 starting the second semester. Extra-curricular elementary choir for boys and girls are open to 4<sup>th</sup> and 5<sup>th</sup> graders by audition in the Spring prior to the new school year.

### Special Programs: Talented and Gifted, Art, Field Trips, Title I-Basic Skills

**Talented and Gifted**, an enrichment program for grades 2-5, is provided for students referred by their classroom teachers as determined by multiple criteria which includes a variety of standardized tests, classroom performance, and input from parents and teacher. Referral for kindergarten and first grade students will be by an individual basis.

**Art** experiences are provided to students in each grade level by the classroom teacher and via Artist-in-Residence programs and activities coordinated with The Art Center

**Field trips** are scheduled for individual classrooms during the school year. Parents sign permission for their child to go on field trips on the student enrollment form. Any student who does not have a parent's written permission on file at school may not go on field trips and will be required to remain at school.

**The School-wide Title I Program** is designed to give all students additional instruction and intensity in skill practice in mathematics, reading, writing, and the other language arts areas. Our school provides intensity through flexible small groups or one-on-one based on individual student data to identify student's needs and allows us to help them catch up before they fail.

### Assessments

The Renaissance STAR is administered to students in grades K-5 during the school year: An individual report of the results is sent home to inform you during the school year.

North Dakota State Science Assessment is administered to students in grade 4 in the fall of the school year.

Smarter Balance Assessment is administered to students in grades 3-5 in the spring of the school year. The assessment is a summative report that indicates student academic achievement.

FAST Bridge Learning- is an online reading resource, is a progress monitoring tool in grades K-5.

## ***MID-TERM REPORTING***

The nine week grading period was implemented with the understanding that mid-term reporting (4 1/2 weeks) to parents will occur upon request. Parents are encouraged to use Power School to keep current with student progress.

## ***REPORT CARDS***

Report Cards will be issued one week following the close of the nine-week period. Additional copies of report cards are available upon request.

## ***PARENT-TEACHER CONFERENCES***

The parent-teacher conferences will be held in all grades and shall be scheduled approximately at the middle of the first nine-week period, and in the middle of the third nine-week period.

### ***GRADING***

#### **GRADING SYSTEM Grades 2-5**

**A= 93 to 100%**

**B= 86 to 92%**

**C= 78 to 85%**

**D= 70 to 77%**

**F= 69 below**

**Kindergarten** - Grades/Marks will be placed on the Kindergarten Progress Report four times during the school year:

Final Marks/Grades will be given using a three-point system ("S", "N" & "U"). The three-point system symbols have the following meaning:

- "S" = Satisfactory
- "N" = Needs Improvement
- "U" = Unsatisfactory

**Grades 1** – Marks/Grades using a four-point system ("E", "S", "N" & "U") will be employed in all academic areas: Social Habits (conduct & cooperation): Work Habits (effort & initiative).

The four-point system symbols have the following meaning:

- "E" Especially strong area
- "S" = Satisfactory progress
- "N" = Needs improvement/Below Average
- "U" = Unsatisfactory

## ***VISITORS IN THE SCHOOLS***

The School Board encourage parents, guardians and community members to visit district schools, Schools are a place of work and learning, visitors shall observe requirements when visiting district schools. These requirements were created to ensure the educational environment is not disrupted. To see these requirements, go the School Board Policy Descriptor Code: KAAA.

## ***RETENTION PROTOCOL***

Students are sometimes retained in a grade in an attempt to better prepare them for the demands of the next grade level. The Jamestown Public Elementary Schools believes that students should have the opportunity for success at each level of their educational experience. When students experience non-success, a variety of interventions will be attempted to accommodate individual learning styles and needs. Retention shall be used sparingly and should be viewed as a final alternative; after all other options have been exhausted. If retention is recommended a conference will be held where parent(s)/guardian(s), teacher, and principal discuss the options and plan of action.

## ***COUNSELING PROGRAM***

School Counseling is an integral part of the total educational program. It is comprehensive in scope, preventive in design, and developmental in nature. Elementary School Counselors work both directly (Guidance Curriculum, Individual Student Planning, Responsive Services, Crisis Response) and indirectly (Consultation, Collaboration, and Referrals) with students to ensure success. The program teaches the knowledge, attitudes and skills students need to acquire in academic, career and social/emotional development, which serve as the foundation for future success. These components are based on the American School Counselor Association national standards. Elementary school counselors do not work in isolation. They provide a proactive program that engages students and includes leadership, advocacy and collaboration with school staff, administration and community/family members in the delivery of programs and activities to help students achieve success. Guidance curriculum is delivered to all students K-12, in group or classroom activities, in order to create a knowledge base. This can be counselor-led or interdisciplinary. Individual planning is available to all students and their families to manage their educational, personal, or career development. It involves individual or group assessment, planning, placement, or transitional activities. Examples of individual planning services would include orientation or transition programming,

registration, academic planning, and/or involvement in 504, MTSS, and IEP planning meetings. Responsive services involve working with students or their families to address their immediate concerns. This assists students who are facing problems that interfere with their healthy personal, academic, or career development. This includes individual or small group counseling. Crisis response is necessary to provide families and students with support navigating crisis and emergency situations. Indirect student services involve activities or services implemented by the counseling staff, which supports the total educational system. This would include professional development, public relations, collaboration, consultation, and referrals to the outside community.

### ***MEDICAL EMERGENCY***

The signed permission on each child's enrollment form gives school personnel permission to phone for emergency assistance if the legal parent/guardian cannot be contacted.

