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

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

## **TECHNOLOGY VISION STATEMENT**

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

## **POLICY**

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

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

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

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

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

- Bullying or harassing others
- Use of the network for product advertisement or political lobbying.
- Sending or displaying offensive messages or pictures, including pornography.
- Students taking pictures of others and sharing publicly any photo without that person's permission or knowledge
- Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws including plagiarizing, downloading or exchanging pirated software, music, or other files.
- Use others' passwords, tampering with or forging names on electronic mail or other online environments. Trespassing in others' folders, work or files.
- Using another person's identity or falsifying your own within any digital correspondence or online persona.
- Any action hacking with intent to damage or for the purposes of circumventing standard technology configurations or policies.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Intentionally wasting network resources.
- Storage of games and excessive picture, music, and video files.
- Unauthorized posting of personal information about others, including phone numbers, names, etc.
- Performing any action that results in a compromise of the system security.
- Inappropriate use of personal handheld electronic devices, including cell phones.
- Using the network for any illegal, unethical, or commercial activities.
- Negligent release of confidential data.

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

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

### **1:1 Devices**

The Jamestown Public School District is cognizant that students and staff may be using personal technology resources in the school environment. Examples are cell phones, PDAs, laptops, iPads, tablets, etc. The use of personal technology resources not owned by the school falls under the Technology Acceptable Use Policy. The school is not responsible for the loss of items with significant personal or

financial value. School administrators shall use their discretion to determine a building policy for personal technology resources used in the school that may not be specifically addressed in this document.

Jamestown Public School District staff, students and parents/guardians fully acknowledge that the use of a personal device on the premises of JPS is subject to all guidelines, rules, and regulations governing responsible use as established by the Jamestown Public Schools. It is further understood that the use of a personal device is restricted to those activities as required or related to the student's program of study and any other use may be subject to disciplinary action including the loss of device use privileges. Students will not access websites with inappropriate content using a 3G or 4G connection.

By logging on to the JPS wireless guest network, staff and students are accepting the terms of the JPS Technology Use Policy. The JPS wireless network will provide filtered Internet access just like the network for JPS devices.

### **Electronic Device Use While Driving**

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

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

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

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

### **Electronic Communication**

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

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

### Communication Methods

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

- c. PowerSchool, ParentLink-Teacher Connect or Edmodo
  - d. One-way or Two-way Messaging – Internet service sending text to registered individuals to receive notifications. The preferred method of communication for school district personnel is the district’s calling/texting service (ParentLink-Teacher Connect).
  - e. Two-way Messaging – Not encouraged. If two-way texting is necessary, Jamestown School District personnel must follow TAP guidelines, and he/she must have parental permission prior to using two-way texting.
2. Unacceptable Methods
- a. Non-District Email Accounts – Jamestown School personnel should never use personal email accounts to communicate with students about school matters. Coaches may obtain a school district email account and must also follow these expectations.
  - b. Coaches will be provided with a ParentLink Teacher Connect account and will need to create groups to make contact with players and/or parents.
  - c. Online Games and Related Activities – While many people enjoy gaming (Wii, Xbox, etc.) and recreational websites that allow them to compete with others through the Internet, this is not an acceptable activity for school personnel to engage in with students.

## **Social Media**

### **General Guidelines**

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

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

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

### **1. Facebook**

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

within your course or student group be sure to notify parents of your intent to communicate in this fashion.

2. X

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

Potentially objectionable material includes, but is not limited to:

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

### **Privacy**

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

### **Security**

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



## **Vandalism**

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

## **Sanctions**

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

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

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

## **Legal Disclaimer**

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

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

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

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 Technology Department at 701-252-1950 or at [JPS.Webmaster@k12.nd.us](mailto:JPS.Webmaster@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.. We will try to provide the information to you in an alternate format and/or make the necessary improvements to make the information accessible.

## **Our Mission**

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

## **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.

## **Accreditation**

Jamestown High School is fully accredited by Cognia

## **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, computer literacy, 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.

## **Graduation Ceremony**

Seniors planning to participate in the graduation ceremony will be given a handout of information on ceremony protocol, dress code and other important information at a senior meeting during the fourth quarter.

