

**2026-2027
NON-TEACHING
PROFESSIONAL
AND
CENTRAL OFFICE
ADMINISTRATORS
BENEFITS HANDBOOK**



NON-TEACHING PROFESSIONAL AND CENTRAL OFFICE ADMINISTRATORS BENEFITS HANDBOOK

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II. Introduction

This benefit handbook is for all non-teaching professionals who are professional support staff, including but not limited to the following positions:

- Business Manager
- Human Resource Generalist/Community Relations Coordinator
- ~~Continuous Improvement Director~~
- Food Service Director
- Payroll/Accounting Supervisor
- Social Worker
- Student Information Management Systems (SIMS) Coordinator
- Speech Language Pathology Assistant
- Assistant Technology Director
- Special Education Technician
- Online Learning Technician/Academic Resource Room

The following benefits apply to full-time non-teaching professional support staff. Part-time non-teaching professional support staff may receive prorated benefits.

III. Leaves

A. Sick leave

1. Fifteen (15) days per year for the first two (2) years will be granted to each Non-Teaching Professional Staff when first employed in the Jamestown Public School District. Each succeeding year, ten (10) days will be granted per year, accumulating to a possible 135 days.
2. If a member of this group is absent for over four (4) consecutive days, a note from their medical provider confirming the need will be required.
3. The School Board may request a medical examination if excessive absences occur.
4. Sick leave may be used for medical reasons involving any family member or relative.

B. Sick Leave Bank

The Jamestown Public School District will maintain a Sick Leave Bank for participating employees. The purpose of the Sick Leave Bank is to cover unexpected catastrophic illness or injury to participants in the Sick Leave Bank, and approved FMLA individuals.

1. Catastrophic Illness or Injury:

The term catastrophic does not include conditions associated with a normal pregnancy.

Catastrophic is defined as an illness or injury meeting three (3) or more of the following conditions: 1) life-threatening, 2) care requiring travel over 150 miles one way, 3) care requiring medical specialists outside of primary care, 4) debilitating condition or serious injury that significantly impairs ability to perform essential job functions, 5) medically necessary absence from work of 10 or more continuous days, 6) requires invasive surgery or treatment with recovery and/or rehabilitation of 5 or more days.

Applications that meet three (3) or more of these criteria may be submitted to the Sick Leave Bank Committee for consideration.

2. Participation

To participate in the Sick Leave Bank, an employee must be eligible for the district's health insurance plan. The offer to join the Sick Leave Bank shall be available to employees only upon their initial qualifying employment. A new non-contracted employee of the Jamestown School District or James Valley Career and Technology Center (JVCTC) will have thirty (30) days from the hire date to accept or reject membership in the Sick Leave Bank. A new contracted employee of the Jamestown School District or JVCTC will have thirty (30) days from signing their initial contract to accept or reject membership in the Sick Leave Bank.

Each participating employee shall invest two (2) days in the bank. Whenever the balance falls below 180 days, each member shall be assessed one (1) additional day, not to exceed (2) sick leave days in any single contract period. Unused sick leave bank days will accumulate to the next school term.

Any participant of the Sick Leave Bank may withdraw from the Bank at the end of a school year by giving written notice to the Sick Leave Bank Committee. Sick days invested in the bank will not be returned upon leaving the bank. Once a participant withdraws from the Bank, the participant is no longer eligible to rejoin the Bank.

3. Application

A participant must first use all accumulated sick and personal leave days prior to be eligible to apply.

An application must be made on either the district's electronic employment portal or on the approved Sick Leave Bank Application Form. Applications need to include information outlining that the illness or injury meets three (3) or more of the criteria in the definition. Applications must be accompanied by a medical doctor's certificate verifying the conditions outlining the request, including but not limited to, severity, nature and projected duration of the

illness or injury. If the illness or injury qualifies for employee disability coverage, the individual must apply for disability coverage. The Business Manager shall verify that an application for disability has been filed.

The application must request a specific number of days, up to twenty (20) per application. A participant may apply multiple times in any single contract period/school year but may be granted no more than 60 days of sick leave from the Sick Leave Bank for that particular illness/injury.