### ***SCHOOL NURSING SERVICES***

A Central Valley Health District nurse is available on a limited basis to the JPS Elementary Schools. Services to the Elementary Schools include:

- Weekly scheduled visits—Available to see all students presenting with health related concerns.
- Consultation with staff and parents concerning health of students
- Flu vaccinations are available in the Fall
- “On Call” for urgent needs that arise during the regular school day
- Annual vision screening for students in grades K, 1, 3, 5. Colorblindness screening for boys in 2<sup>nd</sup> grade
- Growth and Development classes presented to the 4<sup>th</sup> and 5<sup>th</sup> grade students
- Immunization review and follow up to insure compliance
- Special health education presentations as requested and scheduling allows

### ***DISPENSING MEDICINE TO STUDENTS***

According to the Jamestown Public School policy: “The giving of aspirin/Tylenol at school is not approved without the prior consent of the parent or legal guardian.” Over-the-counter medication provided by the parent or guardian may be administered only with written consent. The Jamestown Public Schools’ staff may assist in the dispensing of prescribed medicines during school hours upon prior written approval of the parents and the family physician. Prescription medication must be in the original pharmacy labeled container. Medication brought to school may not exceed a one-month supply. Exceptions to this policy may be discussed and approved through the principal. Parents are asked to bring the accompanying drug interaction/side effect sheet (from the pharmacy) regarding their child’s particular medication. This will be kept with the daily documentation form which staff is required to sign each time medication is dispensed. All medications must be picked up at the end of the school year, when the medication is no longer needed by the student or when the student withdraws from school. If prescription medications are not picked up by the end of the academic year, the school will contact the pharmacy that filled the prescription or any local pharmacist for proper disposal.

### ***ILLNESSES***

The following outline is the recommendations for exclusion for specific diseases. For disease specific resources, please see the North Dakota Department of Health fact sheets at [www.ndhealth.gov/diseases](http://www.ndhealth.gov/diseases).

1. The child has a fever (oral temperature above 101 degrees F)
2. Fever of 99.0 degrees F or above; school employees will evaluate the child’s condition and can advise parent(s) or guardian(s) to consider picking up their child.
3. Consideration for students not feeling well school employees will advise the parent(s) or guardian(s) of illness that are going around the school
4. The child is experiences vomiting
5. The child has diarrhea

### ***ASTHMA-SELF MEDICATION***

1. A student who has been diagnosed with asthma or anaphylaxis may possess and self-administer emergency medication for the treatment of such conditions provided the student’s parent files with the school a document that is signed by the student’s health care provider and which:
  - a. Indicates that the student has been instructed in the self-administration of emergency medication for the treatment of asthma or anaphylaxis;

- b. Lists the name, dosage, and frequency of all medication prescribed to the student for use in the treatment of the student's asthma or anaphylaxis; and
  - c. Includes guidelines for the treatment of the student in the case of an asthmatic episode or anaphylaxis.
2. Neither a school district nor any employee of the district is liable for civil damages incurred by:
- a. A student who administers emergency medication to himself or herself in accordance with subsection 1.
  - b. An individual because a student was permitted to possess emergency medication in accordance with subsection 1.
3. For purposes of this section, "emergency medication" includes a prescription drug delivered by inhalation to alleviate asthmatic symptoms and epinephrine auto injectable pen.  
(NDCC 15.1-19-16)

### ***CERTIFICATE OF IMMUNIZATIONS***

North Dakota law requires each child to have a Certificate of Immunization before they may be admitted to an institution such as a school. A Certificate of Immunization may be obtained from the child's primary medical provider or local Public Health Agency. The original copy must be retained in the child's school record, and a copy must be retained by the parents or guardian.

Students may be exempt from immunization requirements for the following reasons:

**Medical Exemption:** Requires a certificate of immunization form signed by a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.

**Philosophical, Moral or Religious Belief Exemption:** Requires a certificate of immunization form signed by the parent or guardian who's sincerely held philosophical, moral or religious belief is opposed to such immunization.

**History of Disease Exemption:** Requires a certificate of immunization form signed by the parent or guardian or physician stating that the child has a reliable history of chickenpox disease.

**Provisional admission**

A child may be admitted to school under the provision that such child is in the process of receiving the required immunizations according to the recommended schedule set forth by the state department of health. Any child not adhering to the recommended schedule shall provide proof of immunization or a certificate of immunization within thirty days of enrollment or be excluded from school.

### ***SIGNIFICANT CONTAGIOUS DISEASES***

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.

When a student's or employee'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.

Reference Jamestown Public Schools District Board Policy ACBB.

### ***FIRST AID AND EMERGENCY CARE***

The school is responsible for giving first aid or emergency treatment only in case of sudden illness or injury to a pupil or a member of the staff. Further medical attention in the case of a pupil is the responsibility of the parent or guardian, or the person designated for emergencies; and, in the case of a member of the staff, of the particular individual.

Each principal will be charged with directing the immediate care of ill or injured persons who come within their area of responsibility. At each school, procedures for the proper handling of such emergencies will be developed and made known to the staff. Procedures will incorporate the following requirements:

1. No treatment except first aid, CPR and AED is permitted in schools. The school's responsibility is to place the ill or injured student in the care of the home or family physician as soon as possible.
2. Teachers and other trained persons will be responsible for administering first aid to students with minor injuries such as scratches, abrasions, bruises, etc.
3. A master first aid kit will be kept and properly maintained in each school.
4. Parents will be asked to sign and submit an emergency medical authorization which will indicate the procedure they wish the school to follow in the event of a medical emergency involving their child.

5. Parents of children with allergies must provide the school with an individualized action plan prepared by their physician.
6. In all cases, where the nature of an illness or an injury appears serious, the parent or guardian will be contacted, if possible, and the instructions included in student information on Power School will be followed. In extreme emergencies, arrangements usually may be made for a child's immediate hospitalization whether or not the parent or guardian can be reached.

### ***SNACKS AND TREATS***

Students' lifelong eating habits are greatly influenced by the types of foods and beverages available to them. Refreshments or treats, brought into the classroom, both during school and after school, are strongly recommended or encouraged to be healthy alternatives. Your child's teacher or principal can provide parents with a list of healthy beverage, snack, and treat ideas. Children may bring treats (such as on their birthday) provided they obtain their teacher's permission.

### ***BIRTHDAYS AND CELEBRATIONS***

It is requested that birthday or party invitations be distributed in school only if every child in the class is to receive one. If only a few students are to be invited, arrangements should be made outside of the school setting. Balloons, flowers and etc. delivered to school will be kept in the front office until the end of the day. If a student receives a delivery at school the front office will call the student down to view the delivery, and remind them to pick it up at the end of the school day.

