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1.0 GENERAL

1.01 ASBESTOS HAZARD

(See also Safety and Hazards in Workplace;
Hazardous Materials)

All school facilities within the Jenks Public School District have been inspected for the presence of asbestos-containing materials. That action is in compliance with the Asbestos Hazard Emergency Response Act of 1986. All custodial and maintenance personnel are instructed to consult with the District Management Plan prior to the renovation and/or repair of any facility. The complete plan is available for review during normal business hours at each principal's office or the Superintendent's office. Should you have any questions, contact the administrative offices of Jenks Public Schools.

1.02 ATTENDANCE AREAS

(See also Open Transfer Policy; Intra-District Transfers)

PRE-KINDERGARTEN STUDENTS (FOUR-YEAR-OLD)

Students who reside west of the Arkansas River will attend West Elementary located at 2550 West K Place or Grace Living Center located at 711 North 5th Street.

Students who reside east of the Arkansas River and north of 101st Street will attend East Elementary located at 8925 South Harvard.

Students who reside east of the Arkansas River and south of 101st Street will attend Southeast Elementary located at 10222 South Yale.

ELEMENTARY STUDENTS (K-4)

Students who reside west of the Arkansas River will attend West Elementary located at 2550 West K Place, off of 91st Street between Elwood and Union.

Students who reside east of the Arkansas River and north of 101st Street will attend East Elementary located at 8925 South Harvard.

Students who reside east of the Arkansas River and south of 101st Street will attend Southeast Elementary located at 10222 South Yale.

INTERMEDIATE STUDENTS (5TH- 6TH)

Students who reside west of the Arkansas River will attend West Intermediate located at 909 North Adams off of 91st Street between Elwood and Union.

Students who reside east of the Arkansas River will attend East Intermediate located at 3933 East 91st Street.

Revised by the Board of Education June 2004

1.03 BOARD OF EDUCATION MEETINGS

(See also Parent/Guardian Concerns)

Regular meetings of the Board are usually scheduled on the first Monday of each month at 5:00 p.m. in the Education Service Center. When the first Monday falls on a legal holiday, the meeting will be scheduled on another evening.

When special School Board meetings are deemed to be appropriate by the School Board, there will be an effort made by Board members and administrators to conduct those meetings on the third Monday of the month, insofar as possible.

Any person wishing to attend Board meetings in the capacity of an observer is entitled to do so and is welcomed by the Board of Education. Appropriate decorum should be exhibited by all spectators at all times. Clothing, signs, or any other items that communicate support for or opposition to any School Board issue will not be permitted.

The Open Meeting Law permits the public to view rather than participate in the meetings. The Board of Education or Superintendent may invite members of the public to speak at the regular Board meeting or special Board meetings called for specific purposes.

The Board may allow a time for public input or statements to the Board. Guidelines for comments of citizens are listed as follows:

No person who has publicly announced or filed as a candidate for public office may use the citizens' comments portion of the School Board meeting as a forum for campaigning.

School Board policies, state law, and federal law have established separate and distinct procedures and forums for the resolution of employee grievances, employee complaints, employee suspension, and terminations, and complaints against individual employees, pupil suspensions and appeals, and litigation. To avoid circumvention of those separate proceedings and ensure fairness to all parties concerned, no person will be allowed to speak regarding the following:

1. An issue in a pending lawsuit, complaint, or investigation filed with an outside agency, wherein

the school District, employee(s), or the School Board is party;

2. A pending grievance; a pending employee complaint filed with the District or an outside agency;
3. Complaint against individual employee(s);
4. Employee disciplinary action, suspension, demotion, non-reemployment, or termination; or a pending pupil suspension or appeal which may reach the Board of Education.

The Board reserves the right to permit only one (1) person to present the views of an organization or group. The Board reserves the right to limit the time and decorum of any citizen.

The Board may adjourn to executive session (excluding the public) for the purposes as described in the Oklahoma Open Meeting Act. Any vote or action thereon will be taken in a public meeting.

The Board will hear and discuss any student disciplinary matters in executive session if requested by the student or his/her Parent's, attorney, or legal guardian in accordance with state statute.

HEARING OF THE PUBLIC

Organizations, groups, or individuals may request to speak to the Board during the hearing of the public segment scheduled for all regular Board meetings, and must be listed on the printed agenda. The request to speak to the Board must be submitted in writing, outlining the specific topic to be discussed.

A request to speak must be received by the Clerk of the Board by 4:00 p.m. on the Wednesday prior to the regular Board meeting date.

Topics for discussion must be specific in nature, as required by law for public meetings. The Board attorney may review items for discussion. The Board liaison will contact citizens by phone if the topic must be worded more specifically.

Five (5) minutes are allowed for each citizen to comment. If the Board asks questions of the speaker, the speaker's response time will not be included in the time limit. After the citizen(s) has presented his/her views, the floor will be closed to the public and opened for the Board only to ask questions, have discussion, or make comments.

PUBLIC COMMENTS

The Board may allow public comments under a segment of the agenda. Such comments will be restricted to the specific agenda items that appear on the Board agenda for that meeting. The total time allowed for the public comments agenda item will be

thirty (30) minutes, with a maximum time of five (5) minutes being allowed for each citizen to comment. Citizens will be required to register fifteen (15) minutes prior to the starting time of the Board meeting with the Clerk of the Board, indicating the speaker and specific agenda item that will be discussed. Citizen comments will be considered on a first come, first serve basis.

1.03.1 SCHOOL BOARD MEMBER REQUIREMENTS

(See also Conflict of Business Interest; Employment of Family Members)

All School Board members must comply with statutory requirements for School Board membership. Within two (2) weeks after being elected to the Jenks School Board, new School Board members will be provided with continuing education requirements by the School Board Clerk.

The Clerk of the Board will notify the State Department of Education of any changes in School Board membership as a result of newly elected, re-elected, or appointed School Board members taking office, including the submission of the name and full mailing address of the member, the member's office number, and the beginning and ending date of the member's term of office.

The Oklahoma School Code imposes certain conditions on the right of a Board member who is related within the second degree of consanguinity or affinity to a District employee to participate in Board meetings. Further, the Oklahoma School Code requires each Board of Education in this state to adopt a written policy establishing procedures to deal with such circumstances. Accordingly, the Board of Education adopts the following policy.

1. Under Oklahoma law, no member of a Board of Education who is related to an employee of the District within the second degree of consanguinity or affinity may attend or participate in any regular or executive session of the Board held to consider any personnel matter or litigation relating to said employee. Provided, however, the Board member related to said employee may vote on collective bargaining agreements affecting said employee or the renewal of contracts of the employees of the group to whom the Board member's relative is a member if the vote is necessary to form a quorum of the Board of Education. If more than one (1) member of the Board of Education is related to a District employee, only the minimum number of members necessary to form a quorum may vote.
2. In order to carry out the requirements of the law, if there is any agenda item(s) calling for a discussion, consideration, executive session, or ac-

tion on (1) a personnel matter or litigation related to an employee relative of a Board member or (2) a collective bargaining agreement which might affect an employee relative of a Board member or (3) the renewal of the contract of an employee relative of a Board member, then said Board member must absent himself/herself from the Board meeting room during the period of time that the agenda item is before the Board of Education.

3. A Board member who is related to a District employee may return to the Board meeting room to vote on a collective bargaining agreement affecting said employee or the renewal of the employment contract of said employee, if considered and acted on as a group of other employees, if the Board member's vote is necessary to form a quorum of the Board of Education members. Under no other circumstances may a member of the Board of Education vote on a collective bargaining agreement affecting an employee relative or the renewal of the employment contract of an employee relative.
4. Under no circumstance may a Board member remain in the board room to discuss, consider, or act on any personnel matter related to an employee relative of the Board member when the agenda item relates individually to the employee relative. By way of example only, a Board member may not remain in the board room to discuss, consider or act on an agenda item which involves a grievance or discipline action, including termination, of an employee relative of a Board member.
5. Under no circumstances may a Board member remain in the board room to discuss, consider, or act on any litigation directly or indirectly related to an employee relative. A Board member involved in certain litigation may be denied participation in executive sessions of school Board meetings.
6. For purposes of this policy, the terms "employee relative" and "employee relative of a Board member" mean an employee of the Jenks School District who is related by consanguinity or affinity within the second degree to any member of the Board of Education.

Revised by the Board of Education June 2003

1.03.2 BOARD OF EDUCATION SELF-EVALUATION

The Jenks Public School Board President will schedule a school board evaluation process, when determined to be appropriate, through School Board Clerk. The board evaluation process may be facilitated by the Oklahoma State School Boards Association (OSSBA) or other institution, as approved by the Board President.

CODE OF ETHICS

AS A MEMBER OF THE BOARD OF EDUCATION, I WILL:

Remember always that my first and greatest concern must be the educational welfare of all students attending school in our district and ensuring that they have the opportunity to reach their highest potential;

Strive to improve boardmanship by studying educational issues and participating in board training opportunities;

Respect and obey the laws of Oklahoma and the United States, working to bring about desired changes through policies adopted by the board of education and through legal and ethical procedures;

Formulate legislative goals, policies and strategic plans for the district, delegating to administrators the administrative functions of the school(s);

Recognize that I, as an individual board member, have no legal authority outside the meeting of the board and I will take no private action that will compromise the board or administration;

Refrain from local board action that would substantially interfere with or injure the program or education elsewhere;

Make every effort to be prepared, punctual and in attendance at every board meeting;

Respect the confidentiality of privileged information and refrain from disclosing information that may be injurious to individuals or the school(s);

Encourage the free expression of opinion by all board members and staff, seeking systematic communications between board members and throughout the school district.

Be committed to promoting a cooperative atmosphere in order for the board to serve the students effectively;

Recognize and reward excellence in student achievement, teacher performance, and administrative leadership;

Refrain from using my board position for personal or partisan gain.

Revised by the Board of Education May 2008

1.04 BUILDING SECURITY ALARM SYSTEM
(See also Facility Rental and Usage)

The Jenks Board of Education hereby declares its concern for the security and safety of District property, buildings, and equipment. The Board also desires that employees have access to facilities for approved work-related and educational purposes. An alarm and monitoring system will be activated at each building by school employees after work hours, weekends, and holidays and will be deactivated only by the approval and permission of the building supervisor or principal.

The building supervisor or principal will authorize access to the building through a designated entry-exit door. The principal will authorize staff member's access to enter designated electronic doors by issuing a door access tag. The electronic system will monitor use of this door tag.

It shall be a violation of District policy for administrators, faculty, and staff to enter school buildings after work hours, weekends, and holidays without approval and permission.

It shall be a violation of District policy for administrators, faculty, and staff to enter or exit the building except through the designated entry-exit door.

Employees who violate this policy may receive a verbal warning from the building supervisor or principal as a first level of action.

Employees who continue to violate this policy may receive a written admonishment from the building supervisor or principal as a second level of action.

As a third level of action, employees may be subject to disciplinary action which may include, but is not limited to, suspension without pay, demotion, termination, or non-reemployment.

Disciplinary action may begin at any level.

Revised by the Board of Education May 2007

1.05 BUSINESS FELONY AFFIDAVIT

Every person or business having a contract for services with the Jenks Public School District, where such services are to be performed on the school premises during normal hours, is required to sign a statement declaring that no employee working on

school premises under the authority of such person or business has been convicted of a felony within the past ten (10) years in this state, the United States, or any other state, and no employee of this

business has been convicted of any sex offense subject to the Sex Offenders Registration Act in this state, the United States or any other state.

The Business Felony Affidavit may be obtained from the Business Office of the District and shall be a part of the policy.

Every person or business in violation of this policy is subject to the provision of OS Title 70, Section 6-101.48.

The felony prohibition shall not apply to volunteers, persons performing community service hours under court order, or persons performing services under a supervised work release program.

1.05.1 OKLAHOMA SEX OFFENDERS REGISTRATION ACT

The provisions of the Oklahoma Sex Offenders Registration Act ("Act") apply to any person who, after November 1, 1989, has been convicted, whether upon a verdict or plea of guilty or upon a plea of nolo contendere, or received a suspended sentence for a crime or an attempt to commit one (1) of the crimes listed below.

The provisions of the Act apply to anyone who enters Oklahoma after November 1, 1989, and who has been convicted or received a suspended sentence for a crime or attempted crime, which, if attempted in this state, would be a crime or an attempt to commit a crime provided for in any of said laws. In addition, the provisions of the Act apply to anyone who enters Oklahoma after September 1, 1993, and who has received a deferred judgment for a crime or attempted crime, which if committed or attempted in this state would be a crime or an attempt to commit one (1) of the crimes listed below:

1. Abuse or neglect of a child if that crime involves either sexual abuse or sexual exploitation. "Sexual Abuse" includes, but is not limited to, rape, incest, and lewd or indecent acts or proposals, by a person responsible for the child's health or welfare. "Sexual Exploitation" includes, but is not limited to, allowing, permitting, or encouraging a child to engage in prostitution by a person responsible for the child's health or welfare or allowing, permitting, encouraging, or engaging in lewd, obscene, or pornographic photographing, filming, or depicting of a child in those acts by a person responsible for the child's health or welfare.
2. Kidnapping—without lawful authority, seizing and confining another, or to lure, entice, or lead astray, by false representation or promises, or

other deceitful means or to cause another to be sent out of state against his/her will.

3. Trafficking in children
4. Incest
5. Forcible sodomy
6. Child stealing
7. Indecent exhibitions—procuring, counseling, or assisting any person to expose such person, or to make any other exhibition of such person to public view or to the view of any number of persons for the purpose of sexual stimulation of the viewer.
8. Obscene or indecent writings—writing, composing, stereotyping, printing, photographing, designing, copying, drawing, engraving, painting, molding, cutting or otherwise preparing, publishing, selling, distributing, keeping for sale, or exhibiting any obscene or indecent writing, paper, book, picture, photograph, motion picture, figure of any description, or any type of obscene material.
9. Making, prearranging, cutting, selling, giving, loaning, distributing, keeping for sale, or exhibiting any disc, record, metal, plastic, or wax, wire or tape recording, or any type of obscene material or any other kind of sound recording of any obscene or indecent language, poetry, or songs, or speaking any words by means of a telephone to any person which are offensive to decency or are calculated to excite vicious or lewd thoughts or acts, or speaking any other communicable words which are offensive to decency or are adapted to excite vicious or lewd thoughts or acts.
10. Solicitation of minors—willfully soliciting or aiding a child to perform or show, exhibit, loan or distribute to a minor child any obscene or indecent writing, paper, book, picture, photograph, motion picture, figure, or form of any description or any type of obscene material for the purpose of inducing any minor to participate in any act described in numbers seven (7), eight (8), or nine (9).
11. Procuring or causing participation of a minor, under the age of eighteen (18), in any film, motion picture, videotape, photograph, negative, slide, drawing, painting, play, performance, or any type of obscene material wherein the minor child is engaged in or portrayed, depicted, or represented as engaging in any act of sexual intercourse.
12. Any parent, guardian, or individual having custody of a minor who allows the minor to participate in any act specified in number eleven (11).
13. Facilitating, encouraging, offering, or soliciting sexual conduct with a minor.
14. Showing acts of sexual intercourse or unnatural copulation.

15. Procuring a child under eighteen (18) years of age for prostitution, lewdness, or other indecent act.
16. Inducing, keeping, detaining, or restraining a child, under eighteen (18) years of age for prostitution.
17. Rape by instrumentation.
18. Rape in first or second degree.
19. Lewd or indecent proposals or acts to a child under sixteen.

It is unlawful for any person registered pursuant to the Sex Offenders Registration Act to work with or provide services to children or to work on Jenks Public Schools premises, or for any person or business who offers or provides services to children or contracts for work to be performed on Jenks Public Schools premises to knowingly and willfully allow any employee to work with children or to work on Jenks Public Schools premises who is registered pursuant to the Sex Offenders Registration Act. Upon conviction for any violation, the violator shall be guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000.00). In addition, the violator may be liable for civil damages.

The Superintendent or designee will maintain regulations that apply to sex offenders on any school district property or at any school activities.

Revised by the Board of Education February 2007

1.06 CHARTER SCHOOL PROPOSALS

Charter Schools were authorized by the Oklahoma Charter Schools Act as a part of House Bill 1759 of the 1998-1999 Legislative Session, effective July 1, 1999. Under the Act, charter schools must be sponsored by certain authorized school Districts. In order to attain charter school status, persons or entities desiring to organize a charter school must file a written proposal with a sponsor. A proposal that the Jenks School District act as the sponsor of a charter school shall utilize the proposal requirements provided by the District. Requests for sponsorship which do not provide all of the information required by the District's proposal requirements will be grounds for rejection of the proposal.

In order to comply with all statutory time periods and other statutory requirements, and to allow for the completion of a charter school contract with successful applicants, all proposals must be submitted by February 1 for any applicant seeking to establish a charter school for the following school year.

All proposals that the Jenks School District act as a charter school sponsor will be referred by the Board of Education to a committee designated by the

Board. The committee will review each proposal and make a report and recommendation to the Board.

The Board will either accept or reject sponsorship of a proposed charter school within ninety (90) days of receipt of the proposal. If the Board rejects the proposal, the Board will notify the applicant in writing of the reasons for the rejection. The applicant may, but is not required to, timely submit a revised proposal for reconsideration within thirty (30) days after the rejection. The Board will accept or reject any revised proposal within thirty (30) days of its receipt. If the proposal is accepted, the parties must enter into and execute a charter school contract within ten (10) business days of the date of the Board acceptance. Failure to enter into and execute a charter school contract within ten (10) business days after Board acceptance will result in the automatic rescission of the Board acceptance of the proposal, and the applicant may seek mediation or binding arbitration, or both, as provided by the Oklahoma Charter Schools Act. If the Board rejects the revised proposal, the applicant may also seek mediation or binding arbitration, or both, as provided by the Oklahoma Charter Schools Act.

If the proposal is accepted and a charter school contract is fully executed, the Board shall notify the State Board of Education. The notice shall include a copy of the charter of the charter school.

Proposals for the Jenks School District to act as a charter school sponsor may be obtained in the Superintendent's office.

Approved by the Board of Education December 1999

1.07 COMPARABILITY OF SERVICES

In order to ensure equal distribution of state and local funds between Title I schools and non-Title I schools, the procedure Jenks Public Schools has established and implemented is to:

- A) Utilize a local education district-wide salary schedule;
- B) Ensure that the pupil/teacher ratio at each Title I school is equal to or less than pupil/teacher ratios in non-Title I schools, and
- C) Distribute funds on a per child basis for the purchase of curriculum materials and instructional supplies.

Approved by the Board of Education May 2011

1.08 CONFLICT OF BUSINESS INTEREST (See also Board Member Requirements)

It is the policy of the Board of Education of Jenks Public School District that it will not enter into, or cause, or allow to be entered into any contract for the sale of goods or services to the District with any District employee, individually or through any business enterprise, in which a District employee holds a financial interest, if such employee is responsible for managing or supervising the business or financial affairs of the District, whether directly or indirectly, including the determination of vendors for individual departments within the District.

Approved by the Board of Education April 1991.

1.09 CONTRIBUTIONS/GIFTS

(See also Membership in Organizations, and Purchasing Policy: Acceptance of Gratuities)

It is not required that employees of the Jenks Schools contribute financially to any organization or activity, national, state, or local.

Any organized and/or required sharing of gifts by students during the school day is discouraged. The trading of gifts by club members and other "non-school-hour activities" members is also discouraged.

Additionally, students bringing gifts for teachers and/or administrators is discouraged, as well. Some Jenks students do not have the financial wherewithal to participate in trading gifts, yet peer pressure places them in the position of participating in such activities. The School Board recommends the following alternative activities: group or individual contributions to a favorite charity, adopt a family (through Jenks Community Education, the Jenks Foundation, a school community service project, or other recognized community agency), and school beautification projects.

Revised by the Board of Education July 1994

1.10 COPYRIGHT POLICY

(See also Use of Technology and Equipment; Internet Policy)

It is the intent of Jenks Public Schools to adhere to the provisions of the copyright law (Title 17 of the U.S. Code) as they affect the District and its employees. While the law identifies some "fair use" provisions, it also defines specific restrictions on the reproduction of copyrighted materials. A copyright is a property right; willful infringement of a copyright can result in criminal prosecution. It is the position of Jenks Public Schools that copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received. Illegal copies of

copyrighted materials may not be made or used on District equipment.

Congress has identified four (4) criteria to be balanced in considering questions of "fair use": the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes; the nature of the copyrighted work; the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and the effect of the use upon the potential market for or value of the copyrighted work.

In an effort to discourage violation of the copyright law and to prevent such illegal activities: The Jenks Public Schools Copyright Policy will be printed in employee and student handbooks of the District. Employees who willfully disregard the District's copyright position are in violation of Board policy; they do so at their own risk and assume all liability responsibility. The legal and/or insurance protection of the District will not be extended to anyone who violates the fair use standards of this policy.

Standardized tests are copyrighted and confidential and cannot be copied or given to parents/guardians. Parents/guardians may receive and review test scores.

Copyright law also addresses the use of videos in educational settings. For a video to meet copyright law, the use must meet all four (4) of the following criteria: The video must be legally made or acquired, and the use of the video must take place in a classroom or other place of instruction, and be directed by students or teachers of the institution in the course of face-to-face teaching activities.

DISTRICT COPYRIGHT POLICY

Jenks Public Schools recognizes the importance of protecting its intellectual property rights in original works from unauthorized reproduction, distribution and public display or performance. It is the policy of the Board of Education to implement a copyright, ownership, and licensing policy as follows:

Institutional works are the exclusive property of Jenks Schools and may not be copied, distributed, publicly performed, or displayed or used in the preparation of derivative works without the prior written consent of Jenks Public Schools. Institutional works are original works of authorship created for school purposes in the course of and as part of the author's employment with the school or specifically commissioned by the District to be created by the author for the District's benefit.

Institutional works may include, but are not limited to, curriculum guides, curriculum materials, video or

audiovisual productions, and works that depict inter-scholastic athletic, music, or other activity events, games, meets, matches, and performances.

Institutional works shall have the following notice attached to each authorized copy:

Copyright © 20__ Jenks Public Schools

All rights reserved. This material or parts hereof may not be reproduced or transmitted in any form without prior written permission from an authorized representative of the Jenks Public Schools.

The District may retain ownership of the institutional works as defined herein, but it may convey that ownership and shall have the exclusive right to retain or convey its copyright.

The Superintendent or designee shall serve as the Copyright Officer for the District. The Officer will receive and act upon all requests for permission to copy institutional works or permission for performance or display rights. The Officer may approve any request for permission to reproduce, perform or display any institutional works for non-commercial or educational purposes. Any request for profit must be approved by the Board of Education.

Revised by the Board of Education January 2004

1.11 DISTRICT WEBSITE

(See also Network and Internet Policy)

Purpose Statement

The Jenks Public School District website exists to provide all users with relevant, timely information pertaining to the policies, procedures, events, and activities within the Jenks Public School system. This policy is to ensure school-level compliance with policies and guidelines concerning the use of the official Jenks Public School website.

The Jenks Public School website is an important communication and information tool for the district. The website, and all webpages therein, must be monitored and updated on a regular basis to maintain a high standard of presentation and content. The Director of Communications, who serves as the website's District Administrator, is responsible for the style, content, and presentation of the District's website. Individual sites, departments, and employees may have their own webpages, but all must adhere to the policy and the guidelines set forth by the District Administrator.

User Guidelines

All users should remember that electronic media and services provided by the district are district property

and their purpose is to facilitate and support district business. All users have the responsibility to use these resources in a professional, ethical, and lawful manner.

Acceptable Use and Material

The publication of information on any page of the District website must be in support of education and consistent with the goals and strategic objectives of the District. The posting of any material in violation of federal or state law or regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Additionally, users are not to use pages within the District website for the dissemination or promotion of religious or political beliefs. Access to the District webpage is a privilege afforded to faculty and other employees of the District, and any inappropriate use as defined by the terms of this agreement may result in a cancellation of those privileges and/or disciplinary action.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Information posted or linked to any page within the District website must be non-commercial in nature, and in direct support of educational objectives. All information presented as a part of the District website must be directly related to projects and activities supported by Jenks Public Schools administration, department, site, class, and/or school sponsored clubs. Information that shall not be posted for any reason includes but is not limited to the following material:

1. Obscene, meaning (1) material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors and, (2) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
2. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
3. Vulgar, lewd, or indecent material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
4. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use

of products or services prohibited by law from being sold or provided to minors.

5. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religion, gender, age, national origin, veteran status or disability. This includes racial and religious epithets, slurs, insults and abuse.
6. Disruptive to school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a disruption of the proper and orderly operation of school activities or school discipline.

Creative License

All users will adhere to the approved webpage style guidelines and templates established by the Director of Communications. Consistency across the website requires a limitation in creative options (i.e. font size, color, etc.) and any break from the current style must have pre-approval from the Director of Communications. Users will follow the guidelines and parameters established in the Website Training Manual. A copy of this manual may be obtained from the Communications Office.

Span of Control

The Director of Communications shall identify Campus Administrators to oversee site web pages as well as the department, employee, and various other web pages pertaining to a particular site. Campus Administrators may identify Department Heads to oversee the web pages of a particular department and the web pages of the staff members within that department. Employees needing special access to certain areas of the website will be assigned by the District Administrator. Users with a question or concern should follow this chain of command in addressing an issue.

Approved by the Board of Education May 2008

1.12 DONATED ITEMS

(See also Grant Proposals/Receipt of Grants)

Substantive items, cash, or premiums/coupons received all or in part by a student, staff member, or parent/guardian group shall become the property of Jenks Public Schools. These contributions must be accepted by the Board of Education.

Revised by the Board of Education June 1997

1.13 DUPLICATE CHECKS

To ensure the District does not sustain any loss of funds regarding the issuance of duplicate checks or warrants, check numbers are assigned by fund in sequential order. Duplicate checks may be issued; however, internal measures track such checks by control numbers.

Approved by the Board of Education November 2005

1.14 EMPLOYEE ETHICS

The Board of Education expects employees to adhere at all times to recognized standards of professional ethical behavior. All District employees are role models and must exemplify ethical behavior and establish an example of acceptable behavior for students. Employees shall conduct themselves professionally when communicating and interacting with students, parents, and other staff members. Verbal and electronic communication shall be professional and respectful. Employees must not engage in conduct which detracts from a positive learning environment.

Inappropriate exploitation of employee/student relationships will not be tolerated. Additionally, an employee may not interact with a student for personal gain. Exploitation of a student may result from an improper personal relationship encouraged by the teacher/administrator. Employees should be aware gestures and physical conduct, even though innocent and properly motivated, may be misinterpreted by students and parents/guardians. Therefore, employees must avoid any conduct that might be characterized as evidencing an improper and unprofessional personal involvement with a student.

In their capacity as role models, employees are expected to establish an example of acceptable behavior standards for students. Employees are expected to encourage respect for the law and the institutions of our democratic society. Employees are expected to refrain from comments or statements (written, oral, or electronic), even in jest, reflecting adversely on any person or group with reference to race, religion, gender, age, national origin, veteran status or disability. Use of ethnic slurs constitutes unprofessional conduct.

Revised by the Board of Education June 2009
Revised May 2011

1.15 ENERGY MANAGEMENT CONSERVATION POLICY

It is the policy of Jenks Public Schools to ensure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the Board members, administrators, teachers, students, and support personnel and its success is based on cooperation at all levels.

The District will maintain accurate records of energy consumption and cost of energy and will provide information to the local media on the goals and progress of the energy conservation program.

The principal will be accountable for energy management on his/her campus with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal and maintenance and custodial staff to ensure that an efficient energy posture is maintained on a daily basis.

Curriculum will be developed to ensure that every student will participate in the energy management program in the District as an "energy saver."

Specific areas of emphasis include:

1. Every student and employee will be expected to contribute to energy efficiency in our District. Every person will be expected to be an "energy saver" as well as an "energy consumer."
2. Effective immediately, all unnecessary lighting in unoccupied areas will be turned off. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
3. Energy management on his/her campus will be made a part of the principal's annual evaluation.
4. The head custodian at each school will be responsible for a complete and total shutdown of the facility when closed each evening.
5. Administrative guidelines will be adopted that will establish guidelines in implementing the energy program.

The Board of Education bears responsibility for the best use of tax dollars, and public education can provide leadership in developing a realistic energy ethic and awareness of energy needs and costs. The District will develop short and long range strategies in the areas of facilities management and curriculum development dealing with energy awareness and conservation.

Approved by the Board of Education June 1998.

1.16 ETHNIC AND RACE RELATIONS POLICY
(See also Harassment; Non-Discrimination Statement)

It is the policy of Jenks Public Schools to respect the rights and dignity of all persons. The District further believes all children deserve the opportunity to learn in an environment that creates sensitivity and awareness of diverse cultures. Staff will encourage intercultural knowledge and understanding. The District will provide continuous intercultural training for staff and students.

DEFINITIONS

Race shall be used throughout this policy to refer to discrimination prohibited by various federal guidelines on the basis of race, color, and national origin. Harassment interferes with or limits the ability of the student to participate in or benefit from the services, activities, or privileges provided by the District.

Racial harassment occurs when: (a) incidents involving harassment consist of different treatment of students on the basis of race, color, or national origin, by District staff, acting within the scope of their official duties; and/or (b) a racially hostile environment exists.

A racially hostile environment exists if racial harassment is knowingly created, encouraged, accepted, tolerated or left uncorrected by the District. A racially hostile environment may include, but is not limited to, harassing conduct (e.g., physical, verbal, non-verbal, psychological, graphic, written, or other demonstrative actions) that is pervasive or persistent.

Accordingly, the District expressly prohibits the discrimination or different treatment of its students, staff, and/or patrons on the basis of race by staff or employees acting within the scope of their official duties. Individuals may not be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination on the grounds of race, color, or national origin. The existence of a racially hostile environment that is knowingly created, encouraged, accepted, tolerated, or left uncorrected by staff is a violation of this policy. In addition, the District prohibits student-to-student conduct that is discriminatory, is racially harassing, or creates a racially hostile environment.

It is a violation of District policy for staff, students, or patrons to initiate any action as a reprisal against staff or students for reporting racial discrimination or a racially hostile environment. Any allegation of racial harassment or of a racially hostile environment which is made with intentional effort to abuse this policy is a violation of District policy.

Employees, students, and patrons who believe that they have been discriminated against are encouraged to contact the appropriate District official, as outlined in the procedures below, with complaints. District staff shall promptly investigate all allegations of racial discrimination or racially hostile environment, and shall take prompt and appropriate action. Failure to take appropriate action is a violation of this policy.

STAFF TO STAFF

Employees who have a complaint alleging racial discrimination or a racially hostile environment should report the matter to the principal or department supervisor within ten (10) days of when the complainant knew or should have known about the violation. The principal or department supervisor will initiate an investigation of the complaint. Within five (5) working days of receipt of the report, the principal or supervisor will schedule a meeting with the complainant to report the findings and decision. The principal or department supervisor shall submit his/her decision in writing within five (5) working days of the meeting.

If the complainant feels that a satisfactory resolution has not been achieved with the principal or department supervisor, a Grievance Form must be completed and returned to the Human Resources Office within five (5) working days of receipt of the written decision of the site principal or department supervisor. A committee of two (2) administrators and the Administrator of Human Resources will schedule a hearing within ten (10) working days of the receipt of the grievance. This committee shall submit its decision in writing within five (5) working days after the hearing. A report will be made to the Superintendent of Schools regarding allegations, investigative procedures, and reconciliation of complaints.