## **Standardized Grading Scale for JHS**

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

## **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 suspensions will not be counted towards the 10 days, all other absences count towards the ten-day policy. *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. If the attendance goes beyond the Ten-Day policy, a Family Absence Request Form will be filled out by the student and submitted to the JHS Administration. 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 is 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/Military Visit

Junior and senior students may have two college visits per year, which does not count towards the ten-day policy. Students will be allowed one Military Readiness Day per year. 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 class is scheduled to begin. A student who is more than 20 minutes late is considered absent.

**Tardy Policy:** Students may be tardy three times in a semester with out penalty. Students will serve a 30 minute detention for their fourth and fifth tardy in a semester, and a one hour detention will be issued for all tardies exceeding five. Students may be removed from a class after a 10<sup>th</sup> tardy. **Students who are tardy more than four times to a 1<sup>st</sup> period class may have the 1<sup>st</sup> period removed from their schedule.**

## Truancy/Unexcused

Truancy **refers to absences which have not been excused by a parent or guardian for students under the age of 16 who are required to attend school by compulsory attendance laws. Unexcused absences apply to those over 16** and are absences 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 truancy/unexcused absence. The student will also receive **TWO** hours 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/counselor. If three separate truanies occur in a semester, the student will be referred to the school social worker/counselor and the Stutsman County Juvenile Supervisor. Truancy is used in the final citizenship grade. Please refer to the behavioral rubric.

## Oversleeping

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

## 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**

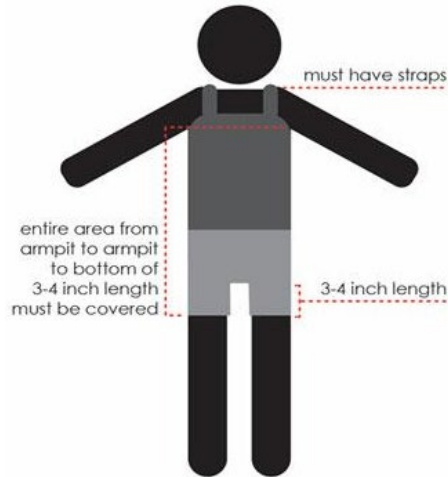
When possible, backpacks should remain securely in students' lockers. If backpacks or other bags become a distraction or safety hazard in the learning environment the student relinquishes the backpack/purse to a teacher or administrator for the remainder of the day and parents are contacted. Larger bags/backpacks for activities should be kept in vehicles or can be dropped in the athletic office until dismissal for the activity.

### **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.

### 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:

#### Late Work Submission Protocol:

Step 1	Late work is entered in PowerSchool as a 0 with the note "missing."
Step 2	Detention may be assigned to finish the work with the teacher.
Step 3	Parent/Guardian is contacted, grade is changed to Incomplete and the student is assigned to academic probation.

**Late Work Grading Policy:**

1.	Late work may automatically result in one letter grade lower for the late assignment.
2.	Late work turned in two weeks or later may be reduced 50% at teacher discretion.

- Final grades are at the discretion of the teacher.
- Students who do not attend an assigned detention with a teacher are assigned another detention with that teacher.
- Failure to attend three assigned detentions results in a referral to the office prompting a parent meeting and may result in ISS.
- When you have a grade of F or I, the school will contact parents to inform them that you have been placed on academic probation due to missing work, that your quarter grade is a possible incomplete, and you are at risk for failure.
- For excused absences, students are allowed two days to turn in the work due without penalty; after two days if the work is not turned in, the late work policy is followed. Students in activities are required to plan with the teacher to make up work prior to missing or the late work grading policy applies immediately.
- Four days 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." Teachers may contact a principal with extenuating circumstances.

**Citizenship and Academic Probation**

An Academic Probation (Incomplete and Failing grade) list and list of students with a U in conduct will be produced each Tuesday Morning. 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.
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.



## **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 markup 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.

## **Food/Soft-Drinks/Beverages**

All food is to be eaten in the Commons and is not allowed to be eaten in the hallways, classroom, or lockers. At the discretion of the classroom teacher, students may drink teacher-approved beverages in that teacher's classroom. If a spill occurs, the student is responsible for cleanup of any messes made due to having a beverage in the hallway or classroom.