No participant shall be eligible to withdraw more than a lifetime total of one hundred twenty (120) days. Participants may not draw sick leave days from the bank once they receive employer-related disability benefits.

4. Committee

The make-up of the Sick Leave Bank Committee will be: two teacher appointed by the Association, one administrator appointed by the Superintendent, and one member of the Board of Education appointed by the President. The Business Manager will also serve on the committee, as an ex officio member with no voting rights. Members will serve a three-year term and all terms will begin on July 1.

The Committee will meet within ten (10) working days upon receipt of a request and a decision will be made at that time. They will review applications, give written notice of acceptance or rejection, determine the number of days granted to the applicant, provide reasonable assurance the bank is not abused, and prepare quarterly reports for the Superintendent.

Decisions of the Committee will be made by majority vote and all decisions are final. The Sick Leave Bank records and accounting will be maintained by the District's Business Manager.

C. Bereavement Leave (Funeral Leave)

1. In the event of the death of any family member/partner or relative, an employee may use up to five (5) days to attend the funeral without salary reduction to make final arrangements.
2. In the event of the death of a non-family member, up to one (1) day per school year funeral leave will be granted. With the Superintendent's approval, additional leave may be allowed to attend the funeral of a non-family member with **out** salary reduction.

D. Non-Teaching Professionals Personal Leave (less than 12 month employees only)

- a. All employees in this group shall be granted three (3) days of personal leave per school year.
- b. Personal leave shall accumulate to a maximum of six (6) days.
- c. Personal leave days not carried over to the following year, maximum of twenty-four hours shall be compensated at the current substitute teacher pay daily rate. Payment to be issued by June 30th.

E. Professional Leave

- a. It will be the policy of the Jamestown Public School District that, when any non-teaching professional support staff requests to be absent for workshops, conferences or professional meetings, he/she must have this absence approved by the District Office in advance. The request must be made using the District's staff absence system and must be approved by the principal and District Office personnel. Refer to the procedure outlined in staff absence system to receive reimbursement. Claims for reimbursement must utilize the procedures outlined in the staff management system. If the policy is not adhered to, salary will be deducted or leave will be denied.

Reimbursement claims will be paid after School Board approval of the claim. If approved, the Board will:

- (1) Pay mileage at the state rate.
- (2) Pay lodging at the state rate.
- (3) Provide and pay for a substitute.
- (4) Pay for meals at the state rate.
- (5) Pay for all registration fees.

F. Jury & Witness Duty Leave

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 conflict of interest with the District.

G. Parental Leaves

Definitions

- *Birthing parent* is defined as an employee who is pregnant and births a child.
- *Non-Birthing parent* is defined as an employee who does not birth a child, but who becomes a parent through birth of a child by someone other than the employee, or placement through adoption or foster care.
- *Licensed employees/personnel* are defined as district staff working in positions that require licensure from the Educational Standards and Practices Board or an administrative credential from the Department of Public Instruction.
- *Classified employees/personnel* are defined as district staff working in positions that do not require licensure from the Educational Standards and Practices Board or an administrative credential from the Department of Public Instruction.

Birthing Parental Leave

Full-time licensed employees and full-time 12-month classified employees of the district that are birthing parents shall receive forty (40) 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.

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. These days are to be deducted from the employee's available sick leave. In the event accumulated sick leave is less than 15 days, any days used beyond those accumulated will be unpaid.

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.

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.

Application for Parental Leave

An application for birthing or non-birthing parental leave shall be filed with the Superintendent 30 days in advance of the requested leave and prior to the birth or placement of the employee's child, unless otherwise approved by the Superintendent.

Intermittent leave is not available for birthing or non-birthing parental leave without prior approval from the Superintendent.

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.

I. 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.

J. Absence Due to Inclement Weather :

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

K. Military Leave :

Military leave shall be granted pursuant to current state (NDCC § 37-01-25 and NDCC § 37-01-25.1) and federal law (38 U.S.C. 43).