If the complainant feels that a satisfactory resolution has not been achieved at the central office level, the complainant may file a written appeal to the Superintendent within five (5) working days of receipt of the written decision given at central office level. The Superintendent or designee will hold a hearing within ten (10) working days to determine the outcome of the complaint. The written decision of the Superintendent or designee shall be rendered within five (5) working days of the hearing.

If the complainant feels that a satisfactory resolution has not been achieved with the Superintendent or designee, the complainant has five (5) working days after receipt of the written decision to appeal to the Board of Education. The Board will hear the complaint at the next regular meeting or within thirty (30)

calendar days. The decision of the Board will be final and non-appealable.

Should the allegation be against the principal or department supervisor, the employee should bring the matter to the attention of the principal's supervisor or the immediate department supervisor. Should the complaint be against an administrator of the District, the complaint should be filed with the next level of authority.

STAFF TO STUDENT

Students or parents/guardians representing their child who have a complaint alleging racial discrimination or a racially hostile environment by employees should report the matter to the site principal or counselor. The site principal will contact the Administrator of Human Resources. A committee composed of the principal, another administrator, and the Administrator of Human Resources will investigate the complaint and make a written report to the Superintendent. A report will be made to the Superintendent of Schools regarding allegations, investigative procedures, and reconciliation of complaints.

If the complainant feels a satisfactory resolution has not been achieved at this level, the complainant may file a written appeal to the Superintendent within five (5) working days of receipt of the written decision given at this level. The Superintendent or designee will schedule a hearing within ten (10) working days to determine the outcome of the complaint. The decision of the Superintendent or designee shall be rendered within five (5) working days of the hearing. The decision of the Superintendent or designee will be final and non-appealable.

Should the allegation be against the site principal, the student should bring the matter to the attention of the principal's supervisor.

STUDENT TO STUDENT

Students or parents/guardians representing their child who have a complaint alleging racial discrimination or a racially hostile environment by other students should report the matter to the appropriate building principal, assistant principal, site principal, or counselor. The site principal or his/her designee will investigate the complaint and inform the student and parent/guardian of the decision and findings.

If the complainant feels a satisfactory resolution has not been achieved at this level, the complainant may appeal to the Administrator of Human Resources within five (5) working days of being advised of the decision given at this level. A committee of two (2) administrators and the Administrator of Human Resources will schedule a hearing within ten (10) work-

ing days. This committee shall submit its decision in writing within five (5) working days after the hearing. A report will be made to the Superintendent of Schools regarding allegations, investigative procedures, and reconciliation of complaints.

If the complainant feels a satisfactory resolution has not been achieved at this level, the complainant may file a written appeal to the Superintendent within five (5) working days of receipt of the decision given at this level. The Superintendent or designee will schedule a hearing within ten (10) working days to determine the outcome of the complaint. The decision of the Superintendent or designee shall be rendered within five (5) working days of the hearing. The decision of the Superintendent or designee will be final and non-appealable.

Approved by the Board of Education March 1997

1.17 FACILITY RENTAL AND USAGE

(See also Energy Management Conservation Policy; Asbestos Hazard; Promotion of Trips)

The primary purpose of all school buildings, grounds, and property is for the education and advancement of our children. However, the Board of Education may permit limited use of certain facilities by responsible organizations or groups not identified with the school if certain conditions are met. The final determination of facility usage is made by the Board of Education.

School activities take precedence over any and all non-school activities. The use of any school facility may be preemptorily denied.

Jenks Public Schools parent/guardian groups, student groups, athletics, site events, community education, Jenks Public Schools Foundation (JPSF), athletic summer camps, booster clubs with activity accounts, and locally sponsored scouting groups, will be exempt from rental charges. Jenks parent/guardian groups, community education, JPSF, and booster clubs will be charged for custodial services if a custodian is not scheduled to be on duty in the facility.

Religious groups, political groups, and organizational meetings held for private or commercial purposes will be charged a rental fee.

Request for use must be made on a Jenks Public Schools Facility Use Form. The form must be submitted at least twenty (20) days prior to the event, and the request must be approved by the required Jenks school personnel before the facility is to be used. Forms submitted less than twenty (20) days before the event may be denied. The applicant must

sign and date the rules and regulations document which must accompany the facility use request. A copy of the facility use form must be presented to the school representative before access is granted to facilities each day of the event.

The purpose must be for general interest to the public and community and shall not embrace in whole or in part, spoken or implied, any action of a controversial, polemical or subversive nature. Only under exceptional circumstances will any school facility be used for non-school purposes when school is in session. School facilities will be approved for use for the specific function, activity or event for which the building is intended to be used.

Organizational meetings held for the purpose of discussing private or commercial non school sponsored travel activities will not be permitted at a District facility during the school day, and will only be permitted at District facilities during non-school hours. Rental charges and custodial personnel costs will be charged according to the schedule listed in this policy book.

The use of any school facility for non-school use for a series of meetings, gatherings or activities that deviate from policy must be approved by the Board of Education. In the case of long term rentals, the following conditions shall apply: after six (6) months of continuous rental, the cost shall double; after one (1) year of continuous rental, the cost shall double again; and additional cost increases for long term rentals may be considered by the Board of Education.

The District's policies regarding the prohibition of the use, possession, dispensing, and distribution of illegal drugs, alcoholic beverages and dangerous weapons shall apply to all groups and individuals using District facilities and grounds. The user will assume full responsibility for the actions and conduct of participants and spectators at the event. No smoking or tobacco products will be permitted. Decorum in conduct and behavior shall be observed at all times. Anyone found in possession of alcoholic beverages or a controlled substance of any kind will be expelled from the facility. Jenks Campus Police will be notified.

Proof of liability insurance in the amount of \$125,000 per person and total coverage of \$1,000,000 per event will be required for all outside groups requesting use of any Jenks Public Schools facility. The insurance policy must carry an endorsement showing Jenks Public Schools as the additional co-insured.

All payments for building use will be sent through the central office and will be deposited to the general

fund account. Charges for use of the facility, pursuant to the hours on the facility use form, must be paid one week in advance of the event. Custodial charges, school representative charges, damage charges (if applicable), and any additional rental hours will be billed after the event. Failure to pay charges in advance will result in cancellation of the scheduled event. The user will pay all fees assessed within (60) sixty days of receiving a bill. An additional fee of \$25.00 per month will be assessed for all payments past due more than (60) sixty days.

A school representative will be assigned to attend events as determined by the facility review committee. The school representative will monitor the event at the designated facility, ensure all doors are open, utilities are on, and the facility is ready for use. The user will be billed twenty (\$20) per hour for each employee required at some events. Fees will be charged at a rate of twenty (\$20) per hour for each employee required at the event, as determined by Jenks Public Schools.

All rental and custodial fees will be assessed on a four (4) hour minimum. Any additional custodial expenses which exceed the four (4) hour minimum will be billed to the organization at the actual cost to the District. Building usage beyond an eight (8) hour maximum may be subject to an increased rental fee.

Damages to the facility or equipment which may occur during the event or activity will be the responsibility of the group using the facility, as determined by the school representative. The determination of damage and the assessment of fees to cover the repair of damaged equipment or facilities will be the sole responsibility of Jenks Public Schools.

If the event is canceled or rescheduled, the Business Office must be notified at least 24 hours prior to event. If the group fails to notify the District they will be responsible for the minimum four hour personnel charge and may be responsible for the lease amount in full.

The practice of loaning equipment is discouraged and will be permitted only when and where the loan serves the best interest of the school.

The administration will periodically study facility charges based upon utility costs, personnel costs, and other economic factors; and, recommend an appropriate fee schedule to the Board of Education for approval.

The use of school facilities for non-school activities will follow the schedule as listed below:

AUDITORIUM IN HIGH SCHOOL BUILDING #6

The High School Auditorium is a meeting room, and the user must provide all media equipment. Light switches and auditorium equipment are to be operated by a Jenks Public Schools representative. No equipment will be removed from the auditorium. No food, drinks, or confections shall be permitted in the auditorium.

The schedule for this facility is recorded on the calendar of the high school principal's office and in the finance office. The facility use charges are (\$40) forty dollars per hour (4 hour minimum), plus twenty dollars (\$20) per hour for custodial/school representative services.

CAFETERIAS (EXCLUDING KITCHEN)

Only under exceptional circumstances and under the direct supervision of the cafeteria manager or someone designated by the manager will the use of the kitchen or kitchen equipment (including ice machines) be permitted.

The serving counters at all District cafeterias may be used for serving food not prepared in the school kitchen. A designated child nutrition employee must be on duty if serving counters are used. Cafeteria labor charges are (\$20) twenty dollars per hour (4 hour minimum).

Anytime a "banquet" is planned in any cafeteria by any group, a child nutrition employee must be on duty during the event. The sponsoring group is responsible for leaving the facility in a clean and neat condition unless arrangements have been made with the custodial department for extra cleaning services. The child nutrition employee on duty is not responsible for clean up.

When scheduling these facilities, the Child Nutrition Department should be contacted prior to notifying the site principal.

Rental for use of the facility is forty dollars (\$40) per hour (4 hour minimum) plus (\$20) twenty dollars per hour (4 hour minimum) for custodian/school representative services.

All non-profit Jenks Public Schools student groups, parent/guardian groups, and booster clubs with activity accounts:

1. Will be exempt from rental charge but will be charged for a child nutrition employee if the kitchen will be used or food served in the cafeteria and charged for custodian services if a custodian is not on duty in the facility when the event is being held.

2. If "refreshments" (i.e., cookies, drinks) only are planned, a child nutrition employee will not need to be employed. The sponsoring group is responsible for leaving the facility in a clean and neat condition unless arrangements have been made with the custodial department for extra cleaning services.
3. If a cafeteria is to be used on a Saturday or Sunday, a custodian must be on duty. Custodial responsibilities include opening and closing the facility, removing trash, cleaning the bathrooms, and cleaning the floors. If the kitchen is needed or a banquet is held on a Saturday or Sunday, a child nutrition employee must be on duty in addition to the custodian. The sponsoring group is responsible for leaving the facility in a clean and neat condition unless arrangements have been made with the custodial department for extra cleaning services.

CLASSROOMS

All classroom use within a building must have previous approval by the principal of that building. Costs for use of classroom is thirty dollars (\$30) per use rental charge, plus twenty (\$20) per hour for custodial/school representative services, if needed. Classroom use is strongly discouraged due to confidentiality issues, and classrooms will be used only when it is in the best interest of the District.

GROUNDS AND FENCES

School fences, walls, scoreboards, etc., may be used by non-profit Jenks student and Jenks parent/guardian groups (such as PTAG and booster clubs) for the purpose of fundraising by displaying advertising based on the following conditions:

1. The organization seeking to make use of the referenced school facilities must have approval, in writing, of the athletic director and/or site principal and the administrator in charge of building and grounds.
2. If approval is granted to a club or organization, then the club or organization is required to deposit all funds raised by such activity with the treasurer of the Jenks School District, to be deposited into an appropriate school activity account.
3. Only those groups, organizations and booster clubs which exist for the benefit of students of the Jenks School District may seek permission to conduct fundraising activities under this policy.

FEE SCHEDULE FOR ATHLETIC FACILITIES, FOUR (4) HOUR MINIMUM FOR ALL FACILITIES LISTED BELOW:

Baseball Bldg	\$60.00 per hour
Soccer Bldg	\$25.00 per hour
Softball Bldg	\$45.00 per hour
Frank Herald Gym	\$110.00 per hour
PEG Gym North	\$85.00 per hour
PEG Gym South	\$85.00 per hour
East Elementary Gym	\$85.00 per hour
East Intermediate Gym	\$110.00 per hour
Southeast Elementary Gym	\$85.00 per hour
West Elementary Gym	\$85.00 per hour
West Intermediate Gym	\$85.00 per hour
High School Wrestling Room	\$45.00 per hour
Middle School Gym	\$110.00 per hour
Middle School Wrestling Room	\$45.00 per hour
Rock Gym	\$85.00 per hour

Sharp Fitness Center, Hall of Fame	\$110.00 per hour
+\$200 deposit (3 hour Minimum)	
+\$ 20 custodian fee	
+\$ 20 event manager fee	
Stadium (Night)	\$170.00 per hour
+ 200 cleaning	
Stadium (Day)	\$100.00 per hour
+ 200 cleaning	
East Intermediate Football	\$60.00 per hour
+ 45 cleaning	
Middle School Football	\$60.00 per hour
+ 45 cleaning	
Track Area (Night)	\$110.00 per hour
Track Area (Day)	\$60.00 per hour
Softball Field (Night)	\$95.00 per hour
Softball Field (Day)	\$60.00 per hour
Baseball Field (Night)	\$110.00 per hour
Baseball Field (Day)	\$85.00 per hour
High School Soccer Field	\$60.00 per hour

Other Facilities, fees determined by committee
 Fee Distribution
Group #1 No charge for facility rental and custodial fees

- Parent/guardian Conferences
- School Athletic Events
- Back to School Night
- Math Night
- JPSF
- Summer Athletic Camps
- Enrollment

Group #2 No charge for facility rental. Fees will be charged for custodian, school representative, and campus police, if needed

- PTAG Meetings
- Community Education Programs
- Booster Clubs
- Boy Scouts
- Girl Scouts
- Camp Fire Girls

- Brownies, etc.

Group #3 Fifty percent (50%) discount for facility rental. Fees will be charged for custodian, school representative, and campus police, if needed.

- Special Olympics

Revised by the Board of Education May 2007

PERFORMING ARTS CENTER (PAC)

Scheduling

The Jenks Performing Arts Center maintains a one-year running calendar of activities and will schedule event dates within that one-year period. Events are scheduled with the following priority.

1. Jenks Schools performing arts groups.
2. Jenks Schools organization meetings and assemblies.
3. Non-School rentals.

General Guidelines for use:

The users will assume full responsibility for the actions of their personnel.

The users and their participants will be responsible for personal belongings and valuables.

The users will be responsible for returning the dressing rooms to their normal state after every performance.

The users will make arrangements to have all equipment, props, and sets cleared from the stage immediately following the last performance.

All equipment will be operated by persons trained by the director.

Unless other arrangements are approved by the PAC the director, the director will choose all technical staff from the high school stagecraft class.

The use of photographic or sound recording equipment is prohibited during a performance.

Only personnel associated with the production will be allowed backstage during a performance.

There will be no beverages or food in the Don Decker Hall or on the stage at anytime.

Rental Schedule

Rental rates include at no additional cost when requested in original contract: make-up room, two dressing rooms, lectern with microphone, 2 additional microphones with stands, 4 tables, 25 chairs, projection screen and general stage wash from house lighting plot. The PAC Director

may levy additional costs based on the performance needs of lessee.

Performance (8 Hours)	\$1,000.00
Rehearsal (4 Hours)	400.00
Additional Hourly Rate/ hour	150.00
Non-Profit Groups (within state) must be Incorporated with state	
Performance (8 Hours)	800.00
Rehearsal (4 Hours)	300.00
Additional Hourly Rate/hour	100.00
Non-Profit Educational Groups	
Performance (8 Hours)	500.00
Rehearsal (4 Hours)	200.00
Additional Hourly Rate/hour	60.00
Non-ticket Sales Total fee including matinee	
Performance and rehearsal time	1,000.00
Stagehands/Technical Staff/hour	8.00
Custodial Fee/hour	20.00
Equipment Rental/day	
Piano – Grand	120.00
Upright	50.00
Additional Microphones/day	10.00
Follow spot	100.00
Additional Chairs (25)	50.00
Video/VCR/DVD	50.00
Overhead	15.00
Slide	15.00
Room Rental Schedule/day	
Drama room	50.00
Scene shop	50.00
Choir room	50.00
Lecture room	70.00

If items are displayed for sale, the District will receive five (5) to ten (10) percent of the gross sales based on agreement between the group and the District.

Revised by the Board of Education May 2006

1.18 FOOD

Expenditures for food purchases may be authorized for Board of Education meetings, in-service meetings, and District employees under the following guidelines:

“Food expenditures” include food, non-alcoholic beverages, and appropriate gratuities. Authorization for food expenditures must be initiated by Board of Education resolution or approved by the Superintendent of Schools or designee. Expenditures must be approved in writing prior to the function and a copy of the authorization must accompany the purchase requisition.

Expenditures through either Jenks Public Schools cafeterias or private entities are authorized.

Purchases may be charged to the provider or reimbursed to a Jenks Public Schools employee who has paid for the function with personal funds.

Expenditures for “out-of-District” food are authorized only while in travel status as per Board Policy

Revised by the Board of Education June 2001

1.19 GRANT PROPOSALS/RECEIPT OF GRANTS

(See also Donated Items)

The District recognizes the importance of securing new funding in the form of grant monies for programs. However, district-wide coordination and alignment are paramount. The process for securing approval for the application of any grant must include approvals from the Curriculum Department, Human Resources Department, and Finance Department. Any individual staff member (or group) must begin the process of applying for grant funds by first securing approval of such application through either the Assistant Superintendent of Curriculum and School Improvement or the Assistant Superintendent of Curriculum and Student Programs.

When an individual staff member (or group) receives grant funding, all materials, supplies, or equipment purchased using that funding becomes the property of the District and must remain in the District for use by students and staff members. Staff members may not remove grant-funded materials, supplies, or equipment in the event their employment with the District ends.

Approved by the Board of Education November 2005
Revised May 2011

1.20 HARASSMENT AND/OR BULLYING

(See also Hazing, Non-Discrimination, Safe School Committees Policy, and Sexual Harassment)

Harassment, intimidation, bullying and threatening behavior constitutes unethical and/or unacceptable employee or student conduct that will not be tolerated at any level. All employees/students are strictly prohibited from engaging in any form of harassment, intimidation and bullying of any other employee or student. Any employee/student engaging in harassment, intimidation, bullying and/or threatening behavior is subject to disciplinary action including, but not limited to, student suspension, employee suspension, demotion, forfeiture of pay or benefits, and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context, and gravity of such activities or incidents.

While it is not easy to precisely define what constitutes harassment, it certainly includes, but is not limited to, written, electronically generated, epithets, slurs, gestures, verbal and physical contact, or graffiti, even in jest, that are targeted toward an individual because of race, color, religion, sex, age, national origin, marital status, veteran status, sexual orientation, or disability (mental or physical), height, weight, socioeconomic status, or any other distinguishing characteristic. This includes intimidation and bullying in any form that a reasonable person should know will harm another employee or student, damage property, create fear, or demean any employee, student, or group of students. Individuals bring different levels of sensitivity to interaction. What may seem harmless, trivial, or “all in good fun” to one (1) person may be extremely offensive to the person to whom the comments or actions are directed.

The District is committed to providing appropriate and relevant training to staff and students regarding an understanding of harassment, as well as the identification of behavior constituting student or staff harassment, intimidation, bullying and threatening behavior and the prevention and management of such conduct.

When allegations of harassment of a sexual, racial, or religious nature, or due to a disability are filed, the Office of Human resources will conduct a thorough investigation. A principal or supervisor will investigate other allegations of harassment or bullying and, when appropriate, provide education, training, information about community health options, and/or discipline related to such behavior. The investigation will include interviews with all relevant persons. Such persons include, but are not limited to, the: (1) complainant, (2) accused, (3) student(s) and (4) other potential witnesses.

Revised by the Board of Education June 2009

1.21 HAZARDOUS MATERIALS (See also Asbestos Hazard; Safety and Hazards in the Workplace)

The Jenks Board of Education hereby declares its concern for the safety of the District’s employees and pledges to initiate whatever programs may reasonably be required to ensure this safety.

It is the intent of the Jenks Public Schools to comply with all applicable regulations concerning employee safety and workers right-to-know.

The Board of Education hereby confers to the Superintendent of Schools the responsibility for compliance with all applicable health and safety regula-

tions within this District; the Board also confers to the Superintendent the power to establish such procedures as shall be necessary to accomplish this compliance including, but not limited to, the issues outlined below, and these procedures shall be on file and be a permanent part of this policy and changed as needed.

The District will maintain and make available to its employees such accident and safety reports as required.

The District will report any health and safety information as required to the appropriate governing agency upon request.

The District will work with the local fire authority to identify hazards and placard as required, will maintain proper labeling and storage of containers of hazardous substances, and will provide all necessary personal protective equipment for employee safety.

The District will conduct such training as needed to familiarize each employee with the hazards of that employee’s position. Such training will be conducted at least annually and as needed for specific situations.

1.22 INCLUSION POLICY (See also Non-Discrimination Statement)

Inclusion is supporting students with and without disabilities in the educational and social life of their school. The amount of time to be spent in general education classes and/or with modifications provided will be determined by the Individualized Education Program (I.E.P.) or 504 plan, for an individual student.

Jenks Public Schools supports responsible inclusion which includes the following:

1. Placing students with disabilities in regular education settings in the least restrictive environment in accordance with individual needs;
2. Placing students with disabilities in regular education in numbers that approach natural proportions;
3. Providing educational opportunities for students with disabilities equal to those of their peers;
4. Teaching students with and without disabilities how to appreciate similarities among individuals;
5. Providing supplementary aids and services (including assistive technology, if appropriate) in the regular educational environment;
6. Sharing resources, skills, and time;
7. Sharing the educational responsibilities for students with disabilities;

8. Providing a positive climate in which positive attitudes prevail;
9. Realizing that the student with disabilities belongs within the regular environment and should receive appropriate support services within school and community settings; and
10. Supporting a District commitment to provide staff development in the areas of inclusion and collaboration.

Responsible inclusion is not:

1. Requiring arbitrarily all students with disabilities be served full-time in the regular classroom;
2. Serving the students with disabilities in regular environments without a well-planned support system in place;
3. Presenting content area instruction to students with disabilities without allowing for modifications when necessary; and
4. Evaluating individual student progress without allowing for modifications of procedures when necessary.

Revised by the Board of Education June 2002

1.23 INSTRUCTIONAL MATERIALS SELECTION

(See also Religion)

The Board of Education of Jenks Public Schools is legally responsible for all matters relating to the operation of the District including the selection and purchase of all print and non-print materials. The Board and the professional staff adhere to the philosophy and objectives of the District and the principles stated in the American Library Association's Library Bill of Rights as the basis for their materials selection policies. Instructional and resource materials should be provided for the interest, information, and enlightenment of all the students the school serves. Various points of view on current and historical issues should be included in District collections without regard to the origin, background, or views of those contributing to their creation.

The professional staff of the school seeks to meet the following objectives in materials selection:

1. To provide materials that implement and support the approved curriculum scope and sequence and classroom activities;
2. To provide materials that offer enrichment for the students, taking into consideration individual needs, interests, abilities, backgrounds, vocabulary, and maturity levels of the students served;
3. To provide materials that attract students to performing, reading, viewing, writing, and listening

as sources of information, pleasure, and recreation;

4. To provide resource materials for the professional staff.

Definitions are as follows:

Instructional materials are items that by design serve as a major tool for assisting in the instruction of a subject, course, or activity. These items may be available in bound, unbound, kit or package form and may consist of hard or soft back textbooks, consumables, learning laboratories, slides, films and filmstrips, recordings, software, video discs, and other instructional tools.

Materials are to be selected to meet the curriculum objectives. Materials are also to be selected to meet District core values as approved by the Board of Education. The District core values are compassion, courage, honesty/integrity, perseverance, respect, responsibility, self-discipline, teamwork, sportsmanship, and tolerance.

Media materials are those print and non-print materials housed and/or cataloged in building media centers. This includes books, periodicals, and audiovisual materials.

A patron is a student, the parent/guardian or the guardian of a student directly involved with these materials.

REQUIREMENTS FOR REVIEW, DEVELOPMENT AND ADOPTION

Administration, in collaboration with the staff, shall be responsible for providing a systemic process which will assure a cohesive, coherent foundation of learning for students. Administration, in collaboration with the staff, is responsible for the review, selection, and implementation of instructional materials. Instructional materials selection shall include consideration of desired student standards and objectives. Administration, in collaboration with the staff, shall be responsible for the development of a District scope and sequence for each curriculum core area. Textbooks will be selected, when possible, from the *Oklahoma Annual Textbook Requisition* list by the administration in collaboration with the staff. A textbook selection committee shall be appointed with representatives from each site. The textbook selection committee will be composed of teachers, administrators, and patrons as outlined in the Oklahoma Textbook Law (OS Title 70, Section 16-162). Patrons may review textbooks at the sites.

The selection procedure for other instructional materials will vary with the grade level, the grade span and the scope of the material. Such materials may

be previewed and selected by individual teachers, library media specialists, department or grade-level chairpersons, administrators, or jointly to meet curriculum objectives. In all cases, the procedure for recommendation and purchase of such materials shall be approved by the building principal.

The materials for the school library media centers shall be selected by the library media specialist and approved by the building principal. Selection will be a cooperative, continuing process in which the library media specialist, administrators, teachers, and students participate. The basic factors influencing selection shall be the District curriculum as well as the interests, abilities, and backgrounds of the students using the library media center and the quality and accuracy of available materials.

CRITERIA

1. Textbooks and other instructional materials will be selected to meet the objectives of the scope and sequence. Underlying materials selection for both classrooms and library media centers is the idea that a wide range of materials enhancing the curriculum should be provided on varied levels of difficulty, with a diversity of appeal, and with presentations of different points of view.
2. Library media materials will be of high artistic/literary quality and superior form. Selection of these materials will consider stimulating presentation including imagination, vision, creativity, and style appropriate to the idea. Selection of materials will be made by consulting standard review sources and recommendation lists.
3. All non-print audiovisual materials i.e., films, filmstrips, slides, recordings, computer programs, and video tapes must be previewed by professional staff prior to purchase.
4. Gift materials may be accepted with the understanding that these materials must meet the same selection criteria as materials purchased with District funds and that the school will use the gift materials in accordance with the decisions of the appropriate personnel. Gift materials, once accepted, become the property of the Jenks Public Schools.

APPEAL PROCEDURE

The Superintendent of Schools or his/her designee will establish a Materials Review Committee. The committee will be provided information and training concerning the materials review process, the District's selection policy, First Amendment Rights, and the American Library Association Library Bill of Rights. The committee will be comprised of seven (7) members from the categories below:

One (1) teacher and one (1) alternate from the elementary level;

One (1) teacher and one (1) alternate from the secondary level;

An administrator who will act as committee chair and one (1) alternate;

Two (2) representatives and one (1) alternate from the community;

Two (2) library media specialists and one (1) alternate.

Since there may be differing opinions concerning the usefulness and merits of selected materials, the following Board approved procedure will be followed:

A Jenks Public Schools patron may express to the principal, library media specialist, or teacher his/her concern regarding the usefulness and/or merits of materials.

If the patron wants a review of the materials by the committee, he/she must file a written request to the principal by using the form entitled "Request for Reevaluation of Materials." Forms may be obtained from the principal's office.

Within ten (10) days of receipt, the principal will transmit the completed "Request for Reevaluation" to the chair of the Materials Review Committee, who will notify the committee regarding the need to meet and the title of the material in question, so that reading/viewing/listening of said material will be done prior to the actual meeting.

The chair will call the meeting in a timely fashion. The material in question shall remain available for public access during the entire appeals process.

In order to give materials as objective an evaluation as possible, the content of the patron's concerns will not be shared at this point in the process.

The committee's decision/recommendation concerning the challenged material should be one of the following: leave the material as it is making no restriction; recommend appropriate grade levels for placement of the material; remove the material.

The committee chairperson will disseminate a written report to the patron, administrators, and library media specialists.

If the patron or Jenks employee directly involved wishes to appeal the decision of the Materials Review Committee, he/she may file a written request to the Superintendent. The appeal request must identify the review being appealed and the basis for the appeal.

The Superintendent will review the request and the Materials Review Committee report.

Within ten (10) days of receipt of the request, the Superintendent will notify the patron or employee of his/her decision in writing.

If the patron or Jenks employee directly involved requests further review by the Board of Education, the Superintendent will forward all materials to the Clerk of the Board.

The Board of Education shall hold a hearing to review the written report of the Review Committee, the Superintendent's written decision and the written request of appeal.

The Board of Education shall make a final decision concerning the material being reviewed at a special hearing or at the next regularly scheduled meeting. Following the decision, the Superintendent shall inform all persons involved, in writing.

Once the material has been adopted and reevaluated, it cannot be subject to further review for the same objection without special approval of the Board of Education. Documentation of the proceedings will include committee findings in their entirety. Documentation will be available for public review.

Revised by the Board of Education May 2006

1.24 INVESTMENTS

INVESTMENTS

The District investment policy is adopted in accordance with the provisions of applicable law by the Board of Education of the Jenks School District (the "District"). This policy sets forth the investment policy for the management of the public funds of the District. The policy is designed to ensure prudent management of public funds, the availability of funds when needed, and reasonable investment returns.

INVESTMENT AUTHORITY

The District Treasurer is required by the Board of Education to invest District monies in the custody of the Treasurer in those investments permitted by law. The Treasurer shall, to the extent practicable, use competitive bids when purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies, or instrumentalities.

The District Treasurer shall limit investments to:

1. Direct obligations of the United States Government to the payment of which the full faith and credit of the Government of the United States is pledged; provided the District Treasurer, after completion of an investment education program

in compliance with applicable law, may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;

2. Obligations to the payment of which the full faith and credit of this state is pledged;
3. Certificates of deposits of banks when such certificates of deposits are secured by acceptable collateral as in the deposit of other public monies;
4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation;
5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 above including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;
6. County, municipal or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof. All collateral pledged to secure public funds shall be valued at no more than market value;
7. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6 above;
8. Warrants, bonds or judgments of the District;
9. Qualified pooled investment programs through an inter-local cooperative agreement formed pursuant to applicable law and to which the Board of Education has voted to be a member, the investments of which consist of those items specified in paragraphs 1 through 8 above, as well as obligations of the United States agencies and instrumentalities; or,
10. Any other investment that is authorized by law.

INVESTMENT PHILOSOPHY

This policy shall be based upon a "prudent investor" standard. The Board of Education recognizes that those charged with the investment of public funds act as fiduciaries for the public, and therefore the Treasurer is directed to exercise the judgment and

care that persons of ordinary prudence, discretion, and intelligence exercise in the management of their own affairs as to the permanent non-speculative disposition of their funds, with due consideration of probable income earnings and probable safety of capital. In investing the District's funds, the Treasurer shall place primary emphasis on safety and liquidity of principal and earnings thereon.

1. Liquidity—Available funds will be invested to the fullest extent practicable in interest-bearing investments or accounts, with the investment portfolio remaining sufficiently liquid to meet reasonably anticipated operation requirements.
2. Diversification—The investment portfolio will be diversified to avoid one class of investment having a disproportionate impact on the portfolio. Provided this restriction will not apply to securities of the United States Treasury backed by the full faith and credit of the United States Government.
3. Safety of Principal—Although investments are made to produce income for the District, investments will be made in a manner that preserves principal and liquidity.
4. Yield—The portfolio will be designed to attain maximum yield within each class of investment instrument, consistent with the safety of the funds invested and taking into account investment risk and liquidity needs.
5. Maturity—Investments may have maturities extending to twenty-four (24) months, provided sufficient liquidity is available to meet major outlays and except that general fund investments may not exceed twelve (12) months.
6. Quality of the Instrument and Capability of Investment Management—The Superintendent of Schools shall be responsible for seeing that the Treasurer and any Assistant Treasurer are qualified and capable of managing the investment portfolio and satisfactorily complete any investment education programs required by state law or by the Board of Education.