## **Cheating**

Cheating at Jamestown High School will not be tolerated. If a student is caught cheating, the assignment will be redone and they may receive reduced credit (50%) the student involved will also receive an F" in conduct. The teacher will contact the student's parent/guardian.

## **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.

## **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.

## **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.**

# Jamestown High School Behavioral Achievement Rubric

	<b>Pride in Self</b>	<b>Pride in Others</b>	<b>Pride in School</b>
<b>Commendable Behavior (Above the Line) 4</b>	<p style="text-align: center;"><b>This student...</b></p> <ul style="list-style-type: none"> <li>• Demonstrates leadership &amp; initiative</li> <li>• Goes beyond expectations of a compliant student</li> <li>• Actively participates in academics</li> </ul>	<p style="text-align: center;"><b>This student...</b></p> <ul style="list-style-type: none"> <li>• Is helpful to other students and staff</li> <li>• Shares knowledge</li> <li>• Collaborates well while working with group members</li> </ul>	<p style="text-align: center;"><b>This student...</b></p> <ul style="list-style-type: none"> <li>• Picks up after others and themselves</li> <li>• Positive Leader in and out of classroom</li> <li>• Develops a positive school culture of JHS pride</li> <li>• Positive attitude</li> </ul>
<b>Expected Behavior 3</b>	<ul style="list-style-type: none"> <li>• Is a compliant student</li> <li>• Shows responsibility for learning</li> <li>• Prepared (with assignments &amp; materials for the appropriate teacher)</li> <li>• Does what is expected during class</li> <li>• Turns in assignments on time</li> </ul>	<ul style="list-style-type: none"> <li>• Respects opinions &amp; beliefs of all</li> <li>• Participates effectively in a group</li> <li>• Is careful with belongings of others</li> <li>• Uses positive, caring, &amp; courteous language</li> </ul>	<ul style="list-style-type: none"> <li>• Speaks proudly of JHS</li> <li>• Shows excellent school spirit at events</li> <li>• Helps keep JHS clean/picks up after themselves</li> <li>• Participates in classroom and school activities</li> <li>• Is within the guidelines of the attendance policy</li> </ul>
<b>Needs Improvement (Below the Line) 2</b>	<ul style="list-style-type: none"> <li>• Is a noncompliant student/has a negative attitude</li> <li>• Demonstrates limited effort/rushes work</li> <li>• Is often unprepared/has late work</li> <li>• Is distracting to others</li> <li>• Is occasionally off-task</li> <li>• Cheats</li> </ul>	<ul style="list-style-type: none"> <li>• Is sometimes interruptive</li> <li>• Causes a distraction in the classroom</li> <li>• Occasionally disrespectful or uncaring of others</li> <li>• Invades in the physical space of others or frequently displays PDA</li> <li>• Doesn't contribute to group projects</li> <li>• Frequently tardy and holds up progression of others</li> </ul>	<ul style="list-style-type: none"> <li>• Leaves messes behind</li> <li>• Disrupts school events</li> <li>• Misuses school property</li> <li>• Does not always participate in classroom and school activities and events</li> <li>• Is rowdy or invasive in the Commons</li> <li>• Truant once for class</li> <li>• Late 3 to 4 times for class</li> </ul>
<b>Unacceptable Behavior (Bottom Line) 1</b>	<ul style="list-style-type: none"> <li>• Is insubordinate/has a frequent negative attitude</li> <li>• Intentionally unproductive in class</li> <li>• Is continually a classroom disruption</li> <li>• Shows complete lack of effort</li> </ul>	<ul style="list-style-type: none"> <li>• Provokes others frequently</li> <li>• Regularly disrespectful or uncaring of others</li> <li>• Inhibits "Learning for All"</li> <li>• Refuses group work</li> <li>• Bullies, teases, or physically hurts others</li> </ul>	<ul style="list-style-type: none"> <li>• Vandalizes classroom or school property</li> <li>• Speaks poorly of JHS</li> <li>• Non-participant in classroom and agreed upon school activities</li> <li>• Two or more truant in a class</li> </ul>

	<ul style="list-style-type: none"> <li>• Uses inappropriate language</li> <li>• Repeated cheating</li> </ul>	<ul style="list-style-type: none"> <li>• Disrespectful with belongings of others or theft</li> </ul>	<ul style="list-style-type: none"> <li>• Tardy 5 or more times for a class</li> </ul>
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### 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 who arrives at school before 8:55 a.m. is required to report to the Commons or Library. Students may work in a classroom after 4:00 if a teacher is present.

