

# ELEMENTARY SECRETARY

HANDBOOK  
Revised 7/21/2025



**Robert Lech, Superintendent**  
Jamestown Public Schools  
207 Second Avenue Southeast  
Jamestown, North Dakota 58401



## PREFACE

This manual is intended to be a statement of present policies of the Jamestown Public School 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.

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## **SCHOOL TERM**

A school fiscal year is defined as the period from July 1 through June 30.

The elementary secretary usually works 2 weeks before the school term starts and ending 9 days after school and 1 day for Powerschool training determined at a later date, as deemed necessary by the building principal and approved by the District Administrator.

## **OFFICE HOURS**

**7:45 am – 4:15 pm or 7:30 am – 4:00 pm as directed by building Principal's direction**

## **OFFICE DUTIES**

1. Answer telephone, transfer calls, take and deliver messages.
2. Distribute local school mail.
3. Use Power School for school data management.
4. Monitor and manage substitutes through Staff Leave System specified by Principal
5. Update and revise daily attendance via Power School as needed
6. If school has not been notified as to reason for absence, call parents and notify teacher of the reason.
7. Give kitchen hot lunch count.
8. Admitting parents/visitors to secure building

## **ENROLLMENT PROCESS (Elementary)**

### **A. Kindergarten Registration**

1. Registration is done at District Office.
2. Follow-up with parents until copies of certificate of immunization and certified birth certificate are on file. North Dakota law requires each child to have a Certificate of Immunization before they may be admitted to an institution such as a school.
3. Birth certificates and immunization records should be scanned and attached to student's file in powerschool

### **B. Students New to Jamestown Public Schools**

1. Register at District Office
2. Specific school forms and information to hand out are:
  - (a) Storm Day information
  - (b) Parent/Student Handbook
  - (c) Elementary Sports information
  - (d) Lunch/ Breakfast menu
  - (e) Latest memos to parents

3. Follow up with the last school the student attended, requesting all pertinent school records. It is necessary to track all student information, whether the student is enrolled or not, throughout the entire school year. These students must be reported on the year-end membership report. Once you have received prior school report cards, enter in powerschool as historical grades.
4. Follow up with receiving copies of legal custody papers, power of attorney, proof of residence, etc. and place in cumulative folder. (birth certificates, immunizations and legal papers scan and attach in powerschool also).
5. Follow-up with parents **for** copies of certificate of immunization and certified birth certificate are in file **1) 30 days from enrollment with a call, 2) 30 more days with a letter from principal, 3) send list to Amy, District Administration Assistant to contract parents.** 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 yearly electronic report to the state per building has to be done in November).

### **C. Students Transferring Out of District**

1. Request parent to sign Elementary Withdrawal Form
2. **Inform teacher, special services, library, food service.**
3. Submit the following to the District Administrator's Office:
  - (a) Cumulative Folder
  - (b) RTI Folder
  - (c) Special Services Reports (Speech Therapy, Learning Disability, Individual Education Plan, English Learners)
  - (d) Title I information
  - (e) 504 plan Information
  - (f) Elementary Pupil's Transfer (Form E408)
  - (g) **Progress Report from Empower Card**
  - (h) Powerschool attendance monitor report (**Print Quicklook up at end of year instead-due to year 1 grades will be on this report.**)
  - (i) Copy of Historical Grades
  - (j) Copies of all test score records (Contact Instructional Coach)
  - (k) The following should also be done:
    - 1) Borrowed textbooks from other elementary schools should be returned to the proper school for storage. Workbooks should remain in the classroom or office.
3. Update the records on Powerschool **and transfer out of Powerschool**

### **D. Students Transferring Between Jamestown Schools (Elementary)**

1. The cumulative folder, RTI folder, transfer form, **progress** report-card and the student's workbooks and textbooks (if needed) will be given to the school administrator for delivery to the receiving school.
2. Transfer out **of your building and forward** to appropriate building in Power School for the next school building to enroll in their building.

