

FAMILY HANDBOOK



2025-2026



UNITED TRIBES®
TECHNICAL COLLEGE

THEODORE
JAMERSON
ELEMENTARY
SCHOOL

Theodore Jamerson Elementary School



Theodore Jamerson Elementary School

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MESSAGE FROM TJES PRINCIPAL



Amy DeWitt, PhD

Welcome to the Theodore Jamerson Elementary School (TJES). This family handbook serves as our school's policy and procedures pertaining to your children and TJES daily operations. Please go over this handbook with your children and any other family members who will be involved in your student's educational journey. The TJES staff are here to guide students to grow and progress academically, physically and emotionally.

We are looking forward to a successful school year with your students as well as creating a welcoming safe environment for parents and families. We have tried to cover all the information that you would need in the handbook, however if you have any questions, please call or stop by the office at your convenience and we will do our best to answer them. Thank you for sharing your amazing children with us. We look forward to working with you this school year.

Amy DeWitt, PhD
Principal



DAILY SCHEDULE: K - 5TH GRADE

Supervised Breakfast	7:45-8:15 am
Supervised Playground.....	8:00-8:20 am
First Bell	8:20 am
School Starts.....	8:25 am
Lunch	10:45 am and 11:15 am
School Ends.....	3:15 pm



Theodore Jamerson Elementary School

2025 - 2026 THEODORE JAMERSON ELEMENTARY STAFF

NAME	EMAIL	POSITION
Amy DeWitt	adewitt@uttc.edu	Principal
Mandi Hairy Shirt.....	ahairyshirt@uttc.edu	Office Administrator
Gerard Conroy	gconroy@uttc.edu	O&M Coordinator
Katlin Kelley	kkelley@uttc.edu	Kindergarten
Justice Hettich.....	jhettich@uttc.edu	First Grade
Jodene Uses Many	jusesmany@uttc.edu	Second Grade
Tamara Bitz	tbitz@uttc.edu	Third Grade
Jody Odegard	jodegaard@uttc.edu	Fourth Grade
JMark Sheldon	msheldon@uttc.edu	Fifth Grade
Tami Borneman-Hulm	tbornemann@uttc.edu	Title One Teacher
Laura Hoerner.....	lhoerner@uttc.edu	Title One Coordinator
Michelle Klabo.....	mburns@uttc.edu	SPED Coordinator/Speech Language Pathologist
April Schmidt.....	aschmidt@uttc.edu	Special Education Teacher
Matelyn Lund	mlund@uttc.edu	Special Education Teacher
Michele Mindt	mmindt@uttc.edu	Special Education Teacher
Justin Young.....	jyoung@uttc.edu	Paraprofessional
Elizabeth Hillerud	ebillerud@uttc.edu	Paraprofessional
Twilla Smith.....	tsmith@uttc.edu	PE/Health
Chelsea Kuhlmann	ckuhlmann@uttc.edu	Social Worker
Kim Freidt	kfreidt@uttc.edu	Counselor
Barbara Strikes the Enemy.....	bstrikestheenemy@uttc.edu	Native Language & Culture
TBA	@uttc.edu	Teacher Aid
True Clown	tclown@uttc.edu	Bus Driver/Custodian
Homer Cook	hcook@uttc.edu	Bus Driver



Theodore Jamerson Elementary School

2025-2026 ACADEMIC CALENDAR

2025

August

14, 15, 18 Teacher In-Service Day
19 First Day Of School

September

1 Labor Day, No School
3-4 Tribal Leaders Summit
5 Family Day At Powwow
5 Early Release
5-7 UTTC International Powwow
8 Founders Day Holiday (College Closed)
22 Teacher In-Service Day

October

13 Indigenous Day, No School
17 Teacher In-Service Day
31 Half Day Dismissal

November

4, 6 Parent Teacher Conferences
10, 11 Veterans Day, No School
26 Half Day Dismissal
27-28 Thanksgiving Break, No School

December

17 Half Day Dismissal
18, 19 Snow Make Up Days
22nd - January 2nd Holiday Break, No School

2026

January

5 Teacher In-Service Day
19 Martin Luther King Day

February

16 Presidents' Day, No School
17 Teacher In-Service Day

March

3, 5 Parent Teacher Conferences
6-13 Spring Break, No School

April

3 Good Friday Holiday
6 Easter Monday, No School
6 Teacher In-Service Day

May

13 Last Day Of School
14, 15 Snow Make Up Days
25 Memorial Day Holiday

June

19 Juneteenth

July

13-17 Annual Shut-Down Week

AUGUST 2025						
S	M	T	W	T	F	S
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24/31	25	26	27	28	29	30

SEPTEMBER 2025						
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28	29	30				

OCTOBER 2025						
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NOVEMBER 2025						
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DECEMBER 2025						
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JANUARY 2026						
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FEBRUARY 2026						
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MARCH 2026						
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APRIL 2026						
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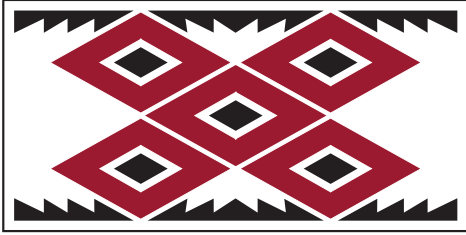
MAY 2026						
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24/31	25	26	27	28	29	30

JUNE 2026						
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JULY 2026						
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Theodore Jamerson Elementary School



UNITED TRIBES®
TECHNICAL COLLEGE
THEODORE JAMERSON
ELEMENTARY SCHOOL

VISION

We are here to prepare children to be successful citizens in a diverse world.

MISSION

The Theodore Jamerson Elementary School family provides superior education while nurturing the whole child.

SCHOOL PHILOSOPHY

We at Theodore Jamerson Elementary believe that each student:

- 🍏 is an individual with unique talents and skills
- 🍏 can develop a positive attitude toward self and learning
- 🍏 has the opportunity for awareness of different cultures
- 🍏 will deliver quality performance and experience success
- 🍏 can continue life-long learning
- 🍏 will read proficiently by third grade



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HOW DO I REGISTER MY CHILD?

Children attending TJES MUST HAVE The following

- Official Birth Certificate
- Degree of Indian Blood OR proof of descendency
- Proof of Immunization against communicable diseases as required by the North Dakota Department of Health
- Documentation of a current physical is strongly encouraged
- UTTC Class Schedule (if applicable)
- Custody paperwork (if applicable)

The registration packet must be filled out completely and turned into the school the day of enrollment. Parents enrolling children who previously attended TJES must fill out new forms and update any information necessary. TJES requires accurate emergency information for each child on the student's registration card. TJES recommends the parent/guardian designate someone (preferably local) as a contact in case an emergency arises and we cannot reach you.

WHAT SUPPLIES SHOULD MY CHILD BRING TO SCHOOL?

PLEASE LABEL EVERYTHING WITH A PERMANENT MARKER!

