

2024-2025
TEACHER HANDBOOK
Jamestown Public School District #1, Jamestown, ND



TEACHER INFORMATION HANDBOOK

Revised July 15, 2024

This handbook contains administrative guidelines only. Please refer to the Jamestown Public School Board Policy Handbook which is kept in each building principal's office for actual policies.

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PREFACE

CERTIFIED STAFF:

Except as provided in the current negotiated agreement between the Jamestown Public School District and the certified personnel of the District, this manual is intended to be a statement of the present guidelines of the Jamestown Public School District. It is not intended that this document be contractual in nature or be deemed as part of any contract of employment. Further, except as provided in the negotiated agreement, the Jamestown Public School District reserves the right to change these guidelines from time to time as it deems appropriate with or without notice.

This manual is intended to be a statement of present policies of the Jamestown Public Schools District. It is not intended that this document be contractual in nature or be deemed a part of any contract of employment. The Jamestown Public School District reserves the right to change these policies from time to time as it deems appropriate with or without notice.

MISSION STATEMENT

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

VISION STATEMENT

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.

PROFESSIONAL INFORMATION

STAFF CODE OF CONDUCT

Purpose

The Board has adopted this policy with the intent of fostering learning and working environments that operate efficiently; are safe, ethical, and equitable for students and staff; and meet community expectations.

Application of Policy

All school district employees, including teachers, administrators, other contracted staff, and ancillary staff, are required to adhere to this policy.

Code of Conduct

All staff members are responsible for becoming familiar with and abiding by the laws of the state as they affect their work, professional codes of ethics associated with their licensure if applicable, the school district's policies and the regulations designed to implement them.

The Board may have adopted or may adopt additional conduct policies applicable to specific categories of employees (e.g., academic freedom standards for teachers). Such policies are also considered part of this code of conduct, and the Superintendent is charged with disseminating such policies using the policy dissemination procedure contained in this policy.

In addition to district policies governing staff conduct, each staff member is required to:

1. Conduct oneself professionally whenever serving in his/her official capacity as a school district employee including maintaining professional decorum and professional boundaries in all interactions with students.
2. Exercise honesty and integrity when executing all duties.
3. Comply with confidentiality laws (e.g., student education records are protected by FERPA).
4. Be faithful and prompt in attendance at work.
5. Support and enforce policies and regulations of the District
6. Diligently execute all duties as assigned by supervisors and as set forth in job descriptions, district policies, or the negotiated agreement; staff members are also required to fulfill the terms of their contracts if applicable.
7. Demonstrate care and conservation of school property and resources.
8. Make job-related decisions in a manner that is fair and consistent with district policy and the district's mission.
9. Not use his/her position with the District for private gain.
10. Treat all staff, students, and community members with dignity and respect.
11. Report suspected violations of this code of conduct, district policy, or workplace violations of law to an immediate supervisor or individual/entity designated by law/policy to receive such reports.

Dissemination of Staff Conduct Standards

The Superintendent or designee shall develop a procedure to ensure that this code of conduct and other policies governing staff conduct are provided to all staff annually. The Board further directs the Superintendent or designee to compile a list of state laws related to staff conduct and disseminate this information to staff annually. The Superintendent

or designee also shall provide a copy of the Education Standards and Practices Board Code of Professional Conduct for Educators to teachers and administrators annually. Administration should require staff to acknowledge, in writing, receipt and understanding of all documents provided to them under this policy.

If a staff conduct policy contains specific policy dissemination procedures that are more comprehensive than the policy dissemination requirements contained herein, the more comprehensive policy dissemination procedures should be followed.

Reporting and Investigation

Any staff member who has reason to believe that this policy may have been violated is required to report the alleged violation to an immediate supervisor or individual/entity designated by law/policy to receive such reports as soon as possible. Students and community members who have reason to believe this policy has been violated are encouraged to report this to a building principal.

The reporter may submit a written or oral report of the alleged violation. The supervisor or administrator receiving the report should document the date and time that the report is received, nature of the alleged violation, name of the reporter (if choosing to identify him/herself), and names of any witnesses to the alleged violation if this information is not submitted by the reporter in writing.

The supervisor shall refer the report to the Superintendent as soon as possible for investigation and resolution. The Superintendent shall investigate the alleged violation in a timely manner not to exceed 60 days unless the Superintendent determines additional time is needed. The Superintendent shall issue a summary of the investigation's findings to the employee who is the subject of the investigation.

At any time during the investigation process, the Superintendent or designated investigator may refer the alleged violation to law enforcement if a violation of law is reasonably believed to have occurred and/or ESPB if a violation of the Code of Professional Conduct for Educators is reasonably believed to have occurred. Such referrals do not relieve the District of its responsibility to complete an internal investigation of the alleged violation.

If a staff conduct policy contains an investigation procedure that is in conflict with the investigation procedure contained herein, the most comprehensive investigation protocol of the two in conflict must be used to conduct the investigation.

Alleged Violations by the Superintendent

If the Superintendent is believed to have violated this policy, the alleged violation shall be reported to the Board President who is responsible for conducting the investigation and rendering a final decision on the outcome of the investigation in accordance with this policy. The Board President may retain an attorney or consultant to assist with the investigation process.

Violations

Violations of this policy shall result in appropriate disciplinary action as determined by the Superintendent. The superintendent's decision is final. If the violation is covered by

another district policy on staff conduct (e.g., discrimination or harassment), any specific disciplinary consequences contained in that policy shall apply.

Retaliation and Providing False Information Prohibited

The District prohibits retaliation for an individual's participation in an investigation and/or initiation of a report under this policy, including instances when an allegation is not substantiated. The District also prohibits knowingly filing a false report and/or knowingly making false statements during an investigation. Staff and students who violate these prohibitions are subject to appropriate disciplinary action.

STAFF-STUDENT RELATIONS (NON-FRATERNIZATION POLICY)

The Board requires employees, volunteers, and students to treat one another with respect and professionalism. All employees and volunteers are expected to exercise good judgment and maintain professional boundaries when interacting with students at all times, on and off school property.

Prohibited Behavior

Any inappropriate behavior towards students is strictly prohibited. Such behavior includes but is not limited to the following:

1. Insults, disparaging remarks/names, and/or sarcasm, used to force compliance with an employee's or volunteer's requirements or expectations.
2. Any conduct that would amount to sexual harassment, discrimination, or retaliation under Title IX of federal education amendments.
3. Any activity that may lead to a relationship such as dating, sending intimate correspondence, and/or engaging in non-appropriate dialogue.
4. Any inappropriate relationship between an employee or volunteer and a current student, regardless of his/her age, or a former student under the age of 18.
5. Any conduct by an employee or volunteer that would constitute a sexual offense as defined in state law.