### **E. Recording Student Records**

1. Upon receipt of student's records, the following should be recorded In Power School.
  - (a) Academic grades for each year's work(Historical grades).
  - (b) Social habits and work habits should be recorded if available.
  - (c) Record "0" for kindergarten
  - (d) Immunizations

## CUMULATIVE FOLDERS

1. These folders should always be kept up-to-date and stored in the school administrator's office.
2. Record all pertinent comments; place pertinent information in folder
3. The following should be kept in the cumulative folder:
  - (a) Copy of Report Card and Progress Reports
  - (b) Immunization Certificate
  - (c) Birth Certificate
  - (d) Legal Custody papers, power of attorney, adoption papers, etc.
  - (e) Test Scores such as North Dakota State Assessment and individual of STARS, FASTBridge  
DIBELS if not tracked through district data warehouse.
  - (f) Records received from other schools
  - (g) Special Services (Speech Therapy, Basic Skills/Title I, Learning Disability, Individual Education  
Plan, English Learners, 504 Plan)
  - ~~(h) Photo record of student~~
  - (i) Home Language form
  - (j) Housing survey form

## BUSING

1. One week prior to school starting in the fall, the school district asks parents to register their children for transportation.
2. The bus registration is held at a site determined by District Office
3. Parents are asked to review the school district transportation policy to make sure their children are eligible for transportation.
4. Rural (bus riders outside city limits) students ride buses at no cost, city students are charged a fee for busing.
5. During the school term, requests for transportation must be made through the District Office.
6. The bus fee must be paid in advance.
7. Patrons with questions or concerns about transportation may call the District Office at 252-1950.
8. Jamestown Public Schools has a contractual agreement with Harlow Bus Service.
9. Parents are asked to call Harlow Bus Service at 252-1007 if their child/children are NOT RIDING.

### **A. BUS ASSIGNMENT**

1. Bus students are assigned by the Transportation Coordinator at Harlow's Bus Service, and will only be allowed to ride their assigned bus.

2. Non busing students will NOT be allowed to ride the bus unless approved by the Transportation Coordinator at **Harlow's** Bus Service, who will issue a pass to board the bus.

## **B. STORM DISMISSAL**

1. When the District Administrator runs buses early because of inclement weather elementary students will be loaded first. Care must be taken.
2. Students are to be ready to board the bus when the buses arrive at the school.
3. The building principal must account for all students. Accurate records must be kept.
4. Rural bus students are students who live outside the city limits.

## **ABSENCE REPORTING**

1. Each morning the teacher sends attendance via Power School to the office to be checked by the secretary.
2. If a student is absent parents/guardians are contacted to determine the reason. Notify the teacher.
3. Enter in attendance contact in log in entries.
4. Consult the school administrator if you question the legitimacy of an absence.
5. Students who go on vacation will be marked F-Family.
6. Students who leave for vacation or leave the country to visit family and plan to return will be given 20 days to be gone. At 20 days the student will be exited and the family will have to re-enroll. This is important for elementary level because they may not return to the previous elementary if enrollment numbers change while they are gone.

## **COMMUNICABLE DISEASES**

1. All communicable diseases (listed on Exposure Sheet) such as measles, mumps, strep throat, should be recorded in case Central Valley Health Unit would need for their records. If there are questions or concerns with communicable diseases, contact Central Valley Health Unit.
2. Exposure sheets must be sent home to notify parents that their child has been exposed.

## **TEACHER ABSENCE**

Teacher absences are to be reported on Staff Leave System. Assist Principal with this process as assigned.

## **COMPUTER USAGE**

1. Many of the secretarial responsibilities require using the computer to generate reports.
2. In addition, questions will arise from time to time. The people below can assist you with any computer questions that you may have.
  - (a) JPS Technology Department- Lisa Hoffer
  - (b) Technology Building Facilitator within your building
3. Currently the following software is used:

- (a) Power School
- (b) Microsoft Word – reports, memos, etc.
- (c) Microsoft Excel
- (d) OFFICE 365 (electronic mail)
- (e) Staff Leave System – teacher

## **ACCIDENT CLAIMS**

### **A. Students**

- 1. School personnel complete accident report form if the accident was serious enough that it required a phone call to the parents. (Form is in I Drive/ Central Office forms)
- 2. All forms retain at your specific building for one complete school year after the year has been completed.

### **B. Staff**

- 1. Provide staff with Employee Incident Report form to be completed if injury required first aid or medical attention. (Form is in I Drive/Central Office forms)
- 2. **Employee Incident Report needs to be faxed within 24 hours of the incident to Stacy Jamtgaard or Kristi Grounds at 701-251-2011.**
- 3. Notify principal and/or District Office immediately if staff injury required medical attention.