SAFEKEEPING AND CUSTODY

The Treasurer will maintain a list of the financial institutions and pooled investment programs governed by an inter local cooperative agreement formed pursuant to OS Title 70, Section 5-117b which are authorized to provide investment services, and will maintain a separate list of financial institutions with collateral pledged in the name of the District.

1. Securities purchased from a bank or dealer, including any collateral required by state law for a particular investment, shall be placed under an independent third party custodial agreement. The Trust Department of a financial institution

will be considered to be independent from the financial institution.

2. Securities will be in book entry form, and physical delivery of securities will be avoided.
3. Telephone transactions may be conducted but such transactions must be supported by written confirmation, which may be made by way of a facsimile on letterhead with authorized signatures of the safekeeping institution.
4. Written transactions and confirmations of transactions by computer connections will be kept in the Treasurer's office.

REPORTING AND REVIEW OF INVESTMENTS

The Treasurer will prepare an investment report to be submitted to the Board of Education on at least a monthly basis. The report will include:

1. A list of individual securities held at the end of the reporting period.
2. The purchase and maturity dates of these securities.
3. The name and fund for these securities.
4. The yield rate of these securities.
5. Any collateral pledged by a custodian.

The Board of Education shall review the Treasurer's investment performance on a regular basis that is no less frequent than monthly.

DEPOSITING OF INTEREST

Unless otherwise directed by the Board of Education through policy or by special directive, by the Oklahoma Constitution, or by the federal government, income earned from the investment of non-activity funds shall be deposited into the operational and/or building funds of the District. Income earned from the investment of activity funds shall be deposited as directed by the Board of Education.

Revised by the Board of Education November 2005

1.25 MEMORIALS

Site principals who receive requests for memorializing a room, a building, or an area on their campus will, upon concurrence with the request, provide appropriate details to the Superintendent for consideration and possible recommendation to and action by the School Board.

Approved by the Board of Education January 1997

1.26 NETWORK AND INTERNET ACCEPTABLE USE POLICY

(See also copyright Policy Statement; use of Technology and Equipment)

PURPOSE STATEMENT

The Independent School District No. 05 of Tulsa County, Oklahoma (the "District") provides its students and employees with access to the District's computer network system, including Internet access, in an effort to expand the informational and communication resources in furtherance of the District's goal of promoting student learning and educational excellence. The expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity and result in better communication between the District, patrons, and other affiliates.

The Internet provides access to vast storehouses of information and instant communication with millions of people all over the world. Material is available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District will take available precautions, such as firewalls and content filters, to restrict access to inappropriate material. Under no circumstances are the users to attempt to bypass the firewalls, and/or content filters.

The value of the information and interaction available on the Internet outweighs the possibility that students may procure material which is not consistent with the District educational goals. Internet access is coordinated through a complex association of government agencies, regional, and state networks. The efficient operation of the network relies upon the proper conduct of the end user and the user's adherence to generally accepted guidelines. The guidelines provided in this policy are designed to promote the efficient, ethical, and legal utilization of network resources. If a District user violates any of these provisions, the user's account will be terminated and future access could be denied.

Network and Internet Access - Terms and Conditions

ACCEPTABLE USE

The use of the District system, whether by students, faculty, or staff, must be in support of education and consistent with the goals and strategic objectives of the District. The transmission of any material in violation of federal or state law or regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Use of the District system for commercial activities is not acceptable.

PARENT/GUARDIAN CONSENT FOR STUDENTS

In order for a student to gain access to the District system, the student's parent/guardian must be provided a copy of the Network and Internet Acceptable Use Policy and sign the Student Internet/Computer Release Agreement requesting that his/her child be given Internet access under the terms and conditions described in this policy. Parents/guardians may withdraw their consent at any time. There is, however, a wide range of information available through the Internet, which is not appropriate for access by minors, has no educational value, or does not meet with the particular values of the families of the student. The District system contains devices and restrictions on use intended to prevent access to inappropriate material or information. It is impossible for the District to guarantee that students will not be exposed to inappropriate material through their use of the Internet. Therefore, the District believes that parents/guardians bear primary responsibility for communicating acceptable behavior and family values to their children. The District encourages parents/guardians to discuss with their children what material is and is not acceptable to access through the District system.

PRIVILEGE OF USE

The District Network and Internet access is a privilege afforded to students, faculty, and other employees of the District. Use of these resources is a privilege. Inappropriate use as defined by the terms of this agreement may result in a cancellation of those privileges and/or disciplinary actions.

INAPPROPRIATE OR EXCESSIVE USE

Each system user will comply with all District policies governing Network and Internet access and to abide by generally accepted rules of network etiquette. These general rules include, but are not limited to, the following:

Revised by the Board of Education May 2008

1. Appropriate Language: Do not use abusive language in messages to others. Be polite. Do not use obscene or profane language, vulgarities, and rude or disrespectful language. Do not engage in personal attacks or activities intended to distress or annoy another user.

2. Student Safety Usage: Do not reveal personal contact information. This information includes telephone numbers and addresses. Do not use the Internet to arrange meetings with persons met on line. Users will promptly disclose to the teacher, District system administrator, or to any other member of the faculty or staff messages considered to be inappropriate.

3. **Electronic Mail:** Electronic mail (E-mail) is not a private communication. The District and system administrators have access to E-mail, E-mail accounts, and network activity. Accessing personal home E-mail accounts and use of Instant Messaging is prohibited. Messages relating to or in support of illegal activities will be reported to authorities.

4. **Network Resources:** System users should not use the network in a way that will disrupt the use of the network for other users.

5. **Non-Educational Media:** Students are prohibited from transferring non-educational media through the District network. This includes, but is not limited to: software, games, video, and music (MP3 files). The downloading or use of software programs known as "sniffers" or other software products that are used for data capturing is strictly prohibited.

6. **Personal Equipment:** Users are not allowed to use personal equipment (including laptop computers) to access the District's network without prior permission from the Information Technology Department. Individuals who are given permission to use personal equipment to access the network agree to waive any right to privacy which may exist in any file, data, E-mail, or other information that may be contained on the hardware.

7. **Servers:** There are many servers available for customers throughout Jenks Public Schools. When server use is appropriate, customers will be advised as to how to access the server and will be given appropriate credentials. **It is a violation of law to access or attempt to access servers without authorization. Violations will be criminally prosecuted.**

LIMITATION OF LIABILITY

The District makes no warranties of any kind, whether expressed or implied, for the services provided. The District will not be responsible for damages which users may suffer through use of the District system, or the Internet, including, but not limited to, loss of information or files or interruption of service. The District is not responsible for the accuracy or quality of information obtained through use of the District system or the Internet. The District is not responsible for financial obligations which may be incurred through use of the District system.

SECURITY

Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual accounts and should take precautions to prevent others from

accessing those accounts. Under no conditions should a user provide his/her personal password to another person. If a potential security problem has been identified on the District system or the Internet, the District Administrator must be notified immediately. Any attempt to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.

VANDALISM

Vandalism of District hardware, software or the system itself will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District. This includes, but is not limited to, the uploading or creation of computer viruses or actions that disrupt, "crash" or "bomb" all or a portion of the District's computer system. All system users shall avoid the accidental spread of computer viruses by strict adherence to District policies governing the downloading of software. No system user may use the system to "hack" or attempt to gain unauthorized access to any other computer system, network or site or any unauthorized portion of the District's system.

INAPPROPRIATE MATERIAL

Access to information shall not be restricted or denied solely because of the political, religious, or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the District system to access information or to distribute information or material which is:

1. Obscene to minors, meaning material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors and when an average person, applying contemporary community standards would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
2. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
3. Vulgar, lewd, or indecent material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
4. Display or promotion of unlawful products or services, meaning material which advertises or advo-

cates the use of products or services prohibited by law from being sold or provided to minors.

5. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religion, gender, age, national origin, veteran status or disability. This includes racial and religious epithets, slurs, insults and abuse.

6. Disruptive to school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

APPLICATION AND ENFORCEABILITY

The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety by the terms and conditions contained in this policy. The system user acknowledges that any violation of this policy may result in access privileges being revoked, disciplinary action being taken, or criminal prosecution.

Home Page and Web sites

Jenks Public Schools' Internet/Intranet home pages and Web sites are an important communication and information tool for the District. They must be monitored and updated on a regular basis to maintain a high standard of presentation and content. The Director of Communications, who serves as the District Webmaster, is responsible for the style, content, and presentation of the District's Internet/Intranet home pages and Web sites. All additions or deletions from the District home page and Web sites must be submitted to the Director of Communications for approval and posting. Individual sites and departments may have their own home pages. All home pages must adhere to this policy and the guidelines set forth by the Webmaster.

Revised by the Board of Education May 2008

1.27 NON-DISCRIMINATION STATEMENT

(See also Harassment/Bullying; Ethnic and Race Relations Policy; Sexual Harassment)

Jenks Public Schools prohibits discrimination in the educational programs and activities, admission programs of students, recruitment, selection and/or employment on the basis of race, religion, gender, age, national origin, veteran status or disability. The school District complies with federal and state regulations for implementing Title IX of the Education

Amendment of 1972, Title VI, Section 504, and Americans with Disabilities Act (ADA).

The District has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints concerning discrimination based upon race, color, religion, national origin, sex, age, disability, and veteran status. Any person who believes he or she has been discriminated against based upon one (1) of these protected categories is encouraged to file a discrimination complaint. The office responsible for Section 504 complaints is the office of Student Programs, Education Service Center, 299-4415, ext. 2400.

The office responsible for Title IX, Drug Free Workplace, Title VI, ADA, or discrimination complaints is Human Resources, Education Service Center, 918-299-4415, ext. 2305.

Revised by the Board of Education June 2004

1.28 OKLAHOMA OPEN RECORDS ACT

(See also Public Information Policy; Notification of Rights under FERPA; Restricted School Safety Information)

The Board of Education of the Jenks School District adopts this policy statement in connection with the Oklahoma Open Records Act (the "Act"), effective November 1, 1985.

The District, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operation. The District strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this District desires to exemplify to its students.

In order to achieve these goals, the Board of Education hereby states that all records of the District, except those records designated as confidential in the policy statement, shall be open to any person for inspection, copying, and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the District shall be accorded access to those records.

The person(s) requesting the information to be reviewed/copied shall identify himself/herself through some form of identification card or badge. He/she will complete an Open Records Request Form which includes his/her signature for the documents(s) to be copied. Open Record Request Forms may be obtained from the Director of Communications in the District Education Service Center, or accessed via the school website at www.jenksps.org. The com-

pleted form is to be submitted to the Director of Communications and will be placed in the document file as a record of the transaction and document(s) copied.

The Board of Education hereby designates the Director of Communications or, if such person is not available during regular business hours, the Superintendent's or designee as the person authorized to release non-confidential public records for inspection, copying, or mechanical reproduction.

The District shall charge reasonable fees to recover the direct cost of document copies. Payment is required before documents are processed. Reasonable document search fees shall be charged as permitted by the Act. The fees are as follows:

Twenty-five cents (\$.25) per copy; one hundred dollars (\$100.00) per hour for technology, charged in one-fourth (1/4) hour increments; the hourly rate for research is twenty-five dollars (\$25.00). Ten dollars (\$10.00) per audio tape plus research rate; thirty dollars (\$30.00) for VHS or DVD plus research rate.

If inspection or copying of documents designated as confidential is denied, the person requesting access to such documents or copying of such documents shall have a right to appeal the denial to the Board of Education.

As permitted by the Act, the District hereby designates the following records as confidential and not open for public inspection:

Records which can be kept confidential under federal or state law as designated in the Act:

1. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation
2. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the public body, and transcripts from institutions of higher education maintained in the personnel files of certified public school employees; provided, however, that nothing in this subsection shall be construed to exempt from disclosure the degree obtained and the curriculum on the transcripts of certified public school employees. Public bodies shall keep confidential the home address of any person employed or formerly employed by the public body.
3. If disclosure would give an unfair advantage to competitors or bidders, the following: bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract.

4. Except for the fact that a communication has been received and that it is or is not a complaint, personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
5. Individual student records except for: (a) statistical information not identified with a particular student if such information is maintained in a composite form and (b) directory information as defined in the Act, if, pursuant to the Family Educational Rights and Privacy Act that information (1) has been designated by the District as directory information and (2) parents/guardians have been notified of and have not exercised their non-release rights.
6. Teacher lesson plans, tests, and other teaching materials. Personal communications concerning individual students. Prior to taking action, including making a recommendation or issuing a report, personal notes and personally created materials of school District personnel, excluding departmental budget requests, prepared as an aid to memory or research leading to the adoption of a school policy or District project.

Revised by the Board of Education November 2007

1.29 PARENT/GUARDIAN CARE CENTER

The parent/guardian curriculum used by the Parent/Guardian Care Center is designed to strengthen families and promote the healthy and safe development of the students of Jenks Public Schools. This service is free to all District students, parents/guardians, parent/guardian organizations and school booster clubs. However, the Board of Education may permit the presentation of parent/guardian classes by the Parent/Guardian Care Center for a fee to outside organizations or groups not identified with the school.

Requests for parent/guardian classes must be made in writing at least twenty (20) days prior to the requested class. The request is to be approved before the presentation of the class.

Revised by the Board of Education June 2009

1.30 PARENT/GUARDIAN CONCERNS (See also Board Meetings)

The Board of Education recognizes that situations of concern to parents/guardians or the public may arise in the operation of the District. The purpose of this procedure is to secure at the lowest possible level a resolution for concerns. Such concerns are best resolved through communication with the appropriate staff members and officers of the District, such as the faculty, the principals, the directors, Assistant Superintendents, the Superintendent and the School Board.

The following steps are procedures recommended by the Board to be followed by the persons with questions or concerns regarding the operation of the school District:

1. Matters concerning individual students and their teachers or coaches should first be addressed with the teacher or coach.
2. Unsettled matters from one (1) above, or matters concerning individual sites, should be addressed with the principal or athletic director.
3. Unsettled matters from two (2) above, or problems and questions concerning the school District, should be directed to the appropriate District level administrator.
4. Unsettled matters from three (3) above should be placed in writing to the Superintendent. The Superintendent will schedule a meeting with the parent/guardian.
5. If the above procedures do not resolve the matter satisfactorily, the complainant may pursue the matter formally with the School Board.

Questions and comments submitted to the School Board Clerk in letter form will be brought to the attention of the entire Board.

Approved by the Board of Education December 1996

1.31 PARENTS/GUARDIANS RIGHT TO KNOW

According to federal law, schools that receive federal funds shall provide to each parent/guardian the information about the parent/guardian's student as follows: the level of achievement in each of the academic assessments; and timely notification that the student has been taught for four (4) or more consecutive weeks, or has been assigned a teacher who is not highly qualified.

Further, parents/guardians have a right to request information regarding the professional qualifications of the student's classroom teachers as follows: the baccalaureate degree major and any other graduate certification or degree held by the teacher; if the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which

the teacher provides instruction; if the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria has been waived; and if the student is provided access to paraprofessionals and, if so, their qualifications.

Requests for professional qualifications of teacher should be directed to the site principal.

Approved by the Board of Education June 2003

1.32 PARKING

(See also Parking Permit)

Jenks Public Schools is not responsible for any loss, damage, etc., while automobiles are parked on school property whether it be due to paint, accident, overspray, vandalism, theft, etc. Parking lots are the property of Jenks Public Schools.

Any vehicles parked on school property are subject to search for reasonable cause for visitors and Jenks Public School personnel and reasonable suspicion for students. Vehicles parked in prohibited areas will be ticketed and/or towed.

Revised by the Board of Education June 1998
Revised May 2011

1.33 PROFESSIONAL SERVICES

It is the policy of the Jenks Public School Board of Education to conduct a periodic review of auditor services, attorney services, architectural services, bond consultant services, and negotiator services. Periodic shall be interpreted to mean no less often than every five (5) years and more regularly, if the Board deems it appropriate. Review of services shall include any or all of the following: discussion of services, evaluation of services, review of potential alternative services, competitive bids for services, etc.

Approved by the Board of Education July 1994

1.34 PROMOTION OF TRIPS AND TRAVEL

(See also Facility Rental and Usage; Distribution of Fliers/Posters)

The Jenks Board of Education believes the advertising and promotion by Jenks Public Schools employees, of private or commercial non-school-sponsored travel activities for school District personnel, students, or parents/guardians of students creates the possibility for conflicts of interest and favoritism, and disrupts the impartial administration of school business. Therefore, the Board has determined it is in the best interest of the District to adopt the following regulations:

1. Groups or individuals who take responsibilities for planning and carrying out non-school sponsored trips consisting of groups of students and/or teachers must make parents/guardians aware such trips are not school-sponsored and that the schools assume no responsibility for the trip in any way whatsoever.
2. School District facilities, the school name, the District, and District employees shall not be involved, directly or indirectly, in any way to promote or advertise private or commercial non-school-sponsored travel activities for District personnel, students, or parents/guardians of students during the school day (except as provided below).
3. School District employees are prohibited from distributing, during the school day or at a school facility, printed materials to District personnel, students, or parents/guardians of students promoting or advertising such travel activities (except as provided below). The advertising or promotion of such travel activities for District personnel, students, or parents/guardians of students through classroom discussion is prohibited. No school time, instructional or otherwise, will be consumed by the distribution of written and/or oral communications regarding non-sponsored trips.
4. Organizational meetings held for the purpose of discussing private or commercial non-school-sponsored travel activities for school District personnel, students, or parents/guardians of students shall not be conducted at a District facility during the school day, and will only be permitted at District facilities during non-school hours in accordance with the District's policies and procedures regarding the use of school facilities. Non-school-sponsored trips will not be taken during school hours.
5. Upon authorization from the building principal, District employees may promote or advertise private or commercial non-school-sponsored tours and travel activities at a District facility by posting printed notices on a general information bulletin board. Such notices must contain the name, address, and telephone number of the sponsoring District employee. The building principal shall designate the location where the notices may be placed and the length of time that notices may be displayed. Notices, forms and information concerning such trips will not be circulated through the school's communication system.

Approved by the Board of Education October 1997

1.35 PUBLIC INFORMATION POLICY
(See also Oklahoma Open Records Act)

The District shall strive to maintain effective two-way communication channels with the public. Such channels shall enable the Board and staff to interpret the schools' needs to the community in a concise, factual manner.

The administration shall establish and maintain a communication process within the school system and between it and the community. Such a public information program shall provide for news releases at appropriate times, arrange for news media coverage of District programs and events, provide for regular direct communications between individual schools and the citizens they serve, and assist staff in improving their skill and understanding in communicating with the public.

Normally, the Superintendent, his designee, or the Director of Communications will be the District liaison with the public news media. All contacts and releases concerning District policies and regulations, matters of District-wide interest or potentially controversial topics will be handled or cleared by the Superintendent or District liaison. When it becomes apparent that District operations may be disrupted by crises or emergencies, the Superintendent and the Director of Communications will coordinate the release of information to the staff, students, parents/guardians, and community.

Principals will be the primary contacts for their school sites. They will make available information regarding the school, its programs and operation, except as prohibited by Board policies, administrative regulations and federal or state laws. If principals have questions about releasing information, they will contact the District liaison. Principals will inform the Superintendent or District liaison about media contacts, existing or potential problems or public concern, and any criticisms or commendations.

In order to solicit media coverage of a classroom or school project, teachers should contact their building administrator and/or the Director of Communications. Certain procedural safeguards will need to be met prior to the actual media contact, including the signing of releases by parents/guardians, review of legal documents regarding students, review of content of material released, and approval from the building administrator or Director of Communications. Following the completion of the safeguards, the building administrator and/or the Director of Communications shall direct that the media may be contacted.

Any District photograph which might invade an individual's right of privacy will not be released. Parent/guardian permission must be obtained prior to the use of a child's image, voice or words within the

media. As part of enrollment procedure, permission to utilize children/students in media will be obtained and sent to the site.

During regular school hours, and prior to going to a location on district property all media representatives must notify the Director of Communications of their intention to visit that location.

Once at the site, all media representatives must report to the building administrator for identification and authorization before going to any part of the building or grounds or contacting any individual.

Approved by the Board of Education May 1997

1.36 PURCHASING POLICY

This policy shall govern the purchase of all goods, equipment, tangible property and services for the district.

The Director of Purchasing or designee may periodically audit any or all purchases requiring quotes or bids.

The Purchasing Director will report any bidding irregularities or interference with this policy by employees or Board members to the CFO for submission to the Superintendent who will forward to the Board of Education.

All non-salary related debts and/or financial obligations against the district shall be incurred as authorized and processed in accordance with this policy and corresponding purchasing procedures.

GENERAL

The Board of Education authorizes the Superintendent, Associate Superintendent or Chief Financial Officer or Director of Purchasing or designees to establish purchasing and procurement procedures and practices consistent with this policy, federal and state law and generally accepted governmental purchasing practices.

A. Purchase Orders and Requisitions:

All purchases shall be made with the use of a purchase order. Approval of all purchase orders is contingent upon the availability of funding, submission and approval of a requisition form, and approval by the Board of Education. The Board of Education authorizes the Superintendent, Chief Financial Officer and the Encumbrance Clerk or designee to issue purchase orders and emergency purchase orders for

less than \$50,000 without prior Board of Education approval.

Requisitions and orders cannot be split to avoid bidding and quotation and/or Board approval requirements.

All appropriated fund purchase orders shall be subject to Board of Education approval and that if said purchase order is not approved by the Board of Education; the purchase order shall become null and void.

B. Emergency Purchases:

The Superintendent, Chief Financial Officer, or Director of Accounting may authorize the issuance and emergency payment of emergency purchase orders over \$50,000 and waive the bidding and quotation requirements in the event of emergency situations like a disaster or act of God and other instances where it is necessary to avoid the interruption of critical school business and operations and The Board of Education is not able to meet.

C. Blanket Purchase Orders:

The Board of Education authorizes the Superintendent, Associate Superintendent, Chief Financial Officer and Director of Accounting (or designee) to establish blanket purchase orders of less than \$50,000 prior to Board approval. All annual blanket purchase orders of \$50,000 or more must be approved by the Board of Education prior to issuance. If the blanket purchase order is not Approved by the Board of Education the order shall become null and void.

CONTRACTS

A. General:

No employee of the district shall enter into any financial contract or agreement (verbal or written), on behalf of the district, without the prior official permission of the Board of Education. The Board of Education may, upon approval of any encumbrance, purchase order and all adjoining contract documents, authorize an administrator of the district to sign said contract documents on behalf of the Board of Education.

The Board is the only legal entity that may enter into a valid contract committing District revenue. A school site or activity is not a legal entity with the authority of entering into a contract. Each contract must be approved by the Board, and be signed by the President of the Board or duly authorized administrator. Contracts signed or authorized by anyone else could result in personal liability for that person

and may not be recognized by the District as valid in the event of a dispute.

The Board authorizes district administrators or account guardian to sign contracts up to \$2,500 that have been reviewed by the Chief Financial Officer or Director of Purchasing or Director of Accounting and found to have no objectionable terms or conditions. Objectionable terms and conditions found during a review may be negotiated with a vendor and the contract presented for review again.

B. Student Activity Fund Contracts:

After the Board of Education has approved the vendor contract and after a written purchase order for the goods or services defined in the contract has been approved and issued by the Superintendent, Chief Financial Officer, Encumbrance Clerk or designee, employees who have been duly authorized and designated by the Board of Education as student activity fund custodians may sign contracts and agreements on behalf of the district.

BIDDING AND QUOTATION REQUIREMENTS

A. General

The solicitation for bids, proposals and quotations shall be conducted in accordance with the provisions of this policy and district purchasing procedures as approved by the Superintendent or Chief Financial Officer.

Unless otherwise exempted herein, the following informal and formal bidding and quotation limits shall be followed for the purchase of all goods and services procured with all funds:

Specific Bidding and Quotation Requirements

- \$ 0 to \$2,499.99 - No quotations required, but recommended if \$1,000 or more.
- \$2,500 to \$49,999.99 - Three written bids or quotations for all items on the requisition.
- \$50,000 and up - Three formal sealed bids or sealed proposals for all items on the requisition.

All bids over \$2,500 will be conducted in conjunction with purchasing.

The Board of Education authorizes the Director of Purchasing or designee to use electronic sealed bids provided there are adequate procedures and controls. Bids and quotes shall be awarded to the

lowest qualified and responsible bidder who submits a qualified bid.

Guidelines for certifying a bidder as responsible and a bid as responsive will be provided in purchasing procedures as developed by the Chief Financial Officer or Director of Purchasing.

Where it serves the district's best interest, the district may award a written quote, a sealed bid or a proposal on a "best value" basis in the sole opinion of the District, taking into consideration the total cost of ownership including purchase price, quality, ability to deliver, maintenance and service, durability and longevity.

Where the Request for Proposal sourcing method is used, factors other than price may be used in determining award.

ITEMS EXEMPT FROM BIDDING

A. General

Because of the unique nature of some goods and services, the items listed below shall be exempt from bidding. However, every effort must be made to create a fair and competitive environment where all vendors who have requested to quote on these items are given an opportunity to have their proposals considered.

The method for creating a competitive environment must be in accordance with district quality standards and purchasing procedures. All purchases over \$50,000 must still be approved by the Board of Education prior to issuance of a purchase order.

The following goods and services are exempt from bidding requirements.

- Professional services (e.g., audit services, insurance, medical services, demographic studies, employment services, drug and alcohol testing and professional consultation services).

The Board of Education shall annually approve the attorneys and/or law firms to be utilized by the District for normal day-to-day legal services. Such normal day-to-day legal services are exempt from bidding. However, any required legal services that the Superintendent determines (a) are not normal day-to-day legal services, and (b) are likely to result in total legal fees exceeding \$ 5,000.00, shall require a separate engagement letter, which shall be approved by the Board of Education and which shall set out the scope of the services provided.

- Travel services (airfare, accommodations, etc.)
- Goods purchased for student activity fund raisers and goods purchased by and/or provided to staff and/or students from activity funds.
- Goods purchased for resale.
- Textbooks, student workbooks, library/media books, maps and globes, and educational and training videos.
- Postage
- Software upgrades and specialized source software (excluding off-the-shelf software).
- Training classes and associated equipment rentals.
- Standardized office supplies have a negotiated discount if established account numbers are utilized and do not require bidding unless a large amount of a single item is needed.
- Catering events.
- Items available for purchase on an existing state contract, or through the cooperative bidding of another municipality/school district/government agency, when this is determined to be the best method of purchase.
- When it is in the best interest of the extended day students to receive fresh snacks and drinks in a timely manner, snacks and drinks may be procured from suppliers at a competitive price without regard to the bidding/quotation limits stated herein, provided that such purchases do not exceed \$50,000 in one month.
- Used furnishings, equipment and uniforms.

B. Standardization Programs:

If a district wide standardization program has been developed, schools and departments may make supplemental purchases of the item, defined in the standardization program, without using one of the source selection methods.

The initial purchase of standardized items such as furniture and equipment shall be procured utilizing

one of the required bidding/quotation methods defined in this policy.

C. Single (Sole) Source Selections:

Single source procurements shall be exempt from bidding provided that said procurements meet the following criteria:

The goods or services are unique to one manufacturer/supplier /distributor and no other similar (equal in function, performance, and fit) or like goods or services are available from another supplier.

Sole source procurements may also be permitted where compatibility of equipment, accessories or replacement parts is of paramount consideration or where service work on the original equipment must be performed.

A Sole Source Affidavit will be completed for all sole source items over \$10,000 and submitted to the Board of Education as a consent agenda item.

FOOD PROCUREMENT

A. Fresh and Perishable Food Procurements:

Fresh and perishable foods and related consumable goods subject to expiration, spoilage and limited storage space may be procured through verbal quotations, annual bids or weekly quotations. A minimum of three verbal quotations shall be obtained, if enough qualified vendors respond, for foods that cannot be stocked over extended periods of time. The verbal bids will be documented and filed according to purchasing procedures.

LEASE / PURCHASE CONTRACTS

The Board is the only legal entity that may enter into a valid lease/purchase contract committing District revenue. Each lease/purchase contract must be approved by the Board and the District's attorney, and be signed by the President of the Board. Contracts signed or authorized outside of the policy provisions by anyone else could result in personal liability for that person and may not be recognized by the District as valid in the event of a dispute.

The lease/purchase contract must be limited to equipment and land only.

No more than 20 percent of a site's current year discretionary site budget allocation may be committed for subsequent year payments.

Lease/purchase contracts may not be structured to impact more than ten consecutive fiscal years without Board of Education approval of term duration.

The lease/purchase contract must state the purchase price and shall not require the payment of more than the purchase price plus 10 percent simple interest per year.

Whenever possible, the interest rate charged shall be competitively established to assure the District obtains a favorable rate.

The lease/purchase contract on a purchase order must state in the following language that the District has a "positive right for nonrenewal" or "mutual ratification provision." This means that the District has the option at the end of the fiscal year to not renew the contract for any reason whatsoever. A "funding out", "governmental appropriations", or "nonappropriation" clause is not an acceptable substitute for the District's annual cancellation right. However, the District should enter into all agreements with the good faith intent to renew.

School Activity Funds may not be used for lease/purchase arrangements.

OTHER

A. Vendor Registration:

In order to do business with the district, vendors must be willing to supply requested information to be included in the Jenks Master Vendor List and agree to the terms and conditions of the District's official purchase order or contract.

B. Construction Contracts:

In accordance with the Public Competitive Bidding Act of 1974, Sections 953-954, public construction contracts of more than \$50,000 for the purpose of erecting any public building or structure, or making any improvements to a building, or structure, or minor maintenance or minor repair work to public school property, or making improvements to real property shall be made only upon submission of sealed proposals, and shall be awarded to the lowest responsible bidder by the Board of Education. These bids shall be subject to the procedures of the Public Competitive Bidding Act of 1974.

Public construction contracts equal to or greater than \$25,000 but less than \$50,000 shall be awarded to the lowest responsible bidder by the receipt of written bids. Public construction contracts for less than \$25,000 may be negotiated with a qualified contractor.

C. Motivational Items:

The Board of Education will allow the purchase of inexpensive student items to be given to students as a motivational tool for use in classroom instruction.

D. Reimbursement of Purchased Goods or Services"

In situations where the vendor will not accept a district purchase order and an alternate vendor is not available, when it is extremely impractical or an emergency, employees may request to be reimbursed for the personal purchase of said goods and services. If approved for reimbursement and the goods have been received and a purchase order has been issued, employees may be reimbursed for the cost of the goods plus any associated tax.

All requests for reimbursement must be supported with the original itemized receipt. The district assumes no liability for the purchase of goods or services purchased by an employee or for reimbursing the employee. No personal reimbursements will be made from bond funds.

PROHIBITED PURCHASING PRACTICES

A. Acceptance of Gratuities:

District employees are expressly forbidden from accepting gratuities from any vendor or supplier unless designated for district wide use. Gratuities as specified under this policy include cash or assets easily convertible to cash, travel, lodging, tickets, appliances, automobiles or their use, or any other form of special treatment which might influence the employees' selection of a vendor or supplier.

