

# 2025-2026 Jamestown Elementary Parent Handbook



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The Jamestown Public School District is committed to providing the necessary support for academics and student well-being in a positive educational environment that is free from unnecessary, non-educational distractions. Personal electronic communication devices can be a distraction during instructional time and counterproductive to student focus and engagement. By prohibiting and limiting the use of personal electronic devices during the school day, this policy aims to provide students with more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for academic and life-long success. Therefore, it is the position of the State of North Dakota and the District that students and school employees shall abide by this policy, which prohibits the use of personal electronic communication devices as outlined herein. Refer to FFI Policy in the District Policy Handbook. 12  
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## **MISSION**

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

## **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.

## **PRINCIPAL'S MESSAGE**

As principals of Jamestown Public Elementary Schools, we would like to take this opportunity to welcome you to the Jamestown Public School District. This booklet has been prepared to help you become better acquainted with your school, its policies and regulations.

Cooperation between the home and school is important and more effective when there is two-way communication resulting in understanding. Our schools will inform you through newsletters, notes home, phone calls, JPS App, and the school website. Visit the district website [www.jamestown.k12.nd.us](http://www.jamestown.k12.nd.us) and select your individual school's website to find information that links you to the teachers, learning sites, and schedules. You are encouraged to contact the school office and make an appointment to conferences with teachers/principal at any time you deem it necessary, attend Parent-Teacher Conferences, and other school activities provided as additional means of communication. Our goal is to provide experiences that will insure and inspire each child to develop to their full potential as we work together as a team.

Sincerely,

Jamestown Public School Elementary Principals

## **JAMESTOWN ELEMENTARY SCHOOL GOALS**

Goal 1: Students will increase their achievement in reading comprehension

Goal 2: Students will increase their achievement in math operations and number sense

## **LENGTH OF SCHOOL DAY**

Kindergarten – 5<sup>th</sup> Grade                      8:30 a.m. to 3:00 p.m. M, T, W, TH, F.

## **ARRIVAL TIME AT SCHOOL**

Students who do not ride a bus or eat breakfast at school are encouraged to arrive at school at 8:15 in the morning. When students arrive at school they are to go directly to the school gym. The safety of your children is our primary concern. Your cooperation is appreciated. \* Late start Wednesdays activities will be scheduled 8:00 a.m. until start time to provide academic enrichment.

## **ENROLMENT AND ATTENDANCE REQUIREMENTS**

**Age Requirement:** From North Dakota Century Code 15.1-22-02.

1. **Kindergarten-** Children will be admitted to Kindergarten who will have attained five years of age before August 1<sup>st</sup> of the year of enrollment.
2. **First Grade-** Children entering the first grade must be at least six years of age before August 1<sup>st</sup> of the year of enrollment.
3. **Early Entrance:** A school district may not enroll in kindergarten a child who is not five years old before August 1<sup>st</sup> unless the child will be five years old before December 1<sup>st</sup> and the child can demonstrate superior academic, social, and emotional readiness as determined by a series of developmental and readiness screening instruments approved by the School District, may start school at a younger age. However, under no circumstances shall a child start kindergarten if he or she is not five years of age by December 1<sup>st</sup> or start first grade if he or she is not six years of age by

December 1st. (North Dakota Century Code 15.1-22-02). Parents requesting early entrance must contact the principal before the June 1st deadline.

**Attendance Area:**

The assignment of students to the various schools shall be determined by the district administrator or their designee in accordance with provisions established by the School Board.

***ATTENDANCE-ABSENCES-TARDIES***

The school day is 8:30 a.m. to 3:00 p.m. If a student arrives after 9:00 a.m. - this will be recorded as a ½ day morning absence. When a student leaves before 2:00 p.m. - this will be recorded as a ½ day afternoon absence. Please obtain a doctor's statement in the cases of contagious diseases and frequent or prolonged illnesses. Should your child have an allergy, a chronic ailment such as diabetes, asthma, and/or emotional problems, please discuss them with the principal and teacher for the best possible adjustment.

Absences/ Defined: Although absences and tardies, excused and unexcused will be marked as "absent" and "late respectively," the unexcused absences and tardies are subject to disciplinary action. In the event that a student has excessive absences, that student may be reported to External Agencies. Absences may be excused but they are not exempt from the 20 day DPI policy.

A. Excused absences: Medical absences supported by a physician's written verification are required. All written notices are kept on file in the schools Principal's Office.

1. Personal illness/medical/hospital/homebound
2. Family emergencies
3. Family trips - written requested by parents/guardians
4. Funerals
5. Required court appearances
6. Medical and dental appointments

B. Unexcused absences:

1. Truancy
2. Unexplained absences

***JAMESTOWN PUBLIC SCHOOLS SCHOOL ATTENDANCE REVIEW BOARD***

What is SARB?

The SARB is composed of school representatives who meet regularly to combine their expertise and maximize their resources in an effort to develop interventions to persistent school attendance concerns.

The SARB aims to work cooperatively with students and families to alleviate the factors that interfere with regular school attendance. However, if students and/or parents decline to work with the SARB and the student continues to be absent or tardy from school, the SARB will take the necessary steps to ensure enforcement of compulsory attendance laws. For additional information please contact the school office.

**SARB Tiers: Tier I = 5 days absent – 10 Tardies Tier II = 8 days absent – 15 Tardies Tier III = 12 days absent – 20 Tardies Tier IV = referral to external agency.**

***DISMISSAL PROCEDURES AFTER SCHOOL***

All students will be escorted by their teacher and dismissed. Students are to cross the street at the designated cross walks. Crossing in the middle of the street is not permitted. Playing on the playground or school grounds after school is not permitted as there is not a supervisor present.