## **EMERGENCY DRILLS**

- 1. Fire, tornado and lockdown drills must be recorded and kept on file.
- 2. The secretary will assist the principal in evacuation procedures
- 3. The principal is responsible to determine when drills are to be held.
- 4. Year end: send a copy of drills with dates, drill type and time frame for drill to District Office Administrative Assistant.

## **YEAR END MEMBERSHIP REPORT**

- 1. Assist District Office with report at year end.

## **FAMILY LIST AND ROOM ROSTER**

- 1. Available in Power School.
- 2. The family list is an alphabetical list of the parent's last name, first name, student's name, their address, the grade of each child in the family, attendance area, home telephone number, work telephone number of parents, teacher's name, and the student's bus number.
- 3. The room roster is an alphabetical list of students by teacher/grade using the same information as on the family list.

4. The roster should be updated when the building's enrollment changes.

## TEXTBOOK INVENTORY

1. Each elementary secretary is responsible for keeping an inventory of all the basic textbooks.
2. Books are numbered by grade level.
3. Each Elementary school houses extra books: (please contact the individual school that houses first):

**Social Studies - Washington-? Adam**

**Science - Roosevelt**

**Math – Gussner**

**Spelling - Lincoln**

**Language Arts - Lincoln**

**Reading - Lincoln**

4. An inventory card **or have spreadsheet to track** indicating to the teacher which book is checked out to him/her.
5. If another school borrows books, make sure they are returned to the appropriate school at the end of the school year.
6. Damaged books (that can't be used) return to Purchasing at District Office.
7. Any books a student does not return or are lost contact Purchasing at District Office and get replacement cost for parent to pay.

## NEW TEXTBOOKS

**District Office will be responsible to stamp and number books and distribute to appropriate school which house that subject. \*\*If Principal of housed books contacts Purchasing Department with quantity per school prior to books leaving District Office, she will assist with distribution**

## BULLETIN BOARD

The following items would be helpful to post:

1. Music schedule
2. P.E. schedule
3. School Nurse's schedule
4. Library schedule for classrooms
5. Bus schedule
6. Playground duty schedule
7. ~~Traveling teacher's schedule~~
8. Lunch room schedule
9. School Counselor's and ~~Social Worker~~ schedule
10. Map of School
11. Computer Lab Schedule

## OTHER DUTIES

1. Help supervise in the lunchroom per Principal's direction.
2. Keep documentation of students who were permitted to be signed out early for the day
3. Keep supply room in good order. Order supply needs with principal approval before a shortage occurs.
4. Distribute the mail each morning
5. Collect money, write receipts, and keep list of participants for all elementary activities. Contact the food service director at District Office with questions of student free/reduced status as it pertains to fees.
6. Provide first aid to students.
7. Medication- follow the **ACBD-Administering Medicines to Students** district policy and procedures.

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 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.

8. Use ACBD-E1 – 10 forms for proper documentation of administering medicines to students.
9. Lock all office doors when you leave the building at the end of the day.

## REPORTS/FORMS AND DUE DATES

1. Retention List (May 1st)
2. Final Fire, Tornado, and Lockdown Drill Reports (May)
3. Place final student results from North Dakota State Assessment, STAR and FASTBridge in the cumulative folders (May)
4. Up-Date Student's Cumulative Folders (May)
5. Up-Date student information in Power School, e.g. Special Education, attendance area, demographic information, etc. (As needed)

6. Cumulative folders and RTI folders of 5th graders going into 6<sup>th</sup> grade to the Middle School. (Separate into 2 piles- Cums & Immunization records in alphabetic order) (May)
7. Cumulative folder, RTI folder, copy of Historical Grades, testing information of those students who are moving out-of-town to the District Administrator's office. (May)
8. E-mail current enrollment for the school year to the District Administrator's office and each elementary school as enrollment changes. (As needed)
9. E-mail projected enrollment for the next school year to the District Administrator's office and each elementary school as enrollment changes. (After kindergarten registration in the spring)
10. Immunization Report to North Dakota Department of Public Instruction (November/December)

## **BENEFITS FOR ELEMENTARY SECRETARY POSITION**

Refer to the Ancillary Staff Handbook as provided by District Office