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Blue Jay Academy Handbook

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Name _____

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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.

Blue Jay Academy Philosophy

The philosophy of Blue Jay Academy 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. Blue Jay Academy 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 Blue Jay Academy 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 be 16-21 years old and complete entrance application. Students will have their individual case reviewed by a counselor, high school principal, BJA teacher and BJA Director, before being granted admission to the program. The program is not suitable for all students.

Successful BJA students should meet the following qualifications:

- Is 16+ years old
- Has earned 8+ credits towards graduation
- Has a goal of earning a HS diploma
- Is able to work independently at or near grade level
- Has self-discipline to manage deadlines

Requests for entry during the school year (at quarter break) will be considered for students that are of junior status (11+ credits) or with unique circumstances. All other entries will occur at the start of a semester.

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 Blue Jay Academy for the second semester of his/her senior year, or with permission from administration (see Early Graduation policy GDAA).

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 Blue Jay Academy 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

Possessing Weapons

Definitions

This policy defines the following:

- *Dangerous weapon* means, as defined in 18 U.S.C. 930(g)(2), a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.

- *Firearm* means, as defined in 18 U.S.C. 921, (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. The term does not include an antique firearm.
- *School property* is as defined in NDCC 15.1-19-10(6)(c) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

Prohibitions

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

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 themselves or others at risk by returning to the school prior to the expiration of the expulsion period.

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

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

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

Special Education Students

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

Non-applicable Provisions

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

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

Reporting

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

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's, parent's, guardian's or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. (The complete AAC policy will be found on the Jamestown District website.)

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 Kristi Grounds, Business Manager, as the Title IX Coordinator. She can be contacted at: 207 2nd Avenue SE, Jamestown, ND 58401, Kristi.Grounds@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 under applicable federal law, but instead the other protected statuses or sex or disability based discrimination under state law. 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.)

SECTION 504 NOTICE OF PARENT/GUARDIAN AND STUDENT RIGHTS

This is a notice of your rights under Section 504 of the Rehabilitation Act of 1973 ("Section 504"). These rights are designed to keep you fully informed regarding district decisions about your child and to inform you of your rights if you disagree with any of these decisions. If your child is identified for Section 504 services, you have the right to the following actions:

1. To have the district notify you of your rights (this document);
2. To have your child take part in, and receive benefits from, public education programs without discrimination based upon a disability;
3. To receive written notice with respect to identification, evaluation and placement of your student;
4. To have your child receive a free and appropriate public education (FAPE). This includes the right to be educated with other students without disabilities to the maximum extent appropriate. It also includes the right to reasonable accommodations, modifications, and supports necessary for the student to benefit from FAPE.
5. To have your child educated in comparable facilities and to receive comparable services to those provided for students without disabilities;

6. To have evaluation, program, and placement decisions made based upon a variety of information sources, and by individuals familiar with the student, the meaning of the evaluation data, and the placement options;
7. If eligible, to have your child receive accommodations under Section 504.
8. To have your child re-evaluated periodically, to the extent necessary, including before any significant changes are made to your child's educational program or placement;
9. To have your child receive an equal opportunity to participate in appropriate nonacademic and extra-curricular activities offered by the school;
10. To examine all relevant educational records relating to decisions regarding your child's identification, evaluation, education program, and placement;
11. To obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access;
12. To receive a response from the school to reasonable requests for explanations and interpretations of your child's records;
13. To request amendment of your child's educational records if there is reasonable cause to believe they are inaccurate, misleading, or otherwise in violation of privacy rights. If the school district refuses a request for amendment, it shall notify you within a reasonable time, and advise you of the right to an impartial due process hearing;
14. To request mediation or file a complaint through the local grievance-complaint procedure (AAC-BR1). The availability and use of this grievance procedure does not prevent an individual from filing a request for an impartial due process hearing or a complaint of discrimination with the Office for Civil Rights at any time before or during the grievance procedures; and
15. To request an impartial due process hearing related to decisions regarding your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing and may choose to have an attorney represent you at your cost. Requests for an impartial due process hearing must be filed with the Superintendent of Public Instruction at 600 East Boulevard Avenue, Department 201, Bismarck, ND 58505-0340.

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

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

Bullying Policy Statement

Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. 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
3. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:
- a. Places the student in actual and reasonable fear of:
 1. Harm; or
 2. Damage to property of the student; and
 - b. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student’s educational opportunities or substantially disrupts the orderly operation of the public school.