#### **High School and JVCTC (M,T,TH,F)**

Period 1	8:00- 8:55
Period 2	9:00-10:00
Period 3	10:05-11:00
Period 4A CL	11:05-12:00
LU	12:00-12:30
Period 4B LU	11:00-11:25
CL	11:30-12:25
Period 5	12:30-1:25
Period 6	1:30-2:25
Period 7	2:30-3:25

#### **High School and JVCTC (Wednesday Schedule)**

Period 1	9:10- 9:52
Period 2	9:57-10:39
Period 3	10:44-11:26
Period 4A CL	11:26-11:51
LU	12:10-12:40
Period 4B LU	12:13-12:38
CL	11:31-12:13
Period 5	12:43-1:25
Period 6	1:30-2:12
Period 7	2:17- 2:59
Stu Support	3:00 – 3:30

### 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 **school at 10:30 and follow the 2 hour late schedule below:**

### 2-hour late (all classes) – 30 min periods

	Period 1	Period 4A	Period 2	Period 4B	Period 3	Period 5	Period 6	Period 7
		<i>Lunch 1</i>		<i>Lunch 2</i>				
	10:30-11:00	11:05-11:35	11:40-12:10	12:15-12:45	12:50-1:20	1:25-1:55	2:00-2:30	2:35-3:05

### Fire 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. Sophomores, juniors, and seniors may drive to and from the James Valley Career and Technology Center (permission form required). Driving off campus without permission may 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.

Withdrawal: Schedule changes requested by the 5<sup>th</sup> day of each semester. If a student drops a class between the 6<sup>th</sup> and 15<sup>th</sup> day, a "W" is added to the transcript, signifying the withdrawal and does not impact the GPA. If dropped after the 15<sup>th</sup> day, a "WF" signifies the withdrawal fail and this does impact the GPA.

### **Cell Phones/Electronic Devices**

In the classroom setting, cell phones, ear buds, and smart watches will be stored in a bag or backpack at all times, 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.

### **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**

### **Non-Discrimination & Anti-Harassment Policy**

Refer to AAC Policy in the District Policy Handbook

# 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.

## **Alcohol and Prohibited Substance Policy**

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

STUDENTS IN THE SCHOOL ENVIRONMENT BY IMPOSING CONSEQUENCES FOR DRUG AND ALCOHOL RELATED VIOLATIONS. SEE POLICY FFA

### 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 prohibited substances or sell, deliver, or give, or attempt to sell, deliver, or give to any person substances the student represents or believes to be a prohibited substance(s).
2. Possess, procure, purchase, or receive, or to attempt to possess, procure, purchase or receive the substance listed in this policy or what is represented by or to the student to be a prohibited substance listed in this policy or what the student believes is a prohibited 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 a prohibited substance or what is represented by or to the student to be a prohibited substance 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, powered alcohol, or any alcoholic beverage as defined in NDCC 5-01-01;
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. Reference ABBA.

### Alcohol and Drug Abuse

**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. Reference FFA and ABBA.

## **Bullying Policy**

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

### **DEFINITIONS**

For the purposes of this policy:

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

1. Harm; or
  2. Damage to property of the student; and
- ii. 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 (e.g. cyberbullying).

- *Electronic communication* is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.
- *Protected status* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex (including sexual orientation, gender identity, and gender expression), national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *School-sanctioned activity* is defined as an activity that:
  - a. Is not part of the district's curricular or extracurricular program; and
  - b. Is established by a sponsor to serve in the absence of a district program; and
  - c. Receives district support in multiple ways (i.e., not school facility use alone); and
  - d. Sponsors of the activity have agreed to comply with this policy; and
  - e. The District has officially recognized through board action as a school-sanctioned activity.
- *School-sponsored activity* is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- *School staff* include all employees of the Jamestown Public School District, school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

## PROHIBITIONS

A student or school staff member may not:

8. Engage in bullying.
9. Engage in reprisal or retaliation against:
  - a. A victim of bullying;
  - b. An individual who witnesses an alleged act of bullying;
  - c. An individual who reports an alleged act of bullying; or
  - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
10. Knowingly file a false bullying report with the District.