***CHECKING STUDENTS IN/OUT AND PERMIT TO LEAVE BUILDING***

**Due to safety standards all entrances in our elementary schools will be open from 7:45 to 8:30. The remainder of the school day all doors will be locked. Students arriving late or leaving early, are required to have a parent or guardian sign them in and check them out. Visitors will use an electronic monitoring system to get permission to enter the school. We are recommending that visitors call the school's office before arriving.**

To protect your child, we do not permit them to leave the building during the school day unless accompanied by the teacher, by a parent, or guardian. If you cannot meet your child, make arrangements for someone else to do so. Please call the principal's office or write a note naming the substitute person requesting the child's release. If a child requests to leave the school grounds without a parental note, only the principal may authorize the child to leave the school grounds.

## **GENERAL CURRICULUM, INSTRUCTION, ASSESSMENTS, AND INSTRUCTIONAL MATERIALS**

The Jamestown Public School District is committed to providing an environment which provides opportunities for maximum student growth. A range of programs, services, and options are offered in order to address each individual child.

The Jamestown Elementary Schools has a curriculum written for all of the subject areas. The curriculum is aligned with North Dakota standards and revised on a continual basis to accommodate the ever-changing needs of students. Parents can contact their school principal to view the curriculum. The Jamestown Public Schools furnishes all basic texts, workbooks, and supplementary books.

Kindergarten is an all-day/every day program which focuses on helping the child develop socially, emotionally, and academically in preparation for 1<sup>st</sup> grade.

The Physical Education and Music are taught weekly by specialists.

Orchestra lessons are provided for 5<sup>th</sup> grade students starting the second semester. Extra-curricular elementary choir for boys and girls are open to 4<sup>th</sup> and 5<sup>th</sup> graders by audition in the Spring prior to the new school year.

### Special Programs: Art, Field Trips, Title I-Basic Skills

**Art** experiences are provided to students in each grade level by the classroom teacher and via Artist-in-Residence programs and activities coordinated with The Art Center.

**Field trips** are scheduled for individual classrooms during the school year. Parents sign permission for their child to go on field trips on the student enrollment form. Any student who does not have a parent's written permission on file at school may not go on field trips and will be required to remain at school.

**The School-wide Title I Program** is designed to give all students additional instruction and intensity in skill practice in mathematics, reading, writing, and the other language arts areas. Our schools provide intensity through flexible small groups or one-on-one instruction based on individual student data to identify student's needs and allows us to help them catch up.

## **TEXTBOOKS**

The Jamestown Elementary Schools furnish all textbooks and workbooks in grades K-5. Students will be charged a fee for misused, damaged, or lost textbooks.

## **GRADING SYSTEM**

### Sample Grading:

<u>Content Area</u> - Math			
<b>4</b>	I can apply skills to solve/create word problems with multi-digit addition and subtraction.		
<b>3</b>	I can add whole numbers to the millions place. I can subtract whole numbers to the millions place.		
<b>2</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><b>Foundational Skills</b> Add and Subtract single and double digit numbers"</td> <td style="width: 40%;"><b>Vocabulary</b> *Regroup *Difference *Sum</td> </tr> </table>	<b>Foundational Skills</b> Add and Subtract single and double digit numbers"	<b>Vocabulary</b> *Regroup *Difference *Sum
<b>Foundational Skills</b> Add and Subtract single and double digit numbers"	<b>Vocabulary</b> *Regroup *Difference *Sum		
<b>1</b>	With help. I understand some of the content.		

## **ASSESSMENTS**

North Dakota State Assessment (NDSA) is administered to grades 3-5 in the areas of Math, Reading, and Writing. Additionally, 4<sup>th</sup> grade students are administered the NDSA Science. All North Dakota State Assessments are given in the spring of the school year.

FastBridge is administered as a benchmark screening assessment given to K-5 students three times during the school year. Additionally, FastBridge is used as a progress monitoring tool to track students progress throughout the school year.

## **PROGRESS REPORT CARDS**

Progress Report will be issued one week following the close of the twelve week trimester. Additional copies of report cards are available upon request.

## **PARENT-TEACHER CONFERENCES**

The parent-teacher conferences will be held for all grades, two times a year. These conferences will also act as mid-term check-ins as well. Parents are encouraged to use the district reporting system to keep current with student progress.

## **RETENTION PROTOCOL**

Students are sometimes retained in a grade in an attempt to better prepare them for the demands of the next grade level. The Jamestown Public Elementary Schools believes that students should have the opportunity for success at each level of their educational experience. A variety of interventions will be attempted to accommodate student's individual learning styles and needs to achieve improvement. Retention shall be used sparingly and should be viewed as a final alternative; after all other options have been exhausted. If retention is recommended a conference will be held where parent(s)/guardian(s), teacher, and principal discuss the options and plan of action.

## **VOLUNTEERS**

The Jamestown Elementary School staff encourages patrons to communicate with us. We invite you to visit our school to see classes in session and offer special services or talents to enhance our classroom instruction. 24-hour prior notice is expected.

## **VISITORS IN THE SCHOOLS**

The School Board encourages parents, guardians and community members to visit district schools. Schools are a place of work and learning; visitors shall observe requirements when visiting district schools. These requirements were created to ensure the educational environment is not disrupted. To see these requirements, go to the School Board Policy Descriptor Code: KAAA.