Kindergarten Supplies

- ☐ 1 - Back Pack or School Bag (Bring to School Each Day)
- ☐ 1 - Box of 8 Count Crayons* (Basic Colors Only)
- ☐ 3 - Glue Sticks
- ☐ 1 - Notebook
- ☐ 1 - Pair of Scissors
- ☐ 6 - #2 Pencils w/Erasers
- ☐ 2 - Folders

**items may be shared with others.*

First Grade Supplies

- ☐ 1 - Back Pack or School Bag (Bring Each Day)
- ☐ 1 - Box of Crayons
- ☐ 1 - Pair Blunt Scissors - (Fiskars Type)
- ☐ 4 - Glue Sticks
- ☐ 10 - #2 Pencils w/Erasers
- ☐ 2 - Pink Erasers
- ☐ 1 - Wide ruled notebook
- ☐ 1 - Pencil sharpener

**items may be shared with others.*



Second Grade Supplies

- ☐ 1 - Backpack
- ☐ 10 - #2 Pencils w/Erasers
- ☐ 1 - Pink Eraser
- ☐ 1 - Box of Crayons (24 pack)
- ☐ 4 - Glue Sticks
- ☐ 3 - Spiral Notebooks
- ☐ 1 - Pair Scissors (Fiskars Type)
- ☐ 1 - School Box
- ☐ 1 Pack Pencil Top Erasers

**items may be shared with others.*

Third Grade Supplies

- ☐ 1 - Backpack
- ☐ 10 - #2 Pencils w/Erasers
- ☐ 1 - Pink Eraser
- ☐ 1 - Box of 24 Count Crayons
- ☐ 4 - Glue Sticks
- ☐ 1 - Pair Scissors (7" Fiskars Type)
- ☐ 1 - Box 8 Count Colored Pencils
- ☐ 1 - School Box
- ☐ 2 - Highlighters - yellow
- ☐ 1 - Pack of 8 Count Markers
- ☐ 1 - Large box of Kleenex

**items may be shared with others.*



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Fourth Grade Supplies

- ☐ 10 - #2 Pencils w/Erasers
- ☐ 10 - Pencil Top Erasers
- ☐ 1 - Box of 24 Crayons
- ☐ 3 - Glue Sticks
- ☐ 5 - Spiral Notebooks (Wide - lined)
- ☐ 1 - Ruler (12inch Plastic inch/metric)
- ☐ 1 - Pair Scissors (7" Fiskars Type)
- ☐ 1 - Box 8 Count Colored Pencils
- ☐ 1 - Pencil box
- ☐ 3 - Highlighters
- ☐ 1 - Hand pencil sharpener
- ☐ 1 - Large Box of Kleenex
- ☐ 4 - Two Pocket Notebooks w/Fasteners

Fifth Grade Supplies

- ☐ 10 #2 Pencils w/erasers
- ☐ 1 - Pink Eraser
- ☐ 3 - Glue Sticks
- ☐ 12 - Spiral Notebooks (Wide - lined) (70 Page Count)
- ☐ 6 - Two Pocket Style Folders
- ☐ 1 - Pair of Scissors (7" Fiskars Type)
- ☐ 1 - Box 8 Count Colored Pencils
- ☐ 3 - Colored Marking Pens
- ☐ 2 - 200 Count Wide - lined Loose Leaf Notebook Paper
- ☐ 3 - Highlighters

** For students in grades 4 & 5 please label all items with a permanent marker.*

HOW DO I GET A MESSAGE TO MY CHILD?

Instruction time is very important. Messages will be promptly delivered to your child. Please call 701-221-1800.

WHEN DO REPORT CARDS COME OUT?

We are on a quarterly reporting system. The first quarter ends in early November, and report cards will be provided during parent teacher conferences. The second quarter is in December and will be sent home before Winter Break. Third quarter ends in the beginning of March where you will once again have parent teacher conferences scheduled. The last quarter ends in May and report cards will be mailed home.

Parents are welcomed and encouraged to inquire about your students' progress or concerns throughout the school year.



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WHAT SERVICES DOES TJES OFFER MY CHILD?

TJES has a full range of services such as:

- School wide Title I
- Speech/Language Services
- Special Education Services for all disabilities
- Social Work
- Gifted & Talented
- Occupational Therapy
- Music
- Physical Therapy
- Learning Disabilities /Services
- Tutoring
- Counseling
- English Language Learners
- Library
- MTSS
- Native Language Learning
- Mentoring

WHAT ABOUT STUDENT RECORDS?

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless parents or eligible students have difficulty in coming to the school to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies and;
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Parents of transfer students will be asked to sign a "Release of Records" form, which will facilitate the arrival of records from the student's former school. Please provide the former school name, address and phone number.

The permanent record is kept in the school office and may include: basic information about students, parents' names, address, birth date and place, degree of Indian Blood, Tribal enrollment, gender, grades, grade level achieved, attendance, accident and health records, portfolios and other information that the school feels should be included. ***You may review your child's record at any time by contacting the school office. Copies of court ordered documentation concerning the student which may include but is not limited to court ordered custody, divorce decree, court ordered placement, and voluntary placement must be on file at TJES.***

Special education records are kept in a separate locked fireproof file cabinet in the special education office and may include:

- Family background information
- Intelligence test scores, both group and individual
- Aptitude test scores
- IEPs
- Reports of psychological evaluations including intelligence, personality, and academic information obtained by test administration, observation or interviews
- Achievement level results
- Participation in extracurricular activities such as offices held, awards, and honors.
- Teacher anecdotal records
- Disciplinary information
- Special education files, including the record of the multidisciplinary staffing on which placement or non-placement was based, and all records relating to special education hearings and appeals
- Verified reports or information from non-educational persons, agencies or organizations



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Parents, authorized representatives, and students have the right to:

- Inspect and copy permanent and special education records
- Control access and release of school student records and/or request a copy of information released
- Be notified of persons, agencies, or organizations having access to student records without parent consent documented by a sign in sheet

Notice is hereby given that access is afforded on a need basis to:

- Teacher of child
- Principal/Designee
- Office Staff
- Other service providers employed by the school

WHEN SHOULD STUDENTS ARRIVE AND DEPART FROM SCHOOL?

The school provides supervision from 8:00 - 8:20 am on the playground. Those arriving before 8:00 am are **not supervised** on the playground. However, **breakfast is served from 7:45 - 8:15 am** and supervision is provided at the cafeteria at these times. Students must leave the cafeteria by 8:15 am and arrive in their classrooms no later than 8:25 am. Students are allowed in their classrooms at 8:20 am. Students are counted tardy after 8:25 am. Attendance will be taken in the morning and afternoon. School is dismissed at 3:15 pm. Students should go home immediately after school unless they are participating in an after-school supervised activity. **No supervision is provided after school hours (3:15 pm)** on the playground. Once students arrive at school, they may not leave without being signed out by a parent or guardian, or without permission from the classroom teacher. Tardies can add up to missed days per the instructional hours required by the state and count towards truancy.



WHAT ARE TJES AFTER SCHOOL ACTIVITIES?

Students are encouraged to participate in the after school activities:

- Parents will be notified at the beginning of each month of a list of activities being offered. Schedules, places the activities meet, and guidelines to be followed will be included. Parents must sign and return the permission slip before a child is allowed to participate. In the case of inclement weather or other staff obligations, the activities may be canceled.
- To participate in after-school activities, students must attend a full-day of school, prior to the activity, with no behavior or tardy issues the day of the activity.

WHAT IS THE APPROPRIATE DRESS AND APPEARANCE FOR TJES?

TJES is focused on respect for self and others. The following Dress Code rules and procedures have been adopted as a matter of respect and to maintain the safety and wellbeing of the students. Additionally, this dress code seeks to prevent the development and activities of gangs within the school and to ensure a safe and drug free effective educational environment.

Students are asked to wear clothing that reflects self-respect and self-discipline.

Students are not allowed to wear:

- a) any apparel, including jewelry, that displays drugs, vulgar, offensive or profane words, symbols or sayings;
- b) clothing, jewelry, emblems, badges, symbols, signs or any other things that denote affiliation or membership, either knowingly or unknowingly, with any gang or cult;
- c) clothing that displays undergarments or excessive cleavage.

No hats, bandannas or hoods shall be worn during school hours. Shoes must be worn at all times. Items of clothing and makeup that the principal deems inappropriate will be addressed on an individual basis.

The enforcement of the dress code shall be as follows:

- a) the student may be sent home to change clothing, or if that is not possible, the principal will determine where and under what conditions the student will remain in school;
- b) repeated offenses will require a parent conference.

