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Jamestown Hub

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Handbook



Name _____

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Jamestown Hub

Our 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.

Jamestown Hub Philosophy

The philosophy of Jamestown Hub is to provide an educational experience designed to continue the intellectual, physical, emotional, and social development of each student to become a responsible and productive citizen in society. Jamestown Hub will provide the opportunities for students to grow and discover themselves, to clarify values and establish loyalties, to think and inquire intelligently and systematically, and to question rationally.

The Educational Objectives of the Hub are:

- To provide an academic curriculum, which is varied, challenging, and adaptable to the needs of all students.
- To provide opportunities for students wishing to develop their skills and talents in co-curricular activities.
- To provide caring and competent staff, support staff, and administrators who are willing and able to help students with their academic and personal development.
- To provide an educational and social environment that encourages students to be responsible and accountable for their actions.

Entry Requirements

Students must have withdrawn from the high school, be 16-21 years old and complete entrance application. Students will have their individual case reviewed by a counselor, high school principal and Jamestown Hub Director, before being granted admission to the program. The program is not suitable for all students.

Graduation Requirements

Students will meet the same graduation requirements as the students of Jamestown High School.

Required units are as follows:

Language Arts.....	4 credits
Science	3 credits
Mathematics.....	3 credits

Social Studies	4 credits
Physical Education.....	1 credit
Health.....	1/2credit
Computer Literacy.....	1/2credit
Personal Finance	1/2credit
Electives.....	7 credits
Foreign Language, CTC or Arts	1 ½ credits

Graduation Ceremony

Students may participate in the graduation ceremonies with the High School if they are in full attendance at the Hub for the second semester of his/her senior year.

Ranking of Student

In order to qualify as a high ranking student, a senior must complete units in high school for three years and must attend Jamestown High School for the full Senior year. This rank is to be based on full-time courses with the following point system: A-4, B-3, C-2, D-1. The total number of grade points is then divided by the total number of units the student has earned in full-time coursed. The student with the highest quotient ranks first.

Transfer Credits

Jamestown Public School District accepts all credits properly designated for credit by another accredited school. An official transcript must come through the mail signed by a principal or his authorized agent. Grades and credits from an official transcript are accepted.

Elective Courses

Elective courses will be taught by Jamestown Hub Staff within the subject areas in which they are certified by the Department of Public Instruction. Some students may attend courses at the James Valley Career & Technology Center as well as elective classes in the high school.

Standardized Grading Scale for JHS

92-100	A
83-91	B
74-82	C
65-73	D
64-below	F

Independent Study Program

Independent study is an option for students who wish to take more credits during the school year. Independent Study is taken through the Center for Distance Education in Fargo. The cost for the program is paid for by the student.

CARRYING WEAPONS

Definitions

This policy defines the following:

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

Prohibitions

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

Disciplinary Consequences

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a dangerous weapon, other than a firearm, to school will require that proceedings for up to 10 days suspension and/or expulsion for up to 12 months be initiated immediately in accordance with the district's suspension and expulsion policy.

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

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

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

Special Education Students

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

Nonapplicable Provisions

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport, provided that the student informs the school principal of the student's participation, and the student complies with all requirements set by the principal regarding the safe handling and storage of the firearm. The

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

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

General Notice of Non-Discrimination

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. (The complete AAC policy will be found on the Jamestown District website.)

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

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

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

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

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

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

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

- Inspect and review his/her student's educational records.
- Make copies of these records.
- Receive a list of all individuals having access to those records.
- Ask for an explanation of any item in the records.

- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the student's rights.
- Request a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact.

Section 504 Coordinator: Heidi Budeau, Phone: 701-252-3376

NONDISCRIMINATION & ANTI-HARASSMENT POLICY - Refer to AAC Policy in the District Policy Handbook

Bullying Policy Statement

The Jamestown Public School District is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the district to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that students and school staff members shall not engage in bullying behavior while on school property.

Definitions

For the purposes of this policy:

- *Bullying* is defined in NDCC 15.1-19-17 as:
 - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - 1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - 2) Places the student in actual and reasonable fear of harm;
 - 3) Places the student in actual and reasonable fear of damage to property of the student; or
 - 4) Substantially disrupts the orderly operation of the public school; or
 - b. 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:
 - 1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - 2) Places the student in actual and reasonable fear of harm;
 - 3) Places the student in actual and reasonable fear of damage to property of the student; or
 - 4) Substantially disrupts the orderly operation of the public school.

Conduct includes the use of technology or other electronic media (e.g. cyberbullying).