### ***ENROLMENT AND ATTENDANCE REQUIREMENTS***

**Age Requirement:** From North Dakota Century Code 15.1-22-02.

1. **Kindergarten-** Children will be admitted to Kindergarten who will have attained five years of age before August 1<sup>st</sup> of the year of enrollment.
2. **First Grade-** Children entering the first grade must be at least six years of age before August 1<sup>st</sup> of the year of enrollment.
3. **Early Entrance:** A school district may not enroll in kindergarten a child who is not five years old before August 1<sup>st</sup> unless the child will be five years old before December 1<sup>st</sup> and the child can demonstrate superior academic, social, and emotional readiness as determined by a series of developmental and readiness screening instruments approved by the School District, may start school at a younger age. However, under no circumstances shall a child start kindergarten if he or she is not five years of age by December 1<sup>st</sup>, or start first grade if he or she is not six years of age by December 1<sup>st</sup>. (North Dakota Century Code 15.1-22-02). Parents requesting early entrance must contact the principal before the June 1<sup>st</sup> deadline.

**Attendance Area:**

The assignment of students to the various schools shall be determined by the district administrator or their designee in accordance with provisions established by the School Board.

### ***ATTENDANCE-ABSENCES-TARDIES***

The school day is 8:30 a.m. to 3:00 p.m. If a student arrives after 9:00 a.m. - this will be recorded as a ½ day morning absence. When a student leaves before 2:00 p.m. - this will be recorded as a ½ day afternoon absence. Please obtain a doctor's statement in the cases of contagious diseases and frequent or prolonged illnesses. Should your child have an allergy, a chronic ailment such as diabetes, asthma, and/or emotional problems, please discuss them with the principal and teacher for the best possible adjustment.

**Absences/Tardies Defined:** Although absences and tardies, excused and unexcused will be marked as "absent" and "late respectively," the unexcused absences and tardies are subject to disciplinary action. In the event that a student has excessive absences, that student may be reported to External Agencies. Absences may be excused but they are not exempt from the 20 day DPI policy.

A. Excused absences: Medical absences supported by a physician's written verification are required. All written notices are kept on file in the schools Principal's Office.

1. Personal illness/medical/hospital/homebound
2. Family emergencies
3. Family trips - written requested by parents/guardians
4. Funerals
5. Required court appearances

6. Medical and dental appointments
- B. Unexcused absences:
  1. Truancy
  2. Unexplained absences

## **JAMESTOWN PUBLIC SCHOOLS**

### **School Attendance Review Board**

What is SARB?

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

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

**SARB Tiers: Tier I = 5 days absent – 10 Tardies Tier II = 8 days absent – 15 Tardies Tier III = 12 days absent – 20 Tardies Tier IV = referral to external agency.**

### ***CHECKING STUDENTS IN/OUT AND PERMIT TO LEAVE BUILDING***

**Due to safety standards all entrances in our elementary schools will be open from 7:45 to 8:30. The remainder of the school day all doors will be locked. Students arriving late or leaving early, are required to have a parent or guardian sign them in and check them out. Visitors will use a buzz system to get permission to enter the school. We are recommending that visitors call the school's office before arriving.**

To protect your child, we do not permit them to leave the building during the school day unless accompanied by the teacher, by a parent, or guardian. If you cannot meet your child, make arrangements for someone else to do so. Please call the principal's office or write a note naming the substitute person requesting the child's release. If a child requests to leave the school grounds without a parental note, only the principal may authorize the child to leave the school grounds.

## ***STUDENT CONDUCT AND DISCIPLINARY ACTION***

### ***POLICY STATEMENT***

Learning can best take place in an orderly, safe environment where students exercise responsibility and mature behavior. To promote the existence of an appropriate learning environment, the local board of education has the authority to establish a discipline policy - NDCC 15.1-19-09. The school board and district administration will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state law, school board regulations, and this policy. If a student exerts a disruptive influence on the educational environment of a school, the district will utilize its full right to discipline the student. Such effort may include utilizing special district personnel and/or outside referral agencies. The school district reserves the right to sign criminal complaints and/or refer complaints to law enforcement agencies.

Students and their parents or guardians have a right to know what behaviors are expected of students and the consequences of behaviors which violate district standards or interfere with the rights of others. The following school board policies apply to all students in the district. The principals shall obtain from a parent or guardian of each student a signed acknowledgement that they have received a copy of the school board discipline policies.

**THESE POLICIES ARE NOT INTENDED TO BE CONTRACTUAL IN NATURE AND ARE SUBJECT TO CHANGE OR MODIFICATION BY THE SCHOOL BOARD AS MAY BE REQUIRED.**

Any notice required to be mailed to the guardian or parent of a student under these policies shall be mailed to the address as found in the Jamestown Public School District's official records. **IT SHALL BE THE RESPONSIBILITY OF THE PARENTS OR GUARDIAN TO INSURE SUCH ADDRESS IS CORRECT.**

### **PLAYGROUND RULES AND EXPECTATIONS**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Students will play responsibly on the playground.</li> <li>2. Students will show respect for others and follow instructions by staff.</li> <li>3. Students are to stop what they are doing when the bell rings and prepare to enter the building.</li> </ol> | <ol style="list-style-type: none"> <li>4. Students will leave rocks, bark, sticks and other dangerous objects alone.</li> <li>5. Students will show pride in their school by keeping the building and grounds free of litter.</li> <li>6. Students will use equipment appropriately.</li> </ol> |
|--|---|

7. Students will not chew gum and candy on the playground.
8. Students will leave the playground immediately after school.
9. Students will leave knives and other unsafe objects at home.
10. Students are also encouraged to keep electronic devices, e.g. radios, MP3 players, and cell phones etc.

11. Students will settle differences peacefully:  
Stop/Think/Plan
12. During school, students will not leave the playground for any reason without written permission from the principal. The permission slip must be given to the teacher on duty.

## ***CONSEQUENCES***

**Minor Violations** such as disobeying school and classroom rules, incomplete school work, cheating, and incidental classroom disturbances will be handled by the classroom teacher or principal. Logical consequences for minor violations may include, but are not limited to: detention with the classroom teacher, parent notification, and conference with the parent(s) and some or all of the following school employees: teacher, counselor, social worker and principal.

**Major Violations** such as defiance of teacher’s lawful authority, physical abuse, verbal abuse, harassment of any person, drug or alcohol use or sales, tobacco use or sales, vandalism, theft and fighting will be handled by the building principal. Logical consequences for major violations may include, but are not limited to: in-school suspension, out-of-school suspension, or expulsion.