Promotional and advertising novelties with a total value of \$100 or less per year, per employee, per vendor are not considered gratuities under this policy.

With the Superintendent's approval or prior Board approval, employees may accept vendor-provided events, travel, lodging and registration, for the purpose of attending professional development conferences, workshops, presentations, training, or fostering needed business relationships.

Employees or members of the Board of Education are not permitted to make purchases for personal use through any fund of the District, including the school activity funds.

B. Violations of Purchasing Policy:

District employees violating this policy, exceeding their purchasing authority or incurring an expense without a pre-approved purchase order may be held personally and financially liable and subject to disciplinary action including, but not limited to, suspension, demotion, termination and legal action.

E-Rate Procurement Policy:

In selecting service providers for all eligible goods and/or services for which Universal Service Fund (“E-Rate”) support will be requested, the Administrations shall:

1. Make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund support will be requested and comply with all applicable state and local procurement processes included in its documented policies and procedures.
2. Wait at least four weeks after posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.
3. Consider all bids submitted and select the most cost-efficient service offering, with price being the primary factor considered.
4. Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contact information on the FCC Forms 470.

Approved by Board of Education, November 2009
Revised June 2010
Revised October 2010

1.36.1 PURCHASING CARD

The Board of Education approves the use of commercial purchasing cards for the acquisition of goods and services needed to conduct official school business. Further, the Board authorized the administration to establish procedures for a commercial purchasing card program to enhance agency effectiveness or economy of operation.

Approved by the Board of Education February 2002

1.37 REAL PROPERTY ACQUISITION

It is the policy of the Jenks Public Schools to acquire real property when it is in the best interest of the District. Prior to the purchase of real property, the Board

of Education and the Administration will consider using the process as follows:

- Conduct a feasibility study and determine and/or conduct appropriateness of a phase 1 or phase 2 environmental study. The size and location of the property will secure appraisal of real property.
- Secure and/or counsel with legal attorney at Board discretion.
- Initiate an offer on the property based on information received in the appraisal.
- Negotiate purchase price.

Depending on the circumstances and length of negotiations, the Board may consider condemnation.

Negotiations should continue during the condemnation proceedings.

Secure a current property survey before the sale is finalized.

Approved by Board of Education, July 1995
Revised May 2011

1.38 REQUESTS TO CONDUCT RESEARCH IN THE DISTRICT

This District recognizes the importance of valid and meaningful research. However, the first responsibility of the District is the education of the students currently enrolled. Therefore, any cooperation in research endeavors by individuals or institutions from outside the District must occur in the context of this primary obligation and in conformity with all applicable legal constraints. Requests to conduct research should contact the Office of Curriculum and Instruction.

1.39 RELIGION

This policy is meant to be sensitive to individual beliefs and respectful of established law, as guaranteed by the First Amendment to the Constitution of the United States:

“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof, or abridging the freedom of speech or of the press, or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.”

The proper role of religion in the public schools is in its educational value and not in religious observance

or celebration. According to the Supreme Court, the Establishment Clause forbids state action or practices that aid or prefer one (1) religion over another or that aid all religions and thus endorse or show preference for religion over non-religion, while the Free Exercise Clause requires any state action or practices which interfere with an individual's constitutionally protected religious freedom to be strictly scrutinized.

For further guidelines see Administrative Regulations, Board Policy 1.35, Religion, which is posted on the District's web site.

ABSENCE FROM SCHOOL FOR RELIGIOUS HOLIDAYS

A pupil's absence from school on a religious holiday shall be recognized as an excused absence, without penalty, on scholastic records. In general, no student should suffer a penalty because of his/her involvement in religious activities related to his/her particular religious belief.

PARENTS/GUARDIANS' RIGHT TO EXCUSE STUDENTS FOR RELIGIOUS REASONS

Students will be excused from lessons/activities which their parents/guardians find objectionable for religious reasons. Alternative lessons/activities will be substituted.

PRIVACY

Individuals shall not be required to disclose their personal religious preferences or beliefs nor those of their family members.

PROGRAMS AND HOLIDAYS

School programs, performances and celebrations will serve an educational purpose. The inclusion of religious music, symbols, art, or writings may be permitted if the religious content has an independent educational purpose which contributes to the stated objectives of the approved curriculum.

The Supreme Court has made clear that public schools may not sponsor religious celebrations but may teach about religion. Secular and religious holidays provide opportunities for educating students about history and cultures, as well as traditions of particular religious groups within a pluralistic society.

Teachers must exercise special caution and sensitivity whenever discussion about religious holidays occurs. Presentation of materials dealing with religious holidays must be accurate, informative, and descriptive. Focus should be on the origins, history, and generally agreed-upon meanings of the holidays. Teachers will need to be aware, to the extent possible, of the diversity of religious beliefs in their classrooms, and they will need to be particularly sensitive to the rights of religious minorities as well as those

who hold no religious belief. Respect for religious diversity in the classroom requires that teachers be fair and balanced in their treatment of religious holidays.

Teachers need to be aware, to the extent possible, of the major religious holidays of all the represented religions in their classrooms, so as to avoid, as much as possible, creating an undue burden on students who choose not to attend school on those days. Furthermore, teachers should be alert to the distinction between teaching about religious holidays and other cultural events, which is permissible, and celebrating religious holidays, which is not.

RELIGION IN CURRICULUM AND INSTRUCTION

The history of religion, comparative religion, and the Bible (or other scripture) as literature (either as a separate course or within some other existing course) are all permissible public school subjects. It is both permissible and desirable to teach objectively and accurately about the role of religion in the history of the United States and other countries. Such teaching should:

1. Foster knowledge about religion, not indoctrination into religion;
2. Be academic, not devotional or testimonial;
3. Promote awareness of religion, not sponsor its practice;
4. Inform students about the diversity of religious views rather than impose one (1) particular view; and
5. Promote understanding and respect rather than divisiveness.

As part of the curriculum, religious literature, music, drama, and the arts may be included, provided each is intrinsic to the learning experience in the various fields of study and is presented objectively. Also, as part of the curriculum, students may be asked to read selections from writings for literary and historical qualities, but not for devotional purposes. The focus shall be on the study of what all people believe and must not be on teaching a student what to believe.

RELIGIOUS EXPRESSION

As a general rule, students may express their religious viewpoint in the form of reports, both oral and written, class discussions, homework, and artwork. Teachers may not reject or correct such submissions simply because they include a religious symbol or address religious themes. Likewise, teachers may not require students to modify, include or excise religious views in their assignments. These assignments should be judged by ordinary academic stan-

dards of substance, relevance, appearance, and grammar.

Students have the right to pray individually or in groups or to discuss their religious views with their peers so long as they are not disruptive. Students enjoy the right to read their Bibles or other scriptures, say grace before meals, pray before tests, and discuss religion with other student listeners as long as the listeners are not coerced or harassed.

Students have the right to distribute religious literature to their schoolmates, subject to reasonable time, place, and manner or other constitutionally acceptable restrictions imposed on the distribution of all non-school literature.

Religious messages on student T-shirts, and the like, may not be singled out for suppression.

RELIGIOUS MUSIC

Religious music may be sung or played as part of the academic study of music. School concerts that present a variety of selections may include religious music. Concerts should avoid programs dominated by religious music.

At all levels, the study of religious music as part of a musical appreciation course, as a musical experience, or as part of a study of various lands and cultures can be included. In all public school programs and study, care must be taken to avoid presentation of music as a celebration of a particular religion or religious holiday. Teachers must be especially sensitive to the feelings of students who might wish not to participate for religious reasons.

RELIGIOUS SYMBOLS

The use of religious symbols, provided they are used only as examples of cultural or religious heritage, is permissible as a teaching aid or resource. Religious symbols may be displayed only on a brief basis as part of the academic program. Students may choose to incorporate religious symbols into their work, but teachers should not assign or suggest such creations.

Some symbols considered secular in nature have significant religious overtones or foundations. Teachers must be alert to the distinction between teaching about religious holidays and other cultural events, which is permissible, and celebrating religious holidays, which is not. Seasonal symbols may be used as a teaching aid and displayed briefly as part of a broad cultural study.

Approved by the Board of Education June 1996

1.40 SCHOOL ACTIVITY FUND

The Board of Education of Jenks Public Schools is committed to the support of patron participation to benefit the educational goals and student involvement within the District. The Board further supports the philosophy that all funds raised by parent/guardian organizations be expended in a timely manner for the benefits of students who are currently in attendance at a respective site or participating in an activity.

All receipts shall be deposited in the school activity fund in a timely manner, (one [1] day) without holding substantial amounts of money (one hundred dollars [\$100.00] or more) in the local building. All disbursements shall be made by checks prepared by the school activity fund custodian in the same manner prescribed by the Oklahoma Statutes and Oklahoma State Department of Education for other disbursements from that fund. Procedures are outlined in the Activity Fund Handbook.

1.41 SANCTIONING POLICY FOR STUDENT ACHIEVEMENT PROGRAMS, PTA, PTAG, AND BOOSTER CLUBS

The Board of Education of the Jenks School District believes that student achievement programs and parent/guardian-teacher associations and organizations can advance the educational goals of the Board of Education and confer a benefit to the students of the school District.

It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent/guardian-teacher associations and organizations that raise money and collect revenues for the benefit of students. Only those student achievement programs and parent/guardian-teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in OS Title 70, Section 5-129.

Sanctioning Procedure for Student Achievement Programs and Parent/Guardian-Teacher Associations and Organizations

1. The District may sanction student achievement programs and parent/guardian-teacher associations and organizations that, according to the Board's determination, advance the educational objectives of the school District, are beneficial to students and meet the requirements of this policy.
2. In determining whether a student achievement program or a parent/guardian-teacher association or organization should be sanctioned by the

school District, the Board of Education may consider:

if the program, association, or organization promotes activities that are an extension, expansion, or application of the school District curriculum;

if the program, association, or organization assists student government or activities in carrying out special projects or responsibilities;

if the program, association, or organization assists student clubs, organizations, and other student groups in raising funds to promote activities approved by the Board of Education; and supplemental information provided by the student achievement program or by a parent/guardian-teacher association or organization in support of its application.

3. A written statement by a student achievement program or by a parent/guardian-teacher association or organization to the Board of Education requesting sanctioning shall include the following: a statement of its purpose, goals, organizational structure, and membership requirements; a detailed statement of how the District and its students will benefit if the organization is sanctioned; a statement of non-discrimination consistent with all Oklahoma and federal laws; and a financial audit which has been performed on such program, association, or organizations by an independent accounting firm. The program, association, or organization must be managed or operated by adults, rather than students.
4. The written statement shall be submitted to the Superintendent for preliminary review. After the program, association, or organization's written statement has been reviewed by the Superintendent, the Superintendent shall make a recommendation to the Board of Education. The Board of Education shall review the written statement and shall sanction or decline to sanction the applicant. The decision of the Board of Education is final and non-appealable.
5. The Board will establish two (2) categories of student achievement programs, parent/guardian-teacher associations, or organizations for sanctioning purposes.

Type A—The Board may sanction any student-achievement program, parent/guardian-teacher association, or organization that is organized under Section 501 (c) (3) of the Internal Revenue Code to maintain bank, financial, and tax exempt status separate from the school activity fund if that program, association, or organization satisfies and accepts the requirements outlined in this policy and on the application for sanctioning form.

Type B—The Board may sanction any student achievement program, parent/guardian-teacher association, or organization that satisfies and accepts the requirements outlined in this policy and on the application for sanctioning form to maintain a bank account outside of the school activity fund for emergency purposes, with requirements as follows:

All current outside bank balances would be deposited in the school activity fund in a sub-account designated for the program, association, or organization.

The program, association, or organization would request a check from the school activity fund in any amount up to two thousand five hundred dollars (\$2,500.00) to be deposited in an outside bank account as a Petty Cash Account for "emergency purchases" including, but not limited to, food, accommodations, or any other purchase where the provider of services or merchandise will not charge to the school activity fund. These purchases will not be tax exempt. When the outside account needs to be replenished, as determined by the program, association, or organization, the receipts for those expenditures would be presented to the school activity fund custodian and a check would be written for that amount to be deposited in the outside account to restore it to the original deposit that established the account. The program, association, or organization would agree to deposit receipts from all sources into its activity fund sub account.

6. All funds raised by the program, association, or organization will be used to achieve the stated purposes and goals of the program, association, or organization. No administrative fees or stipends to officers, school employees, or others will be permitted.
7. Any plan, project, or movement by a sanctioned student achievement program or parent/guardian-teacher association or organization instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties will be presented to the Board in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
8. The Application Form is a part of this policy. Request for sanctioning will be accepted only on the application form provided by the District. Application form is available in the Finance Office.
9. Completed applications for sanctioning will be submitted to the District before April 30, and notification of sanctioning status will be given by June 15.

10. Any group eligible for sanctioning that does not present an application for sanctioning is automatically in the School Activity Fund and may not maintain an account outside that Fund.
11. Any student achievement program, parent/guardian-teacher association, or organization that is organized for the benefit of the students that is not within the School Activity Fund or has not been sanctioned will not be allowed to use school facilities or students for fund-raising activities nor be allowed to contribute to the support of any District activity.

The Board of Education has the discretion to sanction or decline to sanction any group or organization, and the decision of the Board of Education is final and non-appealable.

The Board of Education may, at any time, request the records maintained by the group or organization.

The Board of Education may, at any time it believes it is in the best interest of the District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Revised by the Board of Education March 1997
Revised May 2010

1.42 SCHOOL MAIL SERVICES

School mail services are to be used for school business. Employees may not use school mail for personal business, association business, or to receive personal items.

Revised by the Board of Education October 1997

1.43 SCHOOL VOLUNTEERS

The JPS Board of Education recognizes that volunteers can make valuable contributions to students and the district educational program, and therefore, endorses the use of volunteers to provide services. The administration is charged with the responsibility of developing procedures for the implementation of a volunteer program subject to appropriate rules and safeguards.

Volunteers may be involved in virtually every facet of the operation of the school district, and they will be required to participate in a volunteer orientation program or other task-specific training. They will be required to complete a criminal record affidavit and may be required to undergo a felony record background search. Volunteers will be afforded the same protections from liability as district employees unless they act on their own volition outside the scope of their approved assignment. Such action

may result in the termination of the volunteer's services. A volunteer will not be assigned to work in a classroom in which his or her child is a student unless the contact with the child is regarded as incidental. The District Administration reserves the right to deny the services of any volunteer.

Revised by the Board of Education June 2009

1.44 SEXUAL HARASSMENT

(See also Non-Discrimination Statement; Harassment/Bullying)

It is the policy of Jenks Public Schools that sexual harassment of faculty, staff, and students is prohibited in the workplace in the recruitment, appointment, and advancement of employees; sexual harassment of students by other students or adults is prohibited in and out of the classroom and in the evaluation of student's academic performance.

It is also the policy of the District that accusations of sexual harassment which are made without good cause shall not be condoned. It should be remembered that accusations of sexual harassment are indeed grievous and can have serious and far-reaching effects upon the careers and lives of individuals. This policy is in keeping with the spirit and intent of various federal guidelines which address the issue of fair employment practices, ethical standards and enforcement procedures.

GENERAL PROHIBITIONS

Unwelcome conduct of a sexual nature may include, but is not limited to, verbal or physical sexual advances, including subtle pressure for sexual activities; touching, pinching, patting, or brushing against, comments regarding physical or personality characteristics of a sexual nature, and sexually oriented kidding, teasing, double entendres, jokes; any written message; and/or electronically communicated message.

Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee or student has indicated, by his or her conduct, it is unwelcome.

An employee or student having initially welcomed such conduct by active participation must give specific notice to the alleged harasser such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

For the purposes of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if: Submission to such conduct is made either explicitly or implicitly a term or condi-

tion of an individual's employment or academic standing. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions or academic/co-curricular decisions affecting such individuals.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic/co-curricular performance or creating an intimidating, hostile, or offensive working/academic environment.

SPECIFIC PROHIBITIONS

It shall be a violation of District policy for administrators, faculty, staff and/or students to engage in sexual harassment as defined above.

It is sexual harassment for an employee or student to subject another such employee or student to any unwelcome conduct of a sexual nature.

It is a violation of District policy for anyone to seek gain, advancement, improved academic standing or consideration in return for sexual favors.

It is sexual harassment for any administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

Any allegation of sexual harassment which is made without good cause is a violation of District policy.

It is a violation of District policy for administrators, faculty, staff, and/or students to initiate any action as a reprisal against an administrator or a faculty or a staff member or student for reporting sexual harassment.

Whenever there is a demonstrated instance of sexual harassment, or reprisal for reporting same, prompt and corrective action shall be taken. Failure to take appropriate action is against District policy.

PROCEDURE

Employees who have a complaint alleging sexual harassment should report their complaint to the Administrator of Human Resources or designee, who will initiate an investigation. A report will be made to the Superintendent regarding accusations, investigative procedures, and reconciliation of complaints. Additionally, there will be a direct response to the complainant.

Students who have a complaint alleging sexual harassment should report their complaint to their respective building principal or counselor. The site

principal will initiate an investigation of the complaint under the supervision of the Administrator of Human Resources or designee. A report will be made to the Superintendent regarding accusations, investigative procedures, and reconciliation of complaints.

Revised by the Board of Education May 2007

1.45 SUPERINTENDENT OF SCHOOLS

The administration of the District in all its aspects shall be delegated to the Superintendent, who shall carry out the administrative functions in accordance with the policies adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the school system shall be delegated to the Superintendent.

The Superintendent is the chief executive officer of the Board of Education and has responsibility for the administration of the schools under the direction of the Board. The Superintendent has the authority to waive Board policy when deemed necessary. The Board will be notified of any deviation from board policy and the rationale for the deviation within seven (7) days. Under the authority of the Superintendent, personnel may begin duties prior to official Board approval of a contract if deemed necessary to maintain smooth operation of the district. The Superintendent may immediately accept written resignations on behalf of the Board. Such actions shall be presented to the Board for final approval at the next scheduled meeting.

Approved by the Board of Education May 2007

1.45.1 SUPERINTENDENT'S RESIDENCE

It is the policy of Jenks Public Schools that the Superintendent shall reside within the boundaries of the Jenks Schools District during that period of time he/she is employed as Jenks Superintendent of Schools.

Revised by the Board of Education October 2006

1.46 SURPLUS OR DISPOSITION OF FIXED ASSETS

(See also Acquisition of Real Property)

Fixed assets will include but not be limited to real property, transportation equipment, furniture, instructional equipment, business equipment, maintenance equipment and books.

DISPOSITION OF REAL PROPERTY

Real property shall be conveyed pursuant to a public sale, public bid, or private sale. Prior to the sale of

any real property, the Board of Education shall have the real property appraised. The appraisal shall be confidential until the real property is sold. When the real property is sold, the Board of Education shall make the appraisal available for public inspection. Prior to the conveyance of any real property by private sale, the Board of Education shall have offered the real property for sale by public sale or public bid. Any conveyance of real property by private sale to a non-profit organization, association, or corporation to be used for public purposes, unless for exchange, shall contain a reversionary clause which returns the real property to the Board of Education upon the cessation of the use without profit or for public purposes by the purchaser or the assigns of the purchaser. (See OS, Title 70, Section 5-117)

FURNITURE, BOOKS, AND EQUIPMENT

Furniture, books, and equipment will be declared surplus because of obsolescence or physical condition by a site principal, building principal or supervisor of a department. Books, furniture and all equipment other than transportation or maintenance equipment will be delivered to the warehouse. The director of the warehouse will determine the best method of disposing of the asset-sold, exchanged, traded-in, donated to non-profit organization or other government entity, or recycled. Sales may be in the form of public auction, garage sales, sealed bids, or direct sales.

Revised by the Board of Education June 1998

1.47 TOBACCO-FREE ENVIRONMENT

(See also Student Possession or Use of Tobacco)

The health of students and employees is important to the District. The policy is an attempt to provide a healthy workplace and to stress good health practices.

The entire school environment and all of its District property and buildings are tobacco free. Smoking, chewing, and any other use of tobacco (and tobacco paraphernalia) by staff, students and members of the public is prohibited on, in or upon any school property 24 hours a day 7 days a week. This includes classrooms, corridors, restrooms, locker rooms, work areas, cafeterias, offices, staff, lounges, gymnasiums, fields, stadiums, parking lots and all vehicles owned, leased or operated by the District.

District employees and students will not be permitted to use tobacco or tobacco products while they are participants in any class or activity in which they represent the District. It also affects employees of agencies working with students and/or employees of the District, spectators at contests, activities, sports

events, and games, and all others authorized to be in the District's facilities.

Revised by the Board of Education June 2004
Revised May 2011

1.48 TRADEMARK, REGISTRATION, AND LICENSING POLICY

Jenks Public Schools recognizes the importance of protecting its trademarks, service marks and trade names from unauthorized use. It is, therefore, the policy of the Board to implement a trademark registration and licensing policy as follows:

All of the trademarks, service marks, trade name logos, and/or symbols of Jenks Public Schools, including but not limited to the name "Jenks Public Schools" and "Jenks Trojans" are registered trademarks with the Secretary of State, State of Oklahoma, or are entitled to protection under the common law. It is the policy of the Board to defend their trademark status. Any use of a Jenks Public Schools trademark must have prior written approval from Jenks Public Schools and must be produced, manufactured or sold under license by Jenks Public Schools.

The Superintendent or designee shall establish procedures for licensing merchandise, including but not limited to the adoption of a licensing agreement form, product approval process, agency agreement form and a recommended payment and/or royalty structure. The Superintendent or designee shall serve as Trademark Officer and will receive and act upon all requests for permission to use District-registered trademarks.

The Superintendent or designee may approve any request for permission to use Jenks Public Schools trademark for non-commercial or educational purposes. Any request for profit or commercial use must be approved by the Board of Education.

Approved by the Board of Education, February 2004

1.49 TRAVEL

(See also Registration)

Employees on all official school business that requires traveling expenses must obtain authorization from the employee's supervisor or Superintendent. The Superintendent must approve all out of state travel. The Superintendent or principal may charge various activity accounts for expenses incurred for school activities and professional meetings, clinics, etc. For students or individual non-employee sponsors who may incur eligible travel expenses for meals and/or lodging may be reimbursed from the

general fund upon approval of the Superintendent and Principal.

In the interest of safety for students and staff, the Superintendent has the responsibility and authority to make the final decision as to whether or not a trip shall take place. There may be a situation that will necessitate a last-minute cancellation of a trip, EVEN IF THE SUPERINTENDENT HAS PREVIOUSLY APPROVED SUCH TRAVEL. This could result in parents/guardians and students losing deposits, airfare costs, and other expenditures made prior to the travel. If a decision is made which results in money being lost, the District will not be responsible for reimbursing student and/or parents/guardians. Funds which have been deposited for a trip in a school activity account, but have not been spent or committed, may be refunded.

Rates below reflect maximum guidelines and only portions may be authorized by the supervisor.

IN-STATE TRAVEL

Mileage allowance is authorized for the owner of the vehicle, if performed by conveyance other than that owned by Jenks Public Schools. Air, bus, or rail tickets will be reimbursed (after the date of travel) or purchased directly by the District - the mileage allowance will not apply. Gas, oil, turnpike charges, and parking are not reimbursed when a mileage allowance is paid. The Superintendent has the discretion to raise or lower the travel allowance, not to exceed the current Internal Revenue Service (IRS) rate at any given time.

If travel is performed by school owned conveyance, reimbursement for necessary gas, oil, turnpike charges, and repairs purchased from personal funds is authorized. All claims for reimbursement must be supported by valid receipts.

Reimbursement for actual cost of lodging may be authorized. All claims for reimbursement must be accompanied by valid receipts showing printed name and address of service business.

Per diem expenses may be authorized and approved only if over-night travel is required. Per diem expenses are for expenditures of undocumented meal expenses and other incidentals. Meal ticket receipts are not required for per diem allowances. Reimbursement will be computed on a twenty-four dollar (\$24.00) per diem basis, and prorated on each fraction thereof, subject to the following conditions:

1. Travel status commences when employee leaves Jenks or authorized point of departure

and ends when employee returns to Jenks or authorized final destination.

2. Per diem is calculated on a twenty-four (24) hour basis, rather than a calendar day.
3. No more than twenty-four dollars (\$24.00) will be allowed for per diem during any twenty-four (24) hour period.
4. Other expenses incurred by employees such as car rental, taxi service, toll gates, etc., will be handled on a receipt basis.

Revised by the Board of Education February 2007

OUT OF STATE TRAVEL

All out of state travel must be approved by the Superintendent. Other in state travel provisions, stated above, for mileage, lodging and travel status shall apply to out of state travel.

Per diem reimbursement will be computed on forty-five dollars (\$45.00) for each twenty-four (24) hour period and prorated on each fraction thereof.

BUS DRIVERS

Bus drivers transporting school personnel and/or students to and from authorized school activities shall be paid at their regular rate of pay for all hours worked including drive time and on-duty time.

Travel expenses will be paid according to policy guidelines.

A driver who reports for any activity trip, which is subsequently canceled, will be paid a minimum of two (2) hours.

Revised by the Board of Education October 2004
Revised July 2009

1.50 UNIFORM POLICY

The Jenks School Board will permit any individual school site to require student uniforms, if the following requirements are met: At least 60% of all students' parents/guardians must approve the concept of required uniforms at that site.

Scholarships will be offered (confidentially), through the Curriculum and Instruction Department for students who are free lunch eligible. Applications for scholarships (two uniforms per year) will be made through the Curriculum and Instruction Department. As part of this policy, an application for exemption (religious verification) from the student uniform requirement will be offered to those parents/guardians who desire such exemption. Each exemption will be for one year only and will be effective after the parent/guardian has met with the designated school site

administrator and upon approval of the designated school administrator.

Each school that passes a uniform policy shall develop incentives and positive reinforcement measure to encourage full compliance with the uniform policy. Each school should strive to achieve full compliance through use of incentives and positive reinforcement measures. In addition, schools shall communicate with parents/guardians so that expectations, rationale, and benefits are fully understood by the student and his/her family.

1.51 USE OF TECHNOLOGY AND EQUIPMENT (See also Copyright Policy Statement; Internet Policy)

The Board of Education of the Jenks Public Schools is responsible for ensuring that all computer software and hardware is legally utilized by the professional staff and students.

It is the intention of the Jenks School District to utilize all technology in a manner which will ensure that the District, its teachers, and students do not violate copyright laws or in any manner infringe on the rights of ownership and control of the computer software or hardware used in the educational program.

The Superintendent is charged with the responsibility of developing specific procedures for ensuring that copyright laws are not violated by the District, its employees, or students.

Revised by the Board of Education June 1996

LOAN OF TECHNICAL EQUIPMENT

The Jenks School District may elect to loan equipment to the employees of the District on a long or short term basis. The decision to loan such equipment will be affected by necessity or convenience to the employees in performing school duties away from school property, and will be made by the Superintendent or his designee. A completed equipment check-out form must be on file with the appropriate supervisor.

1.52 VIDEO SURVEILLANCE

The District is committed to nurturing a safe, caring, and positive environment. In order to provide for the personal safety and security of students, staff, and patrons while on District property and while attending District functions, as well as to protect District property, the Board of Education supports the use of

video surveillance on school property, including the surveillance of vehicles, in accordance with guidelines established by the administration. The Superintendent will designate the site principal or department administrator who will be responsible for managing and auditing the site use and security of video surveillance cameras. This policy is expected to encourage individuals to demonstrate respect for themselves, for others, and for their surroundings.

General Procedures

Video surveillance devices may monitor school buildings, vehicles, and grounds. Video surveillance shall not include audio recordings. Video surveillance may be placed in areas to monitor the safety and security of students, staff, and patrons and where surveillance has proven to be necessary as a result of threats, prior property damages, or other security incidents.

The site principal or department administrator designated by the Superintendent shall be responsible for managing and auditing the site use and security of video cameras, monitors and electronic images. Only the site principal/department administrator or individuals designated by the site principal/department administrator shall be permitted access to the video monitors or be permitted to operate the video system controls. Video monitors shall be located in controlled access areas.

The District shall inform students, staff, and parents/guardians at the beginning of each school year that the District will be conducting video surveillance on school property and explain the purpose for such surveillance.

The recording of actions of students, staff, and others may be reviewed or audited for the purpose of determining adherence to federal and state law, Board of Education policies, as well as District and school rules. The District may use video surveillance to detect, report, and/or deter criminal offenses.

The District may monitor video surveillance and recordings from such surveillance to assure the safety and security of students, staff and patrons. If deemed appropriate by the administration, further actions may be taken by the District as a result of video surveillance activities, including but not limited to disciplinary actions and reporting evidence of crimes to appropriate authorities. Disclosure of video records shall be done on a "need to know" basis.

Copies of video records that have been used for any of the purposes of this policy shall be numbered, dated, and retained according to the camera site. When a copy of the video record is accessed or viewed, a log will be maintained that lists the date, place, names of the individuals accessing or viewing

the video records, and the reason(s) for viewing the video records.

The site principal or department administrator designated by the Superintendent insures that digital video records on a hard drive are maintained for a minimum of seven days and may be recorded over after this time. An incident-related copy of a video record may be recorded, and such copy of a video record is maintained for one year after it is created. After one year has expired, the copy of the video record shall be destroyed unless good cause exists not to destroy the video record at that time. A copy of the video record not destroyed after one year shall be destroyed once there is no longer good cause to continue to maintain it.

Covert Surveillance

Covert surveillance shall be handled with appropriate care and sensitivity. This policy is designed to clarify the grounds upon which covert surveillance may be used as a tool to gather information concerning serious matters relating to students, employees, and others while on school property. However, nothing contained herein shall be construed to limit the District's ability to use covert surveillance to the extent permitted by law.

As a general matter, the use of covert surveillance shall be a restricted practice requiring the approval of the Superintendent or the Superintendent's designee. At the conclusion of each covert surveillance investigation, a confidential written report will be made to the Superintendent regarding the outcome of the investigation and what action, if any, resulted as a consequence of the investigation.

Approved by Board of Education, November 2003

1.53 WEAPONS PROHIBITED-SCHOOL AND VEHICLES

(See also Student Behavior Policy)

It shall be unlawful for any person, to have in his possession on any public school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearms or weapons as specified by state law. Further, this policy prohibits the transportation, possession and storage of firearms in a locked vehicle by students or others on school property. School administrators may require any individual on school property or vehicles to submit to metal detector searches and have their purses, bags, briefcases, etc., searched with x-ray machines and/or metal detectors.

"School property" means any publicly or privately owned property held for purposes of elementary, secondary or vocational-technical education, and

shall not include property owned by public school Districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than educational. This is in accordance with OS Title 21, Section 1280.1.

Firearms and weapons are allowed on school property and deemed not in violation of this policy as follows:

A gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife certified hunter training education course, or any other hunting, fishing safety of firearms training course, or a recognized firearms sports event, team shooting program or competition, or "living history reenactment" as defined by law, provided the course or event is approved by the principal or chief administrator of the school where the course is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program or competition.