“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: (Policy ACEA)

Conduct Subject to Suspension/Expulsion

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

- 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 on school property or at a school function, 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.

- 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;
- Student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

Attendance Procedures

- 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 BJA attendance policies, all other absences will count towards the 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 BJA attendance policies. 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 BJA attendance policy.
- Each semester upon the 7th absence in a class, a student will be issued an attendance warning, followed by contact with a parent/guardian. Upon the 10th absence in a class, a student and their parent/guardian will be required to attend a meeting with BJA staff and placed on an attendance contract. Upon the 15th absence in a class, students may be removed from BJA. Students will be allowed to re-apply to BJA 30 calendar days after dismissal.

Adequate Academic Progress

Students are expected to make adequate academic progress in their courses, as determined individually by each instructor. Students who fail to make adequate progress may have courses suspended, terminated, or re-started. Students failing to make adequate progress in multiple classes may be required to meet with BJA staff with a parent/guardian, be suspended from courses, or removed from BJA. Students removed will be allowed to re-apply to BJA 30 calendar days after dismissal.

Return Procedure

A student must complete a re-entry application and meet with the program director if they desire to re-enter the program. Students will have their individual case reviewed by a counselor, high school principal, BJA teacher, and BJA Director before being granted re-admission into the program.

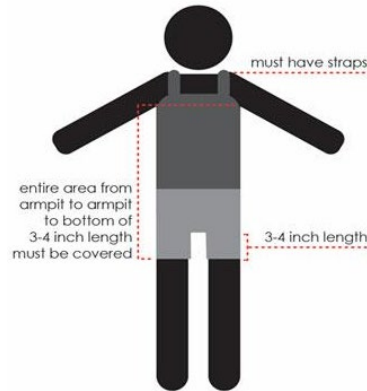
Dress Code

Student attire should facilitate participation in learning, prepare students for future careers, and protect the health and safety of students and staff. Inappropriate clothing attire and poor personal hygiene can negatively impact the learning environment. Additionally, clothing attire and personal hygiene should not in any way constitute a threat to the safety and health of the student and others. State and federal regulations require students to be clothed and to wear shoes at all times. The JPS school board may act to adapt the dress code at any time to ensure student and community health and safety.

1. While in the building, on field trips, or at school events, student apparel with any of the following characteristics is not allowed:

- Lewd, vulgar, or obscene.
- Promotes products or activities that are illegal or illegal for use by minors.
- Contains objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a specific group/individual or which connotes gang membership.
- Contains objects that may cause harm.
- It is customary to remove headgear in a public building or professional settings. Depending on the setting or at the discretion of the teacher, students may be asked to remove headgear. Any headgear that is a distraction to the learning environment, used to disengage from instruction or disguise identity are not to be worn inside the building unless permitted by teachers or administrators for religious, medical, special events, or career preparation.
- Opaque clothing must cover undergarments and the entire area from armpit to 3-4 inches in length on the upper thighs. Please see the image below:

- Clothing determined to be disruptive to the school environment by administration.



Dress code violation: The student will be referred to the office, asked to change and inappropriate clothing may be held for parents to pick up. Students will be provided with alternate clothing that meets dress code. Additional disciplinary action may be taken as determined by the administration and the JHS discipline and problem-solving grid.

Cheating

Cheating at Blue Jay Academy 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 Blue Jay Academy, 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). Students who have been removed/suspended from BJA will not be allowed to participate in prom, athletics, or graduation ceremony during their suspension/removal period.

Vandalism

Blue Jay Academy 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 Blue Jay Academy 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 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: (Policy FFA)

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 at any time on school property or at any school sponsored event or activity.

Students found to be in violation of the alcohol policy will be suspended from the Blue Jay Academy.

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 8:00 A.M. to 2:25 P.M. Monday, Tuesday, Thursday and Friday. Wednesday schedule will be from 9:10 A.M. to 2:10 P.M.

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. 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). Please do not call the school so the lined can remain open for emergencies. 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

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. Failure to follow these regulations 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 Blue Jay Academy guidance counselor strides 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

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.

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)

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. X (formerly Twitter)

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

Electronic Mail and Internet Use

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

Office 365 Suite

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

Collaborate with Office Online:

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

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

Internet Safety and Use of Filters

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

student act that violates the Acceptable Use Policy. Problems with the filtering system should be reported immediately to the district Technology Department.

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

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

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

Potentially objectionable material includes, but is not limited to:

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

Privacy

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

Security

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

Vandalism

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

Sanctions

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

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

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

Legal Disclaimer

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

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

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