## **STUDENT DRESS**

Jamestown Elementary School's mission is LEARNING FOR ALL therefore clothing styles or accessories that detract from a positive learning environment may not be worn at school or to school sponsored activities:

- Caps, hats, and other headgear should be removed when entering the building. Students may put them on after the final school bell.
- Skirts and shorts must be mid-length or longer (finger-tip check.)
- Rips in jeans must also be lower than the longest finger on the student's hand when their arms are at their side.
- For safety reasons, shoes must be worn throughout the school day. Shoes that are dirty must be wiped clean or removed when entering the building.
- No beach wear, pajamas, or slippers are permitted.
- Shirts must have a full front and back and be at least three finger lengths across at the shoulder (no halters, muscle shirts, or visible spaghetti/Cami/bra straps, etc.)
- Clothing that reveals undergarments is not permitted. If clothing must be manipulated to achieve covering of undergarments (i.e. pulling up pants to cover boxers, tugging on shirts to cover spaghetti/cami/bra straps, etc.) it is not appropriate for school.
- Necklines must cover to a modest level, revealing no cleavage.
- Chains and gang related clothing are not allowed.
- We promote a healthy lifestyle and respect for self/others; therefore, clothing or accessories containing reference to sex, alcohol, drugs, obscenities, profanity, inappropriate pictorial representations, or an attitude that promotes disrespect are not acceptable at school.

Students wearing inappropriate clothing or clothing which is deemed by a supervisor to detract from a positive learning environment, based upon the criteria listed above, may be asked to turn their clothing inside out, put on a t-shirt or sweatshirt, or asked to remove objectionable accessories. Students who do not come to school with a suitable clothing replacement will be directed to call for more appropriate clothing.

### **COUNSELING PROGRAM**

School Counseling is an integral part of the total educational program. It is comprehensive in scope, preventive in design, and developmental in nature. Elementary School Counselors work both directly (Guidance Curriculum, Individual Student Planning, Responsive Services, Crisis Response) and indirectly (Consultation, Collaboration, and Referrals) with students to ensure success. The program teaches the knowledge, attitudes and skills students need to acquire in academic, career and social/emotional development, which serve as the foundation for future success. Guidance curriculum is delivered to all students K-12, in group or classroom activities, in order to create a knowledge base. This can be counselor-led or interdisciplinary. Individual planning is available to all students and their families to manage their educational, personal, or career development. It involves individual or group assessment, planning, placement, or transitional activities. Examples of individual planning services would include orientation or transition programming, registration, academic planning, and/or involvement in 504, MTSS, and IEP planning meetings. Responsive services involve working with students or their families to address their immediate concerns. This assists students who are facing problems that interfere with their healthy personal, academic, or career development. This includes individual or small group counseling. Crisis response is necessary to provide families and students with support navigating crisis and emergency situations. Indirect student services involve activities or services implemented by the counseling staff, which supports the total educational system. This would include professional development, public relations, collaboration, consultation, and referrals to the outside community. A Social Emotional curriculum is used by classroom teachers for daily instruction, with coordinated efforts with the school counselor.

### **SCHOOL NURSING SERVICES**

A Central Valley Health District nurse is available on a limited basis to the JPS Elementary Schools. Services to the Elementary Schools include:

- Weekly scheduled visits—Available to see all students presenting with health-related concerns.
- Consultation with staff and parents concerning the health of students.
- Flu vaccinations are available in the Fall.
- “On Call” for urgent needs that arise during the regular school day
- Annual vision screening for students in grades K, 1, 3, 5. Colorblindness screening for boys in 2<sup>nd</sup> grade
- Growth and Development classes presented to the 4<sup>th</sup> and 5<sup>th</sup> grade students
- Immunization review and follow up to insure compliance
- Special health education presentations as requested and scheduling allows

### **DISPENSING MEDICINE TO STUDENTS**

According to the Jamestown Public School policy: “The giving of aspirin/Tylenol at school is not approved without the prior consent of the parent or legal guardian.” Over-the-counter medication provided by the parent or guardian may be administered only with written consent. The Jamestown Public Schools’ staff may assist in the dispensing of prescribed medicines during school hours upon prior written approval of the parents and the family physician. Prescription medication must be in the original pharmacy labeled container. Medication brought to school may not exceed a one-month supply. Exceptions to this policy may be discussed and approved through the principal. Parents are asked to bring the accompanying drug interaction/side effect sheet (from the pharmacy) regarding their child’s particular medication. This will be kept with the daily documentation form which staff is required to sign each time medication is dispensed. All medications must be picked up at the end of the school year, when the medication is no longer needed by the student or when the student withdraws from school. If prescription 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.

### **ILLNESSES**

The following outline is the recommendations for exclusion for specific diseases. For disease specific resources, please see the North Dakota Department of Health fact sheets at [www.ndhealth.gov/diseases](http://www.ndhealth.gov/diseases).

1. The child has a fever (oral temperature above 101 degrees F)
2. Fever of 99.0 degrees F or above; school employees will evaluate the child’s condition and can advise parent(s) or guardian(s) to consider picking up their child.

3. Consideration for students not feeling well school employees will advise the parent(s) or guardian(s) of illness that are going around the school.
4. The child experiences vomiting.
5. The child has diarrhea.

### ***ASTHMA-SELF MEDICATION***

1. A student who has been diagnosed with asthma or anaphylaxis may possess and self-administer emergency medication for the treatment of such conditions provided the student's parent files with the school a document that is signed by the student's health care provider and which:
  - a. Indicates that the student has been instructed in the self-administration of emergency medication for the treatment of asthma or anaphylaxis.
  - b. Lists the name, dosage, and frequency of all medication prescribed to the student for use in the treatment of the student's asthma or anaphylaxis; and
  - c. Includes guidelines for the treatment of the student in the case of an asthmatic episode or anaphylaxis.
2. Neither a school district nor any employee of the district is liable for civil damages incurred by:
  - a. A student who administers emergency medication to himself or herself in accordance with subsection 1.
  - b. An individual because a student was permitted to possess emergency medication in accordance with subsection 1.
3. For purposes of this section, "emergency medication" includes a prescription drug delivered by inhalation to alleviate asthmatic symptoms and epinephrine auto injectable pen.  
(NDCC 15.1-19-16)

### ***CERTIFICATE OF IMMUNIZATIONS***

North Dakota law requires each child to have a Certificate of Immunization before they may be admitted to an institution such as a school. A Certificate of Immunization may be obtained from the child's primary medical provider or local Public Health Agency. The original copy must be retained in the child's school record, and a copy must be retained by the parents or guardian.