Staff is not responsible for articles of student apparel or personal belongings that are lost, stolen, or damaged. **Toys, money, cards, cell phones and electronic games are not permitted.** Inappropriate jewelry and other accessories will not be allowed due to safety reasons.



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WHAT HAPPENS IF A STUDENT MISSES SCHOOL?

TJES expects your child to be in attendance everyday. School begins at 8:25 am and ends at 3:15 pm for ALL grades.

Parents are responsible for notifying the school when and if your child/children are absent by calling 701-221-1800, otherwise school personnel will contact you. TJES takes pride in continuing to improve our average daily attendance. TJES has attendance recognition procedures in place.

When students miss three days of school, a letter will be sent home. If absences continue to occur after six days, the family will meet with the counselor and social worker. If a student accumulates 12 or more days, Burleigh County or Morton County Social Services will be notified and the family will meet with the TJES Stay in School Committee. Regular and faithful attendance is a requirement if you want your child/children to be successful in school. Students should be absent only in cases of illness or emergency.

The parent must sign out the student in the office if they leave for any reason.

TJES, with its' *Stay in School* team, participates in a campus/community effort to impact school attendance through preventive and early intervention services to students and families in order to create a positive experience between home, school and Campus/Community services. The TJES Stay in School policy has a uniform procedure that will assist students and families to be in school on a regular basis.

The School TEAM has the Discretion of By-Passing Phase II if the Situation Warrants.

The Procedure is as Follows:

Phase I:

After five (5) days of tardiness or three (3) days of missed school, a formal letter is mailed to the student's home informing the parent of the student's missed days.

Phase II:

After seven (7) days of tardiness or six (6) days of missed school, the parent(s) meet with the school counselor and school social worker.

Phase III:

After fifteen (15) days of tardiness or twelve (12) days of missed school, the parent(s) and student are referred to the "TJES Stay In School" team, which is composed of representatives from Theodore Jamerson Elementary School, Burleigh County Social Services, Burleigh County Sheriff's Department, UTTC Security, and UTTC Wellness representative.

**A certified letter will be sent to the address on file two weeks prior to meeting.*

For those families who do NOT attend the Stay in School meeting,

all information can be automatically turned over to Burleigh County Social Services as Educational Abuse and Neglect and Burleigh County Sheriff's Department for the ND Compulsory Attendance Law.

Phase IV:

Families that were at Phase III of the Stay in School policy the prior school year will be referred to the School Team after three (3) tardies or three (3) missed days from school.



WHAT HAPPENS IF MY CHILD IS LATE FOR SCHOOL?

Your child needs to report to the office when arriving after 8:25 am.

Tardy: Students must be here by 8:25 am to avoid being tardy. If your child/children is absent or tardy they will NOT be permitted to participate in any after-school activities scheduled that day.

Tardy minutes count towards absences.

WHEN SHOULD I KEEP MY CHILD HOME FOR BEING ILL?

Student Health is available to see your child (if you are a UTTC student) and help determine if they should attend school or stay home. If your child is suspected of having a communicable disease, we ask that you keep your child home until they are no longer contagious. Parents/guardians should notify the school office or student health when these types of diseases are discovered.

A doctor's note is required to bring your child back to school on the same day they went home sick.

HOW AM I NOTIFIED ABOUT SCHOOL CLOSING?

When there is an emergency closing an announcement will be made. When those conditions occur, announcements of an



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emergency closing is broadcast using the following stations: (AM) KFJR550, (FM) 92.9, 94.5, 97.5, 98.7, 101.5, 103.3 and TV channels, 5, 12, or 17 or cable 7, 11 and at www.uttc.edu. TJES also utilizes an **Emergency Notification System (ENS)**. Parents must notify the ENS coordinator with current contact information. Unless an announcement of an emergency closing is made, **SCHOOL WILL BE IN SESSION**. If wind chill temperatures reaches 0, students will stay inside for recess and a bus will go around campus to pick up or drop off students, if there is a driver available.

WHAT ABOUT AN EMERGENCY PROCEDURE PLAN?

Emergency policy

A safe environment for students, staff and support personnel is a priority for TJES and UTTC. To maintain a safe environment, we participate in emergency and crisis response drills. TJES will be conducting various drills throughout the school year to help everyone understand the importance of these procedures and explain the various types of drills. Please note that our rally point will be the gymnasium, or UMary in an evacuation situation.

Emergency Notification Service (ENS)

TJES in cooperation with UTTC uses an ENS. We encourage you to sign up for this service. Notifications about weather related closures, early closings, or emergency situations (or emergency drills) are shared on the type of electronic media you selected; mail, phone, and/or phone texts messages. Signing up for all three media types is recommended. When you sign up for this service, please select the TJES field to be made aware of TJES announcements.

Fire drills

To teach students the correct procedure of leaving the building and having teachers account for students when the fire alarm is sounded, TJES will conduct mandatory fire drills every month. By establishing and practicing this procedure, TJES reduces the chance of fear during an actual fire event.

Lock down drills

Each year TJES will conduct a mandatory "lock down" drill. This drill secures all buildings located on the UTTC campus. The purpose of this drill is to keep the students safe from outside or inside danger. During a "lock down" drill, all interior and perimeter doors to the school buildings will be locked. They will remain locked until the danger or issue is removed. To enable everyone to remain safe, no person will be allowed to enter the buildings or leave the building until the authorities authorize a release.

Shelter-In-place drills

The "Shelter-In-Place" drill will be conducted each school year. The purpose of this drill is to move to a safe location within the building in case of severe weather, tornadoes, or hazardous conditions outside the building.

SHOULD MEDICATIONS BE SENT TO SCHOOL?

All medications, prescription and over the counter medications must be taken care of in the following manner:

Medication must be taken in the original container to the office

Permission for distribution of medication must be filled out and signed by the parent

School personnel will not administer medication without written authorization

... PLEASE DO NOT SEND MEDICATION WITH YOUR CHILD ...

WHAT HAPPENS AT BREAKFAST/LUNCH?

Breakfast/lunch is provided free of charge. Breakfast is served from 7:45 - 8:15 am at the school cafeteria with supervision by TJES staff. Supervision begins at 7:45 am. Students must follow a designated route to and from the cafeteria. All students are required to take what is offered. Milk is required unless a doctor's excuse is provided. Appropriate social skills are expected in the cafeteria. Please notify the office of any allergies or nutritional concerns. Students may not purchase beverages from the pop machine in the cafeteria during school hours. Candy, gum, sunflower seeds, etc., will not be allowed in the school, bus, or cafeteria except by special permission of the student's teacher.

WHAT ARE THE ACADEMIC EXPECTATIONS AT TJES?

TJES takes pride in continuing to improve students' academic success. Parent support and involvement is necessary for students to do well in school. We welcome your participation in the school and as a support to your child by providing a learning environment at home. All students will be taught social skills at TJES. These procedures are followed in all areas of the school by all students and staff. A training session for parents may be provided so social skills can be taught and reinforced at home. Students are expected to come to class with materials, supplies and completed homework. Assignments are expected to be completed on time. Late assignments may result in a reduction in grade. Students may be required to complete unfinished work after school. Makeup work must be completed on one day missed, two days makeup, or at teacher's discretion. Any students receiving an incomplete on their report card must satisfy all the requirements assigned by the teacher within 15 school days.

WHAT ABOUT HOMEWORK?

Homework assigned by the classroom teacher is expected to be completed and turned in on time. Teachers may require students to finish work after school.



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MAY STUDENTS USE THE TELEPHONE?

TJES has several phones for school use. Students may use the phones for emergencies with permission from the staff person in that area. Students are encouraged to plan ahead for after school activities. Overuse may result in permission being denied. **Student cell phone use is prohibited during school hours.** Students will turn in cell phones on a daily basis. The parent/guardian will be required to pick them up from the principal if the student does not follow the rule.