Weapons in the possession of any peace officer or other person authorized by law to possess a weapon on school property in the performance of their duties and responsibilities

Revised by the Board of Education January 2005

1.54 WELLNESS POLICY

(See also Staff Protection Policy; Harassment/Bullying)

The Jenks Board of Education hereby declares its concern for the safety and health of District employees and students. It is the intent of this policy that staff, students, and parents/guardians must work together to provide a safe and secure and healthy learning environment.

HEALTHY LIVING

Health and Nutritional Education

All students in grades pre-kindergarten-12 will have education to foster lifelong habits for healthy living including and especially the development of nutritionally sound habits.

NUTRITIONAL GUIDELINES

Students in elementary schools will not have access to foods of minimal nutritional value except on special occasions. Students in the middle school will not have access to foods of minimal nutritional value except after school, at events which take place in the evening, and on special occasions. The only exception to the minimal nutritional value standard will be diet soda. Students in the high school will be

provided healthy food options in addition to any foods of minimal nutritional value to which they may have access at school.

SCHOOL MEALS SERVICE THROUGH THE NATIONAL LUNCH-BREAKFAST PROGRAM

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children/young adults/staff;
- be served in clean and pleasant settings;
- meet nutrition and food safety and security requirements established by local, state, and federal statutes and regulations;
- be accessible to all children and young adults.

MONITORING AND POLICY REVIEW

Each school site will use the annual Comprehensive Local Education Plan (CLEP) process to set and measure goals related to students wellness.

1.54.1 SAFE AND HEALTHY SCHOOL COMMITTEES

No later than October 1 of each year, each school site shall establish a Safe School Committee to be comprised of at least seven (7) members. The committee shall be comprised of an equal number of teachers, parents/guardians of children affected, and students. The Safe School Committee shall study and make recommendations to the principal regarding: unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school; student harassment, intimidation and bullying at school; and professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation and bullying. Each public school shall also establish a Healthy and Fit School Advisory Committee, to be comprised of at least six members. The Advisory Committee may be comprised of teachers, administrators, parents/guardians of students, health care professionals, child nutrition employees, and business community representatives.

The Healthy and Fit Advisory Committee may be combined with the Safe School Committee as determined by the site principal.

Each Healthy and Fit Advisory Committee shall study and make recommendations to the school principal regarding:

1. Health Education;

2. Physical education and physical activity; and
3. Nutrition and health services.

Revised by the Board of Education June 2009

1.55 RESTRICTED SCHOOL SAFETY INFORMATION

The Jenks District is an orderly and purposeful place where students and staff are free to learn, teach, and work without the threat of physical and psychological harm. The Board of Education promotes educationally and psychologically healthy environments for all children, staff, and visitors. The Jenks School District recognizes there are comprehensive, broad factors directly related to a safe school environment such as school facilities, district emergency plans, school safety training programs, parent/guardian safety information, and community emergency responders.

The Jenks Board of Education recognizes safety assessments and emergency plans must remain confidential in order to protect district students, staff, and guests from terrorist activities or others wishing to do harm or circumvent the law.

For the above-mentioned reasons, the Jenks Board of Education, operating under the authority of state and federal law, has mandated the following documents be exempt from public record disclosure requirements.

- 1) School safety and security measures, plans, and systems, including emergency preparedness and response plans.
- 2) A record or part of a record, the public disclosure of which would have a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack. A like record described under this subdivision includes:
 - a. a record assembled, prepared, or maintained to prevent, mitigate, or respond to an act of terrorism;
 - b. vulnerability assessments;
 - c. risk planning documents;
 - d. needs assessments;
 - e. threat assessments;
 - f. school safety meeting minutes or other records;
 - g. intelligence assessments;
 - h. domestic preparedness strategies;
 - i. the location of water, gas, and HVA/C intakes;
 - j. the emergency contact information of emergency responders and volunteers;

- k. business continuity and disaster planning documents;
 - l. infrastructure records that would disclose the configuration of critical systems such as communication, electrical, ventilation, water, and wastewater systems; and
 - m. detailed drawings or specifications of structural elements, floor plans, and operating, utility, or security systems, whether in paper or electronic form.
- 3) Records received by and/or from the Oklahoma Office of Homeland Security or United States Department of Homeland Security.

The District's Emergency Response and Safety Officer, working with the District's Director of Communications, is responsible for determining whether the public disclosure of a record, or part of a record, has a reasonable likelihood of threatening student, staff, or guest safety by exposing a vulnerability to terrorist attack.

Approved by the Board of Education November 2007

2.0 PERSONNEL

Unless specified stated otherwise, the following definitions shall apply throughout the Policy Book:

A certified employee is a licensed or certified teacher or administrator

A classified employee who is contracted and assigned a job classification requiring a minimum of thirty-five (35) hours per week is considered a full time employee.

2.01 ADMINISTRATIVE INTERN POLICY

The intern program is designed to provide training and development for qualified teachers who are interested in the administrative field and are prospective candidates for future administrative positions.

The specific objectives of the program are to: introduce the intern to administrative skills through practical application of these skills; acquaint the intern with the organizational divisions and responsibilities of the divisions; assist the intern in gaining a workable knowledge of school office procedures; and introduce the intern to the evaluation and supervision skills used with certified and classified staff.

Candidates applying for the intern position are required to have the following qualifications:

1. Must hold a standard Oklahoma certificate and be employed by the District at the time application is filed.
2. Must have completed at least one (1) successful school year in the District at the time application is filed. (Applicant cannot begin internship before completing two [2] successful school years in the District.)
3. Must have completed hours toward a master's program or completed administrative certification requirements.

All candidates for the intern program must have completed a written application.

Intern candidates will be selected by an administrative team for recommendation to the Board of Education for the designated school year. Selection does not provide the intern with any assurance that the assignment will continue beyond the school term for which assignment is made.

Interns will remain on the classroom teachers' salary schedule and will be eligible for tenure and earned salary steps. Interns may be required to attend in-service training in leadership assessment, evaluation and supervision of teaching and curriculum.

Salary adjustments and length of contract will be adjusted according to the intern's assignments and responsibilities. Evaluation of the intern will be by an assigned supervisor.

2.02 ASSIGNMENT AND SCHEDULE OF EMPLOYEES

(See also Drug Free Workplace; Testing Employees and Applicants for Employment; Hiring)

Individuals hired by Jenks Public Schools are employees of the District. The specific assignment of personnel is an inherent managerial right. The Superintendent or designee shall have the authority to assign or reassign any employee to any approved position for which the employee is certified and/or qualified and which is deemed to be in the best interest of the school District.

Further, the supervisor may schedule employee's work as needed in the best interest of the District.

Revised by the Board of Education June 2002

2.03 ATTIRE FOR ALL EMPLOYEES

Attire and grooming for all employees should be professional, reasonable, modest, and in such style as will not cause distraction and will be appropriate at all times.

Revised by the Board of Education June 1997
Revised May 2010

2.04 BLOODBORNE PATHOGENS

(See also Safety and Hazards in the Workplace; Employees Infected with AIDS)

The Jenks Blood borne Pathogen Committee has identified specific categories of employees who, by their job descriptions, are at risk for contracting the Hepatitis B virus. These employees will be given an opportunity to receive the vaccination series at no personal cost. Employees must either receive the vaccination series or sign a declination form indicating that they choose to waive the right to receive the free vaccination series. Employees who do not receive the vaccine series or sign the declination form shall not be permitted to report to work. Annually, all District employees will participate in Universal Precautions training. For details, see handbook on OSHA regulations for blood borne pathogens.

Revised by the Board of Education June 1991

2.05 CERTIFIED PRE-DISMISSAL OR PRE-NON-REEMPLOYMENT DUE PROCESS

(See also Reduction in Professional Staff)

The Oklahoma Statutes set out the due process procedures to be followed by a school District in suspending, dismissing or non-reemploying a teacher.

It is the intent of the Jenks Board of Education to provide two and one-half (2 1/2) hours (total time) for the opening statement, presentation of evidence, cross-examination, and closing statement for each side in a teacher dismissal or non-reemployment due process hearing. If the representative of either side desires additional time, rationale for that additional time shall be provided to the School Board at the beginning of the hearing process. Both sides and individual Board members may address this issue. The Board will consider the request and vote to set a reasonable time for each side based on the information provided by the parties and the totality of the circumstances. To the extent possible, the Board will seek to obtain an agreement from the parties as to a reasonable time limit.

Appropriate decorum should be exhibited by all spectators at all times. Spectators are permitted to silently observe the proceedings, since a personnel hearing is a quasi-courtroom setting. Clothing, signs, or any other items that communicate support for any issue to be decided by the Board will not be permitted.

Revised by the Board of Education June 2001

2.06 CERTIFIED REEMPLOYMENT DATES

Certified employees will be considered for reemployment for the ensuing school year at a regular or special Board Meeting according to the following:

- Superintendent in July
- Principals and other administrators in February or March
- Classroom teachers and other certified staff in March or April (prior to first Monday in June)

Revised by Board of Education June 1996
Revised September 2009

2.07 CHILD ABUSE REPORTING

Oklahoma law requires teachers, nurses, and all other school personnel to report any suspected case of the physical abuse or neglect of a child. Failure to report such information promptly is a misdemeanor. The law also grants immunity from any civil or criminal liability to any person who, in good faith, makes such a report

Evidence of child abuse may consist of physical marks on the body, or the child may relate incidents

indicative of child abuse (for example, sexual assault) when no physical marks are evident. Any suspected case of child abuse must be reported immediately to the principal or designee who will notify the nurse. The nurse will contact the child abuse office of the Oklahoma Department of Human Services and campus police. The staff member, whenever possible, should be present when the report is filed with DHS. The school nurse will then complete a "Child Abuse Report," giving all pertinent details regarding the case. The original of the "Child Abuse Report" form is to be retained by the school nurse.

Revised by the Board of Education June 2001

2.08 CLASSIFIED (SUPPORT) ANNUAL EMPLOYMENT

Classified personnel will be considered annually for employment. The Jenks Public Schools, no later than ten (10) days after the effective date of the education appropriation bill or June 1, whichever is later, shall give reasonable assurance of employment in writing to any classified employee that the school intends to employ for the subsequent school year. Any employee must work at least one hundred twenty (120) days in a fiscal year (July 1 to June 30) to qualify for an experience increment in pay.

Classified personnel who have terminated employment with Jenks Public Schools after July 1, 1974, will be employed on the salary scale with previous increments earned. All other requirements for vacations and holidays must be met.

Revised by the Board of Education May 2006

2.09 CLASSIFIED (SUPPORT) EMPLOYEE SUSPENSION, DEMOTION, TERMINATION, OR NON-REEMPLOYMENT

(See also Classified Evaluation Program)

"Classified employee" shall mean an employee of the District who provides those services not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the school District.

"Full-time classified employee" shall mean a classified employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the District for a minimum of one hundred seventy-two (172) days per year.

"Suspension without pay" shall mean the temporary denial of a classified employee's right to work and

receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be used as a disciplinary measure as provided for in this policy or as a suspension pending investigation as provided for in this policy. If a final decision is made under the procedures stated below that a suspension without pay was improper, the classified employee shall receive full pay and other benefits for the period of suspension, provided that nothing herein shall entitle the classified employee to compensation or other benefits past the date of expiration of the classified employee's contract.

"Suspension with pay" may occur in those situations in which the Superintendent or designee, or a supervisor of the classified employee perceives a significant hazard in keeping the classified employee on the job, in which event the classified employee may be asked to immediately leave the District's premises and the classified employee is temporarily relieved of his/her duties pending a hearing as specified below.

"Demotion" shall mean a reduction in pay during the term of the classified employee's contract "Demotion" shall not mean a change in job description or work assignment or duties.

"Termination" shall mean the discharge of the classified employee from his/her employment with the District during the term of his/her contract and does not include the cessation of employment upon expiration of the classified employee's contract.

A full-time classified employee who has been employed by the school District for more than one (1) year shall be suspended, demoted, terminated or non-reemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in this policy, "cause" shall also specifically include lack of funds or lack of work.

Any classified employee who has been employed by the school District for less than one (1) year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

A classified employee may be suspended, demoted, terminated or non-reemployed for causes including, but not limited to, the following list of violations, rules, and regulations:

- Inappropriate verbal or physical interaction with students or staff; immoral conduct or indecency including abusive and/or foul language; threatening, intimidating, coercing or

interfering with employees or supervisors at any time;

- improper time card and clock activities; abuse of "breaks" (rest periods) or meal period policies; excessive tardiness and/or absenteeism; excessive or unexcused absenteeism for any reason; chronic tardiness; failure to be at work station at starting time; leaving work station without authorization prior to lunch periods, or end of work day; unauthorized absence from work station during working hours; wasting time or loitering during working hours; walking off job or job abandonment;
- inappropriate use of electronic equipment; excessive personal calls during working hours, except for emergencies (this includes incoming and outgoing calls); excessive electronic communication, including text messaging and internet usage; tobacco use on school grounds; possession, consumption or reporting to work under the influence of beer, alcoholic beverages, non-prescribed drugs, or controlled dangerous substances; possession of weapons on the premises at any time;
- refusal or failure to do work assignment or follow instruction of work supervisor; unsafe operation of motor vehicles, machines or equipment, and disregard of known safety rules or common safety practices during performance of any task; unauthorized operation of machines, tools, or equipment; poor workmanship; distracting the attention of others; creating disturbances on the premises at any time; creating or contributing to unsanitary conditions;
- falsification of personnel or other records; making or publishing false, vicious, or malicious statements concerning any employee, or supervisor, of the District; sabotage; gambling, lottery, or any other game of chance on school District property; practical jokes injurious to other employees or school district property; removing, abusing, misusing, or defacing of District, employee or student property; removing school district property or records from school district premises without authority; theft or misappropriation of property of employees, students, or of the school District; unauthorized posting, removal, or distribution of printed matter on District premises;

- refusal of job transfer within the District, if transfer does not result in a demotion; insubordination of any kind; violation of any District rule, policy, or administrative order; receiving two (2) admonishments, verbal or written, for any misconduct within sixty (60) days, or receiving three (3) admonishments, verbal or written, for any misconduct within six (6) months.

When it is in the best interest of the District, any classified personnel may be suspended, demoted, terminated or non-reemployed.

Revised by the Board of Education May 2007
Revised May 2011

PROCEDURES FOR SUSPENSIONS WITHOUT PAY, TERMINATIONS AND DEMOTIONS

Any full-time classified employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action, the full-time classified employee shall receive the following hearing rights:

1. The Superintendent or designee shall orally advise the classified employee of the cause or basis for the proposed disciplinary action;
2. The Superintendent or designee shall explain to the classified employee the evidence against the classified employee;
3. The Superintendent or designee shall allow the classified employee an opportunity to present his/her side of the matter.

After the classified employee is afforded the above hearing rights, the Superintendent or designee may take any of the following actions:

1. Suspension without pay for ten (10) working days or less as a disciplinary measure;
2. Suspension without pay pending investigation as to whether cause exists for the termination of the classified employee;
3. Demotion of the classified employee;
4. Termination of the classified employee; or
5. No disciplinary action is appropriate.

If a classified employee is suspended without pay pending an investigation as to whether termination is appropriate then within five (5) working days after the effective date of the suspension without pay such investigation must be completed and the Superintendent or designee shall afford the classified employee a second hearing with the same hearing rights as set forth in this policy.

After the second hearing, the classified employee shall either be reinstated with back pay and other benefits, suspended without pay as a further disciplinary measure not to exceed a total of ten (10)

working days including the initial days of suspension without pay, demoted or terminated.

The classified employee shall have the right to appeal to the Board of Education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the procedures for appeal to the Board of Education below.

PROCEDURES FOR NON-REEMPLOYMENT

Prior to being non-reemployed, a full-time classified employee who has been employed by the District for more than one (1) year shall be entitled to the following hearing rights:

The Board of Education, Superintendent, or designee shall advise the classified employee, in writing, of the Board's intention not to reemploy the classified employee for the subsequent fiscal year;

The written notification shall set out the cause(s) for such action;

The classified employee shall have the right to contest his/her non-reemployment before the Board of Education as set forth in the Procedures for Appeal to the Board of Education below.

PROCEDURES FOR APPEAL TO THE BOARD OF EDUCATION

After any suspension without pay, or prior to the effective date of any demotion or termination during the term of his/her contract, the classified employee shall receive notice of his/her right to a hearing before the Board of Education as herein provided. All notices shall be sent to the classified employee by certified mail at the address of the classified employee shown on the school records.

A classified employee who has been notified in writing of his/her suspension without pay, demotion or termination during the term of his/her contract or non-reemployment may notify the Clerk of the Board of Education within ten (10) working days of the postmark on the notice if the classified employee desires a hearing before the Board of Education. If the classified employee fails to notify the Clerk of the Board of Education in writing within ten (10) working days of the postmark on the notice that the classified employee requests a hearing, the classified employee shall be deemed to have waived the right to a hearing and the suspension without pay, demotion or termination action shall be final and the Board may take final action to non-reemploy the employee without further notice or hearing rights. All notices required herein shall be mailed by certified mail. The postmark shall be used to determine the timeliness of the notice.

HEARING BEFORE BOARD OF EDUCATION

Upon timely notice as set forth above, the classified employee shall be entitled to a hearing before the Board of Education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled Board of Education meeting. At the request of the classified employee or at the discretion of the Board of Education, the Board of Education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the classified employee's request.

It is the intent of the Jenks Board of Education to provide two and one-half (2 1/2) hours (total time) for the opening statement, presentation of evidence, cross-examination, and closing statement for each side in a classified employee due process hearing. If the representative of either side desires additional time, rationale for that additional time shall be provided to the School Board at the beginning of the hearing process. Both sides and individual Board members may address this issue. The Board will consider the request and vote to set a reasonable time for each side based on the information provided by the parties and the totality of the circumstances. To the extent possible, the Board will seek to obtain an agreement from the parties as to a reasonable time limit. Appropriate decorum should be exhibited by all spectators at all times. Spectators are permitted to silently observe the proceedings, since a personnel hearing is a quasi-courtroom setting. Clothing, signs, or any other items that communicate support for any issue to be decided by the Board will not be permitted.

At the hearing before the Board of Education, the classified employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the school District, to present witnesses on his/her behalf and to present any relevant evidence or statement which the classified employee desires to offer. The hearing shall be conducted in open session. The hearing shall commence with a statement to the classified employee of his/her rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the classified employee's suspension without pay, demotion, termination or non-reemployment. The burden of proof shall be upon the school administration. The classified employee shall then have the right to present his/her side of the matter.

After both the school administration and the classified employee have fully presented their respective positions, the Board of Education shall deliberate on the evidence in executive session. The Board of

Education shall announce its finding and decision immediately in open session by individual voice vote.

The decision shall be made by a majority of the Board of Education members present at the meeting.

As to suspension, demotion or termination, the Board of Education may affirm, modify or reverse the action taken against the classified employee, including increasing or decreasing the severity of the original action. As to non-reemployment, the Board may reemploy or non-reemploy the employee for the subsequent fiscal year.

The decision of the Board of Education at the hearing shall be final and non-appealable.

Revised by the Board of Education May 2006

2.10 CLASSIFIED (SUPPORT) PROBATIONARY EMPLOYEES

All new classified employees employed by the Jenks School District will serve a sixty (60) calendar day probationary period. The probationary period will commence on the first day worked, following employment by the Board of Education, and conclude at the end of sixty (60) calendar days. During this period, the probationary employee may be terminated upon written notification from the central office supervisor.

New employees will be placed at the base salary level during the probationary period. Upon completion of this period, an employee with creditable outside experience may be placed on the salary scale up to and including step five. The supervisor will notify the Human Resources Department upon the successful completion of the probationary period.

The Human Resources Office will establish a target salary reflecting the experience of the employee at the time of employment. The employee's performance will be reviewed at the end of the probationary period and a recommendation made to the Board of Education regarding any change in employment status, and salary adjustments if applicable.

Insurance benefits are available to full-time and twenty (20) hour part-time employees on the first of the month following Board approval date or commencement of work duties, whichever is later. Classified employees who do not work 12 months are required to prepay summer insurance premiums by payroll deduction from January through May of each year.

Immediately following the completion of the probationary period, full-time employees will be paid for holidays.

During the probationary period, employees will not be eligible for bereavement, personal business, or legal process leave.

During the probationary period, employees will accumulate sick leave at the usual rate for their position; however, an employee who terminates prior to the end of the probationary period will not be entitled to payment for unused sick leave.

During the probationary period, a full-time employee hired in a twelve (12) month position, will accumulate vacation days according to Board policies, but will neither be allowed to use them during the probationary period, nor be paid for them if termination occurs prior to completion of the probationary period.

Revised by Board of Education May 2008

2.11 CRIMINAL RECORD

Student and staff safety is of paramount concern to the Jenks Board of Education. Employees and/or volunteers who have committed criminal offenses could be a threat to the safety of students and staff. The Board of Education commits itself to making the best possible effort to maintain a workplace safe for all students and employees

On an annual basis, all school District employees who are employed by September 1 and volunteers are required to truthfully answer the following questions:

Have you within the past three hundred sixty-five (365) days:

1. Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge? (This question includes criminal case involving a “deferred sentence,” “deferred judgment” and any “expunge of the records.”)
2. Been convicted of a state (any state) or federal felony offense?
3. Been charged with a state (any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? (This question includes criminal cases involving a “deferred sentence,” “deferred judgment” and any “expunge of the records.”)
4. Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? (This ques-

tion includes criminal cases involving a “deferred sentence,” “deferred judgment” and any “expunge of the records.”)

5. Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?
6. Been required to register as a sex offender under the Oklahoma Sex Offender Registration Act or under similar laws in another state?

All questionnaire forms must be returned to the office of Superintendent or designee by September 15 of each school year.

Refusal by the employee to sign and return the required form or giving false information or misinformation on the required questionnaire form will constitute insubordination and willful neglect of duty and may be the basis for disciplinary action, including termination of employment. It is the duty of every District employee or volunteer, within ten (10) days of any of the following occurrences, to notify, in writing, the Superintendent.

1. If the employee or volunteer enters a plea of guilty or nolo contendere to a state or federal felony charge;
2. If the employee or volunteer is convicted of a state or federal felony offense;
3. If the employee or volunteer enters a plea of guilty or nolo contendere to a misdemeanor offense that originally was a state or federal felony charge;
4. If the employee or volunteer enters a plea of guilty or nolo contendere or has been convicted of a state or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity;
5. If the employee or volunteer enters into a deferred prosecution agreement with a state or federal prosecutor;
6. Been required to register as a sex offender under the Oklahoma Sex Offender Registration Act or under similar laws in another state?

Failure to provide the referenced information, in writing, to the Superintendent within the ten (10) day period may result in termination for insubordination and willful neglect of duty.

Each year up to 10% of the total staff (certified, support, and administrative) may be randomly selected for a complete criminal record check to be conducted in the same manner as pre-employment criminal record checks for all employees.

The District will also request a national and state felony record search of the name, fingerprints, social security number or other relevant information of any current school District employee if the Board of Edu-

cation or Superintendent requests a search of that employee's felony record.

The Board of Education or designee has the authority to conduct a felony records search at any time on any employee.

Revised by Board of Education May 2006

2.12 DISTRICT VEHICLES

A four hundred fifty dollar (\$450.00) monthly allowance for vehicle use will be provided for Director of Athletics and Executive Director for Maintenance and Construction. A three hundred fifty dollar (\$350.00) monthly allowance for vehicle use will be provided for Associate Superintendent, Assistant Superintendent, Chief Financial Officer, Executive Administrator, and Director of Transportation; a two hundred dollar (\$200.00) monthly allowance will be provided for: Directors including Child Nutrition, Communications, Curriculum and Instruction, Information Technology, Personnel, Student Programs; and High School Principal.

None of the above listed administrators or directors will drive District vehicles or be reimbursed for mileage, gas, oil, turnpike charges, and parking fees while traveling within the boundaries of the State of Oklahoma. Any of the above administrators and/or directors traveling out-of-state will be allowed the lesser of the District mileage rate or airfare for coach accommodations unless otherwise directed by the Superintendent of Schools or designee.

The Superintendent of Schools will have the option of a three hundred fifty dollar (\$350.00) monthly vehicle allowance or having a vehicle provided by the District. The Director of Maintenance may have a vehicle provided by the District.

Revised by Board of Education September 2008

2.13 DRUG FREE WORKPLACE

(See also Facility Rental and Usage; Student Possession or Use of Alcohol and Illegal Drug Policy; Employee Assistance Program; Testing Employees and Applicants for Employment)

In order to maintain a healthy educational and working environment in the District's schools, and to comply with the requirements of the Drug-Free Workplace Act of 1988 for purposes of receiving federal grants, the Board of Education adopts the following policies and regulations

1. The unlawful use, possession, dispensing, distribution, or manufacture of a controlled substance in any of the District's facilities, on District property (including vehicles), or at a District

sponsored function or event is prohibited. Violation of this prohibition is grounds for disciplinary action, including dismissal or non-renewal of employment.

2. Employees who are engaged in the performance of work under the terms of a federal grant must abide by the prohibition in paragraph one (1) as a condition of their employment. Violation of the prohibition may result in dismissal or non-renewal.
3. Employees who are engaged in the performance of work under the terms of a federal grant must notify a District administrator of any criminal drug conviction for a violation which occurred at a District workplace within five (5) days after such conviction. Such a conviction shall result in dismissal or non-renewal.
4. Such a conviction shall be reported by the District's grant administrator to the relevant federal granting agency within ten (10) days of the notification by the employee or other actual notice.
5. This policy statement shall be included in the District's employee manual and shall be distributed to all employees at the commencement of each school year.
6. The employee in-service training period, prior to the commencement of each school year, shall include a review and discussion of the dangers of drug abuse in the workplace, the District's policy for a drug-free workplace, the penalties for violating the policy, and available sources of information, counseling or other assistance regarding drug use.

Approved by the Board of Education June 1989

2.14 EARLY RETIREMENT INCENTIVE PROGRAM

The purpose of an early retirement incentive program is to serve the needs of this District as they may be related to productivity, salary expenditures, staff reductions, staff reorganizations, and affirmative action opportunities

While it is recognized that many long term employees may be deserving of severance benefits, it is not possible to single out such individuals. To serve the District's needs, participation in the program must be limited to certified employees and full-time, thirty-five (35) hours per week classified employees where reduction may be needed and substantial salary savings are indicated. Benefits that may come to an eligible employee are, in fact, incidental to the overall purpose of the program. Employees must be eligible and/or qualified for the State Teacher Retirement System.

The provisions of this program which are herein outlined are, therefore, purposely restrictive and in-

tended to favor the needs of the District, rather than the prospective retiree. Participation in the program will only be offered when salary savings to the District are indicated as determined solely by the Board of Education.

The administration of this District will assess the needs of the District with regard to the items stated above and may recommend to the Board of Education to open the program if the administration believes it is in the best interest of the school District.

CONDITIONS FOR PARTICIPATION

1. Prospective retirees must be active employees with a minimum of ten (10) full immediate past years of consecutive service as an employee of this school District.
2. The length of payments and the amount of payment benefits will be determined exclusively by the Board of Education. Such amount shall be reasonable and appropriate in view of the length and type of service rendered by the potential retiree to the District but, in no event, will be more than the amount saved by the District due to the reorganization or staff reductions.
3. All benefits terminate on the retiree's sixty-fifth (65) birthday or after thirty-six (36) monthly payments, whichever comes first. In the event of death prior to the end of the maximum benefit period, all benefits will immediately cease.
4. Benefits will include cash paid in lieu of dental, health, and life insurance premiums in the Jenks School District's dental, health, and life insurance plans, if any, in effect during the period of time in which the participant is paid retirement benefits. Such benefits will permanently cease if participant accepts employment, except on a substitute basis, with any other school district in the state of Oklahoma.
5. Payment of all retirement benefits will be made twice monthly in equal installments.
6. Any potential retiree must enter into a written contract in the form provided by the District prior to being eligible to receive any retirement payments or benefits.
7. Nothing in this policy shall require the school District to offer early retirement to any person nor shall prohibit the District from effectuating staff reductions in a manner other than through early retirement.

Revised by the Board of Education June 1997

2.15 EMPLOYEE ASSISTANCE POLICY

It is the policy of Jenks Public Schools to assist our employees who have, or may develop a personal problem (marital, legal, alcoholism and chemical

dependency, financial, emotional, or stress related) that interferes with their ability to perform their duties in a timely and competent manner. To further that policy, Jenks Public Schools will make available to all employees an Employee Assistance Program, to be provided by an organization outside the Jenks Public Schools. All employees will be notified annually of the name and address of the provider and the procedure for seeking assistance from the provider.

EMPLOYEE RESPONSIBILITY

It shall be the employee's responsibility to present personal problems affecting their work and lives to the Employee Assistance Program.

It shall be the employee's responsibility to carry through with the recommended treatment or course of action following problem assessment and referral.

If family member's personal problems (marital, legal, alcoholism and chemical dependency, financial, emotional, or stress related) are affecting the employee's ability to perform his/her duties at work, the employee should call the Employee Assistance Program Services.

If formally referred to the Employee Assistance Program Services by the supervisor due to job performance deterioration, it shall be the employee's responsibility to accept the referral to the program and follow through with treatment recommendations.

SUPERVISOR RESPONSIBILITY

The supervisor has the responsibility to be aware of employee productivity and to intervene as soon as job performance deteriorates.

If during supervisor conferences, the supervisor discovers that the employee is experiencing personal problems (marital, legal, alcoholism and chemical dependency, financial, emotional, or stress-related), the supervisor should suggest the employee voluntarily seek assistance from the Employee Assistance Program Services.

If regular supervision practices are not providing the necessary structure to correct job performance, the Employee Assistance Program Services shall be recommended in conjunction with a plan of improvement.

The Employee Assistance Program Service may be: recommended to employee with the first level of improvement action; requested of employee with the second level of action; and/or required as a condition of continued employment with the third level of action.

The supervisor shall inform the employee with the third level of improvement action that while the choice to seek assistance is the employee's, failure to do so may invoke disciplinary action which may include termination.

This policy, and subsequent related procedures, are not intended to supplant the disciplinary process, which may include termination, or in any way to supplant the employee's due process procedure as stated in existing policies. The Jenks Public School District maintains the right to institute termination or other disciplinary procedures at any time if warranted by the employee's performance. The Employee Assistance Program is a service offered to employees; referral to the Employee Assistance Program is not a prerequisite to termination or other disciplinary proceedings.

It will be the responsibility of all management to implement this policy and to follow the procedures which have been designed to assure that no person with any of these problems (marital, legal, alcoholism, and chemical dependency, financial, emotional, or stress related) will have either their present job security or future promotional opportunities jeopardized by a request for assistance. However, continued unsatisfactory job performance and/or attendance will be handled in accordance with existing policies concerning absenteeism and poor work performance.

PROGRAM CONFIDENTIALITY

In order for the Employee Assistance Program to work, employee confidentiality must be maintained at all times. No information regarding the employee's diagnosis or particular problem will be revealed to others or put into employee's personnel record. Once the supervisor has formally referred an employee to the Employee Assistance Program, the District coordinator for the Employee Assistance Program is entitled to the following information:

1. Did employee keep Employee Assistance Program Services appointment?
2. Is employee cooperating?
3. Is employee going to require long-term assistance?
4. What are prospects for improvement?

RECORD KEEPING

There will be a minimum of record keeping to assure program confidentiality. All records will be kept in the offices of the provider of the Employee Assistance Program.