## ***DISCIPLINARY ACTION***

### **Conduct Subject to Suspension/Expulsion**

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

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Causing or attempting to cause physical injury to another person except in self-defense;
4. Possessing or transmitting any firearms, knives, explosives or other dangerous objects or weapons;
5. Possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind;
6. Disobedience or defiance of proper authority;
7. Behavior that is detrimental to the welfare, safety, or morals of other students;
8. Truancy;
9. Offensive and vulgar language when it is obscene, defamatory, or insightful to violence and disruptive to the educational process;
10. Threats of violence, bomb threats, or threats of injury to individuals or property;
11. Any student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

Reference Jamestown Public Schools District Board Policy FFK.

## ***TOBACCO, ELECTRONIC SMOKING DEVICES, ALCOHOL, AND ILLEGAL DRUGS***

Per School Board policy, students shall not at any time use the school property and/or facilities for tobacco, electronic smoking devices, alcohol or illegal drug possession or consumption. Such acts may constitute the reason for suspension or expulsion. School property and/or facilities shall mean property and/or facilities owned or leased by the Jamestown Public School District. See Board Policy FFA and ABBA.

## ***SEXUAL HARASSMENT***

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Jamestown School District to maintain learning and working environment that is free from sexual harassment. The Jamestown Public School District prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of the Jamestown Public School District to harass a student or an employee through conduct or communication of a sexual nature.

The Jamestown Public School District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student of employee of the School District.

## ***STUDENT DRESS***

Jamestown Elementary School's mission is LEARNING FOR ALL therefore clothing styles or accessories that detract from a positive learning environment may not be worn at school or to school sponsored activities:

- Caps, hats, and other headgear should be removed when entering the building. Students may put them on after the final school bell.
- Skirts and shorts must be mid-length or longer (finger-tip check.)
- Rips in jeans must also be lower than the longest finger on the student's hand when their arms are at their side.
- For safety reasons, shoes must be worn throughout the school day. Shoes that are dirty must be wiped clean or removed when entering the building
- No beach wear, pajamas, or slippers are permitted.
- Shirts must have a full front and back and be at least three finger lengths across at the shoulder (no halters, muscle shirts, or visible spaghetti/cami/bra straps, etc.)
- Clothing that reveals undergarments is not permitted. If clothing must be manipulated to achieve covering of undergarments (i.e. pulling up pants to cover boxers, tugging on shirts to cover spaghetti/cami/bra straps, etc.) it is not appropriate for school.
- Necklines must cover to a modest level, revealing no cleavage.
- Chains and gang related clothing are not allowed.
- We promote a healthy lifestyle and respect for self/others; therefore, clothing or accessories containing reference to sex, alcohol, drugs, obscenities, profanity, inappropriate pictorial representations, or an attitude that promote disrespect are not acceptable at school.

Students wearing inappropriate clothing or clothing which is deemed by a supervisor detract from a positive learning environment, based upon the criteria listed above, may be asked to turn their clothing inside out, put on a t-shirt or sweatshirt, or asked to remove objectionable accessories. Students who do not come to school with a suitable clothing replacement will be directed to call for more appropriate clothing.

## ***CARRYING WEAPONS POLICY***

The Jamestown School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the school district. The Jamestown Public School District and its students are, in addition to being subject to the District's local carrying weapons policy, subject to state and federal laws and regulations passed and adopted pursuant to N.D.C.C. 15.1-19-10 and the Gun-Free School act 18 USC 921. The provisions of these laws are incorporated into these policies by reference. The most restrictive requirements shall apply in any instance of violation.

All violations of this carrying weapons policy FFD shall be referred to the appropriate law enforcement or juvenile court authorities.

~~No~~ Students are prohibited from knowingly possessing or transmitting on school property firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm. In addition, and not by way of limitation, such weapon shall be defined to include any weapon as that term is defined under 18 USC 921, Gun-Free School Act. An exception to the above shall apply to any student participating in a school sponsored shooting sport, provided the student informs the school principal of the student's participation and the student complies with all requirements set by the principal regarding safe handling and storage of the firearm.

Violation of this policy will result in disciplinary action up to and including possible suspension and/or expulsion. All weapons will be confiscated and may be turned over to the student's parents or law enforcement officials at the discretion of the administration. Bringing a firearm, as defined in here or as defined in North Dakota Century Code Section 15. 1-19-10 except as herein otherwise provided.

Due process proceedings as provided for expulsion or suspension will be observed in all suspension and expulsion proceedings under this policy.

Reference Jamestown Public School District Board Policies FFD and FFK.

## ***ANTI BULLYING***

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

### **DEFINITIONS**

#### **A. Bullying:**

1. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- a. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
- b. Places the student in actual and reasonable fear of harm;
- c. Places the student in actual and reasonable fear of damage to property of the student;

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

B. “Conduct” includes the use of technology or other electronic media.

The Anti-Bullying Complain Form and the entire policy is available in the principal’s office and on the District’s website under parent/student forms on [www.jamestown.k12.nd.us](http://www.jamestown.k12.nd.us)

Reference: Jamestown Public School Board Policy ACEA

### ***TEXTBOOKS***

The Jamestown Elementary Schools furnish all textbooks and workbooks in grades K-5. Students will be charged a fee for misused, damaged, or lost textbooks.

### ***EMERGENCY CRISIS ACTION PLAN***

Each elementary school has an emergency/crisis action plan. Various emergency drills are practiced throughout the year.

### ***WINTER STORM POLICY***

In North Dakota our winters cause difficulties in our scheduled program. It can become a serious problem in many ways. We will adopt the following general policy to cover such situations: Schools will be in session during each day it has been scheduled according to our annual calendar. If parents feel they do not wish to send their children to school, that is their privilege and responsibility; but no student is to be sent home because of a storm without the permission of the school superintendent. Should any change be made in this plan, it will be made by radio (Stations KSJB -600 AM, KQDJ - 1400 AM), television, and the Parent Notification System which notifies parents of school closings via phone.