Students may be exempt from immunization requirements for the following reasons:

**Medical Exemption:** Requires a certificate of immunization form signed by a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.

**Philosophical, Moral or Religious Belief Exemption:** Requires a certificate of immunization form signed by the parent or guardian who's sincerely held philosophical, moral or religious belief is opposed to such immunization.

**History of Disease Exemption:** Requires a certificate of immunization form signed by the parent or guardian or physician stating that the child has a reliable history of chickenpox disease.

**Provisional admission**

A child may be admitted to school under the provision that such child is in the process of receiving the required immunizations according to the recommended schedule set forth by the state department of health. Any child not adhering to the recommended schedule shall provide proof of immunization or a certificate of immunization within thirty days of enrollment or be excluded from school.

### ***SIGNIFICANT CONTAGIOUS DISEASES***

The District adopts this policy with the intent of protecting the health and safety of all district students, staff, and independent contractors. The District will use universal precautions as standard procedure in the care and maintenance of school property and in administering first aid or otherwise handling emergencies.

Once the illness is classified by a public health officer or ND licensed physician, the Superintendent shall comply with any applicable reporting and/or referral requirements contained in state law or administrative code (See NDCC 23-07-02 and ND Administrative Code 33-06-02-01). The District will comply with and implement all applicable provisions in the district's significant contagious disease policy (ACBB) if the illness is classified as such.

If a student's or employee's personal physician or the multidisciplinary team (in case of a student who is defined as having a disability under state or federal law) determines that the student is unable to participate in regular classroom instruction the District may provide either reasonable accommodations, special provisions, or an individualized education program. Reference Jamestown Public Schools District Board Policy ACBB. Head Lice Policy and Protocols refer to Jamestown Public School Policy FCAC.

## ***FIRST AID AND EMERGENCY CARE***

The school is responsible for giving first aid or emergency treatment only in case of sudden illness or injury to a pupil or a member of the staff. Further medical attention in the case of a pupil is the responsibility of the parent or guardian, or the person designated for emergencies; and, in the case of a member of the staff, of the particular individual.

Each principal will be charged with directing the immediate care of ill or injured persons who come within their area of responsibility. At each school, procedures for the proper handling of such emergencies will be developed and made known to the staff. Procedures will incorporate the following requirements:

1. No treatment except first aid, CPR and AED is permitted in schools. The school's responsibility is to place the ill or injured student in the care of the home or family physician as soon as possible.
2. Teachers and other trained people will be responsible for administering first aid to students with minor injuries such as scratches, abrasions, bruises, etc.
3. A master first aid kit will be kept and properly maintained in each school.
4. Parents will be asked to sign and submit an emergency medical authorization which will indicate the procedure they wish the school to follow in the event of a medical emergency involving their child.
5. Parents of children with allergies must provide the school with an individualized action plan prepared by their physician.
6. In all cases where the nature of an illness or an injury appears serious, the parent or guardian will be contacted, if possible, and the instructions included in student information on Power School will be followed. In extreme emergencies, arrangements usually may be made for a child's immediate hospitalization whether or not the parent or guardian can be reached.

## ***SNACKS AND TREATS***

Students' lifelong eating habits are greatly influenced by the types of foods and beverages available to them. Refreshments or treats, brought into the classroom, both during school and after school, are strongly recommended or encouraged to be healthy alternatives. Your child's teacher or principal can provide parents with a list of healthy beverages, snack, and treat ideas. Children may bring treats provided they obtain their teacher's permission.

## ***BIRTHDAYS AND CELEBRATIONS***

It is requested that birthday or party invitations be distributed in school only if every child in the class is to receive one. If only a few students are to be invited, arrangements should be made outside of the school setting.

Balloons, flowers and etc. delivered to school will be kept in the front office until the end of the day. If a student receives a delivery at school the front office will call the student down to view the delivery and remind them to pick it up at the end of the school day.

## ***STUDENT CONDUCT AND DISCIPLINARY ACTION POLICY STATEMENT***

### **Conduct Standards**

Students will be expected to conduct themselves in a manner fitting their age level and maturity, in a manner that will not impede on the orderly conduct of district schools, and will be expected to respect the rights of others on district property, including, but not limited to, district owned/leased/chartered vehicles, at school-sponsored events, and off-campus when student conduct has or is reasonably predicted to have a substantially disruptive effect on district operations and/or the educational environment.

### **Disciplinary Standards for Special Education Students**

District employees are required to comply with the Individuals with Disabilities Education Act when responding to violations of student conduct standards by special education students.

### **Prohibited Disciplinary Actions**

The Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well-being of students or employees or to deliver a student to an administrator's office; however, the use of corporal punishment, defined as the willful infliction of physical pain on a student, is not allowed in the Jamestown Public School District. Corporal punishment does not include action taken by an employee for self-defense, protection of persons or property, obtaining possession of a weapon or other dangerous object, to quell a verbal disturbance, for the preservation of order, or pain or discomfort caused by athletic competition or recreational activities voluntarily engaged in by a student.