Individuals aware of any of these prohibited behaviors are expected to report such action to a building administrator or the Superintendent.

All reported prohibited behavior shall be investigated. If disciplinary action is deemed warranted at the completion of the investigation, the District shall take appropriate action up to and including termination of employment in accordance with law and/or reporting such activity to appropriate state licensing and law enforcement officials.

MASTER CONTRACT

Additional administrative policies affecting various Master Contract policies or administrative policies not in the Master Contract.

I. QUALIFICATIONS AND REQUIREMENTS OF INSTRUCTORS:

A. See Master Contract

II. COMPENSATION OTHER THAN INDEX SALARY :

A. See Master Contract

III. BENEFITS :

A. See Master Contract and Employee Benefits Guide for the following benefits:

A. Health Insurance

B. Income Protection Plan (Long Term Disability Insurance)

C. Life Insurance

D. Flex Plan

E. Leave Policy:

A teacher's work day is defined as an eight hour day. All leaves must account for prep time when applicable. See the Master Contract for the following leaves:

1. Sick Leave (Professional)
2. Sick Leave Bank
3. Bereavement Leave (Funeral)
4. Personal Leave
5. Professional Leave
6. Annuities
7. Leave of Absence – Eligible teachers must apply to the Superintendent. Refer to policy DDDB and DDDB-AR.

F. Leave not in Master Agreement:

1. Parental Leave

Birthing Parental Leave

Full-time licensed employees and full-time 12-month classified employees of the district that are birthing parents shall receive twenty (20) paid leave days to be used for recovery from childbirth. These paid days are in addition to any other paid leave the employee may have available. Birthing parental leave is not available for part-time employees.

If the employee is eligible for leave under the Family Medical Leave Act (FMLA), all leaves, including birthing parental leave, will be substituted for family and medical leave, and any substitution will count against the employee's family and medical leave entitlement under the FMLA.

Non-Birthing Parental Leave

Full-time licensed employees and full-time 12-month classified employees of the district that are non-birthing parents shall receive fifteen (15) days of non-birthing parental leave within one year of birth, adoption, or foster care placement. Birthing parental leave is not available for part-time employees. All non-birthing parental leave days are to be deducted from the employee's sick leave. In the event accumulated sick leave is less than 15 days, any days used beyond those accumulated will be subject to a salary deduction.

If the employee is eligible for leave under the Family Medical Leave Act (FMLA), all leaves, including non-birthing parental leave, will be substituted for family and medical leave, and any substitution will count against the employee's family and medical leave entitlement under the FMLA.

Employees who have taken birthing parental leave are not eligible for non-birthing parental leave for the same child.

2. **Child Care**

In the case of teachers leave for child care related reasons, the teacher shall have been employed for one year by the School District of Jamestown before becoming eligible for such leave. No leave accumulates and no salary will be paid during this leave of absence.

The district administrator has the power to act on all child care leave of absence requests.

3. **Absence Due to Inclement Weather :**

Professional staff absence due to inclement weather shall be deducted from personal leave days. The deduction for teachers shall follow procedures outlined in the negotiated agreement.

4. **Military Leave :**

A leave of absence for up to thirty days will be approved for teachers who are ordered to federal or state active duty, annual active duty for training weekend assemblies or other duty. The pay of such teacher shall not be diminished during the authorized military leave period.

5. **Legislative Leave :**

When legislative leave is required for meetings other than during a regular legislative session, the teacher--legislator shall be responsible for the organization and coordination of their regular school responsibilities and shall receive regular salary payment but shall reimburse the district *per diem* allowance provided by the state for each day in the attendance of such meeting.

6. Political Leave:
Staff members after having been employed by the School District of Jamestown four consecutive years or more, upon request, may be granted a leave of absence to seek and to hold a political office. This request will be approved upon the hiring of a qualified replacement. No salary or benefits will be paid by the School District during this leave.

7. Unpaid Leave:
No leaves shall be granted other than those specified in board policy or the negotiated agreement without specific approval of the Superintendent. Such approval shall be at the sole discretion of the Superintendent.

An employee granted unpaid leave may not be entitled to receive any salary or fringe benefits during this leave period after a period of 10 days. The employee may make arrangements to pay for continuing fringe benefits while on unpaid leave under this policy. Staff on leave for any purpose remain subject to the reduction-in-force policy.

G. Employee Assistance Program

Employee Assistance Program can provide you and all members of your household with a number of services including personal, financial, and legal counseling.

H. Vision Insurance

The school district offers a volunteer vision plan

I. Dental Insurance

The school district offers a volunteer dental plan

J. GAP Plan

Medical Gap plan is a supplemental policy that works alongside your major medical coverage to help pay for medical costs that occur before you reach your deductible. This plan is offered to you on a voluntary basis should you need additional protection against any higher annual medical expenses.

K. Flex (Cafeteria) Plan

The school district will provide a flex plan at no cost to the employee or school district. The plan year is September 1 through August 31.

L. Activity Tickets for staff

Each employee will receive an ID which allows entrance into the events of Jamestown Public Schools. An additional activity pass will be given to each employee for their guest. Lifetime activity passes will be issued to retired

staff members of Jamestown Public Schools with a minimum of 10 continuous years of service.

M. Jury & Witness Duty

During jury duty or when subpoenaed as a witness, non-exempt employees shall be paid regular wages based on the number of hours typically worked but not to exceed 40 hours but shall remit any compensation for jury duty to the District. In addition, non-exempt employees shall remit any compensation for witness duty to the District.

Exempt employees: Exempt employees shall be paid regular wages but shall remit any compensation for jury duty to the District. In addition, exempt employees shall remit any compensation for subpoenaed witness duty.

Expert Testimony: Employees shall not voluntarily serve as an expert witness when such activity is in the conflict of interest with the District.

N. Retirement Fund

The Jamestown School District will deduct from the teacher's gross salary the teacher's share of the retirement fund, make payments through the district to the fund for both the district and the teacher's share.

IV. CONTRACT PROVISIONS :

See Master Contract. *Compensation is received through direct deposit. Your payroll stub will be emailed one to two days prior to deposit of funds.*

V. OTHER PROVISIONS : See Master Contract

VI. SALARY PAYMENT: See Master Contract

VII. TEACHER'S RETIREMENT FUND: See Master Contract

VIII. SAVINGS CLAUSE: See Master Contract

OTHER PROFESSIONAL INFORMATION

SALARY DEDUCT

The daily salary deduct shall be based on the total days worked per contract year.

