



Jamestown High School

1509 10 ST NE

Jamestown, ND 58401

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Jamestown Public Schools

Promote a Drug Free Environment

STUDENT TOBACCO, ALCOHOL, AND ILLEGAL DRUG POLICY

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

Name _____

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MISSION STATEMENT

“Learning for All.”

JAMESTOWN HIGH SCHOOL PHILOSOPHY

The philosophy of Jamestown High School 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 High School 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 JHS 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.

NORTH CENTRAL ACCREDITATION

Jamestown High School is fully accredited by the North Central Association of Colleges and Secondary Schools. The NCA is the largest education-accrediting agency in the United States.

SCHOOL CALENDAR 2018-2019 ACADEMIC YEAR

August 23	Opening Day of School
September 3	Labor Day, No School
September 8	ACT Exam
September 28	Homecoming
October 1 & 2	Parent Teacher Conference
October 3	Early Dismissal (1:00 p.m.)
October 10	PSAT Exam
October 18 & 19	Teacher Instructional Convention - No School
October 26	End of Quarter I
October 27	ACT Exam
November 3	PSAT Exam
November 12	Veteran's Day No School
November 22 & 23	Thanksgiving Break, No School
December 5	Professional Development/dismissal at 1:00 p.m.
December 8	ACT Exam
December 21	Last Day prior to Christmas Break
January 3	School Resumes
January 11	End of Quarter II
January 21	Professional Development – No School
February 9	ACT Exam
February 11-12	Parent/Teacher Conferences
February 15	NO SCHOOL
February 18	NO SCHOOL
March 12	State ACT/Work Keys test for juniors
March 12	ASVAB Test for sophomores (Jerry Meyer Arena)
March 14-15	Spring Break/No School
March 20	End of Quarter III
April 19	Good Friday, No School
April 22	No School (Storm Day)
April 27	Prom
May 6	AP Government Test (a.m.)
May 8	AP English Literature Test (a.m.)
May 14	AP Calculus Test (a.m.)
May 15	AP English Language Test (a.m.)
May 23	Last Day of School, dismiss
May 26	Graduation
June 8	ACT Exam

GRADUATION REQUIREMENTS

22 credits are required to graduate.

Required units are as follows: Language Arts, 4 credits; Science, 3 credits; Mathematics 3 credits; Social Studies 4 credits; Physical Education 1 credit; Health ½ credit, Word Processing ½ credit; personal finance ½ credit; 3 credits focused electives from foreign language, fine arts and career and technical education. The minimum student class load per year is six credits for grades 9-11 and five for grade 12. The minimum number of credits required at each grade level is 5.5 for sophomore status, 11 for junior status and 16 for senior status. Eight semesters of attendance (excluding Summer School) are required for graduation including the last semester of the senior year unless an emergency has occurred and the Jamestown School Board has approved a waiver.

STANDARDIZED GRADING SCALE FOR JHS

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

COMPULSORY ATTENDANCE

Students in the schools of North Dakota are required by state law to remain in school until they reach the age of 16. Students aged 16 and 17 who choose to discontinue their education, must bring their parent(s) or guardian(s) to Jamestown High School to meet with the principal.

STUDENT ABSENCES

Regular attendance is essential if a student is to be successful in school and in the world of work. Parental cooperation in this matter is essential. Parents are asked to notify the attendance office (952-4001) of an absence in advance (by note) or to call in by 9:30 a.m. the day of an illness.

Jamestown High School Attendance Policy

Jamestown High School students must attend for a specific number of days per semester to be granted class credit. The maximum number of absences from any class in a semester is ten (10). Absences may be due to illness, funerals, or special family needs.

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 and the student assigned to a study hall or credit recovery. Students may have an opportunity to regain the credit by appealing in writing to a committee of an administrator and counselor/social worker. A contract between the student and school will be designed and time where up to two additional absences per course will be made up with the teacher/teachers in which the credit loss has occurred. If the contract is not followed, credit loss will be final. Appeals are reserved for unusual and/or extenuating circumstances (e.g. lengthy illness). Credits lost due to poor attendance may be made up in the regular school program, summer school, or via online credit recovery.