A District employee who serves in the military shall retain their employment status within the District during periods of active service. The employee is entitled to a leave of absence within the District for the period of active service or military duty, including traveling to and from a duty station. If the employee has been employed with the District immediately preceding the leave of absence, the employee is entitled to twenty working days each calendar year without loss of pay.

If leave is required for any military duty or travel to and from a duty

station on a day in which the employee is scheduled to work at the district, the District must give the employee the option of:

- a. Time off with a concurrent loss of pay for the period missed;
- b. Use of leave of absence without loss of pay for the period missed; or
- c. Opportunity to reschedule the work period so the reserve or national guard military duty or travel to and from a duty station occurs during time off work without loss of employment status.

Following a discharge under honorable conditions, service members have 90 days to apply for reinstatement to their former position or a comparable one within the District

L. Vacation

12 month employees shall be entitled to vacation leave which may be used upon approval of the Superintendent.

12 month non-teaching professional support staff shall be entitled to vacation with the following schedule:

Years 1-5	15 days
Years 6-10	17 days
After 11	20 days

Vacation is non-accumulative; it is on a "use it or lose it basis". Vacation days earned during the current fiscal year must be taken before the end of the first semester of the following school year.

Central Office Administrators:

12 months	22 days	Maximum accumulation of 33 days(Paid out at daily rate)
230 days		9 days Maximum

Upon separation from district employment, any employee granted paid vacation time shall be entitled to prorated monetary reimbursement for unused vacation days as required by law.

M. Holidays

July 04, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, New Years Day, Good Friday, and Memorial Day - these days off with pay if you are on duty at the time (on duty is defined as working the immediate regular work day before the holiday or the immediate regular work day after the holiday or being on approved leave with pay).

For staff who works less than a 200 day contract, the holiday time must fall within the school calendar. (i.e.; if school begins after Labor Day, Labor Day will not be counted as a holiday, or if school ended prior to Memorial Day, Memorial Day will not be counted as a holiday. If one of the legal school holidays falls on a Sunday,

the following Monday shall be granted as a holiday, as per North Dakota Statutes. If one of the legal school holidays falls on a Saturday, the preceding Friday shall be granted as a holiday.

IV.

I Benefits:

The Superintendent will provide an employee benefit guide annually.

- A. 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.
- B. Vision Insurance
 - The school district offers a volunteer vision plan
- C. Dental Insurance
 - The school district offers a volunteer vision plan
- D. Medical 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.
- E. 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.
- F. 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.
- G. JPS Employee Childcare Program

Little Blue Jay Nest childcare program is to serve Jamestown Public School/James Valley Career and Technology Center employees for 9 months of the school year. Employees are

encouraged to file for the Child Care Assistance Application. Dropins may be possible if space allows. Interested staff must contact Little Blue Jay Nest director.

V. Retirement Fund:

Depending on the position, one of the following retirement options is available.

1. 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.

2. ND Public Employees Retirement Plan

First time state employees hired after January 1, 2025 will be enrolled in a deferred compensation plan through NDPERS. 4% minimum will be deducted from each employee's salary and 5.26% is matched by Jamestown Public School District. In addition, the employee can elect to increase their contribution up to an additional 3% with a district match. This election must be done within the first 30 days of employment.

Previous State Employees prior to January 1, 2025 are grandfathered into the plan that was established in accordance with the Act for the purpose of providing retirement, disability, survivors, prior service and other benefits supplementary to Social Security benefits to North Dakota Public Employees and as may otherwise be provided in the Act. 7% is deducted from each employee's monthly salary and 9.26% is matched by the Jamestown Public School District. Each employee working 20 hours or more weekly is subject to the ND Public Employees Retirement Plan.

Additional Retirement Option – 457 Deferred Compensation Plan

In addition to the primary state retirement plan, classified employees have the option to participate in a 457 deferred compensation plan to enhance their retirement savings. The district will match employee contributions to the 457 plan up to 3% of their salary, provided the employee has not already contributed the maximum allowable amount to their main retirement plan. This benefit offers employees an opportunity to build additional retirement savings on a tax-advantaged basis while taking full advantage of the district's matching contributions.