**In the event of a late start breakfast will not be served, therefore the doors will open 20 minutes prior to the start of school. (1 hour – 9:30am start; 2 hours – 10:30am start)**

### ***TELEPHONE***

Students will not be permitted to use the telephone without the permission of the teacher or principal. The school phone is a business phone and is not to be used for socializing or to make arrangements to go home with a friend, etc. These arrangements should be made at home the day before. Please limit calls to one minute. Cell phones are not to be on during the school day.

### ***PARKING***

Parking is permitted in any area not painted yellow or blue (Handicap zoned). Parking is not permitted on the side of the building where the buses stop - painted yellow.

### ***GYM SHOES***

Children are asked to have tennis shoes available for gym periods. This is a safety precaution for your child as dirty shoes make the playing floor dangerously slippery. Playing games in the gym stocking footed is also very dangerous.

### ***RIDING THE BUS***

Anyone wishing to ride the school bus on a daily basis may contact the Transportation Director (252-1950). City students must pay a fee and are eligible to ride the bus only if they live 10 blocks (ten) or more from the school they attend. Rural students do not pay for bus services. If you have questions or need to get information to your bus driver when your child is sick or not riding the bus, please inform the Bus Garage at 252-1007.

Any unpaid balance that exceeds \$100 for transportation fees may be turned over for collection either through a collection agency or small claims court.

### ***SCHOOL BREAKFAST AND LUNCH***

1. Lunch & breakfast fees may be paid daily or monthly in the school kitchen or school office. The children's account will not be deducted unless they eat. A due date is announced to remind you to send lunch money. Please make checks payable to School Lunch Fund.
2. Two entree choices will be offered each day. The monthly lunch menu will show a "Red Choice" and a "Blue Choice".
3. Students must make a choice each morning, and the teacher will give the count to the office. The cooks will be given the count so they know how much food to prepare for the day. It is very important that students eat the choice they picked.
4. Extra cartons of milk may be purchased. Children who bring their own lunch may also buy milk. We discourage children from bringing cans or bottles of pop, gum and candy, as they do not provide good nutrition.
5. Children are always encouraged to use proper table and lunchroom manners.
6. School Lunch Collection Process:  
Families that are above \$15.00 negative lunch balance per student would have one of five options:
  - 1) Family can make a payment in full to get student account current.
  - 2) Family can make a payment plan with food service. The district will be very flexible with payment plans, but it must be strictly adhered to.
  - 3) Family can pack a lunch.
  - 4) A family can provide cash for that day's meal. This will be accepted without regard to the negative balance.
  - 5) If none of the above options are available, the family will be charged the full meal price and the student will be served a cheese sandwich, apple or banana and milk. Collections would need to be considered in these circumstances.

### ***UNPAID LUNCH AND /OR TRANSPORTATION FEES***

Any outstanding balance for breakfast and lunch fees without a payment plan enforce and/or-transportation fees may be turned over for collection either through a collection agency or small claims court.

### ***USE OF ANIMALS IN THE DISTRICT SCHOOLS***

No person may bring an animal on to school property until the building principal grants permission. The owner/custodian of the animal may obtain permission and hold harmless form at the building principal's office.

Permission shall not be granted until the building principal verifies the animal has been:

1. Properly vaccinated.
2. The owner/custodian of the animal has verified they have liability insurance that covers any incident that may occur as a result of the animal being on school property.
3. The owner/custodian of the animal signs a hold harmless statement that releases the Jamestown Public School District of any and all liability that may occur as a result of the animal being on school property.

Reference Jamestown Public School Board Policy ACBC.

### ***BICYCLES***

Bikes are ridden and parked at the student's own risk. No riding will be permitted on the school grounds during school hours. Students must walk their bicycle on school grounds to and from the bike racks. During the school day, the bicycle racks are off limits to students except when students are coming or leaving on bikes.

### ***ELEMENTARY ATHLETICS***

Athletic activities are available to all fifth grade boys and girls at the Jamestown Elementary Schools. All athletic activities are held after school with a teacher, coach, or responsible adult supervising. Students are encouraged to participate in these activities which are designed to provide each one an opportunity to learn the rules and fundamentals of a given activity. Fellowship and good sportsmanship are stressed. The main objective is enjoyment. A fee is charged for each activity. The following athletic activities maybe offered for fifth grade students: basketball, volleyball, wrestling, swimming, gymnastics, track and cross-country. Your child will receive information from this office before the activity begins. Since coaches can't possibly coach and supervise, the following policy for attending elementary events in elementary gymnasiums has been adopted for those students not participating in the event:

1. Each non-participating student must have a parent or responsible adult in attendance that must remain to supervise during the entire course of the game. Each parent or responsible adult is responsible for their own children.

2. Cheerleaders are not allowed but cheering is encouraged.
3. This policy is in effect at each elementary school for the following reasons:
  - a. To prevent vandalism and theft
  - b. To prevent disturbance of interested spectators by disorderly students
  - c. To promote common courtesy and respect
  - d. To allow the coach to coach rather than supervise
  - e. To prevent game interference

### ***CHURCH NIGHT***

Elementary students are to be free from co-curricular activities following the regular school day every Wednesday.

### ***EXTRACURRICULAR ACTIVITIES***

Extracurricular school activities are considered to be any activity club or program sponsored by the school. Participants in the activities will be subject to the basic rules pertaining to extracurricular activities, which include:

1. Use of tobacco is prohibited at all times and at all places.
2. Drinking of alcoholic beverages is prohibited at all times and at all places. Any individual involved in the use of alcohol will be suspended immediately from all activities.
3. The use of illegal narcotics is prohibited at all times and at all places. Any individual involved in the use of narcotics will be suspended immediately from all activities.
4. Misconduct: Any student displaying unacceptable conduct on or off campus will be subject to suspension. Misconduct refers to evidence of belligerent behavior or use of unacceptable language during the activity or in the classroom.

These rules are to be followed and enforced by activity coaches, sponsors or directors. Offenses to this code will be handled by the principal and/ or director or by approved procedures that have been submitted to school administration and incorporated into the school policy.

Activity sponsors are encouraged to develop specific rules or regulations for their individual activities.

### ***SPEECH AND HEARING***

Please recognize, it is now even more essential that you should be aware of your child's hearing ability and monitor very closely middle ear infections. An unidentified hearing loss may have a definite impact on a student's academic and social development. Hearing losses are often a result of ear infection which may have even gone undetected since birth.