College Visit

Junior and senior students may have one college visit per year, which does not count towards the ten-day policy. All academic work needs to be up-to-date and detention obligations completed prior to administration granting the visit.

Tardiness

Punctuality is an important life skill and tardiness is extremely disruptive to the educational process. A student is considered tardy if he/she is not in the classroom when the tardy bell rings. A student who is more than 20 minutes late is considered absent.

Tardy Policy: A student may have two tardies without penalty. Detention will be assigned beginning with the third tardy in a class period during a semester and for each tardy thereafter.

Truancy

Truancy is an absence from one or more classes, which has not been excused by a parent or guardian and confirmed by school personnel. Once confirmed, a letter is sent to the parent(s) or guardian(s) notifying them of the absence. **The student will receive a conduct grade of "F" for the class (es) from which he/she was truant. The student will also receive one period of detention for each period missed. No credit will be given for ANY work or exams until the time is made up.** If a **second truancy** takes place, the above consequence will be applied, and the family and student may meet with the school social worker. If **three separate truanancies occur in a semester**, the student may be referred to the school social worker and the Stutsman County Juvenile Supervisor.

Oversleeping

The first oversleep recorded in each semester is an unexcused absence. Any oversleep thereafter will be a truancy.

Transportation Problems

Absences due to transportation will be recorded as an unexcused absence or truancy. Students are required to serve detention in the after-school detention room.

Detention Completion and School Sponsored Activities

Students must complete all detention obligations prior to participating in any JHS sponsored activities. Students will have a one-week grace period to complete any accrued detention time. A student becomes immediately ineligible for any activity on the second Monday following the infraction if he/she has not made up his/her time.

JHS CO-CURRICULAR POLICY

Jamestown High School is a member of the NDHSAA. The Association in the best interests of the participating students and schools makes rules and regulations for these activities. Additional information and clarification can be found in the Constitution and Bylaws of the NDHSAA. Students must be enrolled in a minimum of 25 hours of course work and passing **ALL** classes and not have any outstanding detention obligations for participation. Additional information can be obtained from the Activities office.

All participants must have a signed Code of Conduct form on file in order to participate. All 18 year olds must meet with the activities director and sign a code of conduct on or after his/her 18th birthday. Failure to do so will make the student ineligible for participation in JHS sponsored co-curricular activities.

BACKPACKS/PURSES

Backpacks and purses are to remain in a student's locker. When a violation occurs, the student relinquishes the backpack/purse to a teacher or administrator for the remainder of the day and serves one period of detention.

DRESS CODE

Personal appearance is usually an index to the attitude and behavior patterns of an individual. It is the responsibility of the parents to see that their children are neat, clean, and appropriately dressed. Our dress and grooming code encourages students to use good taste and common sense. School personnel will react to dress and appearance when the type of dress constitutes a health or safety hazard or when the appearance disrupts classes or school activities.

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 undergarments, 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 are not 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.

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

Hairstyles and ornamentation that create health and sanitation problems, obstruct vision, or are designed to call undue attention to the individual are not acceptable.

Individuals or groups of individuals who wear apparel that promote a negative school environment will be disciplined in accordance to the JHS code of conduct.

TRAVEL PASSES

Consultation passes are issued in the Attendance Office. All students who leave the building during the school day must carry a consultation slip. Travel passes are necessary for such reasons as a medical, dental, or court appointment, but not for personal convenience. **Any student that leaves the school during the day is required to check out at the Attendance Office with the attendance clerk or administrative staff.**

INCOMPLETE AND MISSING WORK PROTOCOL

As a rule, missed work must be made up within two days for each day missed. Whenever possible, the work should be completed prior to the absence (required for activities). Students who miss a firm due date for required tasks will have the following escalating supports and consequences:

1. The student will fill out a late/missing assignment form, establishing a contract for completion for credit. The assignment will be marked missing and late in PowerSchool, and a late penalty of 8% or a varied task may be used at teacher discretion.
2. If the student does not complete the assignment according to the contract, the student is required to complete the work under the supervision of the teacher before or after school hours. Teacher will contact parents, log in PowerSchool, and may assign the student to a required late work session.
3. If the student chooses to not turn in a form or does not show for a late work session or complete the work within the teacher's timeline, a zero may be entered as a placeholder, and the quarter grade may be manually overridden to an Incomplete (I) with comments entered. Beginning the next Wednesday morning the student will be on academic probation for that week with the appropriate intervention:
 - o One incomplete class: The student may be assigned to attend the *late start* overtime session in the Library/ASR/MTSS Study Hall at 7:50a.m. for period 1 students or 8:30 a.m. for period 2 students on Wednesdays. Students who do not attend an overtime session are considered Truant.
 - o Three weeks on academic probation or multiple incomplete classes: The student will meet with a principal or counselor, who will contact parents, and the student may be assigned to a restricted study hall for an additional period or in place of an elective.
4. If the student continues to have a missing assignment for three weeks past the original due date, the quarter grade remains (I) incomplete, and the student continues on academic probation. If the student turns in the work after three weeks past the original due date, the student must receive a minimum of a 64% F on the assignment with comments (reduced for inability to meet deadlines).
5. Two weeks following the completion of 1st and 3rd quarter, Incompletes are issued with a grade of (I) on the report card, meaning no credit earned for the quarter, prompting a meeting with a principal or counselor for schedule updates. For the 2nd and 4th grading period, the incompletes must be made up by 4:00p.m. on the day prior to the start of final assessments. If not, the incomplete "I" will remain in the permanent record showing "no credit."
6. The above may be modified by teacher request with Principal support for extenuating circumstances.

CITIZENSHIP AND ACADEMIC PROBATION

Students are required to demonstrate competency in work habits and approaches to learning as measured and reported by the citizenship rubric and grade.

Students who demonstrate unacceptable work habits or approaches to learning will receive appropriate supports.

1. The student will meet with the teacher regarding the lagging skills and strategies needed.
2. The teacher will contact parents to inform them of the citizenship issue.
3. Using the citizenship rubric, the teacher may lower the student's citizenship grade to reflect current performance.
4. The teacher may make recommendations to have the student meet with a counselor, social worker, or administrator to collaboratively identify the student's lagging skills or unsolved problems.

An Academic Probation (Incomplete and Failing grade) list and list of students with a U in conduct will be produced each Monday at 4:00p.m. A Citizenship Probation list will be run Monday at 4:00p.m. which includes

a citizenship grade that is a (U) Unsatisfactory grade or multiple Truants. If the student is on Academic or Citizenship Probation, the following supports will be utilized:

1. A student will be withdrawn from extra-curricular or co-curricular commitments (not required for a course) from Wednesday of that week to Wednesday of the following week. Students cannot expect late work to be graded immediately. When work is turned in, teachers may need up to two school days to grade and enter into PowerSchool. If PowerSchool indicates the incomplete is completed, or citizenship grade is changed to satisfactory, students may obtain a green sheet from administration to become eligible.
2. Senior students on academic or citizenship probation will not be eligible for the Senior incentives (flex period options such as open lunch, senior study hall, etc.)
3. The student will meet with a counselor or principal and may be removed from an elective and placed in a restricted study hall to complete the entire Strategies for Academic Success course or other program. A second option could be the student may be assigned a specific strategy or strategies for academic success tutorial to be completed in an online program.
4. The student will meet with a team regarding a behavior or approaches to learning plan.
5. Other personalized supports would be implemented as necessary.

CHEATING

Cheating at Jamestown High School will not be tolerated. If a student is caught cheating, the student involved will receive an F” in conduct. The teacher will contact the student’s parent/guardian.

FOOD/SOFT-DRINKS/BEVERAGES

Food, soft drinks and beverages are to only be consumed in the Commons and are not allowed in the hallways, classroom, or lockers. **Bottled water in a clear container will be allowed in the hallways and in the classroom at the discretion of the classroom teacher.** A student may receive a minimum of one detention if a violation occurs.