## REPORTING PROCEDURES FOR ALLEGED POLICY VIOLATIONS

1. **Reporting requirements for school staff:** Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform them as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall report it to the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

2. **Reporting options for students and community members:** Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
  - a. Completing a written complaint form (ACEA-E4). The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. A complainant will have the option of including their name on this form or filing it anonymously. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
  - b. Complete and submit an online complaint form. A complainant will have the option of including their name on the form or submitting it anonymously.
  - c. File an oral report with any school staff member.

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy's definition of bullying. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district policies.

A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

## DOCUMENTATION AND RETENTION

The District shall develop a form to report alleged violations of this policy (ACEA-E3). The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy involving a student shall be retained by the District for six years after the student turns 18 years old or graduates from high school, whichever is later.

## **INVESTIGATION PROCEDURES**

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) or the Board President, if the Superintendent is implicated, are required to investigate violations of this policy (as prescribed under “Prohibitions”), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected status—whether actual or perceived. Reports involving a protected status shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and their relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; and whether or not this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (*NOTE: In some cases, physical evidence may be unobtainable, e.g., a private social networking profile*).
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator.
3. Interviews with any identified witnesses.
4. A review of any mitigating or extenuating circumstances.
5. Final analysis and issuance of findings in writing to the victim and perpetrator and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within no more than 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to the victim and alleged perpetrator during the investigation.

## **REPORTING TO LAW ENFORCEMENT AND OTHERS FORMS OF REDRESS**

Law enforcement must be notified by a school administrator or the Board President if there is reasonable suspicion that a bullying incident constituted a crime on or off school property. Nothing in this policy shall prevent a victim/their family from seeking redress under applicable state and federal law.

## **DISCIPLINARY AND CORRECTIVE MEASURES**

Students who the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention.
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed.
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. Alternative placement of special education students will be handled in accordance with applicable policy.
4. Create a behavioral adjustment plan.
5. Refer the student to a school counselor.
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff.
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim.
8. If applicable, contact the administrator of the website or social media platform on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action that may include, but is not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with applicable law and/or policy.

## **VICTIM PROTECTION STRATEGIES**

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.

5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

## **DISSEMINATION AND EDUCATION**

The District shall review and revise this policy as it determines necessary. A copy of this district bullying policy and any amendments must be filed with the Department of Public Instruction.

The District shall place this policy, in its entirety, in student and staff handbooks and ensure that it is explained and discussed with its students each school year. The District shall also develop and implement bullying prevention programs for all students and staff professional development activities. School administrators may develop guidelines to assist students and staff with identifying bullying conduct.

## **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.

### **JHS Discipline and Problem-Solving Matrix**

	<b>Definition</b>	<b>First Occurrence</b>	<b>Repeat Occurrence</b>
<b>ABUSE OF STAFF</b>	Verbal or nonverbal disrespect to staff members.	Minimum one day of in-school suspension. Teacher conference	Minimum two days of suspension. Facilitated Restorative Conference
<b>ACADEMIC DISHONESTY/CHEATING</b>	Not telling the truth/copying others work, plagiarism etc.	The Behavioral Achievement Rubric will be followed.	Parent Conference
<b>AGGRESSION</b>	Lower intensity physical actions with the intent to cause harm or inflict pain.	1. Teacher/Admin Conference	Contact parents, afterschool detention/restitution
<b>ALCOHOL, TOBACCO, DRUGS</b>	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 4. Restorative Conference