HEALTH INSURANCE COVERAGE FOR ACTIVE EMPLOYEES (ages 65 or older)

The Jamestown Public School District will make available to any active full-time employee age 65 or older the same group health plan coverage provided for employees under 65 as their primary coverage. However, employees age 65 or older may opt to retain Medicare as their primary health care coverage. The Jamestown Public Schools will not pay Medicare supplementary coverage.

LIABILITY INSURANCE

The School District will furnish legal liability coverage for all employees with coverage as stated in the school insurance policy.

STAFF DRESS CODE POLICY

As role models, staff should always be conscious of how their dress and grooming affects students. All staff shall wear attire appropriate to their profession and the occasion, which provides protection and safety as necessary.

PROFESSIONAL ORGANIZATIONS

Attendance at the local unit meetings of the ND United is optional. Attendance of local, state and national meetings during school time will be deducted from salary. J.E.A. meetings held during school days must be approved and facilities must be obtained through the district administration office.

PROFESSIONAL ORGANIZATION DUES

JEA (Jamestown Education Association) dues will be deducted from paychecks based on signatures placed on the petition for payroll deduction form submitted by the JEA organization.

EVALUATION FOR STAFF FORMAL GROWTH

A minimum of two written formal evaluations shall be prepared for every professional staff person employed by the district for each of the first three school years the staff person is employed by the school district. After three years of employment by the school district, each staff person shall be evaluated at least once every school year, and must be completed and made available to the staff person no later than March 15th.

OTHER EMPLOYMENT OF EMPLOYEES

Employees shall not engage in solicitation and in sales or services to or for patrons during the school year. It is the policy of the School Board to discourage involvement of personnel in non-school activities which have an impact on school duties and responsibilities.

OUTSIDE EMPLOYMENT

An employee in a regular, full-time position, should not accept employment outside the institution except in employment which does not interfere or conflict with the employee's regular duties or responsibilities and which is outside the regular work day. Such outside employment should be discussed with the school district administrator before the employee accepts outside employment prior to accepting the position.

STAFF MEETINGS

All instructors are expected to attend the staff meetings which may be called by the school district administrators, or department chairperson. Staff meetings must take precedence over activities, or social engagements.

STUDENT TEACHING

You may have the opportunity to be assigned a student teacher in your classroom. Arrangements of student teachers shall be made with the building principal

SUBSTITUTE TEACHERS

The Jamestown Public Schools uses an automated staff leave system for teacher's absence/substitute assignment. The District Administrative Office will compile a list of qualified teachers who are eligible to serve as substitutes in the absence of regular classroom teachers and enter them in staff leave system. Teachers may enter absences

into the system at any time, but no later than 6:30 AM on the day they are going to be absent. If for some reason a teacher is not able to enter the absence by 6:30 AM, the teacher must contact the building principal/director. Teachers are able to assign substitute teachers, if they have contacted the substitute and the substitute has agreed to take on that assignment. If the teacher does not assign a substitute either the building principal/secretary will make that assignment or the automated system will be utilized.

CHILD ABUSE AND NEGLECT - CONDUCTING AN INTERVIEW OF A CHILD ON SCHOOL PROPERTY

A. Interviews on School Property:

In 1989, a new section to Chapter 50-25.1 was created and enacted to provide an additional procedure for conducting an interview of a child on school premises. Section 50-25.1-05.05 provides that the Department of Human Services, its designee or an appropriate law enforcement agency must notify the appropriate school administrator of its intent to conduct an interview on school property.

The following rules should be kept when interviews concerning child abuse or neglect are conducted on school premises:

1. A child may be interviewed regarding a report of alleged child abuse or neglect on school property.
2. The interviewer must notify the appropriate school administrator of its intent to conduct an interview on school property.
3. The school administrator may not require the completion of an affidavit prior to the interview.
4. The interview may be conducted without parental consent.
5. The school administrator may not disclose the nature of the notification or other information concerning the interview to anyone.
6. The school administrator has no right to be present during an interview.
7. The school administrator has no right to terminate the interview.

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

PROCEDURES FOR ELEMENTARY AND SECONDARY SCHOOLS RELATIVE TO REPORTING SUSPECTED NEGLECT AND ABUSE

North Dakota law mandates that school teachers, counselors, and administrators report suspected cases of abuse or neglect relative to a student coming before them while in their official capacity. Jamestown Public Schools' policy on Relations with Department of Human Service is outlined in LBB.

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

The Jamestown School Board has developed a procedure for school personnel to use in the reporting of suspected cases as follows:

Procedure for Child Abuse and Neglect Reports:

- A. Any teacher who has knowledge of or reason to suspect abuse or neglect shall report this to:
 - 1. Elementary: The building principal, assistant principal, or district administrator, or available supervisor.
 - 2. Secondary: The building principal, assistant principal, or district administrator.

- B. It is recommended that prior to the report being submitted to the Human Service Center, the child be examined by the school nurse when possible or that consultation take place between the school principal and teacher. Where applicable, the school nurse or school social worker may be included.

- C. The principal or his/her representative shall notify the designee of Human Services which is the local chapter located in the county where the parents reside. If the report is oral it should be followed by a written report within 48 hours.

- D. Forms for the written report (Form 140-1 SS [6-75]) may be obtained through the Human Service Center and a supply should be contained in each school office.

- E. Written reports should be signed by a teacher and the principal (or his/her representative) and stored together in a separate file for reports in order to ensure confidentiality of the information.

- F. In order to protect the child, it is recommended that any contact with the parent or guardian should originate through the Human Service Center. In some cases of neglect, the principal may wish to discuss the circumstances with the parents in order to remedy the situation. If the neglect problem cannot be alleviated, a formal report should be filed.

- G. In an emergency, the protection of the child from further harm is most important. In critical situations, law enforcement officials may be called previous to a written report.

GUIDELINES FOR COPYRIGHTED MATERIAL See copy on file in your principal's office.

ONLINE ACTIVITY CALENDAR

An online calendar will be maintained by each building and the activities department. It will include school functions and events as deemed appropriate by building principal and Activity Director.

On those occasions when school is canceled because of inclement weather, the District Administrator may permit activities to be held. Approval will be given on a case by case basis.

STUDENT SCHOOL PICTURES AND ACTIVITY PICTURES

The building principal in each school is authorized to determine the selection of the vendor-photographer for that school.

FIELD TRIPS

All field trips, guest instructors or speakers, as well as any classes held off the school grounds within the district are to be cleared through the director's or principal's office*. All other field trips outside the district boundaries must be approved by the District Central Office.