VANDALISM

Jamestown High School 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 the halls and grounds clean. Throw waste materials into the containers provided for this purpose. Do not mark up desks, books, or lockers. This equipment is expensive, and many 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 and serve a minimum of one-hour campus community service. For a second offense, the student/parent must make restitution, and the student will receive a minimum of one-day in-school suspension. The Jamestown School District has a standing \$25 reward for information leading to the identification of vandals.

SCHOOL HOURS

School hours have been set at 7:30 a.m. to 4:00 p.m. A student whose school day begins with period two and arrive at school before 8:40 a.m. are required to report to the Commons. Students may work in a classroom after 4:00 if a teacher is present.

Daily Class Schedule (Mon., Tues, Thurs., Friday)

Period 1	7:50 - 8:40	Block 1	7:50-9:55
Period HR	8:45 -9:00	Block 2	10:00-11:45
Period 2	9:05 - 9:55	Block 3	12:25-2:10
Period 3	10:00 -10:50		
Period 4A CL	10:55-11:45		
LU	11:50-12:20		
Period 4B LU	10:55-11:25		
CL	11:30-12:20		
Period 5	12:25-1:15		
Period 6	1:20-2:10		
Period 7	2:15-3:05		

Daily Class Schedule (Wednesday)

Period 1	8:35 - 9:15	Block 1	8:35-10:00
Period 2	9:20 - 10:00	Block 2	10:05-12:05
Period 3	10:05 -10:45	Block 3	12:55-2:20
Period 4A CL	10:50-11:30		
FLEX	11:35-12:05		
LU	12:10-12:50		
Period 4B LU	10:50-11:30		
FLEX	11:35-12:05		
LU	12:10-12:50		
Period 5	12:55-1:35		
Period 7	1:40-2:20		
Period 8	2:25-3:05		

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.

Late Starts

If school is scheduled one-hour late, students will report to their period two class at 9:30. If school is scheduled to start two-hours late, students will report to their period 3 class at 10:30.

MEDIA CENTER

The school media center is a pleasant place in which to read or study. It is open from 7:50 a.m. until 4:00 p.m. daily. Books are checked out for two weeks and may be renewed for another two weeks. Lost or damaged books must be paid by the student or his/her family. There is a fine for overdue books. Reference books and magazines should be used only in the school media center.

SCHOOL FACILITIES

School facilities are available to school organizations upon request by an authorized school official provided the director of the organization assumes the responsibility of proper supervision.

The swimming pool may be used by school organizations, rental free, but the group must pay for the services of a certified lifeguard. The director must be responsible for supervision.

School facilities may be rented by other organizations for a rental fee. The High School Principal and Activities Director are responsible for rental of school facilities.

STUDENT RECORDS

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

student's 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.

LOCKERS, CARE OF SCHOOL AND PERSONAL PROPERTY

Lockers are assigned at the beginning of the school year for the full year. **School personnel retain the right to inspect lockers for damage or whenever there is reason to suspect the contents of the locker contain materials detrimental to the educational purposes of the school. Periodic Canine searches will be conducted.** Student(s) are responsible for any damage done to their locker. Any required repairs must be reported to the attendance office. **Lockers must be locked at all times using school issued locks and students are to use the locker assigned to them.** Students are encouraged not to give out his/her combination to other students.

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. If it is necessary for you to bring valuables to school, plan to check them at the office during the day or check the valuables with your P.E. instructor during gym class. Coats/jackets are not allowed in classrooms and must be stored in your locker.

All locker decorations must be approved by the principal. Promotional posters may be hung on the hallway bulletin boards with prior approval of the principal.

FIRE, WIND, AND TORNADO DRILLS

State law requires periodic fire and tornado drills. These drills are for your safety and must be orderly and quiet. Each teacher will give his/her class proper instructions.

ANNOUNCEMENTS

Daily announcements are provided during homeroom to the students and staff. Students responsible for submitting notices must have the information approved by the advisor and in the office, the day before the announcement is given.