WHAT ABOUT PHYSICAL EDUCATION CLASS?

If a student cannot participate in physical education, a note from a physician is required.

WHAT ABOUT DISCIPLINE?

- Student discipline relies on the cooperative effort of students, staff, and parents. Each classroom has consequences for misbehavior. A copy of rules and guidelines will be sent home by each classroom teachers.
- Consequences for inappropriate behavior may include a verbal or written warning. Teachers may work out a specific behavior plan with the student and his/her parent(s). Such plans would be aimed at correcting specific student behaviors. Consequences may include exclusion from extra-curricular activities.
- Depending on the severity of the infraction, detention or suspension may be necessary. A parent will be contacted if a student commits an offense warranting in-school isolation, suspension, or recommendation for expulsion.

***Students a part of the special education program, that are in violation of the family handbook, will receive additional safeguards as necessary. Refer to CFR 300.530*

WHAT ABOUT RECESS RULES?

The playground is a fun place. TJES students are taught social skills for all situations. These skills are expected to be used on the playground. Playground safety is our main concern. The following rules are to ensure everyone's safety. Please review these rules with your child so they can participate on the playground in a fun and safe manner.

Students are expected to:

- Respect and care for each other
- Not leave the playground without permission
- Attend recess unless written documentation is provided by a physician
- Use play equipment appropriately
- Follow instructions of playground supervisors
- Wear appropriate clothing required for cold weather

Activities not allowed include, but are not limited to:

- Fighting, fake fighting, or tackle games
- Throwing snowballs or other inappropriate items
- Skateboarding
- Roller blading
- Using aluminum/wooden bats or hard balls

Consequence: Any student who violates the playground rules will be asked to walk laps after the first warning.

If the problem continues, or if they are thought to cause harm to others, the student will report to the office. Parents will be called if the problem continues. An incident report will be completed to address the area of concern.

WHAT ABOUT HARASSMENT?

Discriminatory Harassment Defined:

TJES does not tolerate harassment. TJES provides students an environment free of any form of harassment. All students have a right to learn in a safe, physical and emotional environment free from any type of harassment, intimidation, or victimization. TJES maintains a safe, supportive, and nurturing environment conducive to learning. Harassment is strictly prohibited.

Harassment Defined:

Harassment occurs when intentionally cruel incidents (hostility and/or aggression) are deliberately directed towards a person(s). A person is being harassed when he or she is exposed to negative actions on the part of one or more persons. Harassment also occurs when actions of one or more persons create an intimidating, hostile or offensive environment for an individual or small group of individuals.

Harassment encompasses a wide range of hurtful behaviors:

Physical: action oriented harm to another person's body or property such as pushing, kicking, hitting, pinching, unwanted



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physical contact, and any other forms of violence.

Verbal: using words to hurt or humiliate another person such as name calling, hurtful sarcasm, teasing, spreading rumors, taunting, and any other verbal threats.

Intimidation: arousing fear in an individual by emotional tormenting, gestures, ridicule, put-downs, exclusion from a group, humiliation and any other frightening behaviors. Intimidating by virtue of the display of gang colors, gang paraphernalia, gang signing, gang gestures, and other gang related actions is also prohibited.

Sexual: unwanted and unwelcome sexual behavior. Sexual harassment may result from someone's words, gestures, or actions (of a sexual nature) that make you feel uncomfortable, embarrassed, offended, demeaned, frightened, helpless or threatened. The target of sexual harassment and the harasser do not have to agree about what is happening; sexual harassment is defined by the girl/boy targeted.

Complaints: Any student who believes he or she has been the victim of prohibited harassment should make a prompt, oral or written complaint to the teacher, supervisor, building administrator or designee. TJES encourages informal, deliberate, and prompt resolution of concerns about harassment. If the complaint is not resolved informally, the facts surrounding the incident(s) should be submitted to the principal in writing and signed by the complaining student or his/her parent or guardian.

Complaints of harassment shall be promptly and thoroughly investigated by appropriate personnel. Corrective action for harassment will be taken. A written incident report will be filed.

BULLYING

For the purposes of this policy:

Bullying is defined as conduct prescribed in NDCC15.1-19-17 through NDCC15.1-19-22.

A. **"Bullying"** means: a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
2. Places the student in actual and reasonable fear of harm;
3. Places the student in actual and reasonable fear of damage to property of the student; or
4. Substantially disrupts the orderly operation of the public school.
5. "Conduct" includes the use of technology or other electronic media.

B. Additional Information and Definition.

1. Protected from discrimination by NDCC 14-.02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), status with regard to marriage or public assistance.
2. School property or the term on-campus refers to all property owned or leased by Theodore Jamerson (TJES) or United Tribes Technical College (UTTC), school buses, and other vehicles, or any TJES/UTTC sanctioned activity.

C. School-sanctioned activity is defined as an activity that:

1. Is not part of TJES/UTTC curriculum or extracurricular program; and
2. Is established by a sponsor to serve in the absence of a TJES/UTTC; and
3. Receives TJES/UTTC support in multiple ways (i.e., not school facility use alone);
4. Sponsors of the activity have agreed to comply with this policy; and
5. TJES/UTTC have officially recognized through board action as a school-sanctioned activity.

D. A School-sponsored activity is an activity that TJES/ UTTC has approved through policy or other board action for the inclusion in TJES/UTTC school's extracurricular program and is controlled and funded primarily by TJES/ UTTC.

E. School staff includes all employees of TJES/UTTC, school volunteers, and sponsors of school-sanctioned activities.

F. True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of intent to inflict harm.

Prohibitions

While at TJES/UTTC, on TJES/UTTC premises, in a TJES/ UTTC owned or leased school bus or school vehicle, or at any TJES/UTTC sanctioned or sponsored activity or event, a student may not:

1. Engage in bullying,
2. Engage in reprisal or retaliations against,
 - a) A victim of bullying,
 - b) An individual who witnesses an alleged act of bullying,
 - c) An individual who reports an alleged act of bullying; or
 - d) An individual who provides information/participates in an investigation about an alleged act of bullying.
 - e) Knowingly file a false bullying report with TJES/UTTC.

Off campus bullying that is received on school property (such as cyber-bullying) is also prohibited. TJES/UTTC has the limited authority to respond to such forms of bullying.



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REPORTING PROCEDURES FOR ALLEGED POLICY VIOLATIONS

Reporting requirements for school staff:

Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously, shall contact the principal to inform him/her as soon as possible. If the alleged violation implicates the principal, the school staff shall report the incident to the UTTC President; if the alleged violation implicates the UTTC President, the school staff member shall file it with the UTTC Board; should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to corrective action up to and including termination, or for sponsors of school-sanctioned activities, other corrective actions.

Reporting options for students and community members:

Students and community members (including parents) may report known or suspected violations of the bullying policy using any of the following:

1. Completing a written complaint form: A complaint form will have the option of including his/her name on this form or filing anonymously. TJES/UTTC will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in at TJES/UTTC main office, or placed in a designated drop box located at TJES.
2. File an oral report with any school staff member. A complaint filed anonymously may limit TJES/UTTC ability to investigate and respond to alleged violations.

Reporting to law enforcement & others forms of redress

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, he/she shall report the incident to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state or federal law.

Documentation & Retention

TJES/UTTC provides a form to report alleged violations of this policy. The form should be completed by school staff when they:

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

This form should be completed by an administrator when he or she:

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy. All written reports of an alleged violation of this policy received by TJES/UTTC shall be forwarded to the appropriate school administrator for investigation and retention. Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by TJES/UTTC for seven years after a student leaves TJES.

Investigation Procedures

School administrators or designees are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy. Upon receipt of a report of an alleged policy violation, administration or designees shall first determine if the alleged policy violation is based on a protected class-whether actual or perceived. Reports involving a protected class shall be investigated in accordance with TJES/UTTC harassment/discrimination policy, including the time lines contained therein.