PEP - Portability Enhancement Provision

Participants in the North Dakota Public Employees Retirement System can sign up for a qualified deferred compensation plan (403(b) Tax Sheltered Annuities) and a corresponding portion of the employer contribution into NDPERS will be posted to the employees account. This is subject to service credit and cannot exceed 4%.

VI. Annuities

The School Board has made available a tax sheltered annuity program. The Board will deduct from salary for this program. A minimum of five insurance contracts are required for a request for an additional company to be approved by the Board for payroll deduction.

VII. Insurance

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

VIII. Annual Work Days

The number of work days will be outlined for each non-teaching professional staff on an annual work calendar. The official school calendar will be indicated as core days, and extended days will be jointly scheduled between the non-teaching professional and the Superintendent and attached to the non-teaching professional staff's employment agreement.

IX. Part Time Benefits

Part time non-teaching professional support staff working at least nineteen (19) hours per week shall receive prorated days of leave but no health insurance, income protection or life insurance.

X. School Policies:

A. 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.

The Board designates Stacy Jamtgaard as the Title IX Coordinator. They may be contacted at 207 2 Ave SE, Jamestown, ND 58401, 701-252-1950 or Stacy.Jamtgaard@k12.nd.us. Districts must notify students, parents or legal guardians, employees and unions of the name and specified contact information for the designated Title IX Coordinator(s). The notification must also state that inquiries about the application of Title IX and its regulations may be directed to the district's Title IX Coordinator or the Assistant Secretary of Education, or both. Districts must prominently display the Title IX Coordinator(s) contact information on their website, if any, and in each handbook it makes available to students, parents or legal guardians, employees and unions.

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 any report or complaint 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 as the 504/Title II Coordinator. They may be contacted at 207 2 AVE SE, Jamestown, ND 58401, 701-252-3376 or Heidi.Budeau@k12.nd.us.

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](#), [Adam Gehlhar](#) as the Nondiscrimination Coordinator. They may be contacted at 207 2Ave SE, Jamestown, ND 58401, 701-252-1950 or Robert.Lech@k12.nd.us, Adam.Gehlhar@k12.nd.us.

B. 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 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.

C. Technology

Technology Vision Statement

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

POLICY

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

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

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- Computers and related peripherals (including printers, portable hard drives/USB/flash drives, mp3 players, etc.)
 - Personal Learning Devices (including iPads, Nooks, Kindles, etc.)
 - Networks including local, cloud based, and cellular.
 - Local and wide area networks, including wireless networks
 - File and application servers both onsite and offsite
 - Google Workspace Suite
 - Video networks, digital video camcorders, and cameras
 - Telephones, voice mail systems, cell phones, smart phones PDAs, fax, and copy machines
 - Televisions, projectors, Interactive panels and other audiovisual equipment
 - Printers of all types
 - Internet access
 - Office 365 Suite
 - SMARTBoard and SMART technologies
-

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

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

-
- Bullying or harassing others
 - Use of the network for product advertisement or political lobbying.

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

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

- interfere with the performance of that employee's duties.
 - create the appearance of impropriety.
 - result in political or personal commercial purposes.
 - increase operational costs for the district.
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1:1 Devices

The Jamestown Public School District is cognizant that students and staff may be using personal technology resources in the school environment. Examples are cell phones, PDAs, laptops, iPads, tablets, etc. The use of personal technology resources not owned by the school falls under the Technology Acceptable Use Policy. The school is not responsible for the loss of items with significant personal or financial value. School administrators shall use their discretion to determine a building policy for personal technology resources used in the school that may not be specifically addressed in this document.

Jamestown Public School District staff, students and parents/guardians fully

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

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

Electronic Device Use While Driving

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

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

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

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

Electronic Communication

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

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

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1. Acceptable Methods of communication between staff and students.