Reference Jamestown Public Schools District Board Policy FF

### ***PLAYGROUND RULES AND EXPECTATIONS***

1. Students will play responsibly on the playground.
2. Students will show respect for others and follow instructions by staff.
3. Students are to stop what they are doing when the bell rings and prepare to enter the building.
4. Students will leave rocks, bark, sticks and other dangerous objects alone.
5. Students will show pride in their school by keeping the building and grounds free of litter.
6. Students will use equipment appropriately.
7. Students will not chew gum and candy on the playground.
8. Students will leave the playground immediately after school.
9. Students will leave knives and other unsafe objects at home.
10. Students are also encouraged to keep electronic devices, e.g. radios, MP3 players, and cell phones etc. at home. School is not responsible for lost or stolen items brought to school or on class trips.
11. Students will settle differences peacefully:  
**Stop/Think/Plan**
12. During school, students will not leave the playground for any reason without written permission from the principal. The permission slip must be given to the teacher on duty.

Recess/Weather Gear Guidelines for Recess

- a. below 32 degrees - expected to wear coats, snowpants, hats, gloves, boots
- b. below 45 degrees - expected to wear coats, pants, outdoor shoes/boots
- c. 45 - 65 degrees - expected to wear outdoor shoes, long sleeves, pants
- d. Snowpants are recommended during spring until playground has dried up/not muddy - to help reduce the mess that is brought into the school
- e. Students should have outside shoes OR a pair of shoes that is just for inside wear

### ***CONSEQUENCES***

**Minor Violations** such as disobeying school and classroom rules, incomplete school work, cheating, and incidental classroom disturbances will be handled by the classroom teacher or principal. Logical consequences for minor violations may include, but are not limited to: detention with the classroom teacher, parent notification, and conference with the parent(s) and some or all of the following school employees: teacher, counselor, social worker and principal.

**Major Violations** such as defiance of teacher's lawful authority, physical abuse, verbal abuse, harassment of any person, drug or alcohol use or sales, tobacco use or sales, vandalism, theft and fighting will be handled by the building principal. Logical consequences for major violations may include, but are not limited to: in-school suspension, out-of-school suspension, or expulsion.

### ***DISCIPLINARY ACTION***

#### **Conduct Subject to Suspension/Expulsion**

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

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Causing or attempting to cause physical injury to another person except in self-defense;
4. Possessing or transmitting any firearms, knives, explosives or other dangerous objects or weapons;
5. Possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind;
6. Disobedience or defiance of proper authority;
7. Behavior that is detrimental to the welfare, safety, or morals of other students;

8. Truancy;
9. Offensive and vulgar language when it is obscene, defamatory, or insightful to violence and disruptive or the educational process;
10. Threats of violence, bomb threats, or threats of injury to individuals or property;
11. Any student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

Reference Jamestown Public Schools District Board Policy FFK.

### ***TOBACCO, ELECTRONIC SMOKING DEVICES, ALCOHOL, AND ILLEGAL DRUGS***

Per School Board policy, students shall not at any time use tobacco products, electronic smoking devices, imitation tobacco products, lighters, alcohol or illegal drug possession or consumption on school property and/or facilities. Such acts may constitute the reason for suspension or expulsion. School property and/or facilities shall mean property and/or facilities owned or leased by the Jamestown Public School District. See Board Policy FFA and ABBA

### ***NONDISCRIMINATION AND ANTI-HARASSMENT POLICY***

The Jamestown School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities and facilities. The District prohibits discrimination and harassment based on a student, parent/guardian, and/or employee's race, color religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law.

#### **Grievance Coordinators**

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

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

The Nondiscrimination Coordinator's core responsibilities include overseeing the District's response to discrimination and harassment reports and complaints that do not include sex or disability under applicable federal laws, but instead the other protected statuses or sex or disability-based discrimination under state law. The Board designates Robert Lech, Superintendent as the Nondiscrimination Coordinator. He can be contacted at: 207 2<sup>nd</sup> Avenue SE, Jamestown, North Dakota 58401, [Robert.Lech@k12.nd.us](mailto:Robert.Lech@k12.nd.us), or 701-252-1950.

The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for investigation of discrimination complaints, shall receive training. This training must include (1) definition of discrimination, harassment, and retaliation; (2) the handling of complaints under the Discrimination & Harassment Grievance Procedure (AAC-BR1); and (3) applicability of confidentiality requirements.

Reference Jamestown Public Schools District Board Policy AAC

## **SEXUAL HARASSMENT**

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Jamestown School District to maintain learning and working environment that is free from sexual harassment. The Jamestown Public School District prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of the Jamestown Public School District to harass a student or an employee through conduct or communication of a sexual nature.

The Jamestown Public School District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the School District. Reference Jamestown Public Schools District Board Policy AAC

## **POSSESSING-WEAPONS POLICY (District Policy FFD & FFK)**

The Jamestown School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the school district. The Jamestown Public School District and its students are, in addition to being subject to the District's possessing weapons policy, subject to state and federal laws and regulations passed and adopted pursuant to N.D.C.C. 15.1-19-10, the Gun-Free School act 18 USC 921 and Dangerous Weapon 18 USC 930. The provisions of these laws are incorporated into these policies by reference. The most restrictive requirements shall apply in any instance of violation.

All violations of this possessing weapons policy FFD shall be referred to the appropriate law enforcement or juvenile court authorities.

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- In addition, and not by way of limitation, such weapon shall be defined to include any weapon as that term is defined under 18 USC 921, Gun-Free School Act\_NDCC 62.1-01-01(1) and NDCC 62.1-01-01(3).

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Dangerous weapons will be confiscated and may be turned over to the student's parents or law enforcement officials at the discretion of the administration. or as defined in North Dakota Century Code Section 15. 1-19-10 except as herein otherwise provided.

Due process proceedings will be observed in all suspension and expulsion proceedings under this policy FFK.

## **BULLYING (District Policy ACEA)**

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.

Specific Definitions, Prohibitions, Documentation and Retention, Investigation Procedures, Disciplinary & Corrective Measures, Victim Protection Strategies, and Dissemination and Education can be found in District Policy ACEA.

## **EMERGENCY CRISIS ACTION PLAN**

Each elementary school has an emergency/crisis action plan. Various emergency drills are practiced throughout the year.