- *Cyberbullying* is defined as the use of any electronic communication device to harass, intimidate, or bully a student or school staff member.
- *Electronic communication* is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.
- *Protected status* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *School-sanctioned activity* is defined as an activity that:
 - a. Is not part of the district's curricular or extracurricular program; and
 - b. Is established by a sponsor to serve in the absence of a district program; and
 - c. Receives district support in multiple ways (i.e., not school facility use alone); and
 - d. Sponsors of the activity have agreed to comply with this policy; and
 - e. The District has officially recognized through board action as a school-sanctioned activity.
- *School-sponsored activity* is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- *School staff* include all employees of the Jamestown Public School District, school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

The 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

Reference: Jamestown Board of Education Policy ACEA

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:

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

Attendance Policy

- Absences due to school activities, junior/senior college visits, weather related problems, medical absences supported by a physician's written verification for days missed due to health related problems or in-school suspension will not be counted towards the 10 days, all other absences count towards the ten-day policy. *Please note that regular doctor, dental, optometric appointments and other instances of illness do not qualify as excused medical absences, but will be allowed within the ten-day absence totals.*

Medical notes from physicians are due to the attendance office the day the student returns to school for the physician's excused absence.

- If the student experiences a series of multiple absence periods each lasting more than two consecutive days, the student and parents may be required to meet with the Assistant Principal to discuss any specific problems related to absences. The Assistant Principal will review any excessive absences due to unusual circumstances.
- Schoolwork missed by the student during an absence shall be made up regardless of the reason for the absence. Family vacations should be scheduled, when possible, during the summer or other non-school days. Should it be deemed necessary for a student to be absent from school due to family related reasons, arrangements should be made by the student to complete, in advance, as much as possible of the school work that would be missed. Any work not completed must be completed upon return by a date established by the instructor. Days missed for such a reason will be included within the ten-day limit.
- Each semester upon the 11th absence in a class, a student will subject to credit loss in that class and the course may be dropped. The student may be dropped from the Hub if attendance in all classes exceed the 11th day. Students may reenroll in Jamestown High School, take the GED or wait to possibly be reinstated in Hub program.

Return Policy

A student must meet with the program director in order to re-enter the program. The student will have to restart from the beginning of any class that he/she was dropped.

Dress Code

Personal appearance is usually an index to the attitude and behavior patterns of an individual. Our dress and grooming code is a common sense and good taste. State and federal regulations require you to be clothed and to wear shoes.

While the dress of Hub students is determined by each student's parents, school personnel will react to dress and appearance when the student's dress or appearance disrupts classes or school activities, or when the type of dress constitutes a health hazard.

*The School District Dress Code policy will be followed.

State and Federal regulations require students to be clothed and to wear shoes at all times. Students should dress MODESTLY and should not reveal their undergarment, midriff, or cleavage. Bottoms, including but not limited to pants, shorts, and skirts, must be worn at, or moderately below the natural waistline. The hem of the student's top must cover the waistband of the student's bottoms with absolutely no skin or underwear exposed. The hem of shorts and skirts must be at or below mid-thigh. Clothing shall not display or advertise drugs, tobacco, alcohol, obscene language, or items of sexual nature.

Examples of clothing that are inappropriate include, but limited to, fishnet material, sheer or see-through material, halter tops, tank tops, tube tops, open back shirts, spandex, and spaghetti strap tops. Clothing with excessive holes will not be tolerated.

Chains of any kind and spiked jewelry are not allowed due to safety issues. Sunglasses may be worn in the building without written doctor approval.

Hair styles that create problems of health and sanitation, obstruct vision or are designed to call undue attention to the individual are not accepted.

Caps, hats, and head apparel will not be worn in the building.

Common courtesy dictates the removal of caps and hats upon entering the building as a sign of respect. Individuals or groups of individuals that wear apparel that promotes a negative school environment will be dealt with on an individual basis.

Cheating

Cheating at the Hub will not be tolerated. If a student is caught cheating, the first occurrence the student will receive a zero on the assignment and one hour of campus community service. On the second occurrence in any class at the Hub School the administrator will be contacted and the student will be removed from the class receiving a failing grade.

Conduct

It is the hope of the teachers and administration that the school family of students, teachers, principals, counselors, and custodians can work together for the greatest benefits for all throughout the school year. However, if minor violations of unacceptable conduct occur, such as classroom disturbances will be handled by the teacher in charge.

Major violations such as smoking on school property, possession or transfer of illegal substances of any kind, willful disobedience or defiance of a teacher's lawful authority, fighting, the use of fireworks or explosive devices, and damage to school persons or property will result in removal from all courses in which students are enrolled. Out-of-school detention will be applied.