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)

COURSE ENROLLMENT CHANGES

A great deal of time and resources are allocated in the registration and scheduling process. Teacher allotments are decided by the courses that students sign up for in the spring. For these reasons, no changes will be allowed unless they are deemed necessary by an administrator.

Acceptable reasons for schedule change are:

1. I have an incomplete schedule
2. I do not have the required minimum amount of courses for my grade level: Freshman, Sophomore and Juniors 6 credits. Seniors 5 credits
3. I don't have a course I need for graduation
4. I don't have a prerequisite course on my schedule
5. I have already passed and received credit for a course on my schedule
6. I failed this course or another course before with the same teacher
7. I want to add or replace a current course with a Dual Credit or AP course or the published priority courses.

8. I need to make changes to meet the requirements of the ND Academic or CTE Scholarship.
9. I am requesting a study hall be added.

All schedule changes meeting the above criteria must be requested by the third day of school in the effected semester. Courses will not be dropped without written consent of a parent/guardian. If a student drops a class after the 15th day it will appear as a Withdrawal Failure WF on their academic record.

CELL PHONES/ELECTRONIC DEVICES

Cell phones/electronic devices are not allowed in the classroom unless the teacher has allowed the electronic device for the educational process. Because of privacy issues, electronic devices are not allowed in the bathrooms or locker rooms. Cell phones/electronic devices may be used in the commons before and after school, during lunch and during passing time at the student's locker. In the case of a violation, the student will receive one day of In-School Suspension and relinquish his/her phone/electronic device to the teacher/administrator for the remainder of the school day. First violation, student may retrieve phone from the office; on the second violation and beyond, parent/guardian must pick up the phone. 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.

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 achieved, formal procedures will be initiated. A complete copy of the procedures used for challenged materials can be found in the Principal's office.

COUNSELING AND GUIDANCE

The Jamestown High School counselors strive to aid each individual student in utilizing abilities to the fullest in making sound choices and in developing self-understanding. The counseling offices are located next to the main office.

HEALTH SERVICES

The Public Health Office provides a nurse in the high school on a request basis. Requests to see the nurse should be made in the office. Public Health will also be on call and available for emergencies. Parents must notify the Principal's office if a student has a special health problem so we can take proper precautions in case of an emergency.

PROM

The prom is a formal couple's dance that is reserved for Junior and Senior students at JHS. Guests of JHS juniors and seniors must be at least a junior in high school, under age twenty-one and must be approved by the JHS principal at least one week in advance. Time obligations must be completed before attending the dance, please refer to **Detention Completion and School Sponsored Activities**.

SCHOOL DANCE POLICY

Only JHS students may attend school dances sponsored by JHS. Students must present their school ID to attend the dance. No student will be admitted into a dance one hour after the start, unless they have prior permission from the administration. All students will adhere to the JHS dress code policy and no one leaving the dance is allowed to reenter the dance. Detention obligations must be completed before attending the dance.

JHS Dance Rules

1. No dancing which could cause harm to oneself or others (i.e. "slam dancing" or "moshing")
2. No straddling legs or wrapping legs around another person or object.*
3. No bending over or squatting down to the floor.*
4. No suggestive dancing or simulated sex acts (including but not limited to: genital touching or pelvic thrusting)*

5. No front to back dancing.*
6. All students will submit to a breathalyzer upon entering the school.
7. Students who leave the dance will not be allowed back in.
8. Only JHS students may attend school dances (exception is prom).
9. Students must present their school ID or other form of ID if so requested by a ticket taker.
10. No students will be admitted to the dance one hour or more after the start unless they have prior permission from an administrator.
11. Students must adhere to the dress code policy.
12. Detention obligations must be completed before attending school dances (see student planner).

*modified from NoFreaking.com

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, Anoka, MN. Inquiries about the management plan can be made to Career Technology Center Director, asbestos coordinator at (701) 952-4156, or the District Administrator at (701) 252-1950.

SPORTSMANSHIP

The Jamestown Public School District believes that activity programs play an important role in the lives of our students. The development of good sportsmanship may be one of the greatest lessons learned through these activities. The ability to display good sportsmanship ultimately falls on the student, but others must also work with the student to achieve a level that is viewed to be appropriate.