## **WINTER STORM POLICY**

In North Dakota our winters cause difficulties in our scheduled program. It can become a serious problem in many ways. We will adopt the following general policy to cover such situations: Schools will be in session during each day it has been scheduled according to our annual calendar. If parents feel they do not wish to send their children to school, that is their privilege and responsibility; but no student is to be sent home because of a storm without the permission of the school superintendent. Should any change be made in this plan, it will be made by radio (Stations KSJB -600 AM, KQDJ - 1400 AM), television, and the Parent Notification System which notifies parents of school closings via phone.

**In the event of a late start breakfast will not be served, therefore the doors will open 20 minutes prior to the start of school.**

**(1 hour – 9:30am start; 2 hours – 10:30am start)**

## **TELEPHONE**

Students will not be permitted to use the telephone without the permission of the teacher or principal. The school phone is a business phone and is not to be used for socializing or to make arrangements to go home with a friend, etc. These arrangements should be made at home the day before. Please limit calls to one minute. Cell phones are not to be on during the school day.

## **PERSONAL ELECTRONIC COMMUNICATION DEVICES PROHIBITION DURING INSTRUCTIONAL TIME**

The Jamestown Public School District is committed to providing the necessary support for academics and student well-being in a positive educational environment that is free from unnecessary, non-educational distractions. Personal electronic communication devices can be a distraction during instructional time and counterproductive to student focus and engagement. By prohibiting and limiting the use of personal electronic devices during the school day, this policy aims to provide students with more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for academic and life-long success. Therefore, it is the position of the State of North Dakota and the District that students and school employees shall abide by this policy, which prohibits the use of personal electronic communication devices as outlined herein. Refer to FFI Policy in the District Policy Handbook.

Students who choose to violate this rule, policy and statute may face the following possible consequences that will be handled by an administrator:

1. Staff will collect the device and turn it into the office.
2. Parent/guardian will need to come to the office to pick up the device.
  - a. First Offense- Incident will be documented in PowerSchool. Parents will be notified of the event and coordination to pick up the device.
  - b. Second Offense-The administrator will visit with the student and parent(s) regarding the event and future consequences.
  - c. Third Offense- The student will be assigned loss of privilege, and parent(s) will be contacted about the event, loss of privileges and retrieval of the device.
3. Any Future Offenses may be considered insubordination/willful disobedience with additional consequences. These consequences will be determined by an administrator. The student may be assigned a privilege, ISS, OSS, and/or daily office check-in arrangements.
4. Any disciplinary event involving an electronic device will increase the consequences. For example, recording a fight, bullying or harassment, violation of student privacy, etc. may take the consequences to the next level of discipline

## **PARKING**

Parking is permitted in any area not painted yellow or blue (Handicap zoned). Parking is not permitted on the side of the building where the buses stop - painted yellow.

## **GYM SHOES**

Children are asked to have tennis shoes available for gym periods. This is a safety precaution for your child as dirty shoes make the playing floor dangerously slippery. Playing games in the gym stocking footed is also very dangerous.

## **RIDING THE BUS**

Anyone wishing to ride the school bus on a daily basis may contact the Transportation Director (252-1950). City students must pay a fee and are eligible to ride the bus only if they live 10 blocks (ten) or more from the school they attend. Rural students do not pay for bus services. If you have questions or need to get information to your bus driver when your child is sick or not riding the bus, please inform the Bus Garage at 952-5437.

\*Parents/Guardians will NOT be able to register your student/s for bus services until any previous balance is paid in full. Any unpaid balance that exceeds \$100 for transportation fees may be turned over for collection either through a collection agency or small claims court.

## **SCHOOL BREAKFAST AND LUNCH**

1. Lunch & breakfast fees may be paid daily or monthly in the school kitchen or school office. The children's account will not be deducted unless they eat. A due date is announced to remind you to send lunch money. Please make checks payable to JPS School Lunch Fund or pay on Efunds.
2. Two entree choices will be offered each day. The monthly lunch menu will show a "Red Choice" and a "Blue Choice".
3. Students must make a choice each morning, and the teacher will give the count to the office. The cooks will be given the count so they know how much food to prepare for the day. It is very important that students eat the choice they picked.
4. Extra cartons of milk may be purchased. Children who bring their own lunch may also buy milk. We discourage children from bringing cans or bottles of pop, gum and candy, as they do not provide good nutrition.
5. Children are always encouraged to use proper table and lunchroom manners.
6. School Lunch Collection Process:  
Families that are above \$15.00 negative lunch balance per student would have one of five options:
  - 1) Family can make a payment in full to get student account current.
  - 2) Family can make a payment plan with food service. The district will be very flexible with payment plans, but it must be strictly adhered to.
  - 3) Family can pack a lunch.
  - 4) A family can provide cash for that day's meal. This will be accepted without regard to the negative balance.

## **UNPAID LUNCH AND /OR TRANSPORTATION FEES**

Any outstanding balance for breakfast and lunch fees without a payment plan enforce and/or transportation fees may be turned over for collection either through a collection agency or small claims court.

## **USE OF ANIMALS IN THE DISTRICT SCHOOLS**

No person may bring an animal on to school property until the building principal grants permission. The owner/custodian of

the animal may obtain permission and hold harmless form at the building principal's office.

Permission shall not be granted until the building principal verifies the animal has been:

1. Properly vaccinated.
2. The owner/custodian of the animal has verified they have liability insurance that covers any incident that may occur as a result of the animal being on school property.
3. The owner/custodian of the animal signs a hold harmless statement that releases the Jamestown Public School District of any and all liability that may occur as a result of the animal being on school property.

Reference Jamestown Public School Board Policy ACBC.