 - a. School Website – www.Jamestown.k12.nd.us and other web sites or portals endorsed by the district.
 - b. Jamestown Public School Google Domain(myjps.org)
 - c. North Dakota Information Technology (K12.nd.us)
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- d. Infinite Campus, FinalSite, Schoology
 - e. One-way or Two-way Messaging – Internet service sending text to registered individuals to receive notifications. The preferred method of communication for school district personnel is the district's calling/texting service (FinalSite).
 - f. Two-way Messaging – Not encouraged. If two-way texting is necessary, Jamestown School District personnel must follow TAP guidelines, and he/she must have parental permission prior to using two-way texting.
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2. Unacceptable Methods

- a. Non-District Email Accounts – Jamestown School personnel should never use personal email accounts to communicate with students about school matters. Coaches may obtain a school district email account and must also follow these expectations.
 - b. Coaches will be provided with FinalSite account and will need to create groups to make contact with players and/or parents.
 - c. Online Games and Related Activities – While many people enjoy gaming (Wii, Xbox, etc.) and recreational websites that allow them to compete with others through the Internet, this is not an acceptable activity for school personnel to engage in with students.
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Social Media

General Guidelines

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

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

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

1. Facebook

- a. The Jamestown Public School uses Facebook as a means to communicate with students, personnel, and patrons. Facebook can be a valuable tool to communicate with others and its use by school personnel is NOT prohibited.
- b. If school personnel use Facebook for valid educational objectives in

their classroom or student organization, the page should be set up as an Artist, Band or Public Figure Page, not a personal page. This allows all public to view the page and keep all content on it visible for all to monitor.

c. Communication with students within a Facebook Page should be centered on one-way communication. If two-way communication is used it should be monitored frequently by school personnel to ensure TAP guidelines are being followed. You can set your page up so that comments are not posted until you have reviewed them and this is recommended.

d. Any page created for educational purposes should be owned and monitored by Jamestown Public School personnel. If you wish to create a Facebook page to be used within your course or student group be sure to notify parents of your intent to communicate in this fashion.

2. X

a. JPS uses X as a communication tool to share vital information and details to events held in the district.

b. Any use of X as a professional in the district to communicate with students and parents should be education focused and one-way.

c. By establishing an account, it is your responsibility to monitor it closely.

Electronic Mail and Internet Use

- Users must always adhere to this policy when using the Internet and/or email, including after hours, weekend and/or holiday use.

- District email accounts will be provided to all employees and students grades five through twelve.

- Users are prohibited from using district or district provided emails or Internet access for commercial or personal gain.

- Material hosted on district servers and published on the Internet may be reviewed for appropriateness. Materials that represent JPS and are hosted on non-district servers should adhere to this policy.

- Student email accounts will be provided through North Dakota Information Technology and JPS . Students are not allowed to access non-approved email accounts while in school. Student accounts may be revoked if used inappropriately as outlined in the North Dakota Information Technology Acceptable Use Policy or the Jamestown Public Schools Technology Acceptable Use Policy.

Office 365 Suite (k12.nd.us)

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

Collaborate with Office Online:

Mail	Calendar	Forms
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Swat	OneDrive	Co-pilot
MS to do	Planner	MS Stream
Word Online	Excel Online	PowerPoint Online
One Note Online	Clipchamp	Teams

Google Workspace (myjps.org)

Tools from Google Workspace

Gmail	Docs	Sheets
Slides	Meet	Sites
Gemini	Drive	Classroom

Many instructors are using these in their classrooms so it is vital that staff, students and parents are aware of the impact inappropriate use of an @k12.nd.us(Office365) and @myjps.org(Google Workspace) accounts can have. If you risk having your account shut down due to violation of the District Technology Policy you could lose all features listed above and more that may be added in the future. This would also include the program downloads you have accessed at home. You would not be able to login to any portion of the program if it becomes necessary to lock your account. You also would not be able to login to a website if that was a class you were taking. This program allows you to have the tools you need to do your job in school and should be used wisely.

Internet Safety and Use of Filters

JPS also participates in Internet filtering services provided through North Dakota Information Technology to help prevent access to Internet content that is inappropriate as defined by the [Child Internet Protection Act \(CIPA\)](#). By default, filtering measures shall always be in operation during the use of the district's computers. Some filtering protection measures may be disabled by an authorized administrator, supervisor, or other authorized person to provide access to valid research or for other lawful purposes. In cases where JPS staff provide minimally filtered access to students, the teachers are expected to supervise students and can be held responsible for any student act that violates the Acceptable Use Policy. Problems with the filtering system should be reported immediately to the district Technology Department.