School Events

Students will be allowed to participate in prom, athletics, and graduation ceremony (see graduation ceremony requirements).

Vandalism

Jamestown Hub is here for your use. Take care of it and treat such property with the same consideration you have for your own home. Take pride in keeping halls and grounds clean. Throw waste materials into the containers provided for this purpose. Do not mark desks, tables, or books. This equipment is expensive and other students must use it after you.

Any student who willfully vandalizes any part of school district property, here or at any other school in the city, must repair or make restitution, complete one hour of campus community service, or may be removed from the program. For the second offense, the student/parent must make restitution and the student will be removed from the program. The student may be allowed to re-enroll after a minimum of ten (10) days. The Jamestown School District has a standing \$25 reward for information leading to the identification of vandals.

Unacceptable Language and Inappropriate Personal Items

Profane or vulgar language has no place in the school environment. A zero tolerance approach at Jamestown Hub is intended to provide students with the opportunity and skills to communicate appropriately. The first referral made to an administrator requires one period of detention. Any personal items that have inappropriate language or symbols will be confiscated and returned to the student's parent/guardian.

Alcohol and Prohibited Substance Policy

The Jamestown Public School District shall strive to provide a learning environment that is safe, drug free, and conducive to learning. This policy is designed to help eradicate the influence of drugs and alcohol within the school environment, promote awareness and health, consequences for drug and alcohol related violations.

Prohibited Activities

It shall be against school policy for any student to:

1. Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give, or attempt to sell, deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.
2. Possess, procure, purchase, or receive, or to attempt to possess, procure, purchase or receive the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car, handbag, or when s/he owns it completely or partially.
3. Be under the influence of (legal intoxication not required), use, consume or attempt to use or consume the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.
4. Knowingly or intentionally aiding or abetting in any of the above activities.

This policy applies to any student who is on school property, who is in attendance at school or at a school-sponsored activity or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the school district, district safety, or welfare of students or employees. Reference: JPS FFA STUDENT ALCOHOL & OTHER DRUG USE/ABUSE

Prohibited Substances

1. Alcohol or any alcoholic beverage;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs;
3. Any glue, aerosol paint, or any other chemical substance used for inhalation;
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not administered and/or taken in accordance with appropriate consent and authorization from parents, school administration and if applicable a health care provider.
5. Any use or possession of tobacco, devices containing nicotine, e-cigarettes, and other electronic nicotine delivery devices.

Students found to be in violation of the alcohol & other drugs policy will be suspended from the Hub.

Extra-Curricular Activities

If a student is seen with alcohol or drugs, he/she will be detained, referred to Law Enforcement immediately, and the incident will be reported to the principal the next school day. School policy will be followed as when usage occurs in school. If a student is "high" or had been drinking, he/she will be detained. Law Enforcement and parents will be called. The incident will be reported to the principal the next school day and school policy will be followed as when in school usage occurs.

School Hours

School hours have been set 7:50 A.M. to 2:15 P.M. Monday, Tuesday, Thursday and Friday. Wednesday schedule will be from 9:25 A.M. to 2:35 P.M.

Flex Period

JHS and the Hub offers a flex period of 30 minutes on Wednesday of each week. Teachers will offer different classes on topics which are not normal taught in regular classes. Departments will also offer help sessions for students to make up tests or get extra help on subjects in which the student needs more help. Students will sign up for the flex courses using a computer app at the start of the week.

School Dismissal

In the event of severe inclement weather or other emergencies, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. Announcements of school closing will be made through available media and district notification system. If school is scheduled to start one hour late, students will report at 9:30 A.M. & 10:30 A.M. for a two hour late start (same as High school & CTC). School cancellations do not count towards the amount of time students need to spend in class. Students can catch up on materials from the hours from 2:35 P.M. to 3:45 P.M.

Care of School and Personal Property

The responsibility for school items and your personal items is yours. School items such as but not limited to books, instruments, etc. are your responsibility. Personal items such as money, watches, jewelry, and electronics should be left at home.

Student Records

No records pertaining to individual students will be released for inspection by the public or any unauthorized persons, either by the district administrator or other persons responsible for the custody of the files. The exception to this shall be information about an individual student which has been authorized for release by the student's parents, in writing. The District will comply with custody issues when a valid copy of the court order is on file at the Central Office and notice has been given to the building administrator.

Fire, and Tornado Drills

Periodic fire and tornado drills are required by state law. These drills are for your safety and must be orderly and quiet. Each teacher will give his/her class proper instructions.

Driving and Parking

JHS is a closed campus and students are not to leave campus without administration permission. In order to promote traffic safety and courtesy at JHS, the following regulations will be in effect with the opening of school.