If you suspect your child may be having some hearing difficulties, contact your family physician, Central Valley Health, your child's teacher or school principal to check into the matter further. Speech/language or hearing concerns may be addressed through your child's classroom teacher.

### ***PROGRAMS FOR THE SPECIAL NEEDS OF STUDENTS***

The Board will provide special education programs for all children with unique learning needs, whether these needs are academic, psychological, sociological, physical or emotional.

Children with learning handicaps will be educated in the regular instructional program where they will be given the support necessary to achieve their optimal potential.

The needs of certain children are too great; however, that special instructional programs, special facilities, or services are necessary beyond those of the regular classroom program. The Board will provide the opportunity for specialized instruction for these children so far as it is possible. Special programs will be conducted in accordance with the provisions of the law and state regulations.

### ***SPECIAL EDUCATION RECORDS***

The District shall notify the parents of children in special education when personally identifiable information collected, maintained, or used by the District are no longer needed to provide educational services to the child. The contents of a pupil's Special Education Services Record except for a permanent record of the student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed, shall be destroyed when the information is no longer needed to provide educational services to the child if the parents request destruction. If the parents do not request destruction, the Director of Special Education shall determine on a case by case basis whether to retain the entire record, taking into consideration the protection against improper and unauthorized disclosure and the child's potential need for the records, such as social security benefits.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) –CONFIDENTIALITY--  
DIRECTORY INFORMATION—RELEASE OF STUDENT RECORDS**

Jamestown Public Elementary Schools are committed to the Family Educational Rights and Privacy Act (FERPA) and the certain rights with respect to the student's records that are afforded parents and students 18 years of age. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents of students or students who are at least 18 years old and wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel and parents may have copies of the records for the cost of the copying.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may request to the building principal and clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

Another exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Jamestown Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility. When transferring out of the Jamestown Public School District, official student records will be released upon receipt of a record request from the admitting school district. Parents may request a copy of records to take with them when transferring to another school district.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Jamestown Public School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Officer, U.S. Dept. of Education, 400 Maryland Ave SW, Washington, DC 20202-5920.

FERPA also allows a school district to identify certain information as "directory information" which may be released without prior consent by parents or an adult student. The Jamestown Public Elementary Schools may disclose appropriately designated "directory information" without consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Jamestown Public Elementary Schools to include this type of information about your child's records in certain publications. Examples of directory information includes, but is not limited to the student's name, address, telephone number, honors, email address, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, academic honor/recognition lists, pictures of the student participating in school events, enrollment status, and student's information and participation related to activities and sports.

***PICTURES ACCOMPANIED BY NAMES***

Student pictures and identifying names may be printed in the school newsletter, school website, classroom projects, school fliers, playbills showing student's role in drama/music productions, academic honor/recognition list and given to the local news media on those occasions that warrant it. However, any student, or the student's parent if the student is under the age of eighteen, may request that his or her picture not be published in the media, school website, or in the school newsletter; such request shall be made in writing to the principal. This does not cover pictures taken by the news media of school events.

***SURVEYS OF STUDENTS***

Surveys and educational studies can serve as a valuable tool for determining student needs and developing educational services.

Administrators may use surveys to determine enrollment in certain classes. Surveys may be used at the direction of the Board to determine the need for various services to students, or to determine the prevailing attitudes prior to consideration or adoption of school district policies.

Because of the possibility of a large number of outside requests to conduct surveys and research studies, the Superintendent shall only bring to the Board for approval<sup>1</sup> requests that at least meet the following criteria:

1. The study/survey is conducted for the purpose of improving the education or general welfare of students.
2. The party proposing the study/survey has a purpose and mission that is in keeping with the district's mission, goals, and objectives.
3. The study/survey proposal is sufficient in scope and depth to justify the use of the time and effort of district students and staff.
4. The party conducting the study/survey will provide a copy of the survey instrument and/or any instructional material that will be used including, but not limited to: textbooks, teachers' manuals, films, software, and/or other supplementary material. Such material must be provided prior to the initiation of the survey/study and in a timely manner, allowing the Superintendent and other relevant school officials ample opportunity to review such material, bring approval recommendations to the Board, and comply with any applicable parental notification and consent requirements under the Protection of Pupil Rights Amendment (PPRA) if the survey concerns a protected area or is for marketing purposes.<sup>2</sup>
5. Neither the study/survey nor its findings are reasonably predicted to exploit or compromise the safety of district students and staff.
6. The party conducting the study/survey agrees to provide a copy of the outcome/results to the District within a reasonable time after the study/survey's completion.

Before recommending to the Board for approval a study/survey, the Superintendent shall also take into account the amount of instructional time the survey/study will consume, if it will unduly disrupt the educational environment, the level of supervision the District will have to provide to third parties conducting the survey/study, the amount of protected/confidential information that will be gathered, and whether or no the agency conducting the survey/study has developed appropriate safeguards for collection, protection, disclosure, and us of protected/confidential information.

Teachers may use surveys in classes to determine student knowledge and/or attitudes prior to teaching provided that administrative approval has been given and provided that responses will not be used in a manner that would breach student confidentiality requirements under law and /or district policy.

The District shall comply with PPRA, which affords parents specific rights with relation to conducting surveys, collecting and using student information for marketing purposes, and conducting certain physical exams.

Under PPRA, parents are afforded the following rights:

- Receive advance notice of any survey related to a protected area<sup>3</sup> and an opportunity to opt in their child if the survey is funded by the U.S. Department of Education (ED) or opt out their child if the survey is not funded by ED
- Receive advance notice of any survey that will be used for marketing purposes and an opportunity to opt out their child
- Upon request, inspect a survey created by a third party or a survey that will be used for marketing purposes before the survey is administered or distributed by a school to a student; parents must file such requests with the building principal, and the building principal or designee will mail, email, or arrange for a parent to inspect the survey at school within a reasonable timeframe after receiving the request
- Upon request, inspect any instructional material used as part of the educational curriculum for his/her child; parents must file such requests with the building principal, and the building principal or designee will mail, email, or arrange for a parent to inspect the instructional material at school within a reasonable timeframe after receiving the request

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<sup>1</sup> See NDCC 15.1-07-25.3

<sup>2</sup> **Protected areas** are as follows:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

**Parental consent requirements:** If a survey on a protected area is funded in whole or in part by a program of the U.S. Department of Education (ED), parental consent is required for students to participate. If a survey relates to a protected area and is funded by a source other than ED or if a survey on any topic is conducted for marketing purposes, schools must provide parents with advance notice of the survey and an opportunity to opt out.