Any shuttles done in conjunction with a route will not have a charge. If the bus is out for route either right after an am route or can be empty in the afternoon by 2:30, Dietrich's will count that time as an extension of the route and there will not be an extra charge. If the bus returns to the bus shop and then comes back out to do a pickup or drop off that's when a charge will occur. Please be sure to visit with Jeanette to ensure that the trip meets these requirements. If over time limit, it's chargeable.

RADON, LEAD, AND ASBESTOS MONITORING

Jamestown Public Schools monitors drinking water (Lead), Radon gas, and Asbestos to insure a safe environment for students, parents, and staff.

DISPOSAL OF SCHOOL EQUIPMENT AND SUPPLIES

The Board will dispose of surplus or obsolete equipment, materials, and supplies no longer required to accomplish the mission of the school system.

1. The building principal or person in charge of the department where such school property is located will inform the Superintendent of the availability of the property.
2. The Superintendent or Business Manager shall post throughout the District a listing of property available for disposal. Any department or building that can use such equipment or supplies may request the material. Reassignment of the property will be made by the Superintendent or Business Manager.

Those items not requested by other departments or buildings will be disposed of as follows:

1. Items having no resale value may be offered without cost to charitable and civic organizations or disposed of by the most efficient method by the Superintendent or a designee.
2. Items having resale value shall be sold to the highest bidder either through sealed bids, at auction, or through another form of public sale. The Superintendent shall establish procedures for the sale. All items for sale shall be advertised.
3. The board shall be given a list of all items disposed of either through sale or donation.

SCHOOL POLICIES AND REGULATIONS

NONDISCRIMINATION & ANTI-HARASSMENT POLICY

The Jamestown Public School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law. Refer to AAC Policy in the District Policy Handbook.

NO SMOKING

The Jamestown School Board will enforce a "No Smoking" policy on school owned property, and it will encourage the proprietors of property leased by the school system to enforce a "No Smoking" policy at all district activities during which students are present. Refer to Policy ABBA in the District Policy Handbook.

STUDENT'S RECORDS ~~reference Board Policy FGA~~

Education records are records that are directly related to a student and are maintained by the district. The student's cumulative folder should include pertinent information such as attendance records, discipline reports, extracurricular records, parent consent forms, standardized test results, medical records not created by the school and accident reports previously attended transfer information, Certified birth certificate, immunization form and scholastic grades. Refer to FGA Policy in the District Policy Handbook

STORAGE OF STUDENT RECORDS (Revised 8/7/2023)

Cumulative folders for students who have transferred to another school district are retained at the District Office until the child turns 27. Duplicate copies of the records will be sent to the receiving school and/or appropriate parties upon request.

Cumulative folders for graduates will be kept on file until the child turns 27 at the Senior High School. Records will be destroyed in July.

Transcripts will be kept on file permanently.

RELEASE OF STUDENT RECORDS

Student records shall be made available to an outside person or agency only under the following conditions:

1. A "Release of Information" request is received by school officials duly signed by a parent of the student, or legal guardian, or by a student of legal age (18 years or older).
2. A "Request for Information" is received by school officials in the form of a specific request from the court, a court order, or a subpoena duces tecum. Only information requested shall be provided and the parents and/or students shall be notified of all such orders in advance of compliance with the order.

3. A "Request for Transcript" is received by school officials from receiving school. Only information such as grades, attendance records, and group test scores should be included. Transcripts may also be sent to prospective employers at the request of the student or parents. Psychological reports and health records cannot be released without having been specified in the signed "Release of Information" request as per #1 above.
4. In instances where requests for information might come from an outside agency such as the VA, working for the welfare of a student, the agency will file a release from the student (if of legal age) or parent or guardian. In lieu of such a release, a form signed by a judge (not necessarily in the form of a subpoena) would suffice, provided the parent, student, or guardian is notified that such a form has been received.
5. In instances where requests for information come from the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency or State educational authorities in connection with the audit and evaluation of federal programs or for the enforcement of federal legal requirement which relate to such programs, only that data which does not include information (including social security numbers) which would permit the personal identification of such students or their parents shall be released. The only exception shall be when the collections of a personally identifiable data is specifically authorized by federal law.

A student of legal age or the parent or legal guardian of a minor student shall have access to a student's records at any time during the school day upon reasonable notice to the principal. Absent a court order to the contrary, divorced parents of a student shall have equal access to their child's educational records.

SPECIAL EDUCATION RECORDS

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

CONFIDENTIALITY POLICY:

Only persons who have a "need to know" for purposes of providing direct educational services may have access to student information.

Exceptions are items regarded as directory information. Federal regulations define this as "information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy. Directory information includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major

field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, grade level, photograph, and the most recent previous educational agency or institution attended."

This policy applies to all persons working in the Jamestown Public School system. School Board members, administrators, teachers, student teachers, college practicum students, para educators, therapists, volunteers, other support staff, et. al. are bound by this policy. Violation may result in legal action against the district and/or loss of federal funding. Therefore, any violation will be referred to the appropriate administrator for disciplinary action and/or possible termination of employment.

CLASS SIZE

Except for required courses of study which are offered to meet minimum legal curriculum and/or graduation requirements, the following guidelines will be used when scheduling the District's courses of study:

- A. Minimum class size for regular education and non-reimbursable vocational education -18 students.
- B. Minimum class size for reimbursable vocational education courses - 9-12 students depending on the rate of state reimbursement.
- C. Special Education will be determined on a needs bases
- D. Summer school courses will be self supporting PARA ED
- E. Interactive TV courses will be self supporting

The District Administrator has final authorization to approve the course offerings and/or grade level sections. He may waive minimum enrollment standards.

GRADING SYSTEM for Elementary Students

Sample Grading:

<u>Content Area</u> - Math		
4	I can apply skills to solve/create word problems with multi-digit addition and subtraction.	
3	I can add whole numbers to the millions place. I can subtract whole numbers to the millions place.	
2	Foundational Skills Add and Subtract single and double digit numbers"	Vocabulary *Regroup *Difference *Sum
1	With help. I understand some of the content.	

GRADING SCALE FOR Grades 6-12

A= 92 to 100%

B= 83 to 91%

C= 74 to 82%

D= 73 to 65%

F= 64%-Below

The nine week grading period will be implemented with the understanding mandatory mid-term reporting (4 ½ weeks) will occur for students who are deficient ("D" or below achievement, working tangibly below ability, in violation of or in danger of being in violation of attendance or discipline standards).

STUDENTS FAILING

A teacher should inform parents and the building principal of students not performing at grade/course level expectations. This reporting must be done at a minimum of once each grading period, and should be done with enough time remaining in the grading period to impact the final grade for that grading period. The student's assessment scores, attendance, social adjustment, classroom performance and teacher perception, along with input from the student and the parent should be used to identify potential strategies that may be implemented to improve the student's performance.