Files developed by Employee Assistance Program Coordinator and Counselors will be reviewed periodically by the Program Coordinator and only information needed for future reference will be retained.

Files developed by Program Coordinator and Counselors for recovering alcoholics should be open no longer than one (1) year.

When cases are closed, the file should be purged of all notes, etc. Only name, address, phone number, and referral resource will be kept as well as signed releases pertinent to the case.

Approved by the Board of Education July 1990

2.16 EMPLOYEE COMPLAINT PROCEDURE

The purpose of this procedure is to secure at the lowest possible level equitable solutions to a claim of a policy violation by an employee

A "complaint" is a dispute, disagreement, problem or controversy involving a violation or a misinterpretation of policy or procedure. A "complainant" is any employee asserting a complaint.

The term "days" shall mean calendar days. The number of days for the processing of complaints indicated at each level should be considered as a maximum. The time limits specified may be extended or limited by written mutual consent.

PROCEDURE

An employee may discuss the matter with the immediate supervisor and have the complaint adjusted. If a resolution cannot be reached, the persons involved should begin the complaint procedure at Level One.

Level One - A complaint will first be discussed with the employee's site principal or supervisor within ten (10) days of when the employee knew or should have known about the violation or misinterpretation with the objective of solving the problem. If the matter is not resolved at this meeting, the employee may file a complaint at the next level within five (5) days. The site principal or immediate supervisor, shall submit his/her decision in writing within five (5) days.

Level Two - If the employee feels that a satisfactory resolution has not been achieved at Level One, the employee should contact the appropriate Assistant Superintendent within five (5) working days of the decision given at Level One. The Assistant Superintendent shall submit his/her decision in writing within five (5) days.

Level Three - If the employee feels that a satisfactory resolution has not been achieved at Level Two, the employee may file a written appeal to the Superintendent within five (5) working days of the decision given at Level Two. The Superintendent will hold a hearing within ten (10) days to determine the outcome of the complaint. His/her decision shall be rendered within five (5) days of the hearing.

Level Four - If the employee feels that a satisfactory resolution has not been achieved at Level Three, the employee has five (5) working days to appeal to the Board of Education which will hear the complaint at the next regular meeting or within thirty (30) calendar days. The decision of the Board will be final.

Revised by the Board of Education July 1994

2.17 EMPLOYEES COMPENSATED WITH GRANT FUNDS

Beginning July, 1994, employees compensated with federal or categorical grant funds will be employed with a contract renewable as grant funds are available.

2.18 EMPLOYEES INFECTED WITH ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

(See also Safety and Hazards in the Workplace; Blood borne Pathogens)

The Board is strongly committed to providing a safe working environment for employees and students in relation to communicable diseases. Medical evidence indicates that Acquired Immune Deficiency Syndrome (AIDS) is a communicable disease. Therefore, the Superintendent or designee will develop appropriate regulations governing the posture of this District when dealing with an employee who has been identified by a competent medical authority to have AIDS, HIV related complex, or tests positive to AIDS antibodies. Such regulations will ensure for confidentiality and non-discrimination of the employee.

In accordance with state law, teachers and administrators who work with students in fifth through twelfth grades will receive annual instruction about AIDS.

Revised by the Board of Education November 1996

2.19 EMPLOYMENT OF FAMILY MEMBERS (NEPOTISM)

(See also Board Member Requirements; Assignment of Employees; Hiring)

The Board of Education concurs with and supports the public policy stated in Oklahoma Statutes limiting

the employment of individuals related to members of the Board of Education. In addition, the Board believes the employment of individuals related by blood or marriage to persons holding administrative positions, and the employment of related individuals, to work in the same building and administrative department in the District creates similar possibilities for conflicts of interest, favoritism, and disruption of the efficient and impartial administration of school business.

Therefore, the Board has determined it is in the best interest of the school District to adopt the following employment regulations:

“Family members” means individuals related within the second degree by consanguinity or affinity. Degrees of relationship shall be determined as provided by Oklahoma Statute.

Family members related to certified or classified administrators will not be employed in the same department or in the same building, but may be employed in other departments or other division positions, including teaching positions.

The school District will make a concerted effort to refrain from employing members of the same family as employees assigned to the same building or same department.

Current employees who are family members and whose work assignments do not conform to these regulations may be reassigned as may be considered feasible by the administration. No current employee will be terminated because of such non-conformity with these regulations or because reassignment was not feasible.

Employment of individuals who are directly related to school District administrators (both classified and certified) will be placed in the personnel portion of the School Board meeting agenda, as individual action items.

Revised by the Board of Education July 1995

2.20 EVALUATION-CERTIFIED-BOARD

It is the policy of the Jenks Public School Board of Education and the Superintendent to schedule an annual School Board Self-Evaluation Process to be led by the Oklahoma State School Boards Association (OSSBA) or other institution, as approved by the Board President.

The Jenks Public School District's certified staff evaluation plan is designed to support the District's pursuit of excellence in education.

Education is a human endeavor. The Jenks Public School District is a community of people working for one (1) common goal - the growth and development of the young people we serve. In order to enable our students to grow and develop, it is important that all educators continue to grow in professional effectiveness.

The goal of the evaluation process is to facilitate and provide opportunities and motivation for growth by establishing high standards of competence and promoting the acquisition of advanced skills. It is to be implemented in a supportive atmosphere of positive communication and professional sharing of knowledge, and with the premise that students deserve quality instruction.

The purposes of evaluation are to provide:

1. a high standard of effective instruction in the District;
2. an opportunity to identify, recognize and praise quality job performance;
3. a mechanism for identifying staff development needs;
4. a focus on professional growth to increase student learning;
5. a process that promotes professional growth to increase student learning;
6. opportunities to set plans for growth which value the educator's professional judgment;
7. for the continuing interchange of ideas and encourage rapport among staff; and
8. information that may be used to make recommendations concerning employment to the Board of Education.

In the Jenks School District, evaluation is defined as an endeavor among all staff members and the Board of Education to improve the quality of the educational program and to encourage professional growth. The District and the individual educator jointly accept the responsibility for the improvement of efforts to educate the students in our District.

All staff members are expected to perform well in relation to their job descriptions, statements of objectives and approved performance criteria. Evaluation is a system for documenting the criteria and the evidence of achievement by staff members.

The Board of Education, has adopted an evaluation policy, procedures, criteria, and instruments for all certified employees in compliance with state statutes. The performance of all certified staff members will be evaluated using the criteria submitted by the evaluation committee and approved by the Board of Education. The Superintendent will be evaluated by the Board of Education; site principals and other central office administrators will be evaluated by the

Superintendent or designee; assistant principals and building principals will be evaluated by their site principals; and teachers and other non-administrative staff will be evaluated by the principals/supervisors as provided by law.

Every probationary staff member will be evaluated at least once prior to November 15 and at least once prior to February 10 during each school year and at other times as deemed appropriate. Every career teacher will be evaluated at least once each school year. All personnel designated by the local Board to conduct the personnel evaluations shall be required to participate in training conducted by the State Department of Education prior to conducting such evaluations. Evaluation reports will be completed on an approved evaluation form and be followed by a conference between evaluator and staff members. The form will be signed by both.

If the evaluator recommends a plan for improvement, a plan will be developed by the evaluator and staff member. The plan will include a statement indicating how the District will assist with the improvement efforts. The evaluation report and plan for improvement, if one (1) is developed, will be filed in the staff member's personnel file.

The annual evaluation reports will be kept in the staff member's personnel file for five (5) years. The file is accessible to the staff member, the Board of Education, the evaluator, the employee's supervising administrator, administrative staff to which the staff member applies for employment, and only those others designated by the teacher. All persons accessing the staff member's personnel file for other than routine clerical purposes, will sign an appropriate entry log stating date, name, and reason for review of the file.

The procedures, criteria, instruments and process of evaluation will be subject to continuous review and appraisal by the Board of Education. As they are approved, copies of all amendments and changes will be provided to staff members.

Any legislative act, state department ruling, or court decision which makes any part of this policy unlawful will in no way make inactive the rest of this policy.

Revised by the Board of Education June 2009

2.21 EVALUATION-CLASSIFIED (SUPPORT)

The Classified Personnel Evaluation Program is designed to improve the quality of work in all areas of the classified staff by improving the individual on-the-job performance of each employee. The supervisor will meet with the employee to identify

strengths and areas for improvement and to prescribe steps for recognition and improvement. This will be done on an annual basis.

The classified employee shall acknowledge receipt of the evaluation by signing the form. The classified employee may, within ten (10) days, respond to the evaluation in writing and said response will be attached to the evaluation.

All classified personnel are expected to perform well in relation to their job descriptions, statement of objectives and approved performance criteria. Evaluation is a system for documenting the criteria and the evidence of achievement by staff members.

PROBATIONARY EMPLOYEE

“Probationary employee” means a person who is employed in a classified position as a new employee in the District and shall complete a sixty (60) calendar day probationary period.

During the entrance conference at the time of employment, the employee will be made aware of the performance factors to be evaluated during the sixty (60) day probationary period.

The supervisor will conduct an on-going evaluation of the employee, making as many observations as possible during the probationary period.

At the completion of the probationary period, the designated supervisor will conduct a conference with the employee. During this conference the employee will be either recommended for full employment status or have his/her employment terminated.

ONE (1) YEAR EMPLOYEE

“One (1) year employee” means a person who is employed in a classified position in the District, after successful completion of a probationary period, and is in the first, calendar year of service.

Following successful completion of the probationary period, the supervisor will conduct an on-going evaluation of the employee making as many observations as possible. Conferences with the employee may be scheduled to discuss areas for improvement and suggestions for improvement and/or to emphasize strengths.

On or before the completion of the one (1) year period (12 months), the designated supervisor will conduct a conference with the employee. During this conference the employee will be either recommended for continued employment or for termination.

CLASSIFIED EMPLOYEE

“Classified employee” means a person who is employed in a classified position in the District after completing one (1) successful year of service.

Classified employees who have completed one (1) year of service will be evaluated each year.

The supervisor will conduct an on-going evaluation of the employee making as many observations as possible. Conferences with the employee may be scheduled to discuss areas for improvement and suggestions for improvement and/or to emphasize strengths.

Prior to reemployment, the supervisor should conduct a conference with the employee to discuss job performance.

Each year the supervisor will recommend to the Office of Human Resources classified employees for reemployment or non-reemployment.

Other evaluation conferences may be held at the discretion of the supervisor for an employee who transfers to another position, receives a promotion, returns following suspension, or if other circumstances are such that the supervisor feels special evaluations are necessary. Classified employees may be placed on plans for improvement at any time during their employment with the District.

This policy, and subsequent related procedures, are not intended to supplant the District policy on suspension, demotion, termination, or non-re employment of classified employees.

Revised by Board of Education June 2004

2.22 EXTRA ADMINISTRATIVE ASSIGNMENTS

Because of the nature and job responsibilities of an administrative assignment, it is the policy of the Board of Education that administrators may not receive stipends for temporary or extra duty assignments which are within the scope of their job responsibilities.

Further, administrators may not be assigned to positions of a dual nature which may create the possibility of a conflict of interest and disrupt the efficient and impartial administration of their assignment.

2.23 FAIR LABOR STANDARDS ACT (FLSA)

The Jenks Public School District I-5 complies with the Fair Labor Standards Act #29 CFR SS 541, its

regulations and relevant court decisions. Employees are informed of the Act through proper posting of information as disseminated by the United States Department of Labor. The Jenks Public School District will cooperate with all state agencies and will maintain compliance.

2.24 FELONY RECORD SEARCH POLICY

(See also Hiring; Criminal Records Questionnaire Policy)

It shall be the policy of this District that it will obtain the results of a national felony record search of every prospective school District employee. During an interview with each employment applicant, the school District will advise the applicant that:

1. The District requires a national and state felony record search of every prospective employee as a condition of employment;
2. To enable the District to request the search and obtain the results, the applicant must complete and sign an Authorization and Release Form provided by the school District;
3. The District will only request a felony record search if the Superintendent recommends employment of the applicant;
4. If the Superintendent or designee recommends employment of the applicant, the applicant must provide a social security number and/or permit himself/herself to be fingerprinted, and provide any other information necessary to facilitate the felony record search;
5. The applicant, if placed on duty prior to receipt of the felony search results, will be classified as a temporary employee until the District is notified that the search is clear of any felony record;
6. Any admission or plea of guilt, nolo contendere, or deferred prosecution agreement to a felony or felony conviction, prior to or during employment may be considered grounds for immediate termination.

If the felony record search reveals a prior felony offense conviction or if the applicant provides a false response to one (1) or more of the questions on the Authorization and Release, the applicant will be denied employment and, if placed on duty prior to receipt of the search results, will be deemed to have resigned from employment with the District, effective upon acceptance by the Board of Education.

The Board of Education may accept any employee's resignation at any time within thirty (30) days after the date the school District is notified of either the unsatisfactory search results or learns of the applicant's false response, whichever is later. Under these circumstances, the employee waives any due

process procedures which might otherwise be available under federal and state law and District policies and procedures.

The District will also request a national and state felony record search of the name, fingerprints, social security number or other relevant information of any current school District employee if the Board of Education, Superintendent, or designee requests a search of that employee's felony record.

The Board of Education or designee has the authority to conduct a national and/or state felony record search at any time on any employee.

Revised by the Board of Education May 2006
Revised May 2011

2.25 FRINGE BENEFITS

Classified employees who are contracted for thirty (30) hours or more per week and certified employees who are contracted for at least one-half (1/2) time may be eligible for the State Flexible Benefit Allowance to pay for health/dental insurance cost. Dependent coverage is available.

Classified employees who are contracted for twenty (20) hours or more per week are eligible to participate in the District's health/dental insurance program with the employee covering the cost.

Any employee on approved leave of absence may continue health/dental insurance within the group coverage as follows: a personal check made payable to the Jenks Public Schools Insurance Program for the monthly premium is due in the insurance department prior to the first day of each month.

The District will pay monthly premiums for thirty thousand dollars (\$30,000) in life insurance for all employees who are board hired for twenty (20) hours or more per week. Payroll deduction will be available for dependent coverage.

Any employee on approved leave of absence may continue life insurance with the group coverage as follows: a personal check made payable to the Jenks Public Schools Insurance Program for the monthly premium is due in the insurance department prior to the first day of each month.

All benefits will commence on the first day of the month following approval by the Jenks Board of Education, or the first day of the month following first day worked, whichever is later. The employee is responsible for the return of all forms, enrollment, etc., to enroll in District offered benefits.

Any employee whose length of day, week and/or year is shortened because of Board action due to budget reductions will continue to receive the same Board-paid insurance benefits as were previously paid. If this position is subsequently filled by another employee, benefits for this position will be paid as per current Board policy.

The Board will also provide coverage under Worker's Compensation, and an Employee Liability Insurance which covers any civil action, three hundred thousand dollars (\$300,000.00) limit, resulting from the performance of job responsibilities.

Revised by Board of Education May 2006

2.26 HIRING

(See *also* Assignment of Employees; Physician's Certificate; Proof of Eligibility to Work; Testing Employees and Applicants for Employment; Felony Record Search; Criminal Record Questionnaire Policy)

Applications for employment in the Jenks School District shall be completed on-line or in writing to the Human Resources Office

Jenks Public Schools will make every effort to be fully informed as to the personal character and qualifications of those applicants to be recommended for employment. The District will contact any former employer or other persons deemed appropriate concerning the personal character and qualifications of applicants. As authorized by OS Title 70, Section 5-142, additional steps will be taken to secure information regarding the applicant's driving record, and criminal/felony record, if any.

A pre-employment drug test for all employees and physical examination by a Board designated physician at school expense will be required for applicants recommended for child nutrition, maintenance, paraprofessional, police, print shop/warehouse, technology, and transportation positions. Any information or misrepresented information provided to the District by the applicant/employee is grounds for immediate removal from consideration and/or employment.

Individuals hired by Jenks Public Schools are employees of the District. The specific assignment of personnel is an inherent managerial right. The Superintendent shall have the authority to assign or reassign any employee to any approved position for which the employee is certified and/or qualified and which is deemed to be in the best interest of the District.

The Board will provide coverage for all employees under Worker's Compensation and Employee Liability Insurance which covers any civil action, three hundred thousand dollar (\$300,000.00) limit, resulting from the performance of job responsibilities.

2.27 INTERN TEACHERS

The supervising teacher assigned to an intern teacher will receive the credit hours or remuneration from the university. Assignment of intern teachers will be made by the site principal.

Revised by the Board of Education June 1996
Revised May 2010

2.28 LEAVE OF ABSENCE

Leave of absence benefits are provided for contracted and Board approved employees. Part-time certified employees and classified employees who are contracted for twenty (20) hours or more per week, are eligible for leave benefits on a prorated basis.

Leave benefits should be used for the purpose for which it was intended. Leave requests that do not conform to the policies stated will not be approved.

Each employee is responsible for completing a leave affidavit (half or full day only) and returning it to the administrator supervisor no later than the second day after returning to work.

Leave of absence, except for emergencies, must be approved in advance by the administrator or supervisor. The administrator or supervisor may deny the use of leave on a particular day if the absence on that day would cause an undue hardship upon the District.

Any employee who willfully or deliberately absents himself or herself from his/her appointed place of assignment or duty during the school year, without proper authority, will be reported by the immediate supervisor, directly to the Superintendent, within twenty-four (24) hours after the absence is discovered. The Superintendent may notify the Board of Education of the unauthorized absence.

2.28.1 BEREAVEMENT

Employees shall be granted up to five (5) days for bereavement in the case of a death of a member of the employee's immediate family, up to a maximum of ten (10) days per year, upon approval.

Immediate family is here defined as spouse, children, parents/guardians, siblings, grandparents/guardians, grandchildren and like relations established through the marriage of the current spouse.

Of the ten (10) day maximum, two (2) days may be used in the case of a death outside the immediate family.

Upon request of the employee and approval of the Board or its designee, additional bereavement days may be granted.

Revised by Board of Education June 2009

2.28.2 FAMILY AND MEDICAL LEAVE

It is the policy of the Jenks School District to comply fully with the requirements of the Family and Medical Leave Act (FMLA) of 1993. FMLA requires that a covered employer provide up to twelve (12) work weeks or sixty (60) work days of unpaid leave to eligible employees. "Eligible employees" are those employees who have been employed for at least one year by the Jenks District; and worked at least 1,250 hours during the previous 12-month period; and have requested leave for a reason covered by FMLA.

Eligible employees who meet the FMLA requirements may be granted unpaid family leave and paid sick, vacation and personal leave combined for the following reasons:

1. For the birth of a child and to care for such child, or placement for adoption or foster care of a child;
2. To care for a spouse, child or parent/guardian with a serious health condition; or
3. For a serious health condition of the employee that makes the employee unable to perform his or her job functions.

The term "serious health condition" means one which requires either in-patient care, or continuing treatment by a health care provider. This term is intended to cover conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis or for more than just a few days. A "serious health condition" does not cover short-term conditions for which treatment and recovery are very brief. Such conditions would normally be covered by the District's sick leave policies.

The term "year" as used in this Policy shall mean a rolling 12-month period measured backward from the date an employee uses any leave.

It is not the intent of the District or this policy to provide leave benefits that exceed those authorized by rule, policy, or existing law. An eligible employee must use any accrued paid vacation leave, personal leave and sick leave for any part of the twelve (12) week period. It is the policy of the District that all paid non-FMLA leave will be used first. In the event the application of existing leave policies results in less leave than is required by the FMLA, an eligible individual will be entitled to such additional leave as is necessary to result in the minimum leave specified in the FMLA.

Where the employee's spouse is also employed by the District, the total number of work weeks of FMLA leave to which both spouses are entitled is limited to twelve (12) work weeks during a year if such leave is for the birth of a child or to care for a child or for placement for adoption or foster care of a child.

APPLICATION FOR FAMILY OR MEDICAL LEAVE

An employee requesting leave must complete an "Application for Family or Medical Leave." The application must state the reason for the leave, the duration of the leave (if known), and the starting and ending dates of the leave. An application can be obtained from the employee's supervisor or Human Resources.

The application for leave must be submitted at least thirty (30) days before family or medical leave because of an expected birth or placement of a child, or because a planned medical treatment is to begin. If, for reasons beyond the employee's reasonable control, the leave is to begin in less than thirty (30) days, an employee must give notice to his or her immediate supervisor and to Human Resources as soon as is practicable, ordinarily within one or two school days of when the employee learns of the need for leave.

In the absence of an application for leave from an eligible employee the District may, in its discretion, place an eligible employee on FMLA leave if the employee is absent for any of the reasons set forth in the Act.

LEAVE BASED ON A SERIOUS HEALTH CONDITION

A "Medical Certification Statement" must accompany an application for leave based on the serious health condition of the employee or the employee's spouse, child or parent/guardian. This statement must be

completed by the applicable health care provider and include the date on which the health condition began, the estimated duration of the condition, and the relevant medical facts related to the condition.

If the employee has a serious health condition the certification must state that the employee cannot perform the functions of the assigned position. Likewise, when the employee is prepared to return to work certification must be provided by the health care provider that the employee is able to resume work. The District reserves the right to require the employee to obtain a second medical opinion at the District's expense. If the opinions of the first and second health care provider differ, the District may require a third opinion from a health care provider mutually agreed upon by the District and the employee. The third opinion shall be final and binding.

The District may require subsequent certifications to support FMLA leave but not more often than every thirty (30) days unless the employee requests an extension of leave; changed circumstances occur regarding the illness or injury; or the District receives information that casts doubt on the validity of an existing certification.

In the event the employee is applying for leave to care for a spouse, child or parent/guardian, the certification must state that fact along with an estimate of the amount of time the employee will need.

INTERMITTENT LEAVE OR LEAVE ON A REDUCED LEAVE SCHEDULE

An employee may request to use available leave intermittently or on a reduced leave schedule. Where leave is requested in connection with a serious health condition of the employee or immediate family member, the request for leave must be supported with a certification from the health care provider that such leave is medically necessary and stating the expected duration and schedule of such leave. There must be a medical need for the leave and evidence that the medical need can be accommodated best through an intermittent or reduced leave schedule. Any eligible employee seeking leave on an intermittent or reduced leave basis must obtain and complete a request for leave and must submit the medical certification required.

Intermittent or reduced leave may also be taken in connection with the birth or because of the placement for adoption or foster care of a child. However, intermittent leave or leave on a reduced leave schedule for this purpose may only be taken with the approval of the District.

In either instance, whether because such leave is medically necessary or in connection with the birth or placement of a child, the employee must try to schedule the leave so as not to unduly disrupt the District's operations. In the event the employee takes intermittent leave or reduced leave the District reserves the right to place the employee in an alternative position which better accommodates intermittent or reduced leave.

When a teacher requests intermittent or reduced leave for planned medical treatment for more than twenty percent (20%) of the total number of working days in the period during which the leave would be used, the District may require the employee to elect either to (1) take leave for a "particular duration" or time which is not greater than the duration of the planned treatment, or (2) be transferred to an alternative position. If the instructional employee requesting intermittent leave or leave on a reduced leave schedule does not give proper notice as required the District may deny the taking of leave until thirty (30) days after notice was provided, or may require the employee to take leave for either a "particular duration" or accept an alternative position.

LEAVE TAKEN NEAR THE END OF AN ACADEMIC TERM

If a teacher begins any type of covered leave more than five (5) weeks before the end of a term, and if the leave will last at least three (3) weeks and the employee would otherwise return to work during the three (3) weeks before the end of the term, the District may require the employee to continue taking leave until the end of the term.

If a teacher takes leave for a reason other than the employee's own serious health condition which commences during the five (5) weeks before the end of the term, and if the leave will last more than two (2) weeks and the employee would otherwise return to work during the last two (2) weeks of the term, the District may require the employee to continue taking leave until the end of the term.

If a teacher takes leave for a reason other than the employee's own serious health condition which begins during the last three (3) weeks of the term, and if the leave will last more than five (5) working days, the District may require the employee to take leave until the end of the term.

For the purposes of this Policy, the word "term" means the first term or fall semester term of each academic year and the second term or spring semester term of each academic year.

EFFECT OF LEAVE ON BENEFITS

During a period of family or medical leave, an employee will be retained on the District's medical insurance plan under the same conditions that applied before leave began. In order to continue medical insurance coverage the employee must continue to make any contributions made to the plan before leave. Failure of the employee to pay the medical insurance premium may result in a loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of health insurance premiums during the family or medical leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or to circumstances beyond the employee's control.

The employee may not accrue any seniority or employment benefits that would have accrued if not for the taking of leave. However, the employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

REINSTATEMENT TO FORMER POSITION

An employee generally is entitled to be restored to an equivalent position and to equivalent conditions of employment. This may not be applicable to employees who are designated as "highly compensated employees." The District cannot guarantee that an employee will be returned to the original job. A determination as to whether a position is an "equivalent position" will be made by the District. A highly compensated employee is one who is salaried, and is "among the highest paid 10 percent" of the employees employed within 75 miles of the employee's worksite. An employee who qualifies as a "highly compensated" employee may be denied restoration to employment if necessary to prevent substantial and grievous economic injury to the operations of the District.

An employee who is ready to return from leave must complete a "Notice of Intention to Return from Family or Medical Leave" before returning to work. An employee may return to work before the expiration of a family or medical leave of absence. In this event notification must be given to the employee's supervisor at least five (5) working days prior to the employee's planned return.

FAILURE TO RETURN FROM LEAVE

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. Any termination, as a result of this provision, is subject to the same rights as a termination for cause. An employee who requests an extension of family leave or medical leave must submit a request for an extension, in writing, to the employee's immediate supervisor with a copy to Human Resources. This written request should be made as soon as the employee realizes an inability to return at the expiration of the leave period.

Revised by the Board of Education May 2007

2.28.3 HOLIDAYS

At the conclusion of the probationary period, classified employees who are employed full-time will be eligible for paid holidays. Certified employees who are employed full-time on a twelve (12) month contract will be eligible for paid holidays. One (1) day will be allowed for each of the following holidays: Independence Day, New Year's Day, Labor Day, and Memorial Day. Two (2) paid days may be granted for Thanksgiving. Three (3) paid days may be granted for Christmas. In conjunction with the paid holidays at Christmas, full-time employees who are contracted and working twelve (12) calendar months are granted two (2) additional holidays that will be scheduled by the District.

Employees who are employed full-time on a contract for less than twelve (12) calendar months will be eligible for paid holidays that occur within the contracted working period.

Full-time employees who are contracted and working twelve (12) calendar months are entitled to three (3) additional floating holidays which may be taken during the fiscal year with supervisor's approval.

Any variations from the above schedule must be authorized by the employee's supervisor in writing and a copy sent to the Office of Human Resources.

Revised by the Board of Education June 2002
Revised April 2011

2.28.4 JCTA ASSOCIATION LEAVE

The Board shall provide the Association with twenty-five (25) days per year for leave to attend conventions and conferences of the Association or its affiliates, or to conduct Association business.

The Association shall reimburse the District for the amount actually or normally paid to a certified substitute teacher for each day utilized.

2.28.5 LEAVE WITHOUT PAY

CLASSIFIED

All requests for leave of absence without pay shall be in writing to the Human Resources Office, setting forth the date and reason for leave. Before leave without pay may be considered, all other appropriate accrued leave must be used. Such requests require the approval of the Board of Education in advance of leave. Leave of absence without pay will not be granted except in extreme emergencies.

While on approved leave without pay, an employee will not lose any accumulated leave or years of experience; however, no additional leave or holiday pay will be granted or accrued.

CERTIFIED

All requests for leave of absence without pay shall be in writing to the Human Resources Office, setting forth the date and reason for leave. Before leave without pay may be considered, all other appropriate accrued leave must be used. Such requests require the approval of the Board of Education in advance of leave. Leave of absence without pay will not be granted except in extreme emergencies.

Revised by the Board of Education April 2006
Revised May 2010

2.28.6 LEAVE WITHOUT PAY CALCULATED

Classified employees paid by the hour will have their leave of absence pay based on their regular (not overtime) hourly rate of pay. For each leave of absence less than four (4) hours that school is in session, one-half (1/2) of one (1) day's leave of absence will be charged. For each leave of absence more than four (4) hours, one (1) full day's leave of absence will be charged.

When an employee is absent under conditions which make him/her liable for substitute's pay, an amount equal to the substitute's pay will be deducted from the employee's warrant even though a substitute may not be employed. Leave without pay for certified employees and others on annual contract is chargeable at a prorated basis in the case of extended contracts, for each day of absence.

Requests must be in writing and submitted to the Human Resources Office and approved by the Board of Education in advance of leave.

2.28.7 LONG TERM LEAVE WITHOUT PAY

Teachers may be granted, upon written request to and approval of the Board, an unpaid leave of absence for up to one (1) school year for the purpose of personal illness, illness in the immediate family, or rearing of a child.

Written requests for unpaid leave of absence for the ensuing year must be filed prior to March 1 of the current year, except when the situation for which the leave is requested could not have been known prior to March 1.

Written notification for reinstatement for the ensuing year following a leave of absence must be filed by March 1. If no such request is filed by that date, the teacher will be deemed to have resigned effective at the end of the current contract year.

While on approved leave a teacher shall not lose any accumulated leave, years of experience, or career status; however, no additional leave, years of experience, or career status shall accrue during the leave.

Teachers on approved leave may continue to participate in the District's health and life insurance plan with the teacher paying the premiums. Teachers who choose not to continue the life insurance while on leave, will be required to complete an Evidence of Insurability (EOI) form upon returning to work. The life insurance provider may deny coverage based upon the EOI. Teachers will be required to sign a waiver, if they elect not to continue life insurance coverage while on leave of absence.

Upon returning from an unpaid leave of absence, the teacher will be assigned to a position for which the teacher is certified.

Revised by the Board of Education June 2000

2.28.8 MILITARY

All requests for military leaves of absence shall be in writing to the Board of Education, with such information as may be pertinent to the subject.

Military leaves for certified employees may be approved under the provisions of the school laws of Oklahoma without loss of pay during the first thirty (30) days of leave of absence.

Military leaves for classified employees may be approved under the provisions of the School Laws of Oklahoma without loss of pay during the first twenty (20) days of leave of absence.

2.28.9 PERSONAL BUSINESS LEAVE

CLASSIFIED

Each employee will be granted three (3) days of cumulative personal business leave each year. Leave will be calculated for half-day and full-day absences based on the employee's daily contracted hours. An employee may accumulate a maximum of five (5) days of personal business leave days. Any additional unused days shall be added to the employee's accumulative sick leave, up to the maximum allowed. Paid leave will supersede unpaid leave allowing paid personal leave days to accumulate. Once the maximum is reached, including paid and unpaid days, any unpaid leave days remaining will be dropped. When terminating from the District, unused personal business leave shall be added to the employee's accumulative sick leave, up to the maximum allowed. The administration may deny the use of personal business leave on a particular day if the absence on that day would cause an undue hardship on the school or District.

Except with the approval of the Superintendent or designee, personal business leave may not be used during the following times: the last ten (10) days of the school year; on a professional day; the day(s) immediately preceding or following a holiday or vacation period; and days when school remains in session despite adverse weather conditions.