## **BICYCLES**

Bikes are ridden and parked at the student's own risk. No riding will be permitted on the school grounds during school hours. Students must walk their bicycle on school grounds to and from the bike racks. During the school day, the bicycle racks are off limits to students except when students are coming or leaving on bikes.

## **SPEECH AND HEARING**

Please recognize, it is now even more essential that you should be aware of your child's hearing ability and monitor very closely middle ear infections. An unidentified hearing loss may have a definite impact on a student's academic and social development. Hearing losses are often a result of ear infection which may have even gone undetected since birth.

If you suspect your child may be having some hearing difficulties, contact your family physician, Central Valley Health, your child's teacher or school principal to check into the matter further. Speech/language or hearing concerns may be addressed through your child's classroom teacher.

## **PROGRAMS FOR THE SPECIAL NEEDS OF STUDENTS**

The Board will provide special education programs for all children with unique learning needs, whether these needs are academic, psychological, sociological, physical or emotional.

Children with learning handicaps will be educated in the regular instructional program where they will be given the support necessary to achieve their optimal potential.

The needs of certain children are too great; however, that special instructional programs, special facilities, or services are necessary beyond those of the regular classroom program. The Board will provide the opportunity for specialized instruction for these children so far as it is possible. Special programs will be conducted in accordance with the provisions of the law and state regulations.

### **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. Reference Jamestown Public Schools District Board Policy FGA

<b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) --CONFIDENTIALITY--DIRECTORY INFORMATION--RELEASE OF STUDENT RECORDS</b>
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Jamestown Public Elementary Schools are committed to the Family Educational Rights and Privacy Act (FERPA) and the certain rights with respect to the student's records that are afforded parents and students 18 years of age. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents of students or students who are at least 18 years old and wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel and parents may have copies of the records for the cost of the copying.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may request to the building principal and clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

Another exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Jamestown Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility. When transferring out of the Jamestown Public School District, official student records will be released upon receipt of a record request from the admitting school district. Parents may request a copy of records to take with them when transferring to another school district.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Jamestown Public School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Officer, U.S. Dept. of Education, 400 Maryland Ave SW, Washington, DC 20202-5920.

FERPA also allows a school district to identify certain information as "directory information" which may be released without prior consent by parents or an adult student. The Jamestown Public Elementary Schools may disclose appropriately designated "directory information" without consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the

Jamestown Public Elementary Schools to include this type of information about your child's records in certain publications. Examples of directory information includes, but is not limited to the student's name, address, telephone number, honors, email address, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, academic honor/recognition lists, pictures of the student participating in school events, enrollment status, and student's information and participation related to activities and sports. Reference Jamestown Public Schools District Board Regulation FGA-BR2

### **PICTURES ACCOMPANIED BY NAMES**

Student pictures and identifying names may be printed in the school newsletter, school website, classroom projects, school fliers, playbills showing student's role in drama/music productions, academic honor/recognition list and given to the local news media on those occasions that warrant it. However, any student, or the student's parent if the student is under the age of eighteen, may request that his or her picture not be published in the media, school website, or in the school newsletter; such request shall be made in writing to the principal. This does not cover pictures taken by the news media of school events.

### **SURVEYS OF STUDENTS**

Surveys and educational studies can serve as a valuable tool for determining student needs and developing educational services.

Administrators may use surveys to determine enrollment in certain classes. Surveys may be used at the direction of the Board to determine the need for various services to students, or to determine the prevailing attitudes prior to consideration or adoption of school district policies.

The Superintendent shall take the following criteria into consideration when a request has been made to conduct a survey and/or research studies:

The study/survey is conducted for the purpose of improving the education or general welfare of students.

1. The party proposing the study/survey has a purpose and mission that is in keeping with the district's mission, goals, and objectives.
2. The study/survey proposal is sufficient in scope and depth to justify the use of the time and effort of district students and staff.
3. The party conducting the study/survey will provide a copy of the survey instrument and/or any instructional material that will be used including, but not limited to: textbooks, teachers' manuals, films, software, and/or other supplementary material. Such material must be provided prior to the initiation of the survey/study and in a timely manner, allowing the Superintendent and other relevant school officials ample opportunity to review such material and comply with any applicable parental notification and consent requirements under the Protection of Pupil Rights Amendment (PPRA) if the survey concerns a protected area or is for marketing purposes.
4. Neither the study/survey nor its findings are reasonably predicted to exploit or compromise the safety of district students or/and
5. The party conducting the study/survey agrees to provide a copy of the outcome/results to the District within a reasonable time after the study/survey's completion.

The Superintendent shall also take into account the amount of instructional time the survey/study will consume, if it will unduly disrupt district operations and/or the educational environment, the level of supervision the District will have to provide to third parties conducting the survey/study, the amount of protected/confidential information that will be gathered, and whether or not the agency conducting the survey/study has developed appropriate safeguards for collection, protection, disclosure, and use of protected/confidential information.

Teachers may use surveys in classes to determine student knowledge and/or attitudes prior to teaching provided that responses will not be used in a manner that would breach student confidentiality requirements under law and /or district policy.

The District shall comply with PPRA, which affords parents and eligible students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

Under PPRA, parents are afforded the following rights:

1. Receive regular notification of the districts policies on PPRA;
2. Provide input in the development of this policy;

3. Consent to federally funded surveys concerning protected information. The District must obtain written consent from the parent or eligible student prior to requiring the student to participate in a survey that is funded in whole or part by a program administered by the Department of Education (Department) if the survey concerns one or more of the following protected areas of information (“protected information survey”):
  - a. Political affiliations or beliefs of the student or student’s parent;
  - b. Mental or psychological problems of the student or student’s family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of others with whom respondents have close family relationships;
  - f. Legally recognized privileged or analogous relationships, such as with lawyers, doctors, or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or student’s parents/guardians; or
  - h. Income, other than as required by law to determine program eligibility;
4. Opt out of certain surveys and exams even if not federally funded. Parents and eligible students must receive advance notice of any of the following activities and have the right to opt out of them:
  - a. Any protected information survey, regardless of funding;
  - b. Any non-emergency, invasive physical exam or screening that is required as a condition of attendance, administered by the District or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or the District; and
5. Inspect certain materials. Upon request, parents and eligible students have the right to inspect the following before the District administers or uses them:
  - a. Protected information surveys of students;
  - b. Surveys created by a third party;
  - c. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - d. Instructional materials used as part of the educational curriculum.