Teacher and building principal, in consultation with parents, are responsible for making promotion and retention recommendations based on promotion and retention policy. Recommendations shall be submitted to the superintendent for approval.

POLICY ON RELIGIOUS EDUCATION

Knowledge of religious issues as well as an understanding of the role of religion in history and society is essential if students are to understand diverse peoples and cultures; therefore, the school system may teach comparative religion. The approach shall be academic and shall not be devotional. No attempt shall be made to influence students to accept a particular belief or to encourage or discourage the practice of religion.

ABSENCES

Principals and teachers are responsible for recording attendance.

Following every absence, students should bring an excuse written by the parent listing the days absent and reason for absence. If this cannot be secured, a statement should be sent to the parent explaining the absence and asking for a signed excuse. Prolonged illness or frequent excuses may require a doctor's statement of the student's health.

TARDINESS

Any student who is not in his/her room at the sound of the tardiness bell is tardy. Students who report late should be reported to the principal.

OBSERVATION OF HOLIDAYS

At the parent/guardian's request, the student will be placed in another room for appropriate teacher-assisted learning during opposed holiday activities. The child will not be dismissed early but will remain at school until regular dismissal.

DISCIPLINE

A copy of the Disciplinary Handbook is available from each building principal. Disciplinary frame work can be found in student handbooks.

STUDENT HEALTH:

ADMINISTERING MEDICINES TO STUDENTS

The Jamestown Public School Board has established a program for providing medication to students that includes authorizing individuals to provide medication to a student if the individual has received education and training in medication administration and has received written consent of the student's parent or guardian. (NDCC 15.1-19-23)

Students who must depend on receiving prescription medication during school hours for medical reasons must have a written order from a physician, dentist, or other legally designated health care professional giving specific directions for taking the medication. Such a written order may be the prescription label on the original pharmacy labeled container.

The administration of aspirin/Tylenol, or generic equivalents, at school is not approved without the prior consent of a parent or legal guardian. Other over-the-counter medication may be administered only with written consent of the parent or legal guardian.

Any medication, which is ordered to be administered at school, may only be given using procedures developed by the administration and approved by the board.

Students who must depend on receiving prescription medication during school hours for medical reasons must have signed written consent from the parent/legal guardian and the medication must be brought to school in the original pharmacy labeled container.

Over-the-counter medication may be administered only with the documented consent of the parent/legal guardian. Any medication that is to be administered at school may only be given using procedures approved by the School Board and outlined in the First Aid and Emergency Care Handbook.

In no case shall a staff member recommend, prescribe, or require medication for a student.

Procedures:

1. The following procedures will be implemented when the school is asked to administer medication:
 - A. The medication will be brought to the school in the original pharmacy labeled container. It must be accompanied by a signed request/consent form from the parent/legal guardian that includes

permission for school personnel to administer the medication and provides an adequate description of any possible allergic reactions.

- B. The following information must be included on the original pharmacy labeled container:
 - 1. The student's name
 - 2. Amount of the dosage
 - 3. Time or frequency of administration
 - 4. Name and strength of medication and route (i.e., oral, eye drops, ear drops, nebulizer)
 - 5. Instructions for administration
 - 6. Special care, such as refrigeration
 - 7. Name of physician or other legally designated health care professional.

- C. Major side effects of the medication should be listed on the information accompanying the medication. The prescriber or pharmacist will provide this information.

- D. In emergency cases, such as acute allergic reactions, the school personnel shall promptly notify emergency medical services (911) and the parent/legal guardian or the person designated for emergencies.
 - 1. If medication is known for acute allergic reactions, such as a bee sting kit, then it may be administered by the nurse who provides services in the school or a person trained by a physician, dentist, or other legally designated health care professional upon written consent from a parent/legal guardian.
 - 2. Personnel who have been trained according to rules established by the state health officer may administer epinephrine (E.I. Pen) without written consent.

- E. All labeled medications shall be kept in a secure, locked, clean container or cabinet to protect the safety of the student receiving the medication and other students. The building administrator shall determine who will be given the responsibility to check in, administer, and record distribution of the medication.

- F. The building administrator shall maintain documentation for medication brought to school. This documentation shall include a record of the date the medication was deposited, a copy of the parent request/consent form, and a record of the identity of the person(s) designed to administer the medication. (See form: Request/Consent for Medication Administration - Appendix D).

- G. No more than one month's supply of any medication shall be brought to school at one time. The parent/legal guardian has the responsibility to replenish the medication supply when necessary.
- H. A separate record for each student shall be kept of the administration of the medication. The record will include student name, medication, dosage, route, time/frequency, signature of person administering the medication, and a place for other information (such as any observed reaction to the medication or possible side effects) to be recorded. All such records are confidential and are separate from the student's education records. When the medication regime is completed or the form is filled, it will be placed in the school's medical treatment record. (See for: Documentation for Medication Administration in Appendix F)

The following criteria must be followed each time the medication is administered:

1. Right student
 2. Right medication
 3. Right dosage
 4. Right route (Oral = O, G-Tube = GT)
 5. Right time
- I. Any change in prescription must be accompanied by a new pharmacy labeled container or written orders from the physician.
 - J. Medications must be picked up at the end of each school year or when the medication is no longer needed by the student or when the student withdraws from school. If the medications are not picked up by the end of the academic year, the school will contact the pharmacy that filled the prescription or any local pharmacist for proper disposal.

2. Personnel Responsible for Administering Medication

- A. All personnel should be familiar with the policy and procedures for administering medication in the school.
- B. All personnel having responsibility for administering medication shall be given information related to the student's health issues (e.g. allergies, emergency contact persons) and shall be informed of anticipated circumstances for which school personnel may need to contact medical personnel or other agencies.
- C. A list of personnel within the school building who are responsible for administering medication will be kept on file. Personnel on the list must receive instructions about the administration of medication and a specific review of instructions for a given student's medication

needs by the building administrator or by a nurse who provides services in the school.

3. Other Safeguards or Circumstances

- A. When students are determined to be capable of independently administering their own medication, the student will be required to deposit the medication in the designated area. However, there may be exceptions that will be documented in the school's medication treatment record.
- B. Individual procedures will be developed for a student when medical/health related procedures and/or equipment are required during the school day.

SYRINGES

Staff or students who are required to receive injections during the school day shall be responsible for self-administering the injections, or the injections shall be given by a qualified medical person. All persons requiring injections shall establish a safe-keeping plan for syringes with the building principal.

The building principal shall have final authority for determination where syringes may be stored or how they will be disposed of.