In all other cases, administration or designees shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and the context of the report; whether this report is the first of its type filed against the alleged perpetrator.

Based on the level of investigation administration or designees deem necessary, investigations may include any or all of the following steps or any other investigatory steps to determine that administration or designees deem necessary:

1. Identification and collection of necessary and obtainable physical evidence



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(NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);

2. Interviews with the complainant, the victim, necessary outside agencies and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless administration or designee documents good cause for extending the deadline. Such documentation should be sent to the victim and alleged perpetrator during the investigation.

Disciplinary & Corrective Measures

When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Out-of-school suspension or recommend expulsion. Due process procedures contained in the TJES/UTTC suspension or expulsion policy shall be followed;
2. Recommend alternative placement. This recommendation shall be submitted to the TJES Principal for approval or denial. The Principal may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
3. Create a behavioral adjustment plan,
4. Refer the student to a school counselor,
5. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff,
6. Modify the perpetrator's schedule and take other appropriate measures to minimize contact with the victim;
7. If applicable, contact the administrator of the web site on which the bullying occurred to report it.
8. Other options as deemed appropriate.

If misconduct does not meet this policy's definition of bullying, it may be addressed under other TJES/UTTC disciplinary policies. For bullying initiated off campus and received on campus (i.e. cyber bullying), TJES/UTTC only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all cases of off campus bullying received on campus, TJES/UTTC may only take corrective actions as described in items five through eight listed

above. If the perpetrator is a school staff member, TJES/UTTC shall take appropriate disciplinary action including, but not limited to; a reprimand, modification of duties, or a recommendation for termination/discharge in accordance with any applicable law.

Victim Protection Strategies

When the allegation is confirmed that violation of this policy has occurred, the principal will notify the victim's and perpetrator's parents and shall implement victim protection strategies.

These strategies shall be developed on a case-by-case basis after administration or designees have reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy.



Strategies may include, but not limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention;
2. Notice to the victim's teachers or other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes;
3. Assignment of TJES/UTTC to monitor, more frequently, areas in the school where bullying has occurred;
4. Referral to counseling services for the victim and perpetrator;
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities

In accordance with the applicable laws, TJES/UTTC shall develop and implement bullying prevention programs for all students and staff professional development activities.



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Penalties for Harassment:

The school administration will determine appropriate consequences for violating this policy.

Consequences may include any or all of the following:

- Parents will be notified
- Referral to Student Teacher Assistance Team (STAT).
- Administering approved disciplinary practices and procedures at the building level
- Notifying the principal or other designee
- Notifying law enforcement officials
- Prosecution under state laws
- Suspension from school
- Recommendation for expulsion

WHAT ABOUT VIOLENCE?

TJES does not allow violent behaviors. Violent behaviors are considered but not limited to assault, disorderly conduct, larceny/theft, robbery, sexual offenses, terroristic threat, threats/intimidation, trespassing/loitering, truancy, vandalism/property damage, homicide, and kidnapping. A written incident report will be filed, sent home, and the discipline process will be followed. Children 10 years of age and older require law enforcement to be contacted in these circumstances.



WHAT ABOUT WEAPONS?

TJES does not tolerate weapon* possession. Possession is defined as using, attempting to use, displaying, carrying, attempting to sell, or selling a weapon. A weapon is defined as anything that can cause bodily harm, including but not limited to knives, lasers, razors, clubs, metal chains or knuckles, explosives, nunchakus, guns and any object used as a weapon. Copies of weapons including guns, starter pistols (i.e. lighters or matches), and other look-alikes are to be considered as weapons for the purpose of this policy.

The gun-free schools act of 1997 dictates mandatory expulsion of 1 year for possessing a firearm on campus. A student will be suspended immediately in accord with Administrative Rule JDD/JDE-R if the building administrator or designee determines: A student who is defined as having a disability under the Individuals with Disabilities Education Act may be placed in an alternative educational setting for up to 45 calendar days, during which time a determination will be made as to whether bringing a weapon as defined by IDEA Regulation 300.520(d)(3) to school was a manifestation of the student's disability.

WHAT ABOUT SUBSTANCE ABUSE?

Smoking by TJES students is strictly prohibited. The incident will result in the student's parent(s) and Burleigh County Sheriff's Department being notified. North Dakota state law strictly prohibits underage students from smoking/vaping.

TJES follows a strict policy towards alcohol and other illegal drugs. Students may not possess, consume, or be under the influence of drugs. Drugs may include but are not limited to tobacco, inhalant use, alcohol, marijuana, methamphetamine, cocaine and other illegal drugs. This also includes abuse of over the counter medications or medications prescribed by a medical doctor.

- Staff member immediately reports student to the principal
- Principal calls parents/guardian and notifies the Burleigh County Sheriff's Department (misdemeanor offense)
- Student is suspended from all extracurricular activities as determined by the rules of the North Dakota High School Activities Association

First Offense:

- Parents and the Burleigh County Sheriff's Department will be notified
- Suspension for the remainder of the day (in-school or out of school)
- Student with their parent complete assigned drug education activity
- If assigned activity is not completed within three school days, the student will be suspended for one additional day in parent's custody

Repeat Offense will be dealt with on a case to case basis including:

- One day suspension in parent custody
- Attend appropriate chemical health class
- Chemical evaluation by an appropriate community agency at no cost to school
- A written incident report will be filed.

WHAT IF THERE IS REASONABLE SUSPICION A STUDENT IS UNDER THE INFLUENCE?

If there is reasonable suspicion that a student is under the influence of alcohol/illegal drugs:



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- Staff member immediately reports student to the principal.
- Principal and reporting staff and/or counselor confer with the student as soon as possible.
- If the student is under the influence, see above policy.
- If the nature of the problem cannot be determined, parent is contacted and conference scheduled that will include the principal and appropriate staff to review and gather information.
- A written incident report will be file and sent home.



WHAT ABOUT GANGS?

Intimidation by virtue of the display of gang colors, gang paraphernalia, gang signing, gang gestures, and other gang related actions is prohibited. Gangs and gang colors (as interpreted by TJES) will not be allowed:

- Gang related items will be confiscated.
- A written incident report will be filed.

WHEN WILL BURLEIGH COUNTY SHERIFFS DEPARTMENT BE CALLED?

The Police Youth Bureau (PYB) may be called by school or parents for services when there are serious behavioral concerns.

The Burleigh County Sheriff's Department will be called when there is a serious concern that a child is or may be violating the law (illegal use or possession of drugs, disorderly conduct or serious threats etc.). A written incident report will be filed.

WHEN WILL BURLEIGH COUNTY SOCIAL SERVICES BE CALLED?

Burleigh County Social Services will be called when there is suspected abuse or neglect as defined by state law. All staff members are mandatory reporters and are legally obligated to file a report in accordance with the legal system. TJES makes referrals for

educational neglect. Educational neglect is defined as excessive absences from school that inhibit student learning.

WHAT ABOUT INCIDENT DOCUMENTATION?

TJES maintains written and/or video documentation for the following incidents:

- Violence (including but not limited to gang related incidents)
- Safety
- Substance abuse
- Inappropriate behaviors
- Bullying
- Harassment

ACCEPTABLE USE POLICY

Scope

This policy refers to responsible use of technology and communication tools at Theodore Jamerson Elementary School "TJES". Student "users" use of technology and communication tools include:

- TJES/United Tribes Technical College "UTTC" owned/ provided equipment and services
- Personally owned devices used on TJES owned/rented property including busses and at TJES/UTTC affiliated events.

Examples of tools include, but are not limited to:

- Computers and related peripherals
- 'Digital devices running mobile operating systems
- Internet accessibility from local, wide, virtual, and cellular networks, including wireless
- Local and internet hosted file and application servers
- Video networks, digital video camcorders, and cameras
- Telephones, cell/smart phones or devices, tablets, fax, and copy machines
- Televisions, VCRs, DVDs, etc.