To summarize the policy of Jamestown Public Schools as it relates to sportsmanship would be to say that administrators and coaches shall teach and practice good sportsmanship and hold students accountable for their actions. Spectators will be reminded and encouraged to be appropriate role models for young people. The school board will support staff and administrators who enforce sportsmanship rules at all school activities and will evict students or adults who violate the district policy.

Basic Expectations of All

- **Stand for school songs**
- **Stand and remove caps and hats during National Anthem**
- **Cheer in a positive manner for your team**
- **No booing, heckling, or public criticism of officials decisions**
- **No disrespectful or derogatory cheers, chants, songs, signs or gestures**
- **No distracting opposing players by taunting or name calling**
- **No profanity**

UNACCEPTABLE LANGUAGE AND INAPPROPRIATE PERSONAL ITEMS

Profane or vulgar language has no place in the school environment. A zero tolerance approach at Jamestown High School 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.

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.

JHS FACULTY/DEPARTMENT DIRECTORY

(Use the prefix of 952 while dialing these numbers)

ENGLISH

Shelly Moltzen, Chair	4227
Daysha Conway	4217
Kenneth Gardner	4219
Darby Heinert	4225
Kasey Kosel	4229
Anthony McIntyre	4223
Tammy Mullowney	4221
Teresa Palmer-Visser	4209

MATHEMATICS

Kim Carpenter, Chair	4117
Jacob Denault	4116
Arnie Falk	4121
Leigh Hintz	4115
Marty Hochhalter	4119
Thomas Maus	4114

SOCIAL SCIENCE

Caroline Blumenshine	4201
Larry Eslick	4207
Marchel Krieger, Chair	4205
Paul Hanson	4211
Rachel Schroeder	4204
Ben Smith	4203

BUSINESS EDUCATION

Michelle Reed, Chair	4237
Morgan Schwartzenberger	4235
Kelsey Titus	3143

FAMILY/CONSUMER

Claudia Wolf	4220
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PHYSICAL EDUCATION

Andrew Fitzgerald	4147
Bill Nelson, Chair	4148
Cheryl Sunderland	4146

ART

Michael Dietz	4231
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LIBRARY

Kathy Burkle	4133
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Science

Janelle Green	4102
Brad Hohnadel	4106
Lynn Kosel, Chair	4111
Debbie Krebs	4104
Phil Kroeber	4103
Amber Ramlo	4107

MUSIC

Brandon Bondley	4141
Cheryl McIntyre, Chair	4140
Jennifer Michalenko	4131

FOREIGN LANGUAGE

Cody Mickelson, Chair	4213
Anthony Roth	4212

SPECIAL SERVICES

DeLynn Mittleider	4113
Nicole Nelson	4202
Brittany Hernandez	4122
Teresa Olson	4228
Denise Walton	4224
Kim Kaseman	4136
Sadie Lech	4243

CAREER&TECHNOLOGY CENTER

John Lynch, Principal	4156
Belinda Robinson	4155
Bob Thoreson	4165
TBA	4169
Deb Fisher	4159
Kevin Kubat	4161
Shelly Mansavage	4163
Brandon Michel	4162
Matt Mootz	4168
Michael Soulis	4157

JAMESTOWN NORTH

Chantel Grosulak	4186
Paul Monson	4245
Susanna Walker	4187

CARRYING WEAPONS

Definitions

- Firearm is defined in accordance with 18 U.S.C. 921.
- 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.
- Weapon includes, but is not limited to
 - a. Any dangerous weapon as defined by NDCC 62.1-01-01
 - b. Any device designed to stun through use of voltage whether through direct contact or through a projectile
 - c. Any firearm look alike or dangerous weapon look alike brought on school property with the intent to threaten or intimidate
 - d. Any other object that a student used, attempted to use, or intended to use to threaten or intimidate, cause destruction to property, or to cause injury to self or others
 - e. Spray or aerosol containing ortho-chlorobenzamalonitrile or other irritating agent intended for use in the defense of an individual

Prohibitions

No student will knowingly possess, handle, carry, or transmit any firearm or weapon on school property.