DO NOT RESUSCITATE (DNR) ORDERS

Jamestown Public School recognizes that parents and physicians have given thoughtful consideration to Do Not Resuscitate (DNR) orders. However, DNR orders put educators in a position of making medical decisions which places school personnel in a position of liability. Jamestown Public School District will follow the School Board's policy for notification of emergency personnel at any time that a student is in a life threatening situation, and will not honor a parent/legal guardian's DNR request. Parents presenting a DNR order will be requested to sign a written statement indicating they have been informed of the District's policy. Reference Board Policy ACBA.

Procedures:

- A. Parents presenting a DNR order will be referred to the building administrator.
- B. Building administrator informs parent of district policy and provides a copy of the district policy to parents.
- C. Building administrator requests parent signature verifying receipt of the policy.
- D. Building administrator notifies District Administrator and provides a copy of the written documentation of parent contact.
- E. District Administrator sends a follow-up letter to parents via certified mail.

- F. Written documentation of the parent contract and follow-up letter will be placed in the student's cumulative folder.

ACCOMMODATING STUDENTS WITH ALLERGIES & SPECIAL DIETARY NEEDS

Each building principal shall implement procedures for identifying students with life-threatening allergies and shall develop general exposure avoidance measures.

The Board recognizes that students with medically documented life-threatening allergies are considered disabled and are covered by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. A clearly defined 504 Accommodation Plan will be developed and implemented for all such identified students. Appropriate staff, the parent/guardian of the student, and the student's physician shall sign these plans.

Relevant staff shall be made aware of 504 plans, the measures needed to implement them, methods to reduce risk of exposure, and emergency response procedures in the event of exposure.

GENERAL GUIDELINES FOR REDUCING RISK OF EXPOSURE TO ALLERGENS

District staff shall be charged with implementing the following procedures to reduce student risk of exposure to allergens:

1. At-risk students shall carry/wear some means of medical identification, such as a medical alert bracelet.
2. Designated staff shall receive appropriate training in first aid, epinephrine administration, and shall receive regular updates on allergy-prone students' status and needs.
3. Parents shall be encouraged to instruct their children in how to avoid contact with substances to which they are allergic.
4. Each school shall develop a means of disseminating school menus to parents in advance. All parents will be encouraged to review/preview menus in order to select safe foods their child may eat.
5. Food-allergic children shall be encouraged bring their lunch from home. However, guidelines established by the USDA Child Nutrition Division require school food service programs to provide substitute meals to allergic students if the physician of the student sends written instructions certifying the child's allergy, what foods are to be avoided, and safe substitutions.
6. Food personnel shall be instructed about necessary measures required to prevent cross contamination during food handling, preparation, and serving of food.
7. A no-food trading/sharing policy will be enforced. Students will also be prohibited from sharing eating utensils.
8. Surfaces, toys, and equipment shall be washed clean of allergy containing foods/substances in a timely manner.
9. Teachers and custodial staff shall check district purchased classroom and cleaning materials to ensure that these products do not contain peanut oil or other substances harmful to students with identified allergies.

POLICY FOR LICE SCREENING

All elementary students will be screened as deemed necessary. The school principal shall be responsible for screening process.

Screening for the Middle School and Senior High School may be on request by the Central Valley Health Unit with approval of the administration.

Should a case of head lice be reported, protocols placed in policy FCAC will be followed.

INOCULATION REQUIRED BEFORE ADMISSION TO SCHOOL

A child may not be admitted to any public, private, or parochial school, or day care center, child care facility, head start program, or nursery school operating in this state or be supervised through home-based instruction unless the child's parent or guardian presents to the institution authorities a certification from a licensed physician or authorized representative of the state department of health that a child has received age-appropriate immunization against diphtheria, pertussis, tetanus, measles, rubella(German measles), mumps, hepatitis B, haemophilus influenza type b (HIB), varicella (chickenpox), poliomyelitis, pneumococcal disease, meningococcal disease, rotavirus and hepatitis A. In the case of a child receiving home based instruction, the child's parent or legal guardian shall file the certification with the public school district in which the child resides.

Definitions:

1. "Institution" as used in this section shall include all early childhood facilities, head start programs, preschool educational facilities, public and private kindergartens, and elementary, middle, and high schools operating in North Dakota.
2. "Institution authority" shall be anyone designated by the governing body of an institution.
3. "Age-appropriate immunizations" refers to the vaccines a child should receive based on age and previous immunization history as recommended by the advisory committee on immunization practices of the United States department of health and human services and outlined by the North Dakota immunization schedule.

Minimum Requirement:

1. Minimum requirements for children attending early childhood facilities, head start programs, and preschool educational facilities shall be age-appropriate immunizations against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, haemophilus influenzae type B disease, varicella(chickenpox), pneumococcal disease, rotavirus, and hepatitis A.
2. Minimum requirements for children attending kindergarten through grade twelve shall be age-appropriate immunizations against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, varicella (chickenpox) and meningococcal disease.
3. Exceptions to these minimum requirements for those children who do not start immunizations at the recommended time shall be determined by an authorized representative of the state department of health.

Record Keeping and Reporting:

1. Records and reports prescribed by the state department of health shall be completed and submitted to the state department of health.
 - a. Certificates of immunization, a North Dakota immunization information system (NDIIS) record, or other official proof of immunization must be presented to the designated institutional authority before any child is admitted to an institution
 - b. The school immunization summary report must be submitted to the state department of health by November first of each year or such other annual date as the department may designate.

Appointment of an Institution Authority:

1. An institution authority shall be appointed for each institution by its governing board or authorized personnel. He or she shall be an employee of such institution.
2. The name of the designated authority, the institution, address, and telephone number shall be submitted to the state department of health, immunization division, by July 1st of each year.

Children Admitted to School in the Process of Receiving Immunization:

Any child admitted to school under the provision that such student is in the process of receiving the required immunizations shall be required to receive the immunizations according to the recommended schedule set forth by the state department of health. The Superintendent and family will come up with a plan to become compliant. Any child not adhering to the recommended schedule shall provide proof of immunization or a certificate of immunizations within thirty days of enrollment or may be excluded from school or early childhood facility.

OTHER POLICIES AND PROCEDURES

LEGAL RESIDENCY POLICY

A student will be considered to be a resident of the Jamestown Public School System if he/she meets one or more of the following requirements.

- a. He/she lives with a natural parent who resides within the boundaries of the Jamestown Public School District and that natural parent is legal guardian.
- b. He/she lives with a parent who has legal custody and the parent resides within the Jamestown Public School District, and a copy of the court custody agreement has been filed with the Jamestown Public School District Central Office.
- c. He/she lives with an adult who has legal guardianship, the adult resides within the boundaries of the Jamestown Public School District, and a copy of the legal guardianship form has been filed with the Jamestown Public School District Central Office.
- d. He/she is 18 years of age and has established his/her own residency within the Jamestown Public School District.
- e. He/she is living with a guardian appointed by the court and a copy of the court order is on file in the Jamestown Public School Central Office.