<sup>3</sup> See footnote one for a definition of protected area.

- Receive advance notice of any nonemergency physical exam and an opportunity to opt out except when the physical exam is required by law

Whenever administering or overseeing a survey or physical exam of students, the District will comply with student confidentiality requirements in law and applicable district policy.

**Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum. The term instructional material means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.**

### ***CHILD ABUSE AND NEGLECT REPORTING ACT***

It shall be the policy of the Jamestown School System that all employees shall cooperate in fulfillment of the Child Abuse and Neglect Reporting Act.

### ***POLICIES AFFECTING USE OF BUILDING AND EQUIPMENT***

- No 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.
- Equipment and Materials - Student Use**
  - Jamestown Elementary students may use school facilities, equipment and materials during regular school hours under the supervision of the classroom teacher, teacher assistant, or principal. Students may not use school facilities, equipment and materials after regular school hours without the written permission of the building principal.
- Loaning of Equipment and Materials**
  - No equipment or materials should be loaned outside of the school premises unless written permission has been granted from the school district administrator, and a signed statement stating who has the equipment should be on file in the administrator’s office.

### ***COMPLAINTS***

Parent complaints that concern them are best resolved at the most immediate level- teacher, then principal, and lastly the Superintendent’s Office.

### ***NONDISCRIMINATION AND ANTI-HARASSMENT POLICY***

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

#### **Grievance Coordinators**

The Title IX Coordinator’s core responsibilities include overseeing the District’s response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, or the District’s policies and procedures on sex discrimination and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Sally Ost, Business Manager, as the Title IX Coordinator. She can be contacted at: 207 2<sup>nd</sup> Avenue SE, Jamestown, North Dakota 58401, [Sally.Ost@K12.nd.us](mailto:Sally.Ost@K12.nd.us) or 701-252-1950.

The 504/Title II Coordinator’s core responsibilities include overseeing the District’s response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the District’s policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of all reports and complaints raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Heidi Budeau, Director of James River Special Education Cooperative, as the 504/Title II Coordinator. She can be contacted at: 207 2<sup>nd</sup> Avenue SE, Jamestown, North Dakota 58401. [Heidi.Budeau@k12.nd.us](mailto:Heidi.Budeau@k12.nd.us) or 701-252-3376.

The Nondiscrimination Coordinator's core responsibilities include overseeing the District's response to discrimination and harassment reports and complaints that do not include sex or disability, but instead the other protected statuses. The Board designates Robert Lech, Superintendent as the Nondiscrimination Coordinator. He can be contacted at: 207 2<sup>nd</sup> Avenue SE, Jamestown, North Dakota 58401, [Robert.Lech@k12.nd.us](mailto:Robert.Lech@k12.nd.us), or 701-252-1950.

The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for investigation of discrimination complaints, shall receive appropriate training. This training shall include (1) what constitutes discrimination, harassment, and retaliation; (2) the handling of complains under the Discrimination & Harassment Grievance Procedure (AAC-BR); and (3) applicability of confidentiality requirements.

### ***SECTION 504 OF THE VOCATIONAL REHALBILITATION ACT OF 1973***

Section 504 is an Act that prohibits discrimination against persons with disability in any program that receives federal financial assistance. The Act defines a person with disability as anyone who

*Has a mental or physical impairment that substantially limits one or more major life activities (major life activities include activities such as walking, breathing, learning, reading, concentrating, thinking, communicating, seeing, speaking, caring for one's self, working, helping, eating, sleeping, standing, lifting, bending, and operation of a bodily function).*

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

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

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

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

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

If there are questions, please feel free to contact.

Section 504 Coordinator: Heidi Budeau

Phone: 701-252-3376

### ***SUMMARY OF RIGHTS AS PARENT/GUARDIAN***

These safeguards are guaranteed to children with disabilities and their families by Public Law 94-142, the Education for All Handicapped Children Act of 1975, and Section 504 of Public Law 93-122, The Vocational Rehabilitation act of 1973.

1. Have your student take part in and receive benefits from public education programs without discrimination based on a disability.
2. Receive written notice with respect to identification, evaluation, or placement of your student.
3. Have your student receive a free and appropriate public education. This includes the right to be educated with other students without disabilities to the maximum extent appropriate.
4. Have your student educated in facilities and receive services comparable to those provided students without disabilities.
5. Have evaluation, educational, and placement decisions made based on a variety of information sources and by individuals who know your student, the evaluation data, and placement options.
6. If eligible, have your student receive accommodations under Section 504 of the Rehabilitation Act of 1973.
7. Give your student an equal opportunity to participate in appropriate nonacademic and extracurricular activities offered by the school.

8. Examine all relevant records relating to decisions regarding your student's identification, evaluation, educational program, and placement.
9. Obtain copies of educational records at a reasonable cost if the fee would effectively deny you access to the records. Section 504 Guidelines for Educators 85
10. Receive a response from the school to reasonable requests for explanations and interpretations of your student's records.
11. Request amendment of your student's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your student. If the school refuses this request, it shall notify you within a reasonable time and advise you of the right to a hearing.
12. Request mediation or an impartial due process hearing related to decisions regarding your student's identification, evaluation, educational program, or placement. You and your student may take part in the hearing and have an attorney represent you.
13. File a local grievance or complaint.

### ***PROCEDURES FOR CHALLENGED MATERIALS***

All complaints relating to appropriateness or absence of instructional materials shall be reported to the building principal. The building principal shall try to resolve the issue informally by explaining the philosophy and goals of the school district and/or the library media center. If further action is requested by complainant, the review committee is notified for a meeting to be arranged by the building principal.