Disciplinary Consequences

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a weapon other than a firearm to school will require that proceedings for the suspension for up to 10 days 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 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 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 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 weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will be exempt from this policy.

Complementing Policies

- FFK, Suspension & Expulsion
- FFK-BR, Suspension & Expulsion Regulations
- FFK-E1, Suggested Procedure for Conducting an Expulsion Hearing
- FFK-E2, Suspension & Expulsion for Special Education Students

End of Jamestown Public School District Policy FFD Adopted: 9/5/2017

ALCOHOL AND PROHIBITED SUBSTANCE POLICY

THE JAMESTOWN PUBLIC SCHOOL DISTRICT SHALL STRIVE TO PROVIDE A LEARNING ENVIRONMENT THAT IS SAFE, DRUG FREE, AND CONDUCTIVE TO LEARNING. THIS POLICY IS DESIGNED TO HELP ERADICATE THE INFLUENCE OF DRUGS AND ALCOHOL WITHIN THE SCHOOL ENVIRONMENT, PROMOTE AWARENESS AND HEALTH, AND PROTECT STUDENTS IN THE SCHOOL ENVIRONMENT BY IMPOSING 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.

ALCOHOL AND DRUG ABUSE POLICY

In school: If a student is seen with alcohol, tobacco or drugs (including paraphernalia), the student is immediately taken to the Principal. Law Enforcement officer(s) and the parents are then notified. If a student is in school "high" or has been drinking, he/she will be taken to the social worker or to the principal's office. Law enforcement officer(s) and parents are then contacted.

Students found to be in violation of the alcohol and drug policy will be suspended from Jamestown High School for no less than 1 ½ days.

Extra-curricular activities: If a student is seen with alcohol or drugs (including paraphernalia), he/she will be detained, referred to Law Enforcement immediately, and the incident will be reported to the Principal the next school day. Breathalyzers will be administered at all JHS sponsored dances. If a student is "high" or has 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.

Students participating in NDHSAA sponsored interscholastic activities will be dealt with according to the rules of the association. Any extra-curricular participant who indulges in these harmful practices will be suspended from all interscholastic contests or activities from the date of notification for a period of six consecutive calendar weeks for the first offense and for a period of eighteen consecutive calendar weeks for any subsequent offense.

GRIEVANCE COORDINATORS

The Title IX Coordinator's core responsibilities include overseeing the District's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the District's policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Sally Ost, Business Manager, as the Title IX Coordinator. She can be contacted at: 207 2nd Avenue SE, Jamestown, ND 58401, Sally.Ost@k12.nd.us, or 701-252-1950.

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

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

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

BULLYING POLICY STATEMENT

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:

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

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

The Anti-Bullying 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:

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 incites violence and disruptive of 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.

SECTION 504

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

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

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

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

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

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

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

- Inspect and review his/her student's educational records.
- Make copies of these records.
- Receive a list of all individuals having access to those records.
- Ask for an explanation of any item in the records.
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the student's rights.
- Request a hearing on the issue if the school refuses to make the amendment. If there are questions, please feel free to contact. Section 504 Coordinator: Heidi Budeau Phone: 701-252-3376

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
- 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 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 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

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.

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

If you cannot fully access the information on any web page of this site, please let us know the accessibility issue you are having by contacting Pam Brown, Webmaster, at 701-252-1950 or by [e-mail at pamela.brown@k12.nd.us](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.