1. The responsibility of safety near the school rests with each student and staff member.
2. Exhibition driving will not be tolerated.
3. The north end of the parking lot is reserved for teachers.
4. Students are not to park in the visitors parking spots.
5. The Jamestown Police Department will ticket parking and driving violations.
6. **Students are not allowed to drive during school hours unless arrangements have been made with the administration.** Failure to follow the regulation will result in loss of driving/parking privileges on the JHS campus and detention time will be assigned. (See discipline grid)

Instructional Materials

All complaints relating to the appropriateness or absence of instructional materials shall be reported to the building principal. The principal will try to resolve the issue informally by explaining the philosophy and goals of the school district and/or the library media center. If an informal resolution cannot be arrived at, formal procedures will be initiated.

Counseling and Guidance

The Jamestown Hub guidance counselor strives to aid each individual student in utilizing abilities to the fullest in making sound choices and in developing self-understanding.

District Asbestos Management Plan

You are hereby notified that the Jamestown Public School District #1 has developed an Asbestos Management Plan for all school buildings. This management plan contains the findings and recommendations prepared by the Institute for Environmental Assessment, Anka, MN. Inquiries about the management plan can be made to the Central Office at 252-1950.

Cell Phones/Electronic Devices

The Hub will grant a break every hour for students and electronic devices may be used. Cell phones can be a distraction from completing goals and therefore we need to limit usage during class. During class time, cell phones should be placed on the desk and upside down unless being used for a teacher guided activity. Students may use the cellphone for music at the discretion of the Hub Staff. In the event teachers feel that the cell phone is becoming a deterrent for a student to reach their graduation goals, the student will be asked to surrender their cell phone. If the student does not comply, the teacher will refer the student to the principal.

In the event the student needs to use their cell phone during class time, they should ask the classroom teacher to be excused. If a student's cell phone or other electronic device is confiscated, the building principal or Superintendent may search the confiscated device in accordance with policy FHBD-Searches of Students.

Technology Acceptable Use Policy for Staff and Students

(Adopted 7-18-2016, Amended 5/4/2020)

TECHNOLOGY VISION STATEMENT

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

POLICY

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

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

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

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

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

- Bullying or harassing others
- Use of the network for product advertisement or political lobbying.
- Sending or displaying offensive messages or pictures, including pornography.
- Students taking pictures of others and sharing publicly any photo without that person's permission or knowledge

- Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws including plagiarizing, downloading or exchanging pirated software, music, or other files.
- Use others' passwords, tampering with or forging names on electronic mail or other online environments. Trespassing in others' folders, work or files.
- Using another person's identity or falsifying your own within any digital correspondence or online persona.
- Any action hacking with intent to damage or for the purposes of circumventing standard technology configurations or policies.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Intentionally wasting network resources.
- Storage of games and excessive picture, music, and video files.
- Unauthorized posting of personal information about others, including phone numbers, names, etc.
- Performing any action that results in a compromise of the system security.
- Inappropriate use of personal handheld electronic devices, including cell phones.
- Using the network for any illegal, unethical, or commercial activities.
- Negligent release of confidential data.

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

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

1:1 Devices

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

Jamestown Public School District staff, students and parents/guardians fully acknowledge that the use of a personal device on the premises of JPS is subject to all guidelines, rules, and regulations governing responsible use as established by the Jamestown Public Schools. It is further understood that the use of a personal device is restricted to those activities as required or related to the student's program of study and any other use may be subject to disciplinary action including the loss of device use privileges. Students will not access websites with inappropriate content using a 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 Device Use While Driving

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

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

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

The prohibitions under this section do not apply to use of a fleet management system or dispatching device.

Electronic Communication

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

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

Communication Methods

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

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

Social Media

General Guidelines

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

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

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

1. Facebook

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

2. Twitter

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

Electronic Mail and Internet Use

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

Office 365 Suite

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

Collaborate with Office Online:

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

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

Internet Safety and Use of Filters

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

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

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

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

Potentially objectionable material includes, but is not limited to:

- Visual depictions that are obscene or depict child pornography as defined by the 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.

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:

- Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
- Causing or attempting to cause physical injury to another person except in self-defense;

- Possessing or transmitting any firearms, knives, explosives, or other dangerous objects or weapons;
- Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
- Disobedience or defiance of proper authority;
- Behavior that is detrimental to the welfare, safety, or morals of other students;
- Truancy;
- Offensive and vulgar language when it is obscene, defamatory, or incites violence and disruptive of the educational process;
- Threats of violence, bomb threats, or threats of injury to individuals or property;
- Any student behavior that is detrimental or disruptive to the educational process, as determined by the principal.