Students not meeting one or more of these requirements shall be classified as a non-resident and shall be required to comply with the tuition agreement policy. In the event of extenuating circumstances, the non-resident student may petition the Board to waive the tuition agreement requirements. Each case will be decided on an individual basis. The

Board has exclusive authority to approve or disapprove each request for waiver of the tuition agreement requirements.

ELEMENTARY ATTENDANCE POLICY

Jamestown Public School System does not permit district wide open enrollment for its elementary program grades kindergarten through five. Elementary students are assigned to attendance areas. Students must have written approval from the District Administrator to attend an elementary school outside of their assigned attendance area.

Request for a waiver to the attendance policy will be considered on a case by case basis. The District Administrator may approve requests that prove to be beneficial to the district as a whole. For example, requests that balance the enrollment may be approved. However, requests may not be approved if they have a negative impact on the district as a whole. Requests shall not be approved if they increase class size above the accreditation standards.

If a family moves during the school year, the students may continue to attend the school for the remainder of the school year unless class size is adversely affected. The students shall transfer to the new attendance area the next school year unless a school district attendance waiver has been approved. A significant need must be proven in order to receive a waiver to the attendance policy.

NEW STUDENTS

Assessments may be administered to the student and be used as a basis for grade or course placement.

Students entering Kindergarten must be at least five years of age on or before August 1st of the current school year. Students entering First Grade must be at least six years of age on or before August 1st of the current school year.

ISSUANCE OF REPORT CARDS

Report cards are to be issued five (5) school days following the close of the nine weeks period. Reports may be supplemental with parent-teacher conferences upon request.

ELEMENTARY, MIDDLE SCHOOL AND SENIOR HIGH SCHOOL POLICIES –

Refer to student planner_or student handbooks

POLICY ON SCHOOL EVALUATION

The district administrator will govern the evaluation process and may delegate evaluation responsibilities to the assistant administrator, building principals and various professional staff, to cause the evaluation to take place.

In all circumstances the purpose of the evaluation will be to assist the Board in determining to what extent the District's philosophy and goals are being met and to assist the Board in planning for future educational growth.

The District goal is to provide the best educational opportunities possible to enable all its children to succeed personally and as citizens of this community, state and nation. Recommendations to achieve this goal will be considered within the parameters (sociological, physical facilities, economic, etc.) set by the community and the state.

VISITORS -ALL SCHOOLS

School doors are locked. All visitors must sign in at the receptionist's/secretary's office. Pre-School children must be accompanied by their parents.

Unidentified visitors should be stopped by school personnel and advised that they must register before visiting any area of the building. If a visitor's badge is not visible, he/she is not an authorized visitor. Reference to Policy KAAA Visitors in the Schools.

EMERGENCY CLOSINGS

The Board authorizes the Superintendent to delay the opening of, dismiss early, or close district schools in the event of hazardous weather, an epidemic, or other emergencies that threaten the health and/or safety of students and employees. The Superintendent's rationale for exercising this authority shall not be arbitrary, capricious, or based merely on convenience.

The Superintendent shall, at a minimum, consider the following factors when exercising his/her authority under this policy:

1. Actual occurrence or imminent possibility of any emergency condition that would make operation of school difficult or dangerous.
2. Ability of students and staff to safely report to school. The Superintendent may consider items such as, but not limited to, weather and road conditions.
3. Whether or not conditions pose a threat to one or all district schools. If conditions only affect certain schools, only the affected schools shall be closed.

The Superintendent may consult traffic, weather, law enforcement authorities, and administrators from neighboring districts when weighing the above factors.

Notification

The Superintendent shall develop procedures for notifying students, parents, and staff of emergency closings, which should be published in district handbooks and disseminated annually.

Compliance

Staff shall comply with the superintendent's work reporting instructions during an emergency closing unless emergency conditions make this impossible. Staff that do not comply and/or do not have good cause for noncompliance may be subject to disciplinary consequences in accordance with policy, law, and, when applicable, the negotiated agreement.

TORNADO INSTRUCTIONS

The tornado signal will differ from the fire drill signal and will be designated by the principal. Students should be shown protective posture when in an open area or in a building.

Each teacher is responsible for students under his/her supervision at that time. Any time students are on the playground during school hours, the teacher must come to the aid of the duty teachers. Teachers should return students to their respective shelter areas, or if there is not enough time, the teachers should issue the command, "Everybody down! Crouch on elbows and knees! Hands over the back of your head!"

Each principal is responsible for developing a protective plan according to the structure of the building. Tornado protection areas will be selected and approved by the Civil Defense Director. Teachers and students will be assigned a specific shelter area.

Principals should have radios tuned to a local radio station during the tornado watches and warnings. There must be a designated person to monitor the radio and another to be on skywatch.

FIRE/LOCKDOWN DRILLS

Fire drills are to be conducted under the supervision of the principal. Drills should be conducted at various periods of the day.

The building principal shall be responsible for conducting drills and for determining appropriate warning signals.

STUDENTS' RULES

Each teacher has the right to make and enforce rules not in conflict with the administrative policy of the school, the state school laws, or the orderly operation of the other departments of the school.

GENERAL ANNOUNCEMENTS AND SOLICITATIONS

All announcements must be approved by the principal or director of the building. There will be no soliciting or sales of any type unless prior approval has been granted through the district administrator's office.

Soliciting or selling is discouraged. The intention is naturally to maintain a uniform policy throughout the system and to eliminate the excessive use of schools as an advertising agency.

CHECK POLICY FOR SCHOOL ACTIVITY DEPOSITS

The District will not accept postdated checks or checks that are dated 60 days or more before the date of the deposit.

Funds received should be taken to the office promptly to be deposited appropriately.

SALE OF PRODUCTS AT HIGH SCHOOL GAMES

1. All groups that wish to sell items at high school games must receive permission from the athletic director in advance of the game. If the group is not satisfied with the decision made by the athletic director, they may appeal in writing to the Activity Committee of the Jamestown School Board at least 30 days in advance of the game in which they intend to sell.
2. No private party sales are to be made at high school games.

NON-PROFIT ORGANIZATIONS

School involvement in a non-profit organization actually may be approved by the Superintendent if the program is completely voluntary for staff and/or students.