Parents or eligible students who wish to exercise their right to inspect surveys and instructional materials as provided above may do so by sending a written request to the building principal. The principal shall respond to requests within a reasonable period of time after receiving the request and arrange for the parent or eligible student to inspect the applicable materials at the school or district administrative office.

### ***CHILD ABUSE AND NEGLECT REPORTING ACT***

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.

### ***POLICIES AFFECTING USE OF BUILDING AND EQUIPMENT***

1. **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.
2. **Equipment and Materials - Student Use**
  - Jamestown Elementary students may use school facilities, equipment and materials during regular school hours under the supervision of the classroom teacher, teacher assistant, or principal. Students may not

use school facilities, equipment and materials after regular school hours without the written permission of the building principal.

**3. Loaning of Equipment and Materials**

- No equipment or materials should be loaned outside of the school premises unless written permission has been granted from the school district administrator, and a signed statement stating who has the equipment should be on file in the administrator's office.

**COMPLAINTS**

Parent complaints that concern them are best resolved at the most immediate level- teacher, then principal, and lastly the Superintendent's Office.

**TITLE PROGRAM COMPLAINTS**

FEDERAL TITLE PROGRAM COMPLAINTS: (Revised 5-15-2017)

**Process** Any individual who believes that the Jamestown Public School District has violated the regulations or law governing the Title programs, should submit a complaint to the Title I Coordinator at 207 2<sup>nd</sup> Avenue SE, Jamestown, ND 58401 or call 701-252-1950. The Title I Coordinator shall investigate the complaint and provide the individual with a written response within 30 (thirty) days or as soon as practicable.

Any complaint must include:

- The date;
- A detailed description of the complaint, including specific facts; and
- The signature of the person making the complaint.

**Reconsideration** If the complaint is not resolved to the satisfaction of the complainant at the district level, the complainant may forward the complaint to the Title Program Director, Department of Public Instruction, 600 East Boulevard, Bismarck, ND 58505. DPI has established a reconsideration procedure in the event that a complainant is dissatisfied with the State Title Program Director's decision.

Once the state-level complaint review process has been exhausted, a complaint may forward the complaint to the Secretary of Education, U.S. Department of Education, 555 New Jersey Avenue, NW, Washington, DC 20208.

**SECTION 504 OF THE VOCATIONAL REHABILITATION ACT OF 1973**

The Jamestown Public School District prohibits discrimination against any student with a disability as defined in Section 504 of the Rehabilitation Act of 1973 ("Section 504") and in the policy AAC, Nondiscrimination and Anti-Harassment Policy. The Board designates Heidi Budeau as the 504 Coordinator to ensure compliance with applicable laws and policy. The 504 Coordinator may be contacted at: 207 2 AVE SE, Jamestown, ND 58401, 701252-3376, or Heidi.Budeau@k12.nd.us.

The Superintendent or designee must provide annual notice to students with disabilities and their parents or guardians of the district's responsibilities under Section 504. Various methods may be used to provide notice, including but not limited to, websites, handbooks, email, or postings.

Parent/guardian and student 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.

### ***PROCEDURES FOR CHALLENGED MATERIALS***

All complaints relating to appropriateness or absence of instructional materials shall be reported to the building principal. The building principal shall try to resolve the issue informally by explaining the philosophy and goals of the school district and/or the library media center. If further action is requested by complainant, the review committee is notified for a meeting to be arranged by the building principal.

### ***ASBESTOS MANAGEMENT PLAN***

Jamestown Public Schools has developed an Asbestos Management Plan for all school buildings. This management plan contains the findings and recommendations prepared by the consultant firm that conducted the assessment - Institute for Environmental Assessment, Anoka, Minnesota. Jamestown Public Schools controls the asbestos material contained in the Jamestown Elementary School buildings. The latest recommendation on asbestos control urges management of the substance rather than removal of it. This building is inspected twice a year and immediate action is taken if it is determined that asbestos fibers could be released into the air.

The office address and telephone number of our coordinator is:

Jerome Wegner  
 Box 269  
 Jamestown, ND 58401  
 (701) 252-1950

### ***HIGHLY QUALIFIED TEACHERS AND STAFF***

Federal education law states that all teachers must be highly qualified. All teachers and staff at the Jamestown Elementary Schools meet this requirement. If you would like to see the qualifications, stop by the school office to see the teachers' licensing, education, and experience information. Information is also available on the qualifications of our teacher assistants.

## **FRAGRANCE FREE REQUEST**

Due to the fact that we have several students and staff who may have allergies to perfume (some severe), we are asking that all students and staff refrain from wearing fragrances and lotions that contain a strong perfume to school.

## **TECHNOLOGY ACCEPTABLE USE POLICY FOR STAFF AND STUDENTS**

### **TECHNOLOGY VISION STATEMENT**

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

Review of Acceptable Use Policy ACDA should be conducted by staff, students and parents annually.

### **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.

### **WEBSITE**

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, [www.Jamesotwn.k12.nd.us](http://www.Jamesotwn.k12.nd.us), please let us know the accessibility issue you are having by contact Quentin Pettys, Webmaster, at 701-252-1950 or by email 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.