Monitoring Use

The use of electronic resources, technologies, and the internet, whether TJES owned or personal, on TJES/ UTTC property is a privilege and not a right. All use must be in support of education and consistent with the educational goals, objectives, and priorities of TJES. All use, as defined under "Scope" may be monitored to maintain the integrity of the system and to ensure proper and responsible use. Teachers and administrators will exercise supervision of student use and educate students on responsible use. It is expected students also self-monitor and comply with this policy, rules, procedures, and guidelines.

Requirements for Students

- **Education:** TJES shall provide education to students about appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response.



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- **Prohibitions:** The Principal or designee may take disciplinary measures when any of the following actions occur while students are using technology tools as defined under the “Scope”.
 - Using Obscene language;
 - Accessing, creating, requesting, or distributing pornographic files or sites and/or other inappropriate material
 - Harassing, insulting, threatening, alarming, or attacking others;
 - Damaging computers, computer systems, or computer networks;
 - Violating copyright, trademark, trade secret, or other intellectual property laws;
 - Using or participating in personal and/or non- curricular uses when that use is in violation of stated or written rules or regulations;
 - Using another’s password or representing oneself as another;
 - Trespassing into another’s folders, work, or files;
 - Intentionally wasting network resources;
 - Employing the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
 - Revealing anyone’s personal information such as, but not limited to, an address, or phone number without appropriate consent;
 - Other activities or actions deemed inappropriate and not in the best interest of TJES, its employees, and students.



Off-Campus Technology Use

TJES reserves the right to extend their authority to student speech that could reasonably come into the campus and create disruption of the school functioning and/or substantially interfere with the rights of others. This includes, but is not limited to, staff/student created websites, social network postings, blogs, and/or electronic messaging.

Violations

TJES reserves the right to actively monitor student use of technology as defined under the “Scope” to ensure compliance with this policy and shall investigate any suspected or alleged violation. Violation of this policy will result in disciplinary consequences and determined by the designated administrator, supervisor, and/or teacher. Disciplinary actions may include, but are not limited to:

- Loss or limits to technology access as defined under “Scope”;
- Removal of students from class with a loss of credit;
- Expulsion;
- Restitution for costs associated with repair of equipment or software or associated with improper use of TJES equipment’s or systems;
- Additional disciplinary action may be determined at the site or TJES in line with existing discipline procedures;
- When applicable, law enforcement agencies may be involved.

Internet Filtering and Online Safety

TJES participates in internet filtering services to help restrict access to internet content that is obscene, pornographic, or harmful as defined by the Children’s Internet Protection Act (CIPA). Although a filtering system is in place 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. Users accessing the internet through personal cellular connections or other non-TJES networks and how are on/using TJES owned/rented property (including busses) and/or at TJES affiliated events must adhere to the same filtering restrictions by avoiding internet sites that would be prohibited under CIPA, including those with visual depictions that are obscene, show child pornography, or are harmful to minors. Staff are responsible for supervising students using internet resources.

Concerns/problems with the TJES filtering system should be reported immediately to the TJES principal and/or designee.

TJES instructs students about appropriate online behavior, including interacting with other individuals on social networking websites and the awareness of and response to cyberbullying. This instruction is conducted yearly through specialists, the school counselor, school social workers, teachers, and/or online materials.

Legal Disclaimer

TJES/UTTC will not be responsible for damages users may suffer, including loss of data; damages to personal property used to access school computers, networks, or online resources; or unauthorized financial obligations resulting from use of school accounts to access the internet. TJES/UTTC specifically denies any responsibility for the accuracy or quality of information obtained through internet services.

Since all transactions conducted through TJES/UTTC technology resources could be perceived as authorized TJES/UTTC activities, users of TJES/UTTC technology resources are responsible for



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respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of TJES/ UTTC technology resources may result in legal action against the offender by the TJES/UTTC, injured third parties and/or government authorities. In no event shall TJES or UTTC be liable for any direct, indirect, special, incidental, consequential or punitive damages, or any other damages or losses whatsoever arising from actions of users which violate the conditions of this policy and, by engaging in use defined under "Scope" the user agrees to indemnify TJES and UTTC and further agrees to all terms and provisions set forth in this policy.

Revised: 05/25

Permission to use photos:

Student art work/writing/photo/video may be considered for publication. This may include publication on the internet as part of our school's web page, or other media during this school year. No student's home address, telephone number, or e-mail will be published on the TJES web pages. Group student photos can be published showing students working on projects and other activities.



WHAT ABOUT BUSSING?

Riding the bus is a privilege, not a right.

Parents must sign up for the bus in the TJES office.

Students who ride the Theodore Jamerson Elementary School (TJES) bus must obey the policies set forth by the United Tribes Technical College (UTTC) Board of Directors, and directions provided from their designated driver. Riding the bus/vehicle is a privilege, not a right. TJES bus/vehicle drivers are responsible for the safety of the students on the bus/vehicle while entering, riding,

and departing the bus/vehicle. The driver will notify the principal, transportation supervisor, and parents if a student is not following the bus policy. Video cameras are installed on all TJES busses and vehicles for driver and student safety purposes.

Pick Up & Loading Procedures:

- Parents/students must be at their designated stop at their provided time, no exceptions
- Allow bus/vehicle to come to a complete stop before approaching
- No pushing/running while getting to or on the bus/vehicle
- Passengers must wait for a signal from the bus driver before crossing a street
- Students are to depart only at their designated stops depart only at designated stops

Bus/School Vehicle Rules - Passengers Must:

- Fully comply with TJES policies and procedures
- Wear a seatbelt
- Always remain seated
- Keep head, hands, arms, and legs in the vehicle at all times
- Never throw object from the vehicle
- Not be disruptive or loud to the driver
- No food is allowed to be opened/ate in any TJES vehicle
- Never touch emergency equipment except in the case of an emergency
- Wait for the vehicle to be at a complete stop before getting out of their seat
- Be on time and prepared

Bus Route:

TJES provides transportation for students who are enrolled full-time at our school, at no cost to families

- Bus stops are determined on an annual basis, at the beginning of the school year
- Passengers are to be picked up and dropped off only at the designated stops, no exceptions
- Bus times are set; changes will be communicated using the provided email/phone numbers
- Bus times can change depending on weather & road conditions
- In case of inclement weather, stay informed with local TV, radio, UTTC's Emergency Notification System, and the PikMyKid app

Bus Infractions:

Actions that could result in disciplinary action are, but not limited to:

- Pushing
- Littering
- Shouting
- Insubordination
- Assault



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- Vandalism
- Promiscuous behavior
- Harassment
- Possession of weapons
- Possession of tobacco or “vaping” device
- Profane language
- Threatening driver or students
- Possession of alcohol
- Fighting
- Tripping

First Offense - Written incident report to the principal, transportation supervisor, and parents.

Second Offense - Written incident report to principal, transportation supervisor, and parents. Principal will meet with student and parent. Possible bus/vehicle suspension up to three (3) days.

Third Offense - Written incident report to principal, transportation supervisor, and parents. Meeting with parent and bus driver of the student. Possible bus/vehicle suspension up to five (5) days.

Fourth Offense - Written incident report to principal, transportation supervisor, and parents. May result in a loss of bus/vehicle privileges for the remainder of the school year.



ATTENDANCE POLICY

TJES expects your child/children to be in attendance everyday. School begins at 8:25 am and ends at 3:15 pm for ALL grades.

PARENTS ARE RESPONSIBLE FOR NOTIFYING THE SCHOOL WHEN AND IF YOUR CHILD/CHILDREN ARE ABSENT by calling (701) 221-1800, otherwise school personnel will contact you.