CO-CURRICULAR ACTIVITIES

The advisor for each activity is required to prepare a brief written report on the program of the activity at the close of the year. All classwork or co-curricular work is to be executed

under the direct supervision of the advisor in charge of the particular activity, the advisor in charge must be present in person, and furthermore the advisor is responsible for seeing that all students leave the building at the end of the activity session. Electric lights, when needed, should be promptly turned off at the conclusion of this period. Before leaving the building, the doors are to be locked and rechecked for locking.

CHURCH NIGHT POLICY

Students should be free from co-curricular activities, if at all possible, on Wednesday evenings.

SUNDAY

Coaches and directors shall refrain from scheduling practice or events on a Sunday unless approval has been granted by the activity director.

TRAINING RULES

The Jamestown School Board's policies are outlined in the Athletic Handbook. The coaches and the directors of co-curricular activities are to enforce the training rules.

Use or possession of tobacco, alcohol, other harmful substances, illegal use or possession of narcotics or habit-forming drugs is prohibited. Any co-curricular participant who indulges in any of these harmful practices will be suspended from all game participation and/or public appearance from the date of infraction for a period of six consecutive school weeks for the first offense and for a period of eighteen consecutive school weeks for any subsequent offense.

VARSITY COMPETITION - 7TH AND 8TH GRADE STUDENTS

When a head coach is considering using a middle school student on a high school team the following items must be kept in mind:

Section IV and section VI of the North Dakota High School Activities Association constitution By laws.

Section IV: A member school with teams in both junior and senior high school may select pupils in grades 7, 8 or 9 for either the junior high school team or as members of a high school team. Any student who participates on a high school team(s) or a combination of junior high and high school teams is regulated by individual limitations established for high school students. A student involved in junior high competition only is regulated by junior high school limitations.

This rule applies except in sports where specified differently. (See NDHSAA By laws)

Section VI: Any team combination of 7th and 8th grade is considered junior high school. Ninth grade teams may declare their status and participate as either a high school team or as a junior high school team. A team designated as a 9th grade team must have fifty percent or more of the participants enrolled in the 9th grade. Any 7th or 8th grade student who plays on a 9th grade team plays at the status chosen for that team. If the 9th grade team chooses high school status, high school rules apply, or if a 9th grade team declares itself a junior high team, junior high rules apply.

Jamestown 7th and 8th grade policy discourages the use of 7th and 8th students in varsity teams.

With those items in mind the head coach may proceed with the petitioning of a middle school athlete by completing the steps outlined on the petition form. (See Activity Guide and Code of Conduct for Parents and Students Handbook and the Athletic Handbook for Coaches and Advisors)

The process begins with the head coach. No other person may initiate the process or complete the required form. The head coach must initiate the process of petitioning a middle school athlete by contacting the High School Athletic/Activities Director and obtaining the petitioning packet.

The petitioning steps must be followed as they are outlined on the petitioning form. The order in which people are contacted must be followed exactly and not reversed. The parents and student must be the last ones contacted before final approval is made.

LESSON PLANS

Each teacher has a lesson plan. Advanced planning is encouraged.

These lesson plans need not be turned in to the office, but they must be accessible for inspection by the principal, director or district school administrators, and they are for use by substitute teachers.

Lesson Plans - Safety Issues

When appropriate all daily lesson plans shall include a clearly defined statement of the safety instructions provided to the students. No student shall engage in any activity for which there is a risk of injury until the student has received appropriate safety training. Any person who violates this policy risks personal liability. If a student is absent the day safety instructions are given, the student must receive the safety instructions before engaging in the assigned activity. If the lesson does not require safety instructions, it should be noted in the lesson plan.

Teachers are not to assume that students have prior knowledge of safety standards or techniques. Student teachers and substitute teachers are also required to comply with this policy.

USE OF BUILDINGS FOR PRACTICES AND ACTIVITIES

On Saturday, activity meetings and practices should be scheduled between the hours of 8:00 A.M. and 3:00 P.M. Practices are discouraged on legal school holidays. However, practices may be scheduled during vacation periods between the hours 8:00 A.M. and 4:00 P.M. A calendar showing these practices and the time should be turned into the athletic director or the principal and he/she in turn will approve it and then turn a copy in to the district administrator's office. No activity practices or meetings should be scheduled unless they have had prior approval.

Bulletin boards should be kept neat and orderly at all times. Much valuable use can be made of a bulletin board at all levels. Caution should be taken to prevent them from becoming stale.

CARE OF FURNITURE AND BUILDING

All staff members should constantly be alert for ways of improving the conditions and cleanliness of buildings. Classrooms, offices, lavatories, halls, desks, cupboards and closets should be in excellent order at all times. Teachers are urged to give their rooms interest, color and personality. A neat, tidy room usually assures good discipline.

The schools are well equipped and it behooves all staff members to take a part in teaching students that proper care of the furniture and the buildings is a mark of good citizenship. Each teacher should arrange a discussion period for his/her classes to discuss desirable attitudes toward the maintenance of school property. This discussion should include the problem of defacing walls and furniture, keeping lavatories clean, and other attitudes to establish respect for the school buildings and the equipment.

Keys are issued from the principal's office or the director's office. Do not permit keys to leave your possession. They are a trust put into your hands.

All necessary repairs to equipment and buildings must be reported at once to the principal or director who will prepare a BG-100 form, a copy of which will be sent to the building custodian.

BOOK INSPECTION

Teachers, whose students are using books furnished by the school, are required to make regular inspection to prevent marking and writing in them. During the first week of school each teacher shall check the condition of each textbook with the student. If the book is not in adequate condition, the student should visit with the teacher about a replacement. Thereafter, the student shall be responsible for the condition of the book. Regular inspection by teachers must be made. It is suggested that the teacher check the books as students are taking a test. If a book is found that has been defaced, the teacher should send to the office the name of the student and the number of the book. Each school administrative office is responsible for assessing fines to damaged textbooks and collecting fees.

POLICY FOR LOST OR DAMAGED BOOKS

Students attending the Jamestown Public Schools who lose library books and bring back damaged books beyond repair during the current school year must pay for the loss designated by the librarian. In case the student finds the book before inventory is completed at that designated school, the student may be refunded the exact amount he or she paid for the loss. If the book is found during the summer or the next school year, there will be no refund.

TEXTBOOKS AND WORKBOOKS (revised 11-15-04)

The Jamestown Schools furnish all textbooks and workbooks in grades K-12. Students will be charged a fee for misused, damaged or lost textbooks.

All consumable materials are purchased by the patrons. Consumable materials are defined as items for which the student makes a project in class and they keep the project at its completion. An example might be a sewing or wood project.

TRANSPORTATION - EXTRA CURRICULAR ACTIVITIES:

Refer to Activity Guide and Code of Conduct for Parents and Students Handbook and Athletic Handbook for Director and Coaches.