DISCIPLINE GRID

		First Occurrence	Repeat Occurrence
ABUSE OF STAFF	Verbal or nonverbal disrespect to staff members.	Minimum one day of in-school suspension	Minimum two days of suspension
ALCOHOL, TOBACCO, DRUGS	Use, possession, sale or being under the influence of alcohol, tobacco, or non-prescription drugs on school property or at school events.	1. Contact parents 2. Summon police 3. Minimum of one and a half days of suspension	1. Contact parents 2. Summon police 3. Minimum three-day suspension
ASSAULT	Physical attack upon another person who does not indicate a willingness to engage in the conflict.	1. Minimum one-day suspension 2. Summon police and charge with disorderly conduct	1. Minimum three-day suspension 2. Summon police and charge with disorderly conduct 3. Referral to anger management
DESTRUCTION OF PROPERTY	Defacing or damaging school property or the personal property of others.	1. Restitution 2. One-period of in-school suspension	1. Restitution 2. Minimum one-day suspension
DISORDERLY CONDUCT (NDCC 16.1-06-16)	Disturbance of a public school. Behavior disruptive to the school climate or the educational process.	1. Minimum one-day in-school suspension 2. Possible suspension 3. Possible police involvement with juvenile referral	1. Minimum two-day in-school suspension 2. Possible two-day suspension 3. Possible police involvement with juvenile referral
DRESS CODE	Check planner for dress code policy.	1. Contact parents 2. Correct the violation and one period of detention 3. Possible in-school suspension	1. Contact parents 2. Correct violation and two-period detention 3. Possible two-day in-school suspension

	First Occurrence	Repeat Occurrence	
FIGHTING	Mutual physical contact between two or more individuals.	Minimum of one-day suspension and police may be summoned	Minimum of two-day suspension and police may be summoned
GANG ASSOCIATION AND GANG SYMBOLS	Gang related behavior, apparel, symbols, paraphernalia and/or activities.	1. Police contacted 2. Must comply with administrator's request on attire (conference)	1. See first occurrence 2. Minimum of two days of suspension
HARSSMENT/ VERBAL ABUSE (BULLYING, HAZING, ETC...)	Statements or actions which intimidate or demean others. Includes sexual harassment. (see district policy)	1. Administrators will act to investigate all verbal/written requests-see district policy 2. Possible police involvement	1. One day of in-school suspension 2. Possible suspension 3. Possible police involvement
INSUBORDINATION/ NON-COMPLIANCE	Failure to obey school rules or reasonable requests of school personnel.	Student will be removed from the classroom for at least that period, call parents and minimum of one period of detention	Student will be removed from the classroom for at least that period, call parents and minimum of two periods of detention
THEFT	Stealing or concealing school property or the property of others.	1. Minimum of one-day suspension 2. Parent contacted 3. Police will be summoned	1. Minimum three days of suspension 2. Parent contacted 3. Police will be summoned
TRUANCY	Absence from one or more classes which had not been excused by parent/guardian and confirmed by school personnel.	1. Parent notified 2. "F" in conduct for class missed 3. One period of Detention for each period of class missed 4. <i>No credit</i> for <i>ANY</i> work or exams until time is made up 5. <i>No Final tests</i> until all time is made up	2nd occurrence is the same as the first occurrence. 3rd occurrence is the second occurrence with possible juvenile court referral

	First Occurrence	Repeat Occurrence
VULGARITY, PROFANITY, OBSCENITY, DISRESPECT	Vulgar, profane, obscene, or disrespectful behavior or language, possession or display of vulgar, profane or obscene material.	1. Minimum one-period detention 2. Obscene material confiscated; material may be forwarded to parents
WEAPONS/EXPLOSIVE DEVICES	1. Minimum one-in-school suspension 2. Obscene material confiscated; material may be forwarded to parents	Possession or use of any instrument used as a weapon, possession or use of fireworks, combustible substances or explosives. (see district policy)
EXCESSIVE ABSENCES	1. Suspension for at least 3 days 2. Possible expulsion 3. Police maybe summoned	Students may not have more than ten days of absences.
TARDINESS	See student handbook for details	It is the responsibility of the student to be on time.
DRIVING	1. Parents notified 2. Loss of driving/parking privileges for two weeks 3. Minimum of one-period of detention	1. Parents notified 2. Loss of driving/parking privileges for remainder of semester 3. One-day in-school suspension
CELL PHONES	Hand over phone to school personal.	Parent or guardian must pick up the phone from the office.
CHEATING	The student will receive an "F" in conduct.	