Refer to the STAY IN SCHOOL PROJECT POLICY for specify information on absent and tardy procedures. Regular and faithful attendance is a required for your child/children to be successful in school. Students should be absent only in cases of illness or emergency.

The parent must sign their student(s) out in the office if they leave for any reason during the school day.

Kindergarten:

Kindergarten students missing more than twenty days of school will no longer be able to attend school at TJES.

Tardy:

Students must be here by 8:25 am to avoid being tardy. If your child/children arrives after 8:25 am they are considered tardy; they **MUST** stop in the office before going to class.

Early Sign Out:

Students leaving school early must be signed out in the office. Please note that after 2:45 there will be no more sign outs permitted to minimize disruptions to the class while preparing for dismissal.

After-School Activities:

If your child/children are absent or tardy they will **NOT** be permitted to participate in any after-school activities scheduled that day in according to the North Dakota Century Codes 15.1-20.02.1, 15.1-20-03.

If a student is not in attendance for 10 consecutive days, they will be dropped from enrollment.

If a student has 20 cumulative days of unexcused absences, they will be dropped from enrollment.

PARENT POLICY

Theodore Jamerson Elementary School encourages all parents to be involved in their child's education. The Parent Policy outlines activities that will be held during the school year.

- Parents will receive this document, Parent Engagement Policy, and a Title One compact signed by school, student, and parents to outline their responsibilities.
- Enrolling their child, along with a handbook, supply list, and several other important documents, parents will receive a brochure of school and community services in their registration packet.
- Parent meetings are held at least two times each academic year during family night activities. We look forward to seeing you. These meeting will cover a variety of activities that are held at TJES. The meetings will give parents the opportunity to actively participate and have input into the school's goals and programs.
- An open house is scheduled within the first three weeks of school. For college students enrolling their child during the



Theodore Jamerson Elementary School

second semester, representatives from TJES will be available to review this data.

- Monthly calendars, campus newsletter, upcoming events and suggestions on how to work with your child, as well as other information, will be shared by one or more of the following methods:
- The Theodore Jamerson Elementary School Website
- Paper copies sent home with students
- Posted on the TJES Facebook page
- PikMyKid app
- Class Dojo

The following is a list of Parent Family activities/programs offered at TJES:

- Parent-teacher conferences are scheduled two times a year
- Consultation with parents by administrators, teachers, social worker, and or counselor
- Awards Ceremonies including end of the year powwow and recognition day
- Access to TJES library and bookmobile
- Parent Advisory Committee-monthly meetings to discuss event planning, procedures, and network with other parents

In the spring a parent survey will be given for feedback in school-wide programs: successes, areas for improvement. We look forward to your suggestions and/or recommendations. This will serve as the annual spring meeting to review the school-wide program, policy and compact. Parents are strongly encouraged to participate. TJES services, curriculum, parent engagement opportunities, attendance, assessment, special education topics, and other data will be reviewed.

We invite you to call the school any time during the year to ask any questions you may have or to schedule a visit or meeting. It is our hope that your child/children will have a wonderful experience at our school.



SAFE TOUCH POLICY

- 1) Staff members and volunteer workers can only touch children and young people:
 - To prevent imminent injury to a person
 - To prevent serious damage to property
 - To encourage or assist
 - To reinforce physical presence when touch is not resisted or rejected by the child/young person.
- 2) TJES recognizes that there are times when children/young people are in need of physical reassurance. Workers should feel comfortable with this so long as the child/young person accepts the gesture, is reassured by it, and understands the workers intention.
- 3) Staff should not encourage children to sit on their laps or lie down on top of them, but staff can encourage them to sit next to them so that they are safely touching if they are in need of reassurance.
- 4) Workers need to be aware that for children/young people who have suffered abuse, physical contact may have upsetting connotations and result in a negative reaction.
- 5) Cultural factors are significant with regard to physical contact and a child's/young person's culture needs to be respected.
- 6) Children/young people with special needs e.g. autistic disorder may be particularly averse to physical contact and need their own personal space.
- 7) TJES aims to encourage children/young people to learn about appropriate touching. Inappropriate touching by children/ young people should be discouraged and where possible the incident should be discussed with the child/young person.

WELLNESS PROGRAM

Theodore Jamerson Elementary School "TJES" recognizes the responsibility to provide guidance and support to our students regarding healthy lifestyle choices. TJES is committed to providing a school environment that promotes healthy eating and physical activity.

Nutrition Education

The primary goal of nutrition education is to positively influence students' eating behaviors. The following statements provide guidelines for nutrition education at TJES:

- **Consistent Nutrition Messages** - School personnel shall practice consistency of nutrition messages throughout the school, classroom, cafeteria, home and TJES community. School personnel are encouraged to serve as positive role models



Theodore Jamerson Elementary School

- **Health Curriculum** - Focusing on nutrition, physical activity, and emotional wellness with a goal of educating students about making a lifelong commitment to healthy eating and physical activity choices.
- **Lifelong Wellness Behaviors** - Students at each grade level will receive consistent nutrition education that teaches the skills they need to adopt healthy eating behaviors.
- **Nutritional Activities** - Nutrition education activities will be linked to the school health program and involve parents, students, staff, and the TJES community.
- **Smart Snack Regulations** - TJES is committed to providing healthy snacks for all students. Snacks are offered to students during the regular school day meet the nutritional requirements of the "Smart Snacks in School" standards.

Physical Education

The physical education program at TJES is committed to providing opportunities for students to be physically active. The goal of physical education program is to teach students the knowledge and skills related to specific physical activities as well as the benefits of regular participation in physical activity.

The objective of physical education is to allow students to discover a physical activity they can enjoy for a lifetime.

- **Physical Activity** - Students are given a minimum of 90 minutes each week for physical activity during the school day through physical education classes, daily recess periods, and the integration of physical activity into the academic curriculum. Students will be given opportunities for physical activity through a range of before and/or afterschool programs, which may include interscholastic athletics and physical activity clubs. TJES will encourage parents and guardians to support their children's participation in physical activities, to be physically active role models, and to include physical activity in family events.
- **Consequences** - Teachers and other school and community personnel are discouraged from using physical activity such as running laps, pushups, etc. or from withholding opportunities for physical activity (recess, physical education classes) as a consequence/ Physical Education punishment for negative behavior.

School Meal Guidelines

UTTC Cafeteria provides healthy, nutritious meals, snacks and beverages in compliance with the National School Lunch and Breakfast Program. Meals served through the National School Lunch and Breakfast Program will:

- Be appealing and attractive to children
- Be served in a clean and pleasant setting
- Meet nutritional requirements
- Offer a variety of fresh fruits and vegetables

- Serve only low-fat (1%), fat-free milk, and chocolate skim milk
- Serve 100% whole grains
- Provide all students with free breakfasts and lunches at the cafeteria

Snacks and Celebrations

All foods and/or beverages served to students during the school day or in after-school care will strive to meet the nutrition guidelines and make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snack and 100% fruit/vegetable juice, 1% or skim milk or water as the primary beverage. Families will be encouraged to provide healthy treats when bringing treats to school for special events (birthdays, holiday parties).

Hydration

Drinking water is available in all classrooms for student use.

Rewards and Punishment

All foods or beverages, especially those that do not meet the nutrition guidelines will be discouraged as rewards for academic performance or good behavior. Food and beverages (including food served through school meals) should not be withheld as a punishment.

School-Sponsored Events

TJES will encourage the service of healthy foods and beverages during school sponsored events outside of the school day.

Monitoring

The principal or designee will ensure compliance with the nutrition and physical activity wellness policy.



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NOTES



Sign Up Now!

UTTC Emergency Notification System

Get Instant:

Emergency Information & Updates

UTTC Campus Closure Alerts

Lockdown & Shelter In Place Alerts

Severe Weather/Tornado Alerts & Shelter Information

Sign Up Is Easy!