### ***ASBESTOS MANAGEMENT PLAN***

Jamestown Public Schools has developed an Asbestos Management Plan for all school buildings. This management plan contains the findings and recommendations prepared by the consultant firm that conducted the assessment - Institute for Environmental Assessment, Anoka, Minnesota. Jamestown Public Schools controls the asbestos material contained in the Jamestown Elementary School buildings. The latest recommendation on asbestos control urges management of the substance rather than removal of it. This building is inspected twice a year and immediate action is taken if it is determined that asbestos fibers could be released into the air.

The office address and telephone number of our coordinator is:

Jerome Wegner  
 Box 269  
 Jamestown, ND 58401  
 (701) 252-1950

### ***HIGHLY QUALIFIED TEACHERS AND STAFF***

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

### ***FRAGRANCE FREE REQUEST***

Due to the fact that we have several students and staff who may have allergies to perfume (some severe), we are asking that all students and staff refrain from wearing fragrances and lotions that contain a strong perfume to school.

### ***TITLE PROGRAM COMPLAINTS***

FEDERAL TITLE PROGRAM COMPLAINTS: (Revised 5-15-2017)

#### **Process**

Any individual who believes that the Jamestown Public School District has violated the regulations or law governing the Title programs, should submit a complaint to the Title I Coordinator at 207 2<sup>nd</sup> Avenue SE, Jamestown, ND 58401 or call 701-252-1950. The Title I Coordinator shall investigate the complaint and provide the individual with a written response within 30 (thirty) days or as soon as practicable.

Any complaint must include:

- The date;
- A detailed description of the complaint, including specific facts; and
- The signature of the person making the complaint.

#### **Reconsideration**

If the complaint is not resolved to the satisfaction of the complainant at the district level, the complainant may forward the complaint to the Title Program Director, Department of Public Instruction, 600 East Boulevard, Bismarck, ND 58505. DPI

has established a reconsideration procedure in the event that a complainant is dissatisfied with the State Title Program Director's decision.

Once the state-level complaint review process has been exhausted, a complaint may forward the complaint to the Secretary of Education, U.S. Department of Education, 555 New Jersey Avenue, NW, Washington, DC 20208.

### *Technology Acceptable Use Policy for Staff and Students*

#### **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 audio visual equipment. VCRs, DVDs, laserdisc players, etc.
- Printers of all types
- Internet access
- Office 365 Suite including Outlook, One Drive, Word, Excel, PowerPoint, Sway, Video, Delve, Calendar and more including access to Internet web building.
- IVN or interactive learning
- SMART Board 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 which results in a compromise of the system security.
- Inappropriate use of personal handheld electronic devices, including cell phones.
- Using the network for any illegal, unethical, or commercial activities.
- Negligent release of confidential data.

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

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

### **1:1 Devices**

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

Jamestown Public School District staff, students and parents/guardians fully acknowledge that the use of a personal device on the premises of JPS is subject to all guidelines, rules, and regulations governing responsible use as established by the Jamestown Public Schools. It is further understood that the use of a personal device is restricted to those activities as required or related to the student's program of study and any other use may be subject to disciplinary action including the loss of device use privileges. Students will not access websites with inappropriate content using a 3G or 4G 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 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, ParentLink-Teacher Connect or Edmodo
  - d. One-way or Two-way Messaging – Internet service sending text to registered individuals to receive notifications. The preferred method of communication for school district personnel is the district's calling/texting service (ParentLink-Teacher Connect).
  - e. Two-way Messaging – Not encouraged. If two-way texting is necessary, Jamestown School District personnel must follow TAP guidelines, and he/she must have parental permission prior to using two-way texting.
2. Unacceptable Methods
  - a. Non-District Email Accounts – Jamestown School personnel should never use personal email accounts to communicate with students about school matters. Coaches may obtain a school district email account and must also follow these expectations.
  - b. Coaches will be provided with a ParentLink Teacher Connect account and will need to create groups to make contact with players and/or parents.
  - c. Online Games and Related Activities – While many people enjoy gaming (Wii, Xbox, etc.) and recreational websites that allow them to compete with others through the Internet, this is not an acceptable activity for school personnel to engage in with students.

### **Social Media**

#### **General Guidelines**

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

personal friendship with students should always be visible and strongly communicated.

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

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

1. Facebook

- a. The Jamestown Public School uses Facebook as a means to communicate with students, personnel, and patrons. Facebook can be a valuable tool to communicate with others and its use by school personnel is NOT prohibited.
- b. If school personnel use Facebook for valid educational objectives in their classroom or student organization the page should be set up as an Artist, Band or Public Figure Page, not a personal page. This allows all public to view the page and keep all content on it visible for all to monitor.
- c. Communication with students within a Facebook Page should be centered on one-way communication. If two-way communication is used it should be monitored frequently by school personnel to ensure TAP guidelines are being followed. You can set your page up so that comments are not posted until you have reviewed them and this is recommended.
- d. Any page created for educational purposes should be owned and monitored by Jamestown Public School personnel. If you wish to create a Facebook page to be used within your course or student group be sure to notify parents of your intent to communicate in this fashion.

2. Twitter

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

**Electronic Mail and Internet Use**

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

**Office 365 Suite**

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

Collaborate with Office Online:

Mail	Calendar	People
Newsfeed	OneDrive	Sites
Tasks	Delve	Video
Word Online	Excel Online	PowerPoint Online
One Note Online	Sway	Forms
Planner	Yammer	Power BI
Power Apps	Flow	Stream
Teams	Dynaics 365	

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

## **Internet Safety and Use of Filters**

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

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

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

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

Potentially objectionable material includes, but is not limited to:

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

## **Privacy**

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

## **Security**

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

## **Vandalism**

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

## **Sanctions**

The building administrator, supervisor, and/or teacher is responsible for applying sanctions when the Staff and Student Acceptable Use Policy has been violated. Possible sanctions include, but are not limited to:

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

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

### **Legal Disclaimer**

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

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

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

### ***WEBSITE***

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

If you cannot fully access the information on any web page of this site, [www.Jamesotwn.k12.nd.us](http://www.Jamesotwn.k12.nd.us), please let us know the accessibility issue you are having by contacting Pam Brown, Webmaster, at 701-252-1950 or by email at [pamela.brown@k12.nd.us](mailto:pamela.brown@k12.nd.us). We will try to provide the information to you in an alternate format and /or make the necessary improvements to make the information accessible.