<b>ASSAULT</b>	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/accountability conference.
<b>CELL PHONES</b>	See cell phone policy in the handbook	Hand over phone to school personnel. Phone sent to office. Pick up at the end of day. 1 day ISS	Hand over phone to school personnel. Parents pick up at the end of day. 1 day ISS
<b>DESTRUCTION OF PROPERTY</b>	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
<b>DISRUPTION/ DISRESPECT</b>	Behavior that causes an interruption in a class or activity. Refusal to follow directions/talking back or socially rude interactions.	1. Teacher/Admin Conference 2. One period in school suspension. 3. Afterschool detention/restitution. 4. Contact Parents	1. One day suspension 2. Contact Parents 3. Potential restorative conference
<b>DISORDERLY CONDUCT (NDCC 16.1-06-16)</b>	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
<b>DRESS CODE</b>	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
<b>EXCESSIVE ABSENCES</b>	Students may not have more than ten days of absences per semester.	See attendance policy in student handbook for details	
<b>FIGHTING</b>	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

<b>GANG ASSOCIATION AND GANG SYMBOLS</b>	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
<b>HARSSMENT/ VERBAL ABUSE (BULLYING, HAZING, ETC...)</b>	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
<b>INNAPPROPRIATE DISPLAY OF AFFECTION</b>	Inappropriate but consensual verbal and or physical gestures/contact of a romantic or sexual nature	1. Teacher/Admin Conference 2. Contact parents	1. Collaborative problem solving 2. Afterschool detention 3. Parent meeting
<b>INSUBORDINATION / NON-COMPLIANCE</b>	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
<b>TARDINESS</b>	It is the responsibility of the student to be on time.	See Tardy policy	
<b>TEASING/ TAUNTING</b>	Student delivers low-intensity disrespectful messages that may include negative comments, obscene gestures, pictures, or written notes.	1. Admin/Teacher Conference 2. Parent contact 3. Detention/ Restitution	1. Suspension 2. Collaborative problem solving 3. Restorative conference as applicable
<b>THEFT</b>	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
<b>THREATS/ INTIMIDATION</b>	A threat to cause physical harm to another person that meets the following criteria: 1. Intent that the threat is heard or seen. 2. Fear- creates	1. Minimum of one day suspension 2. Parents contacted	1. Minimum three days suspension 2. Parent contacted 3. Police summoned

	reasonable fear the threat could be carried out. 3 capability – the ability of the offender to carry out the threat directly.	3. Police summoned depending on intensity	
<b>TRESPASSING</b>	To enter or remain on school grounds/campus, school transportation, or at a school sponsored event/off campus without authorization or invitation and with no lawful purpose for entry.	1. Parents contacted 2. Police Summoned	
<b>TRUANCY/ UNEXCUSED</b>	Absence from one or more classes which had not been excused by parent/guardian and confirmed by school personnel.	1. Parent notified via PowerSchool and attendance. 2. Two periods of Detention for each period of class missed <b>3. No credit for ANY work or exams until time is made up.</b> <b>No Final tests</b> until all time is made up	<b>2<sup>nd</sup> occurrence</b> is the same as the first occurrence. <b>3<sup>rd</sup> occurrence</b> is the second occurrence with possible juvenile court referral (under 16) <b>Truancy is used in the final citizenship grade. Please refer to the behavioral rubric.</b>
<b>TECHNOLOGY VIOLATION</b>	Use of electronic device in violation of school or district policy (includes recording/photos of others without permission)	1. Admin/Teacher conference 2. Loss of device privileges 3. Parent Contact 4. Possible disorderly conduct	1. Acceptable use policy review 2. Restitution/ Detention/ Suspension
<b>VULGARITY, PROFANITY, OBSCENITY, DISRESPECT</b>	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	1. Minimum one-in-school suspension 2. Obscene material confiscated; material may be forwarded to parents 3. Restitution/ accountability conference

**WEAPONS/  
EXPLOSIVE  
DEVICES**

Possession or use of any instrument used as a weapon, possession or use of fireworks, combustibles substances or explosives. (see district policy)	1. Suspension for at least 3 days 2. Possible expulsion 3. Police maybe summoned	1. Suspension 2. Possible expulsion 3. Police maybe summoned
<b>UNAUTHORIZED DRIVING</b> Students are not allowed to drive during school hours without permission from the administrators.	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
<b>UNAUTHORIZED AREA</b> Students are found in an area where they are not supposed to be and/ or the area is off-limits to students.	1. Teacher/Admin Conference 2. Detention/ restitution	1. Parents notified 2. Possible suspension

***\*Parents/Guardians will be informed of all suspensions issued via a phone call.***