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

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

- Keep your personal information (name, phone numbers, address, passwords, etc.) private.
- Do not read email or download attachments from people you don't know.
- Understand that nothing done on the Internet is private.

- Tell a trusted adult or supervisor if someone says things or sends you something that you consider inappropriate (do not respond to the person either directly or indirectly).
 - Never meet online-only friends in person (you have no way to confirm the real identity of someone you meet online).
 - Practice proper 'Netiquette' while online and avoid conflicts with other users.
-

Potentially objectionable material includes, but is not limited to:

- Visual depictions that are obscene or depict child pornography as defined by the [Children's Internet Protection Act \(CIPA\)](#).
 - Violence/violent behavior
 - Drugs/drug culture
 - Cults/satanic
 - Militant/Extremist
 - Gambling
 - Alcohol/tobacco/drugs
 - Unrestricted email/chat
-

Privacy

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

Security

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

Vandalism

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

Sanctions

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

- Loss of access to district or personal technology resources.
- Removal of students from classes with loss of credit.
- Suspension
- Termination of employment.

- Expulsion
 - Restitution for costs associated with repair of equipment or software or associated with improper use of district equipment or systems.
 - Additional disciplinary action may be determined at the site or district level in line with existing discipline procedures.
 - When applicable, law enforcement agencies may be involved.
-

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

Legal Disclaimer

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

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

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

D. Drug and Alcohol-Free Workplace

Definitions

For purposes of this policy:

- *Alcohol* means any alcoholic beverage as defined in [23 U.S.C. § 158\(c\)](#) and [N.D.C.C. § 5-01-01](#).

· *Drug* means any controlled substance as defined in [N.D.C.C. § 19-03.1-05](#) through [§ 19-03.1-13](#) and [§ 19-03.1-26](#) (paraphernalia); schedules I through V of the Controlled Substances Act ([21 U.S.C. § 812](#)), and as further defined by regulation [21 CFR Part 1308](#) through [§ 1308.11](#).

· *Possession* shall mean:

- a. Actual physical possession of the drug or alcohol while on school property;
- b. Use or consumption of the drug or alcohol while on school property;
- c. Drugs or alcohol in the employee's car, handbag, backpack, or other belongings while on school property; or
- d. Appearance by an employee on school property after having consumed or ingested the drug or alcohol that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.

· *School property* is defined in [N.D.C.C. § 15.1-19-10\(6\)\(c\)](#) as all land within the perimeter of the school site, all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

· *Use* means that an employee is reasonably suspected to have ingested, injected, inhaled or otherwise taken into their body drugs or alcohol, or is reasonably found to be under the influence of drugs or alcohol.

Purpose

The Drug-Free Workplace Act and the Drug-Free Schools and Communities Act are federal laws requiring schools in receipt of federal funding to maintain drug- and alcohol-free workplaces and learning environment by enforcing policies against unlawful possession, use, or distribution of illicit drugs and alcohol. The Jamestown Public School District is committed to **maintaining** a safe, healthy, **and productive** working and learning environment for its employees and students. **To promote this goal**, the District is a drug- and alcohol-free workplace, and employees are required to report to work unimpaired in any way by the use of alcohol or drugs. **Further, the District explicitly** prohibits employees from the use, manufacturing, possession, distribution, dispensing, **or being under the influence** of drugs or alcohol while on school property, unless such use is **(1) at the instruction of a treating medical provider, the treating provider** has advised that **such** use shall not affect the employee's ability to perform duties **and maintain the safety of themselves and others, and (2) the employee has reported such use and engaged in an**

interactive process with the District in accordance with applicable state and federal law. Employees are also prohibited from knowingly or intentionally aiding or abetting in any of the above activities.

An employee must **immediately** inform their immediate supervisor when the employee's ability to perform job duties is affected **or impaired** due to on- or off-duty drug or alcohol use.

Students must abide by District policy FFA, Student Alcohol and Other Drug Use/ Abuse.