STEP 1: Simply go to the UTTC Website at www.uttc.edu

STEP 2: Click the link at the bottom of the web page:

Emergency Notification System

Or go to <https://uttc.edu/ens/> STEP 3: Sign up and click “join”



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UTTC TIP LINE

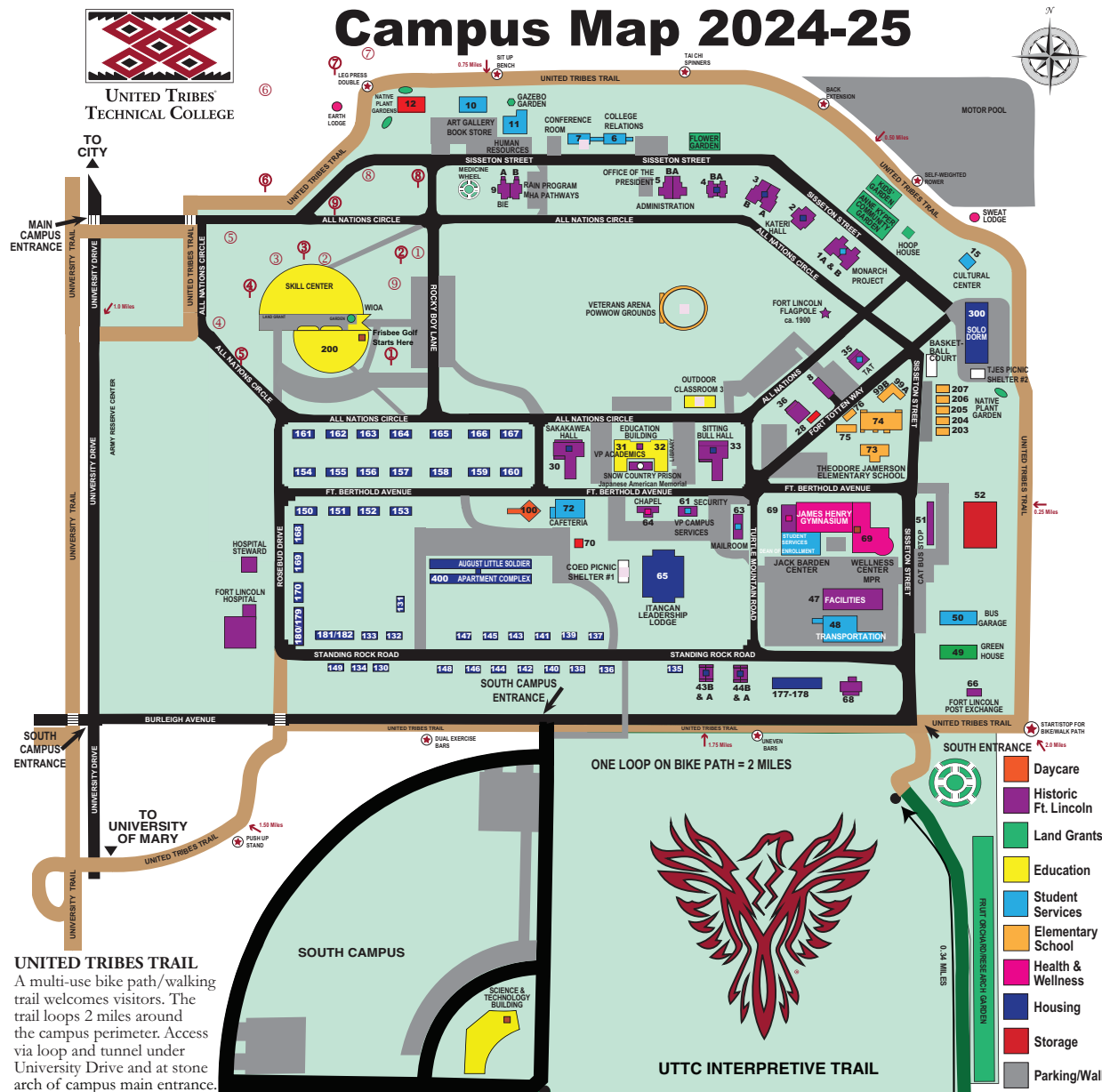
TO REPORT CRIME TIP OR ANY SAFETY CONCERN
TEXT YOUR TIP TO (701) 595-2963

Questions, please contact the
UTTC Safety & Security Department at:
jheavyrunner@uttc.edu/or call (701) 221-1300/221-1700



UNITED TRIBES
TECHNICAL COLLEGE

Campus Map 2024-25



UNITED TRIBES TRAIL
A multi-use bike path/walking trail welcomes visitors. The trail loops 2 miles around the campus perimeter. Access via loop and tunnel under University Drive and at stone arch of campus main entrance.

NORTH CAMPUS

- 1 A/B Monarch Project
- 2 Kateri Hall
- 3 A/B Student Housing
- 4 A/B Student Housing
- 5 A/B Administration
 - Office of the President
 - Finance
 - Notary Public
 - Chief Financial Officer
 - Contracts & Grants
 - Student Accounts
 - Travel
- 6 College Relations
- 7 Conference Room
- 8 Maintenance Storage for Golf Carts
- 9 BIE
 - Rain Program/MHA Pathways
 - Human Resources
 - Payroll
- 10 Art Gallery
- 11 Book Store
- 15 Cultural Center
- 30 Sakakawea Hall
- 31-32 Education Building
 - VP of Academics
 - Elementary Education
 - Health, PE & Recreation
 - General Education
 - General Studies
 - Library
 - Archive Room
 - Institutional Research
 - Snow Country Prison
 - Japanese American Memorial
 - Outdoor Classrooms

- 33 Sitting Bull Hall
- 35 Boys and Girls Club
- 43-44 A/B Student Housing
- 47 Facilities
- 48 Transportation
- 49 Green House
- 51 Property & Supply
- 52 Warehouse
- 61 VP of Campus Services
- Safety & Security
- 63 Mailroom
- 64 Chapel
- 65 Itan'can Oyanké Leadership Lodge
- 69 James Henry Community Center and Gymnasium
- 69 Jack Barden Student Life & Technology Center
 - Upper Level
 - Dean of Enrollment
 - Housing
 - Career Services
 - Admissions & Recruitment
 - Student Union
 - Financial Aid
 - Registrar's Office
- 69 Lower Level
 - Computer Lab
 - CARE Center
- 69 Lewis Goodhouse Wellness Center
 - Personal Counseling
 - Chemical Health Center
 - Disabilities Services
 - Domestic Violence Advocate
 - Psychological Services
 - Health Promotions
 - Student Health Center

- 72 Cafeteria
- 73-76 Theodore Jamerson Elementary School
- 80 Bus Garage
- 203-207 Theodore Jamerson Elementary School
- 99 A/B FACE Program
- 100 Infant/Toddler Center
- 130-170 Child Development Center
- 177-178 Single Family Housing
- 179-182 Touchstone Lodge
- Student Housing

- Skill Center**
 - Automotive Technology
 - Commercial Vehicle Operations
 - Heavy Equipment Operations
 - Information Technology
 - Indigenous Leadership
 - Land Grant
 - Sustainable Ag & Food Systems
 - Welding Technology
 - WIOA
 - College Relations Production
 - Skills Center Commons Area
 - Skills Center 5 Tribes Kitchen
- 300 Solo Dorm
- 400 August Little Soldier Apts.

SOUTH CAMPUS

- 1000 Science & Technology Center
 - Dean of Instruction
 - Business Administration
 - Computer Information Systems
 - Criminal Justice
 - Environmental Science & Research
 - Environmental Engineering
 - Fisheries and Wildlife Biology
 - Social Work
 - Pre-Engineering
 - Paralegal
 - Institutional Research & Resource Center