Scope of the Policy

This policy applies to all school employees during all working hours, on all school property, at all school-sponsored events, and at all other times when employees are representing or conducting business for the District (whether on or off school property and whether during or outside of normal working hours). The drug- and alcohol-free provisions of this policy also apply to students, parents, independent contractors, vendors, visitors, and any other members of the public who are on school property and/or at a school-sponsored activity or event.

Awareness Program

The Superintendent shall create an Employee Drug-Free Awareness Program in accordance with federal law. Information on the effects of drug and alcohol misuse, signs and symptoms of a drug and/or alcohol **misuse or abuse** problem, and available methods of intervention when a misuse **or abuse** problem is detected can be found at the District Office, 207 2 Ave SE, Jamestown, ND..

Policy Dissemination

The Superintendent shall give a copy of this policy to each employee and maintain documentation of receipt of this information.

Drug and Alcohol Testing

All employees are subject to the District's Drug and Alcohol Testing Program. Employees working in covered and safety-sensitive positions as defined under district policy DBBA shall be subject to reasonable suspicion, post-accident, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations or as allowed by applicable law. Other employees working in non-covered and non-safety-sensitive positions identified under policy may be subject to reasonable suspicion testing and other types of testing when the District can demonstrate a special need to conduct the test or as allowed under state or federal law.

Students are subject to the provisions and testing procedures identified under district policy FFA, Student Alcohol and other Drug Use/Abuse.

Employee Reporting

As a condition of employment, each employee shall agree to abide by this policy. Employees shall immediately (or as soon as reasonably practicable, but no later than five days) inform their immediate supervisor or Superintendent when the employee has been charged or convicted of any drug- or alcohol-related crime or offense. The Superintendent, in accordance with applicable law, shall notify the appropriate federal and/or state agency after receiving any notice of a conviction for a violation occurring in the workplace. Failure of the employee to report accordance with this policy within the time prescribed may lead to disciplinary action up to and including discharge.

Violations

Violations of this policy may result in the following:

1. Mandatory participation in the Employee Assistance Program (EAP) and/or a rehabilitation program.
2. Paid or unpaid leave or suspension (as allowed under the law);
3. Termination of employment; due process procedures shall be followed prior to termination, if required;
4. Notification to proper law enforcement authorities (as required or allowed under the law); and/or
5. Notification to other reporting agencies (as required or allowed under the law).

Assistance

The Board recognizes that drug and/or alcohol addiction is a treatable disease and that early intervention and support improve the success of rehabilitation. The District shall offer an Employee Assistance Program (EAP) to assist in rehabilitation and intervention efforts. Use of the EAP will not jeopardize employment or promotion opportunities. Treatment for drug and/or alcohol addiction may be covered by the employee benefit plan; however, the ultimate financial responsibility for this treatment belongs to the employee.

Confidentiality

All information received by the District as a result of this policy is confidential. Access to this information is limited to those who have a legitimate need to know or upon written consent of the employee.

The District shall maintain employee testing records in accordance with federal law on drug and alcohol testing regulations.

XI. Termination of Employment

- A. Non-teaching professional support staff who wish to resign are reminded that they are under contract, unless otherwise employed at-will.
- B. The decision whether or not to re-employ non-teaching professional support staff shall rest with the Superintendent. The Superintendent shall also have the authority to discharge non-teaching professional support staff for cause. The Superintendent may also suspend without pay a non-teaching professional support staff employee for cause or during any investigation in which the employee is the subject.
- C. Termination of the business manager's employment will be governed by state law. Pursuant to N.D.C.C. § 15.1-09-33, the School Board has the authority to hire a business manager, dismiss a business manager for cause without prior notice, and dismiss a business manager without cause with thirty days' notice.

XII. No Continuing Contract Right

Non-teaching professional support staff do not have a continuing contract right pursuant to N.D.C.C. chapter 15.1-15, since they are not employed as a teacher, a principal, or as an assistant or associate superintendent.

XIII.

Married Staff Members

The following guidelines are understood when married personnel are employed for full time positions in the Jamestown Public Schools. It is recommended that they are ordinarily not to be hired in the same department or in the same building.