CERTIFIED

Each employee shall be granted three (3) days of cumulative paid leave each year to conduct personal business that must be conducted at times that school is in session. Each day shall be granted with the employee receiving his/her full contract salary. An employee may accumulate a maximum of five (5) days of personal business leave days for use during any school year. Any additional unused days shall be added to the employee's accumulative sick leave, up to the maximum allowed. When terminating from the District, unused personal business leave shall be added to the employee's accumulative sick leave, up to the maximum allowed. The administration may deny the use of personal business leave on a particular day if the absence on that day would cause an undue hardship on the school or District.

Except with the approval of the Superintendent or designee, personal business leave may not be used during the following times: last ten (10) days of the work year; on a professional day; the day(s) immediately preceding or following a holiday or vacation period; and days when school remains in session despite adverse weather conditions.

Employees on the administrative salary schedule will have three (3) days of personal leave. Any of the three (3) personal business leave days which remain unused at the end of the school year shall be added to the accumulative sick leave, up to the maximum of one hundred fifty-five (155) days.

If, during the normal work day, employees receive compensation for work outside the scope of their job responsibilities, or volunteer time to the District as a parent/guardian or patron, they must use personal leave, leave without pay or vacation leave, i.e., environmental camp, summer camps.

Revised by the Board of Education September 2007
Revised September 2009

2.28.10 PROFESSIONAL LEAVE

When approved in advance by the administrator or supervisor, an employee shall be provided professional leave for attending workshops, conferences, training, and other activities or official school business related to the employee's assignment. Professional leave will be without loss of pay or other benefits. When authorized by the administrator or supervisor, the District may pay for all or a portion of the expenses related to the professional leave.

Approved by the Board of Education June 1997

2.28.11 SABBATICAL LEAVE

Sabbatical leave may be granted by the Board to teachers with seven (7) years experience in the District for the purpose of continuing education, travel or work opportunities related to the teacher's assignment or participation in overseas teaching programs.

Sabbatical leaves may be granted for one (1) school year. Sabbatical leaves for less than the school year will not be considered.

Teachers on sabbatical leave will do so without salary but may continue to participate in the District health and life insurance plan with the teacher paying the premiums. Prior to granting sabbatical leave, the request will be submitted to the Superintendent who will consider the proposal utilizing the following criteria:

1. the merit of the activity to be participated in during the sabbatical leave;
2. the ability to find a suitable replacement for the teacher during the term of leave;
3. and the ability to employ the replacement at the end of the leave.

Teachers who have been granted sabbatical leave will be guaranteed a position within the District for which they are certified and qualified, at the end of the leave. The teacher must notify the District by April 1 if he/she plans to return. If no such notification is made, the teacher will be deemed to have resigned his/her employment with the District. Teachers returning from sabbatical leave will not forfeit career status or previously earned salary steps.

Revised by the Board of Education June 2001

2.28.12 SICK LEAVE

CLASSIFIED

All employees may be granted one (1) day leave of absence with pay for each full calendar month employed up to a maximum of twelve (12) working days for each fiscal year, July 1 through June 30.

Classified personnel who are contracted and working less than an eight (8) hour day may be eligible for sick leave benefits on a prorated basis. Accumulated sick leave may be used for accidental injury or illness of the employee or the immediate family of the employee. The immediate family is defined as spouse, Parents/guardians, children, grandparents/guardians, siblings, legal dependents, and household members.

Although it is not normally required that an employee obtain prior approval to use sick leave, the employee may be required to provide certification of accidental injury, illness or pregnancy by a medical doctor, or provide other appropriate evidence in order to receive sick leave for an absence.

Upon termination of employment, sick leave days that have been accumulated by working less than eight (8) hours will be converted to eight (8) hour days or fraction thereof for redemption under the District unused sick leave program.

Unused sick leave days may accumulate to a maximum of one hundred fifty-five (155) days. After seven years in the district, unused sick leave days may accumulate up to a maximum of one hundred fifty-seven (157) days. Paid sick days will not be used in computing time for overtime allowances.

Upon termination of employment, the District will pay for any unused sick leave accumulated in the Jenks District up to the allowable Board approved maximum according to the schedule(s) below:

1. Employees hired prior to the 2007-2008 school year shall be paid as follows:

- a. 0-15 years in District \$50
- b. 16-20 years in District \$60
- c. 21+ years in District \$65

2. New employees beginning with the 2007-2008 school year shall be paid as follows:

- a. 0-8 years in District
\$25
- b. 9-15 years in District \$50
- c. 16-20 years in District \$60
- d. 21+ years in District \$65

Because of the difficulty of retaining competent classified employees on a temporary basis over an extended period of time, a classified employee shall be subject to termination for physical inability to perform the job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the duties of the position within thirty (30) work days or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, counted from the date of first absence due to the illness or injury.

Revised by the Board of Education September 2007
Revised May 2010

CERTIFIED

The Board shall provide each teacher ten (10) days of sick leave each year for use in case of personal accidental injury, illness, pregnancy, or accidental injury or illness in the immediate family. Teachers on eleven (11) month contracts will receive eleven (11) days each year, and those on twelve (12) month contracts will receive twelve (12) days each year.

The immediate family is defined as spouse, parent/guardian, children, grandparents/guardians, siblings, legal dependents, and household members.

Unused sick leave days may accumulate to a maximum of one hundred fifty five (155) days. After seven years in the district, unused sick leave days may accumulate up to a maximum of one hundred fifty-seven (157) days.

For each absence during the work day of less than four (4) hours, one-half (1/2) day sick leave will be charged. For each absence of four (4) hours or more, one (1) day sick leave will be charged. After exhausting all sick leave, a teacher may be absent due to personal accidental injury, illness or pregnancy up to an additional twenty (20) days. During such period, the teacher shall receive his/her salary less the amount actually or normally paid a certified substitute teacher for that teacher's position.

Although it is not normally required that an employee obtain prior approval to use sick leave, the employee may be required to provide certification of accidental injury, illness or pregnancy by a medical doctor, or provide other appropriate evidence in order to receive sick leave for an absence.

Sick leave shall not be provided under this section for any absence for which the teacher receives compensation pursuant to the Oklahoma Worker's Compensation Act.

Disabilities caused or contributed to by pregnancy shall be subject to the provisions of sick leave.

Teachers shall be provided with family and medical leave without pay as required by the Federal Family and Medical Leave Act of 1993 and as stipulated in Board Policy.

Upon termination of employment, the District will pay for any unused sick leave accumulated in the Jenks District up to the allowable board approved maximum according to the schedule(s) below:

1. Employees hired prior to the 2007-2008 school year shall be paid as follows:
 - a. 0-15 years in District \$50
 - b. 16-20 years in District \$60
 - c. 21+ years in District \$65
2. New employees beginning with the 2007-2008 school year shall be paid as follows:
 - a. 0-8 years in District \$25
 - b. 9-15 years in District \$50
 - c. 16-20 years in District \$60
 - d. 21+ years in District \$65

Revised by the Board of Education September 2007
Revised May 2010

2.28.13 SICK LEAVE SHARING

Sick leave days may be donated from one District employee to another within the following guidelines:

1. Permission to receive donations will be granted only for a District employee who is pregnant or recovering from childbirth or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition that has caused or will cause the employee to exhaust all accumulated sick leave earned pursuant to Title 70, Section 6-104 of the Oklahoma Statutes and that has caused or is likely to cause the employee to take leave without pay or to terminate employment, as determined by the Board of Education.

2. For purposes of this policy, the following definitions apply: "Relative of the employee" means a spouse, child, stepchild, grandchild, grandparent/guardian, stepparent/guardian or parent/guardian of the employee.

"Household members" means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another, including foster children and legal wards, even if they do not live in the household. This term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune.

"Severe" or "extraordinary" means serious, extreme or life-threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth and recovery there from.

"District employee" means a teacher or any full-time employee of the School District. Whether an employee is a "full-time employee of the School District" will be determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee and who is employed a minimum of one hundred seventy-two (172) days.

3. The request for permission to receive donations must be in writing and may be presented to the Superintendent or designee by the District employee or another employee (acting with the affected employee's permission) in his or her behalf. The Superintendent or designee will place the request on the agenda of the Board of Education with a recommendation to approve or disapprove the request, in whole or in part. A District employee may be eligible to receive donations if the Board determines that the employee meets the criteria described in this policy and the employee has followed District policies regarding the use of sick leave. To allow the Superintendent, designee or the Board to determine whether the employee meets the criteria described in this policy, the employee must first submit a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition. The Superintendent or designee or the Board of Education may request such additional information about the employee's condition and may withhold action until it is provided.
4. A donee may not use any donated sick leave until his or her own sick leave earned pursuant to OS Title 70, Section 6-104 has been exhausted. The donee may use donated sick leave only for the purposes specified in this policy.

5. Donated sick leave will be paid at the daily rate of the donee, not the donor. The sick leave received by the donee will be designated as donated sick leave and will be maintained separately from all other sick leave balances. Donated sick leave will be used as needed.
6. Donated sick leave not used by the donee during an occurrence as determined by the Board shall be returned to the donating employee. The donated sick leave remaining will be returned at its original donor value and reinstated to the annual leave balance of each donor.
7. The maximum total number of days that may be received as donations by any employee is one hundred fifty (150) during his/her total District employment. An employee shall not be determined to be eligible for donations more than twice during his or her term of employment by the District. Donations may be made only during the academic year (July 1 -June 30) in which the employee is determined to be eligible to receive donations.
8. An employee may donate only days that are earned and accumulated. The donor may donate any amount of sick leave provided the donation does not cause his or her sick leave balance to fall below ten (10) day (certified) or eighty (80) hours (classified).
9. Any contribution of sick leave by one employee to another is strictly voluntary. No employee shall be coerced, threatened, intimidated or financially induced into donating sick leave under this policy. Each contribution of sick leave must be confirmed in writing by the donor to the Payroll Department.
10. Donated sick leave cannot be transferred to another school district or purchased by the Jenks School District upon termination of employment.

Revised by the Board of Education September 2008

2.28.14 TRANSFERRED-IN SICK LEAVE

Employees with experience in an Oklahoma school District in the immediate preceding year or a fraction of the current year may transfer accumulated sick leave as certified by the sending Board of Education in an amount not to exceed sixty (60) days. Said days must be used first and can be transferred from the Jenks District to another District in Oklahoma but cannot be purchased by the Jenks District upon termination of employment.

2.28.15 VACATION

Full-time employees who are contracted and working twelve (12) calendar months each fiscal year, July 1

to June 30, are entitled to vacation with pay with supervisor's approval. An employee must take at least one (1) week of vacation leave on consecutive days unless approved by central office supervisor.

Vacation days may not be accumulated beyond the end of the next fiscal year and will be scheduled as authorized by the Superintendent or designee. All vacation leave earned in a fiscal year must be taken during that fiscal year or the next fiscal year unless authorized by the Superintendent.

Twelve (12) month employees shall be eligible for vacation according to the following schedule (based on the number of years of twelve (12) month employment):

Fiscal Years Maximum Of Service in JPS	Days Earned Per Month	Work Days of Paid Vacation
0 Through 10 Years	1.0	12 work days
11 Through 20 Years	1.5	18 work days
Over 20 Years	2.0	24 work days

For classified employees, vacation days may be used at the conclusion of the probationary period. Accrued vacation days will be recorded on the last day of the month for any eligible employee who has worked the major portion of the month.

Certified and classified administrators assigned to twelve (12)-month positions are entitled to twenty (20) days of annual vacation leave during their first ten (10) years of administrative service on a twelve (12) month contract, and twenty-four (24) days annually thereafter.

For certified and classified administrators, days of vacation leave are vested on the first day of the fiscal year; however, should an administrator terminate during the fiscal year, paid vacation must be earned on a prorated monthly basis. Earned vacation days will be recorded on the last day of the month for any eligible employee who has worked the major portion of the month.

Revised by the Board of Education June 2009

2.28.16 WORKER'S COMPENSATION LEAVE

(See also Physician's Certificate/Physician's Examination)

The District provides benefits established under the Oklahoma Worker's Compensation Act to all District employees who are injured in on-the-job accidents. All regular employees who are injured in on-the-job accidents shall receive statutory benefits including

medical expenses, temporary compensation and benefits for permanent disability or death as required by the Act.

Accrued and unused personal business leave and sick leave benefits shall be paid as allowed by law to the injured employee in addition to worker's compensation benefits for temporary disability if the injured employee should so elect. Every injured employee will be given as soon as possible after an on-the-job injury an election absence form.

No supplemental payment shall be made until such time as the employee returns the election form to the school District. If the election for supplemental pay is made, sick leave shall be used and exhausted before personal leave unless different instructions are directed by the employee, in writing, to the District.

While on approved worker's compensation leave employees shall not lose any accumulated leave, years of experience, or career status; however, no additional leave, years of experience, or career status shall accrue during the leave.

Revised by the Board of Education June 1998

2.28.17 LEGAL PROCESS LEAVE

Employees who receive a summons shall submit the original to Human Resources. Employees will be granted leave at their daily rate of pay, less any juror or witness fee, for jury service or appearing as a witness subpoenaed in a criminal, civil, or juvenile proceeding during the contracted work day. Employees must provide the Payroll Department with verification from the courts with their leave affidavit indicating exact dates served as a juror or as a subpoenaed witness. Additionally, any payments to employees for service as a juror or subpoenaed witness, exclusive of reimbursement for expenses (i.e., parking, mileage), must be endorsed to the District and attached to the leave affidavit. If an employee is subpoenaed to appear in a civil case in which neither the District nor the State is a party, the District is entitled to the cost of a substitute, not to exceed \$100, from the party issuing the subpoena. Employees who are parties (i.e., plaintiff or defendant) to a legal proceeding are not entitled to legal process leave.

Revised by the Board of Education September 2007
Revised May 2011

2.29 LUNCH BREAK

A classified employee must take a minimum thirty (30) minute lunch break or may take up to sixty (60) minutes with supervisor approval under the following

conditions: assigned clock hours are five (5) or more per day and assigned clock hours include the regular lunch period.

Classified employees must clock in and out for the lunch break. In overtime situations, the supervisor will determine entire schedule including lunch breaks.

Revised by the Board of Education June 1996

2.30 MEMBERSHIP IN ORGANIZATIONS

(See also Contributions/Gifts)

No employee of this school District is urged or required to belong to, have membership in, or join, any fraternity, sorority, secret society, club, association, organization, group, or similar unit; national, state, or local.

Urging of an employee to join, belong, or renew membership by another employee or employees, under an act of pressure, compulsion, coercion, threat or duress, spoken or implied, is prohibited and will not be tolerated.

Revised by the Board of Education June 2001

2.31 OVERTIME

The Jenks Public School District will approve no overtime beyond those situations contracted with employees at the beginning of the school year or approved by the Superintendent or designee.

Approved overtime for nonexempt employees, as defined by the Fair Labor Standards Act (FLSA), will be paid at one and one-half times the employee's basic rate of pay for all hours worked in excess of the forty-hour work week. Overtime payment will occur within the regular pay period in which the work weekends when possible. Compensatory time off in lieu of overtime payment will not be authorized. For employees working more than one position, a "blended rate" will be used in the calculation of overtime pay.

Where appropriate, an extra duty contract will be issued to those certified employees who are assigned duties beyond the teaching contract.

Revised by the Board of Education June 2004

2.32 PARKING PERMITS

(See also Parking)

Employee parking permits are the property of the District, and are to be issued to all faculty and staff members who drive vehicles. Employees must prop-

erly display a parking permit on all vehicles parked and/or driven on District property. Employee parking permits are intended for use by the employee only and are not to be loaned to or used by a student.

If the parking permit is lost, stolen, defaced, or destroyed, the employee should report this to the supervisor or principal. The employee may be subject to a replacement cost. Upon termination of employment with the District, the parking permit must be returned.

Employees who violate this policy may be denied parking and driving privileges and may be subject to further disciplinary action.

Revised by the Board of Education June 1998

2.33 PAY

The Jenks District requires employees (classified and certified) to direct deposit pay into the employee's bank account. Employees who do not have a bank account, will receive a pay card that can be cashed at any BancFirst in Oklahoma. The employee will not be charged a service charge. Pay is distributed as scheduled by the Board of Education, by direct deposit or pay card.

Revised by the Board of Education June 2008

2.34 PHOTO IDENTIFICATION

Photo identification cards are the property of Jenks Public Schools and are issued to all staff and faculty members for school identification purposes. It shall be worn during school and/or work hours. If the card is lost, stolen, or destroyed, the supervisor or principal should be notified. A replacement identification card is the responsibility of the employee for a fee of five dollars (\$5.00). Upon termination of employment with the District, the photo identification card must be surrendered before final compensation is made.

Revised by the Board of Education May 2008

2.35 PHYSICIAN'S CERTIFICATE PHYSICAL EXAMINATION

(See also Worker's Compensation Leave; Hiring, Leave of Absence)

The Board of Education may require a physician's certificate to certify that any employee is physically and mentally able to perform duties. A physician's medical release to return to work may be required following any long term leave for illness or injury.

In the interest of safety, all drivers of school buses are required to undergo an annual physical examination by a qualified physician to determine their physical qualification to operate a bus.

A copy of the physician's report showing the results of the examination will be filed in the school records. All personnel will be required to undergo a physical examination by a Board designated physician at school expense, prior to their first employment with the District.

2.36 PROOF OF ELIGIBILITY TO WORK

(See also Hiring)

The Federal Immigration and Naturalization Service requires employers to have on file proof of citizenship status and eligibility to work. Jenks Public Schools therefore requires all individuals recommended for employment with the District to provide two (2) sources of identification. A required source will be a signed affidavit/oath stating citizenship status. A second source may be any one (1) of the following: birth certificate, passport, social security card, or driver's license.

This proof of citizenship status and eligibility to work will be kept on file in the Human Resources Office as required by law.

2.37 REDUCTION IN PROFESSIONAL STAFF

(See also Pre-dismissal or Pre Non-reemployment Process)

In the event it becomes necessary to reduce the professional staff of the Jenks School District because of diminished resources, decline in enrollment, consolidation of programs or positions, elimination of programs, or other circumstances determined by the Board of Education, the following philosophy will prevail:

The Jenks Public Schools exist to provide the very best quality education possible for the students; therefore, the Board of Education will determine which programs can best serve the needs of the students. The position, or program, will be the determining factor(s) for what will be eliminated, and not the individuals that occupy the position or serve the program.

When the Board determines it is necessary to reduce the total number of certified and/or licensed employees in the bargaining unit, the student and program needs of the District will be the primary criteria in establishing priorities for those to be released.

In implementing a reduction in force, the Board will first attempt to reduce staff by normal attrition. Thereafter, the position or positions to be eliminated will be determined by the Board and the following equitable procedures will be used to determine the teacher or teachers to be released as a result thereof.

A licensed teacher in an eliminated position will be released first.

A probationary teacher in an eliminated position will be released second.

1. However, if a probationary teacher is certified and qualified for a position held by a licensed teacher, the probationary teacher will be reassigned to that position, and the licensed teacher will be displaced and released.
2. If the licensed teacher's assignment includes an extracurricular duty assignment, the probationary teacher must be qualified for and willing to accept the extracurricular duty assignment in order for displacement to occur.

A career teacher in an eliminated position will be released third.

1. However, if a career teacher is certified and qualified for a position held by a licensed or probationary teacher, the career teacher will be reassigned to that position, and the licensed or probationary teacher will be displaced and released.
2. If the licensed or probationary teacher's assignment includes an extracurricular duty assignment, the career teacher must be qualified for and willing to accept the extracurricular duty assignment in order for displacement to occur.

Teachers must have on file in the Superintendent's office, at the time of the presentation of the recommendation to reduce force, either the proper certification or evidence of eligibility for such certification, in order for any displacement to occur.

If there is more than one (1) teacher certified and qualified to displace another teacher in accordance with the procedures in the items above, the following criteria in priority order will be considered to determine which teacher or teachers will be displaced and released.

1. Certification: standard, then provisional, then temporary.
2. Seniority: continuous, full-time, contracted, bargaining unit employment in the District.
3. Experience in the position to be retained.

4. Academic degree status: doctorate, then masters, then bachelors.
5. Administrative recommendation.

2.37.1 REEMPLOYMENT FOLLOWING REDUCTION IN FORCE

Teachers who are released because of a reduction in force will have priority, for one (1) year from the date of release, to fill subsequent vacancies in positions for which they are certified and qualified.

If two (2) or more certified and qualified teachers were released simultaneously, the career teacher would be reemployed before the probationary or licensed teacher and the probationary teacher before the licensed teacher.

It shall be the teacher's responsibility to see that the District has the teacher's current address on file, and that address will be used for recall purposes.

It shall be the District's responsibility to contact the teacher, by registered or certified mail, of a position available to that teacher under the recall provision of this section. A teacher shall retain priority during the recall period unless the teacher:

1. Does not accept a position within ten (10) days from the mailing of a notice of a vacancy as provided above; or
2. Resigns; or
3. Waives recall in writing.

A teacher must have appropriate certification for the teaching position available at the time of recall. A teacher who is reemployed under this policy will not forfeit career status or previously earned salary steps.

Teachers released under the provisions of this policy will determine whether or not they will cash in unused sick leave. If a teacher, by written request, chooses to cash in unused sick leave and is reemployed during the recall period, the teacher must, as a condition of recall, reimburse the District for the unused sick leave days cashed in at the rate in effect at the time of recall, but not less than the amount received at the time of release. The days will then be restored to the teacher's unused sick leave accumulation.

Revised by the Board of Education June 1998

2.38 REGISTRATION (See also Travel)

Reimbursement for registration fees, or equivalent, is authorized. Registration that includes meal functions are reimbursable only for that portion that is actual registration for a conference, convention, or professional meeting. The meals will be covered under the per diem section of this policy.

Revised by Board of Education July 1996

2.39 REPORTING OF STUDENT POSSESSION OF BEVERAGES OR DANGEROUS SUBSTANCES

The Board of Education hereby adopts the following policy for reporting students under the influence or possession of low-point beer, alcoholic beverages, or controlled dangerous substances:

Any employee who has reasonable cause to suspect that a student may be under the influence of, or has in his or her possession:

1. low-point beer - OS Title 37, Section 163.21,
2. alcoholic beverage - OS Title 37, Section 50622,
3. controlled dangerous substance - OS Title 63, Section 2-10133,

or any counterfeit form of items, (numbers one [1], two [2], and three [3] above) shall immediately notify a principal, or assistant principal, who will notify the Superintendent or designee and a parent/guardian of said student.

Any suspension and/or search of said student shall be subject to any applicable Oklahoma Statute, Jenks School Board Policy, or student handbook regulation.

Any employee who has reasonable cause to suspect that a student is under the influence of, or has in his or her possession, low-point beer, alcoholic beverages, or a controlled dangerous substance or counterfeit form of any of these mentioned categories, and who reports such information to the appropriate school official, shall be immune from all civil liability as guaranteed by OS Title 70, Section 24-132.

Revised by the Board of Education June 1998

2.40 RESIGNATIONS

Employees desiring to resign shall give their immediate supervisors written notice at least two (2) weeks prior to the effective date of resignation. Certified employees must provide written notice of their intent not to be reemployed for the following school year by June 1. If not notified, it is the right of the district not to release an employee from his/her contract for the school year.

The Board authorizes the Superintendent or designee to immediately accept employee resignations and to terminate employment pursuant to Board Policies and law prior to board approval.

Approved by the Board of Education June 2005

2.41 SAFETY AND HAZARDS IN THE WORKPLACE

(See also Asbestos Hazard; Hazardous Material; Blood borne Pathogens; Employees Infected with AIDS)

The Jenks Board of Education hereby declares its concern for the safety of the District's employees and pledges the implementation of programs and training to prevent occupational injuries and illness. Core elements of a health and safety program will include, but are not limited to the following: implementing management commitment to worker safety and health generally; implementing procedures for identifying and controlling workplace hazards; developing and communicating safety plans, rules and work procedures; and conducting and providing for training for supervisors and employees in safe and healthful work practices.

Employee training will include, but are not limited to the following:

1. Train as needed to familiarize each employee with reasonable safety standards and to provide a guide for the prevention of accidents, to eliminate disabling injury, to prevent loss of time and salary and to make the school system a safer place in which to work.
2. Provide or make available all types of personal protective equipment for those jobs requiring such protection and require use of same.
3. Provide to each type or classification of employee no less than quarterly.
4. Be based on the nature and seriousness of the hazards.

Revised by the Board of Education July 1994

2.42 STAFF PROTECTION POLICY

(See also Safe Schools Committee Policy)

The Board of Education acknowledges the need for its employees to perform their duties in a safe, secure and non-threatening atmosphere. The Board recognizes, however, that a possibility of an on-the-job assault or battery or assault and battery on an employee exists.

The term "assault," as used in this policy, shall mean any willful attempt or threat to inflict injury upon any person, when coupled with an apparent present abil-

ity to do so or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

The term "battery," as used in this policy, shall mean the unlawful application of force to the person of another which results in injury or an offensive touching.

When the circumstances require it, an employee may use reasonable force to repel an assault or battery upon himself/herself or another person.

Any student who assaults or batters an employee shall be suspended for not less than five (5) school days. The exact length of the student's suspension shall be proportional to the seriousness and consequences of the incident.

When assaults or batteries occur, the following procedures shall be utilized:

1. A written report of the incident and action taken shall be submitted by the principal or immediate supervisor to the Superintendent. The employee shall have the right to submit a written report of his or her version of the incident.
2. When warranted, the immediate supervisor or principal will notify campus police or other law enforcement officials of the assault or battery. If requested by the assaulted or battered employee, the District shall arrange a conference with the school's attorney, at District expense, in order for the employee to be advised of the lawful procedures available for initiating a criminal complaint arising from the assault or battery.
3. Leave with pay shall be granted to an employee for all court appearances in criminal cases arising out of any assault or battery of the employee.
4. Certified staff members will receive up to sixty (60) days of leave with pay, inclusive of any worker's compensation, for an absence caused by an injury or disability due to employment-related assault. The term of the sixty (60) days leave with pay does not extend beyond the duration of the employee's current contract.

This policy applies only to assaults or batteries inflicted on school District employees while acting within the scope of their employment.

2.43 SUBSTITUTE PAY

Applications for substituting shall be submitted online via the District's application system. Substitutes are required to complete the District's orientation training prior to substituting. At the time of orientation, substitutes are required to submit a non-

refundable \$25 registration fee. Substitutes will also be required to complete the following: 1) a Felony Affidavit, 2) a signed release for a criminal record check, and 3) all forms necessary for the input of information into the substitute system. The Superintendent or designee shall approve in advance any deviation to the orientation requirements.

Substitute teachers without an Oklahoma certificate shall be paid sixty dollars (\$60.00) per day and substitute teachers with an Oklahoma certificate shall be paid sixty-five dollars (\$65.00) per day for each day of substituting for a teacher temporarily unable to perform regular duties.

A substitute teacher who has completed the District's special education training will be eligible for an additional ten dollars (\$10.00) per pay when substituting for a special education teacher.

Registered and/or certified nurses who substitute for school nurses will be eligible to be paid eighty-five dollars (\$85.00) per day.

A substitute teacher whose assignment includes lesson planning, grade reporting and parent/guardian contact, etc. for twenty (20) consecutive days or more in the same classroom shall be contracted and paid at the rate of ninety dollars (\$90.00) for each day worked. The Superintendent or designee shall approve in advance any long-term substitute teacher pay that deviates from this policy.

Substitute teachers are not eligible for sick leave, insurance, or other benefits provided by the Board of Education. Substitute teachers without a current Oklahoma certificate, but who hold a high school diploma or GED, shall not be employed in excess of ninety (90) days during a school year. Substitute teachers without a current Oklahoma certificate, but who hold a bachelor's degree, shall not be employed in excess of one hundred (100) days during a school year.

The Jenks District requires substitutes to direct deposit pay into the substitute's bank account. Substitutes who do not have a bank account will receive a pay card that can be cashed at any BancFirst in Oklahoma. The substitute will not incur a service charge. See substitute handbook for pay schedule.

Revised by the Board of Education December 2009
Revised May 2011

2.44 TAX-SHELTERED ANNUITIES AND DEFERRED COMPENSATION

It is the policy of Jenks Public Schools to provide several tax sheltered annuity companies for em-

employees to select from when purchasing annuity plans. The annuities and deferred compensation plans allow employees to purchase annuities pursuant to Section 403(b) and deferred compensation 457(b) of the Internal Revenue Code. The District will adopt a plan document for our 403(b) annuities pursuant to IRS regulations effective January 1, 2009. The IRS guidelines are currently under review and Board Policy Revisions will be available when implemented by the District.

Insurance or annuity salespeople will not be permitted to solicit contracts with employees during normal business hours. However, the third party administrator for the District 125 Plan will have access to employees for enrollment during normal business hours. Companies that plan to use district facilities for meetings will be subject to all facility charges, rules, insurance etc. as stated in Board Policy 1.14.

Contracts may be written only by companies which have been approved in advance by Jenks Public Schools administration. A list of annuity providers may be obtained from the district insurance office. It shall be the sole responsibility of the employee to ensure the amount of payments withheld will not exceed the maximum permissible under Section 403(b) of the Internal Revenue Code.

Revised by the Board of Education May 2008

2.45 TEMPORARY CLASSIFIED EMPLOYEE

Temporary classified employee is an employee hired to work less than eighty (80) working days in a temporary position. Temporary classified personnel will not be eligible for health, dental and life insurance or any leave or absence provisions. Superintendent or designee approval is required to employ temporary employees.

2.46 TEMPORARY CONTRACTS (See also Hiring)

Certified applicants recommended for employment after May 1, for the next school year will be employed on a temporary contract to terminate at the end of the school year. Pursuant to Oklahoma Statutes, any certified employee who has been employed by the District on a temporary contract is not entitled to invoke the procedures of the Teacher Due Process Act of 1990.

Certified employees hired on a temporary contract are required to pay double insurance premiums on the August 15 paycheck. Teachers rehired will not have deductions on their August 31 paycheck.

Teachers not rehired will receive applicable benefits through August.

Revised by the Board of Education May 2008

2.47 TESTING EMPLOYEES AND APPLICANTS FOR ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES

(See also Drug Free Workplace; Employee Assistance Policy)

The Board of Education, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, does hereby adopt the following Policy on Testing Employees and Applicants for Employment with Regard to the Use of Alcohol and Illegal Chemical Substances

The safety of students and employees of the Jenks School District is of paramount concern to the Jenks School Board.

Employees who are under the influence of alcohol or an illegal chemical substance when the employee is on duty or on school property pose serious safety risks to students and other employees.

The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.

Recent scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his/her job beyond the time period of immediate consumption or use.

The Board recognizes that all employees have certain personal rights guaranteed by the Constitution of the United States of America and by the State of Oklahoma as well as by the Standards for Workplace Drug and Alcohol Testing Act, OS Title 40, Section 551. This policy will not infringe on those rights.

As a part of this policy, the Board hereby adopts an Employee Assistance Program in which employees may be referred to third-party providers who will provide the employee, at the employee's expense, a confidential drug and alcohol dependency evaluation and referral service for substance abuse counseling, treatment or rehabilitation. The Board encourages employees who have chemical dependency problems to seek professional assistance.

Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on an employee's ability to perform the employee's job, the Board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol and illegal chemical substances when on duty or while on school property. This policy will apply to all employees of the Jenks School District regardless of position, title or seniority. Violations of this policy will subject the employee to disciplinary action, including termination.

"Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over-the-counter drugs being used for an abusive purpose. By way of example only, the drugs which will be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

"Alcohol" means ethyl alcohol or ethanol.

"Under the influence" means any employee of the Jenks School District or applicant for employment with the school District who has any alcohol or illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

"Positive" when referring to an alcohol or drug use test administered under this policy means a test result which is considered to demonstrate the presence of an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

"School property" means any property owned, leased or rented by the Jenks School District, including but not limited to school buildings, parking lots and motor vehicles.

"Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical

substances or their metabolites in a person's blood, bodily tissue, fluids, products, urine, breath or hair.

"On duty" means any time during which an employee is acting in an official capacity for the Jenks School District, performing tasks within the employee's job description, or during regular working hours while on per diem, including the taking of an annual physical examination.

"Reasonable suspicion" means a belief that an employee is using or has used alcohol or drugs in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

1. Observable phenomena, such as: the physical symptoms or manifestations of being under the influence of alcohol or a drug while at work or on duty, or the direct observation of alcohol or drug use while at work or on duty;
2. A report of drug or alcohol use while at work or on duty, provided by reliable and credible sources and which has been independently corroborated;
3. Evidence that an individual has tampered with an alcohol or drug test during his employment with the school District; or
4. Evidence that an employee is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on duty or while on the school District's premises or operating the school District's vehicles, machinery or equipment.

To the extent not specifically defined herein, the definition of any term, word or phrase found in this policy shall be as set forth in the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.

Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of applicants and employees to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test specimen shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample; the test monitor shall not observe any employee or applicant while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that an employee/applicant is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator.

The test monitor shall be of the same gender as the applicant/employee giving the sample. The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in contact with alcohol or illegal chemical substances.

If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same specimen.

The second test will use the gas chromatography/mass spectrometry technique or an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.

An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test of the sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.

Upon written request, the applicant for employment or the employee will be furnished with a free copy of all test results performed under this policy. All test

records and results will be confidential and kept in files separate from the employee or applicant's personnel records.

Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results.

If the applicant or employee asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of an illegal chemical substance. The Jenks School District will rely on the opinion of the laboratory which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

In the case of drug use testing, the employee or applicant will have a right to have a second gas chromatography/mass spectroscopy test performed on the same test sample at the expense of the employee or applicant.

In the case of alcohol testing, the employee or applicant will have a right to have a second test performed on the same test sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. The request for the second test must be made within thirty (30) days after the date the positive test result is communicated to the employee or applicant and subject to the approval by the school District's consulting laboratory that: a) the facility selected by the applicant or employee for the second test meets the qualifications required for a testing facility under the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, and b) the testing methodology used by the facility selected by the employee or applicant conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health.

If the re-test reverses the findings of the challenged positive result, then the District will reimburse the applicant or employee for the costs of the re-test. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second laboratory.

Employees will be required to submit to alcohol and/or drug use testing as a required part of an an-

nual physical examination to determine physical fitness for duty for: a) all school bus drivers, b) school vehicle mechanics, and c) all other employees who are required to take an annual physical and whose job duties require them to be engaged in activities which directly affect the safety of others. The annual physical examination shall be deemed "work time" for purposes of compensation and benefits.

Any employee whose behavior while on duty creates a reasonable individualized suspicion that the employee is under the influence of alcohol or an illegal chemical substance will be required to take an alcohol and/or drug use test.

When the District has a reasonable suspicion that an employee or other person has sustained a work-related injury or the school District's property has been damaged as a direct result of the employee's use of alcohol or drugs, alcohol and/or drug use testing will be required.

Random drug use and/or alcohol testing of school bus drivers, school vehicle mechanics and employees who are engaged in activities which directly affect the safety of others will be conducted on a random selection basis. The term "random selection basis" means a mechanism for selecting employees for alcohol and/or drug testing that: a) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and b) does not give the school District discretion to waive the selection of any employee selected under the mechanism.

Following a confirmed positive test or following participation in an alcohol or drug dependency treatment program under any benefit plan or at the request of the District, the District may request or require an employee to undergo alcohol or drug testing without prior notice for a period of up to two (2) years, commencing with the employee's return to work.

Any employee who refuses to take an alcohol or drug use test when so required under the provisions of this policy will be deemed to have committed an act of insubordination or willful neglect of duty which will be the basis for disciplinary action, including termination.

Any employee who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on duty, while on school property or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including termination.

Applicants for employment will be required to submit to drug use testing as follows:

All applicants for employment will be required to submit to alcohol and/or drug use testing after a conditional offer of employment has been made to the applicant. All applicants will be notified that alcohol and/or drug use testing will occur if they are offered a conditional offer of employment. Any applicant who refuses to submit to an alcohol or drug use test after a conditional offer of employment will not be hired.

Any applicant who is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance will not be hired.

The following persons have the authority to require alcohol or drug use testing of employees under this policy: the Superintendent of Schools and any employee designated for such purposes by the Superintendent or the School Board.

This policy shall be given broad circulation to all employees of the District which shall include prominent posting at various places in the school District. Each employee shall be given a copy of this policy at the beginning of each school year and each applicant shall be given a copy of this policy upon the tender of a conditional offer of employment.

This policy is subject to and supplemented by the Standards for Workplace Drug and Alcohol Testing Act (the "Act"). To the extent that any provision of this policy is in contravention to the Act, then the Act shall control. To the extent that this policy is silent as to any matter covered by the Act, then the Act shall control. This policy shall be interpreted by the Board of Education of the school District and its employees consistent with the Act.

Revised by the Board of Education June 2002
Revised September 2009

2.48 TUTORING AND OTHER SERVICES

The Board of Education encourages teachers to give assistance to their students for the purposes of remediation and/or enrichment. Faculty members will not be charged for the utilization of their classrooms for purposes of working with students when no remuneration is received. Attendance at and participation in school related meetings holds precedence over tutoring.

Teachers engaged in tutoring or providing other educational services for remuneration, such as screenings, counseling, or any other therapeutic ac-

tivity will be expected to pay the prevailing facilities use charge when the use of the classroom extends beyond 5:00 on regular school days. The use of classrooms during the summer, holidays or weekends, when additional utility charges will be incurred, will be at the prevailing facilities use fee.

Teachers will not be involved in academic tutoring, screenings, counseling or any other therapeutic activity with students enrolled in their classes, or in the case of special education teachers, students on their caseload, during the regular school year when financial remuneration is received. This does not include vocal and instrumental music lessons or workshops where group instruction is utilized. Teachers utilizing school facilities for tutoring or non-school sponsored group instruction will be responsible for the supervision of the students. Exceptions must be Board approved.

Revised by Board of Education July 1990
Revised May 2010

3.0 STUDENTS

3.01 AIDS PREVENTION EDUCATION FOR STUDENTS

Acquired Immune Deficiency Syndrome (AIDS) prevention education will be taught a minimum of once during grades five/six, seven/eight/nine, and ten/eleven/twelve, as required by law for ninety (90) minutes at each grade level. The District will use the curriculum developed by the Oklahoma State Department of Education. The general objectives of the curriculum for all levels include being made aware of the (1) form of the disease, (2) methods of transmission, and (3) prevention of Acquired Immune Deficiency Syndrome.

The District will make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by the parents and guardians of the students who will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with factual medical information for AIDS prevention. At least one (1) month prior to teaching AIDS prevention education in any classroom, the District shall conduct at least one (1) presentation pertaining to the curriculum for parents/guardians. Students may be released from AIDS prevention education if a parent or guardian makes this request in writing to the principal.

Revised by the Board of Education June 1998

3.02 ALTERNATE ASSESSMENT PROGRAM

The Individuals with Disabilities Act (IDEA) requires that children with disabilities be included in general state and District-wide assessment programs with appropriate accommodations if necessary. This would include all state Oklahoma Core Curriculum Tests (OCCT), end-of-instruction (EOI), and norm-references (NRT) tests. It is the intent of the District to maximize the participation of students with disabilities in the reporting, accountability and educational benefits associated with state and District-wide assessments.

Therefore, the Oklahoma State Department of Education has developed guidelines for alternate assessment programs for children with disabilities who cannot participate in state and District wide assessment programs even with appropriate accommodations or support. To obtain these guidelines contact the office of Student Programs.

Approved by the Board of Education June 2003
Revised May 2010
Revised May 2011

3.03 ATTENDANCE WAIVERS

State law require all students to engage in six hours of rigorous coursework daily. Under rare circumstances the Board of Education, Superintendent or designee, may consider a waiver to the attendance policy for unique educational opportunities, competitions, and off-campus training if petitioned by a parent or guardian. However, since legal statutes require schools to formulate and adopt curricula and courses of study using accredited teachers, no credit toward promotion or graduation or grades may be awarded for time spent outside of the school curricula.

Revised by the Board of Education May 2007

3.04 CHILD IDENTIFICATION, LOCATION AND EVALUATION

(See also Open Records Act; Notification of Rights under FERPA)

This notice is to inform parents/guardians of the child identification, location and evaluation activities to be conducted throughout the year by the local school District in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

REFERRAL

Students pre-kindergarten through twelfth grade who are suspected of having disabilities which may require special and related services may be referred for evaluation through the local schools. Local school Districts coordinate with the Sooner Start Early Intervention Program in referrals for eligible students beginning at three (3) years of age. The Oklahoma Area wide Service Information System (OASIS), through a toll-free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

EVALUATION

Under I.D.E.A. or Section 504 of the Rehabilitation Act, evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. Further evaluation denotes procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent/guardian for such evaluation must be on file with

the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

Revised by the Board of Education May 2008
Revised May 2011

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School Districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents/guardians may obtain a copy of the local policy from the local school district's administrator.

Before any major identification, location, or evaluation, schools shall provide notice to parents/guardians. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents/guardians under FERPA.

For further information, contact the office of Student Programs.

Revised by the Board of Education June 2004

3.05 CLASSROOM VISITATION BY PARENTS/GUARDIANS

All visitation must be scheduled and approved by the building administrator. Special restrictions may be administered at the discretion of the administrator.

To minimize disruption, parents/guardians may visit their child's classrooms under these circumstances: to attend a class function such as a party or a play; to have a conference with the teacher in the classroom when other students are not present; to make classroom observations during instructional time. Requests may be required in writing and delivered to the administrator at least forty-eight (48) hours prior to visiting the classroom at the discretion of the principal.

Observations may occur within the following guidelines:

An administrator may require that the parents/guardians be accompanied by school personnel;

Observations will not be scheduled during achievement testing or any other activity that could be disrupted by the presence of visitors in the classroom;

No recording equipment or cameras will be permitted in the classroom during an observation of the instructional process unless prior permission is given by the administrator.

Parents/legal guardians must follow district procedures for admittance to the school facility.

Revised by the Board of Education May 2008

3.05.1 CLASSROOM VISITATION BY OTHERS

The District also permits others with a legitimate educational reason to observe in a school or classroom. Examples of this group might be visiting educators, intern teachers or education students doing a practicum. All visitors must adhere to admittance procedures established by district policy.

Further, the District permits observation of a specific student by non-school affiliated professionals with a legitimate educational reason to conduct an observation. Examples of this group might include a social worker or a psychologist. The person wishing to observe must first make a written request to the site principal. The principal will also require written authorization from the child's parent/guardian or a court order.

The principal will make the final decision whether to grant or deny a request or seek additional information. The principal may limit or deny subsequent observations if, in the principal's discretion, the observations are or may become detrimental to the educational process.

Revised by the Board of Education May 2008
Revised May 2011

3.06 COMMUNICABLE DISEASES (See also Bloodborne Pathogens)

A student afflicted with a communicable or contagious disease may be prohibited from attending school in this District until he/she is free from the disease, or until a plan for management of the case has been formulated which will adequately protect other students and employees in the school environment against transmission of the disease. It is the parent/guardian's responsibility to notify the site nurse's office if a child has been diagnosed with a communicable disease.

The Board of Education may require a physician's certificate stating that any student is physically and/or emotionally able to attend classes. Refer to Health Services Policy Book for specifics about physical conditions.

Revised by the Board of Education May 2007

3.07 CONCUSSIONS AND HEAD INJURIES FOR STUDENT ATHLETES POLICY

The Jenks Board of Education recognizes that concussions and head injuries may result from contact sports. On an annual basis, a concussion and head injury information sheet shall be completed and returned to the Jenks Coordinator of Sports Medicine by the student athlete and the student athlete's parent/guardian prior to the student athlete's participation in practice or competition. The student athlete may not participate until the form is returned.

A student athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. Any student athlete removed from participation shall not be allowed to participate until the athlete is evaluated in a follow-up examination by a licensed health care provider trained in the evaluation and management of concussions and receives written clearance to return to participation from the health care provider (Oklahoma Statute 24-155 of Title 70).

Approved by the Board of Education January 2011

3.08 CORPORAL PUNISHMENT

Corporal punishment is not permitted in Jenks Public Schools.

Approved by the Board of Education July 1992

3.09 CREDIT FOR LEARNING

Students may progress in their educational endeavors by subject, course, and/or grade level based on mastery of the (P.A.S.S.) not on time spent in classes, completion of assignments, or prerequisites. The student who can successfully be moved ahead under Credit for Learning guidelines can demonstrate content knowledge, skills, and application of learning in the core areas regardless of time spent in the classroom. Parent/guardian involvement is integral in the credit for learning/promotion process as is consideration of the student's social, emotional, physical, and intellectual needs. Credit for Learning is intended to serve those unique students enrolled in Jenks Schools whose needs cannot be met by following a traditional timetable and sequence but require promotion beyond current

placement. Credit for Learning opportunities will be available for students from grades K-12 in the core content areas of language arts, mathematics, science, social studies, languages, and the arts.

Students who request Credit for Learning will complete an application process and take a criterion-referenced test to measure the priority skills and knowledge relevant to each core course or subject for which credit is desired. If passed at the ninety (90) percent or higher level, student applicants will then complete a performance component. That component will be evaluated by selected staff and must meet standards comparable to superior ninety (90) percent performance.

Upon successful completion of both the criterion and performance components, and after appropriate consultation with parents/guardians, a student may be promoted and receive appropriate credit. Credit earned in high school level courses will count toward meeting graduation requirements. Credit will be noted as an "A". No record of unsuccessful attempts will be maintained in the student's permanent school records.

Options for accommodating student needs for advancement after having demonstrated proficiency may include, but are not limited to, the following: individualized instruction, correspondence courses, independent study, concurrent enrollment, cross-grade grouping, or grade/course advancement.

Notification regarding the availability of Credit for Learning will be made available to parents/guardians and students on an annual basis. Guidelines and application procedures will be available at each school and in the Office of Curriculum and Instruction.

Revised by the Board of Education June 2004

3.10 DISTRIBUTION OF WRITTEN MATERIALS IN SCHOOL FACILITIES-STUDENTS

Current judicial decisions hold that public school students have a constitutional right to distribute written materials in school facilities, subject to reasonable regulation by school authorities of the time, place, and manner of distribution and subject to certain restrictions concerning the content of the material.

The purpose of this policy is to provide for the exercise of this right by Jenks School District students and at the same time to inform Jenks School District students of the conditions which the Jenks School District Board of Education deems essential to pre-

vent interference with the mission of this school District to provide educational services for all Jenks School District students.

Certain definitions as used in this policy are as follows:

Distribution means the circulation of written material by handing out copies, selling, or offering copies for sale and accepting donations for copies.

Written material includes, but is not limited to, leaflets, magazines, books, brochures, fliers, petitions, newspapers, buttons, badges or other insignia. Minors mean persons under the age of eighteen (18).

Jenks Public School students may distribute written materials at any entrance or exit to a school building for a period not to exceed thirty (30) minutes prior to the commencement of the earliest class in that building and not to exceed thirty (30) minutes after the end of the last instructional class in that building. Students may distribute written materials at an entrance or exit to a school cafeteria when lunch is being served in the cafeteria. Students may distribute written materials before and after regular school hours at the entrances and exits to school gymnasiums, school stadiums, school auditoriums or other school facilities when those facilities are being used. Students will not distribute written materials in or on school grounds, leased parking lots, or facilities except as stated above.

Students shall not distribute written materials in a manner which disrupts a school activity or which impedes the flow of traffic within hallways or entranceways to the school. No person will be compelled to accept any written material. A person who declines to accept written material will not be threatened, treated with disrespect (verbally or by gesture), or impeded in any manner.

Students who distribute written materials will be responsible for removing discarded and leftover materials from the school facility and grounds before the students leave the school premises after distributing material.

The distribution of written material shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, students must realize that rights go hand-in-hand with responsibilities and that students have a responsibility to refrain from the distribution of written material which is:

Obscene to minors, meaning material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors; and when an average person, applying contemporary community stan-

dards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors of the age to whom distribution is directed;

Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation;

Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for presentation to minors because of sexual connotations or profane language;

A display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors;

Group defamation, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or handicapping condition. This includes racial, gender related, and religious epithets, "slurs," insults and abuse;

Disruptive of school operations, meaning material which, on the basis of past experience or based on specific instances of actual or threatened disruptions relating to the written material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Students are required to submit written materials to the school principal five (5) school days in advance of distribution. If the school principal concludes that the submitted written material falls within one (1) or more of the categories of prohibited materials described above, the principal shall notify the students in writing stating the reasons. Distribution without principal's permission may subject students to disciplinary action as provided herein, and the principal may elect to take action to halt distribution of the material.

Students who violate this policy will be subject to disciplinary action, including suspension.

If a student is suspended for violation of this policy or if distribution of a publication is halted by a principal, the student may appeal the decision in accordance with the Jenks School District Student Suspension Procedures currently in effect.

This policy does not apply to official school publications, such as yearbooks or student newspapers published as a part of the school curricula. All schools within the Jenks School District shall provide a notice in the Student Handbook that by permitting

the on-campus distribution of written materials by Jenks Public School students under this policy, the school, the Jenks School District, and the Board of Education are not approving any written material distributed by students or endorsing, supporting, or advocating the content of the material. Any student shall be entitled to a free copy of this policy upon request.

Revised by the Board of Education June 1998

3.11 DISTRIBUTION OF FLIERS/POSTERS-OTHER

The distribution of all literature by outside agencies and individuals is to be approved by the Director of Communications. Individuals wishing to distribute materials are required to fill out the *Flier Checklist* form which can be accessed via the school website or in the District Communications Office. The Director of Communications will provide a signed approval form for those fliers that are approved for distribution. Site principals will distribute only fliers that have been approved. No literature will be distributed that contains religious or political materials and/or advertising overtones which may be beneficial to any particular group or business at the expense of others.

Any individual who calls on the principal or other school employee for the purpose of selling some commodity or service, including a proposal to photograph the students, must have prior approval from the Director of Communications. If the signature of the Director of Communications is not visible on the literature to be distributed, the principal should refer the individual to the office of the Director of Communications for the necessary authorization. The intent of this policy is to prohibit or minimize the exploitation of students to promote for monetary gain any business or private enterprise. Posters/signs to be displayed in buildings will be approved by building principals or the Director of Communications in accordance with written materials policy.

Departments within the District will occasionally find the need to distribute fliers about the events and programs within their area (ex. Community Education classes). These fliers do not need approval from the Director of Communications. The department administrator will need to review and approve any fliers being distributed by their respective departments.

PTA and PTAG organizations will also have a need to distribute fliers announcing the events and fundraisers they sponsor. All PTA and PTAG fliers will need to be reviewed and approved by the site principal prior to distribution.

STUDENTS

The Director of Communications will not approve any attempts by outside agencies, profit or non-profit, to exploit students of the District through the use of advertising or fundraising campaigns. It should be understood that some advertising and sales, when in connection with school related activities, can be beneficial to the District and its students. Therefore, advertising and book sales may be permitted in the District if they are directly related to approved school clubs or related activities that benefit District students. Such activities may include but not be limited to school newspapers, yearbooks, athletic clubs, cheerleading clubs, YMCA, and scouting activities. All school sponsored fundraising projects will be considered permissible.

Generally, for-profit organizations will not be allowed to distribute materials to Jenks students. Exceptions will be made for those organizations working in cooperation with school groups in the organization and promotion of approved fundraisers directly benefiting Jenks Public Schools or a student group. Fundraisers must be approved by the site principal or designee.

STAFF

On occasion, for-profit organizations and businesses may wish to distribute fliers to staff members. The Director of Communications will approve these materials if the content is of direct benefit or cost savings to employees. Such benefits may include, but not be limited to, educator discounts, special sales, and professional development opportunities.

Revised by the Board of Education May 2008

3.12 DRESS CODE

All students are expected to be neatly groomed. Because a relationship between one's appearance and behavior does exist, attire for students must be reasonable, modest, and in such a style as it will not cause distraction from the educational process or create an unsafe, threatening environment. The responsibility of upholding and enforcing this code rests with those students, parents/guardians, teachers, and principals concerned. Where there is a judgment to be made, the principal will make the decision in accordance with the site policy, as approved annually by the School Board.

Revised by the Board of Education June 1999

3.13 CONTRABAND DOG/DRUG SURVEY

It is the policy of the Jenks Public Schools to assist and encourage students to remain or to become drug and alcohol free.

The District will use trained contraband dogs at all secondary schools on a regular basis and elementary schools as needed. In addition to searching for contraband within the school buildings, dogs will also search for contraband in parking lots and any other school property, to include any school sponsored activity on or off school property.

A drug and alcohol use survey may be administered to students grades 6-12 on an annual basis. The survey will allow the District to assess drug and alcohol usage and will assist in determining the effectiveness of its prevention and **intervention** programs.

Revised by the Board of Education May 2007

3.14 ELECTRONIC WIRELESS COMMUNICATION DEVICES

The Board of Education promotes an environment for instructional learning that is safe and secure. Therefore, the District establishes the following rules for the use of wireless communication devices.

Students are prohibited from possessing wireless communication devices during school hours. For safety reasons, students may possess wireless communication devices before and/or after school. During school hours, wireless devices may be in a student's car or locker, but not on a student's person, including, but not limited to purses, pockets, and backpacks. In order to avoid any disruption of the educational process, all wireless communication devices placed in a locker must be turned off.

Only a principal or other administrator may approve exceptions to this policy. A violation of any part of this policy may result in the wireless communication devices being confiscated by the administration. The confiscated device must be picked up by the parent or guardian and will not be released to the student. In addition, the student may be subject to further discipline.

Revised by the Board of Education June 2004
Revised, May 2010
Revised May 2011

3.15 EQUAL ACCESS POLICY (See also Religion; Distribution of Written Materials in School Facilities by Students)

The Board of Education of the Jenks Public Schools is committed to the proposition that student partici-

pation in student activities and organizations can advance educational goals and otherwise be of benefit to students, and that the policies of this District should further students' opportunities for participation. In allowing and furthering student activities and organizations, the Board is mindful of the dictates of the United States Constitution and the Federal Equal Access Act, 20 U.S.C. S4071, et seq. This policy is adopted to implement these goals

SCHOOL SPONSORED STUDENT ORGANIZATIONS

The District may sponsor and conduct activities and organizations for students that the Board determines are in furtherance of and consistent with educational objectives of the District or reasonably related to the District's curriculum ("school sponsored student organizations").

School sponsored student organizations shall have a faculty sponsor, whose teaching field, education, background or other expertise is reasonably related to the purpose and goals of the group, and who may receive extra-duty compensation.

Application for District sponsorship shall be made by the proposed faculty sponsor and at least twenty (20) students who intend to participate in the organization. Each building principal shall establish application forms and procedures, and guidelines for membership requirements, organizational structure, and provisions of a constitution or other organizational rules, subject to approval by the Superintendent.

After the proposed organization and its constitution have received preliminary approval from the Superintendent, the Board of Education shall review and approve or disapprove the organization for sponsorship based on the standards set out in this policy.

INDEPENDENT STUDENT-ORGANIZED GROUPS

In addition to school sponsored student organizations, the secondary (7th – 12th grades) schools of this District shall have a limited open forum for meetings of independent student organized groups.

Meetings of independent student organized groups may be held before or after the school day. No student may attend a meeting when he or she has a scheduled class or is required by school rules or schedules to be elsewhere.

All meetings shall be student initiated and open to all students in the school. All student attendance at independent student organized group meetings shall be voluntary.

No meeting may include any activity that is unlawful or that materially and substantially interferes with the orderly conduct of educational activities within the school.

An adult monitor, who may or may not be a school employee, shall be present at all meetings. A school employee may be present at a meeting of a student religious group only in the capacity of monitor. Neither school nor non-school adult monitors may direct, conduct, or control activities of student meetings.

Independent student organized groups may invite outside speakers to their meetings.

If students wish to meet in independent student organized groups under this policy, they must file a request to meet with the principal which lists: a) the room in which they wish to meet and the time during which they will meet; b) the name of one (1) student who will serve as the contact between the group and the school authorities; and c) the monitor, approved by the principal, who will be present. The principal shall approve a meeting if it meets the requirements of this policy and shall notify the student contact person of his/her approval or, if it does not meet the requirements of this policy, his/her reasons for disapproval within two (2) days of the submission of the request to meet. Once permitted to do so, an independent student organized group may continue meeting for the remainder of the school year, unless it subsequently violates this or any other school policy.

In assigning meeting rooms to student organizations, the school shall not arbitrarily discriminate between or among school sponsored and independent organizations. However, in assigning meeting rooms the school may consider the number of persons expected to attend and the needs of the organization.

Meetings of independent student organized groups may be announced by notices posted on bulletin boards in the school. Such notices may contain only the name of the organization, the date, time, and place of the meeting, and a brief identification of the subject of the meeting or a list of agenda items. Signs should be produced by students and contain letters and numbers only. No graphic representations should be included on the poster.

Nothing shall be construed to limit the authority of the school, its agents or employees, to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

It is understood that the content of these independent student organized group meetings is not approved or disapproved by the school District. The school District is neutral as to the content of these meetings.

Revised by the Board of Education May 2007

3.16 FOREIGN EXCHANGE STUDENT POLICY

The purpose of foreign exchange student programs is to enhance foreign students' knowledge of American culture and language through active participation in family and school life and to enhance American knowledge of foreign culture. In order to make this a positive experience for everyone involved, Jenks High School has established the following guidelines.

1. The sponsoring exchange program will be fully responsible for the selection of suitable students for participation in its program;
2. Selection will be limited to secondary students who have a sufficient command of the English language to enable them to function well in an English speaking academic and community environment;
3. The sponsoring program will provide the school a copy of the agency's current criteria for their exchange program and all available information concerning the prospective exchange student (transcript, health records, etc.);
4. Application deadline is July 1. No exchange student is to be assigned to a host family in the Jenks School District until he/she has been accepted in writing as a student by the principal. A committee of teachers and counselors will evaluate the applications and make a recommendation to the principal of the students to be approved;
5. Jenks High School has a limit of six (6) exchange students per year. No more than two (2) students shall be from the same country and no more than two (2) from the same program;
6. Placement arrangements will be made with a single host family for the entire academic year;
7. Exchange students of senior standing will be allowed to participate in all senior activities and go through the commencement ceremony. Students will not receive a diploma;
8. Exchange students will be enrolled for six (6) hours per day. They will not be enrolled in ESL or basic skills classes or a foreign language (that is their native tongue).

In addition, Jenks High School accepts and endorses the federal regulations of the United States Information Agency entitled, "Regulations Governing Designated Exchange-Visitor Programs."

Revised by the Board of Education June 2003

3.17 GIFTED PROGRAM POLICY STATEMENT

The ultimate goal of the gifted program is to identify and serve those individuals who demonstrate the potential for high performance. To enhance and to realize the full scope of that student's abilities, a differentiated education is necessary. This reinforces Jenks Public School's philosophy of meeting the educational needs of all students. See Gifted Program Handbook.

3.18 HAZING POLICY

(See also Harassment and Bullying)

The Jenks Board of Education in order to comply with OS Title 21, Section 1190 and to ensure that all students may enjoy a safe and secure environment adopts the following policy:

No student organization or any person associated with any organization sanctioned or authorized by Jenks Public Schools shall engage or participate in hazing.

The following definitions shall apply to this policy:

"Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating within the jurisdiction of Jenks Public Schools;

"Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in OS Title 37, Section 506, low-point beer as defined in OS Title 37, Section 163.2, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any investigation or suspension of said student or student organization shall be subject to any applicable Oklahoma Statute, Jenks School Board Policy, or student handbook regulation.

All staff members who witness such activities or have suspicion of such activity shall report such information to the appropriate school official for investigation.

Approved by the Board of Education October 1990

3.19 INTERNET BASED INSTRUCTION

In an effort to meet the increasingly diverse instructional needs of our students, the Board of Education will grant high school credit for approved courses taken via the Internet.

Students currently enrolled at Jenks Public Schools who have successfully completed the 8th grade may take online high school coursework with prior approval from the high school principal or designee based on, but not limited to, the following considerations.

Course's alignment with Oklahoma PASS objectives, course's alignment with District requirements, course provider's accreditation, teachers' certification, credentials, system of monitoring tests and assigning grades, course provider's ability to protect student safety and privacy, student's past academic performance, student's current course load, and District personnel's student count (no instructor will be required to supervise more than 20 students in asynchronous, web-based courses.)

Students receiving credit for a course than is subject to an end of instruction exam required by the Oklahoma School Testing Program will be required to take that exam at the school site. Costs incurred as a result of online courses taken are the sole responsibility of the student and/or parent/guardian.

Approved by the Board of Education January 2002

3.20 INTRA-DISTRICT TRANSFERS

(See also Open Transfer Policy; Attendance Areas)

Requests for transfers between schools within the District for resident students will be considered annually on a space available basis. Transfers are contingent upon the maintenance of a satisfactory discipline and attendance record and may be canceled at any time. Parents/guardians will be responsible for transportation, if required.

The brother(s) or sister(s) of any student attending a special program at another site may be granted a transfer to that site.

Requests for transfer within the District must be made on a District form, which is obtained from a

site principal. This form is completed and returned to the site principal of the school that the student is currently attending. This sending principal signs the Intra-District Transfer form and sends it to the site principal of the school where the student has requested a transfer. The receiving school's site principal may approve or disapprove of the transfer and communicate in writing to all parties involved.

3.21 MEDICATION IN SCHOOL

The Board of Education permits the self-administration of inhaled medication by a student for treatment of asthma and anaphylaxis according to the provisions of Section 1-116.3 of Title 70 of the Oklahoma Statutes. Specific requirements are addressed in the student handbooks.

Revised by the Board of Education June 2009

3.22 MINUTE OF SILENCE

According to state law schools will observe approximately one (1) minute of silence each school day for the purpose of allowing each student in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

Approved by the Board of Education June 2003

3.23 NON-ACCREDITED HOME SCHOOL ADMISSIONS

Jenks Schools welcomes enrollment of students who have been students in non-accredited schools and who have been home schooled. Students enrolling in the District from non-accredited schools and who have been home schooled will be placed in grade levels and in courses based upon educational factors, primarily academic mastery as demonstrated on tests that assess the student by the District curriculum standards and objectives and Priority Academic Student Skills (PASS) adopted by the State Board of Education. Assessment results will be maintained for at least one (1) calendar year.

Students entering the District from non-accredited schools or who have been home schooled without evidence of participation in nationally standardized achievement assessments will be required to take academic assessments administered by District personnel. Pending receipt of such assessment results, the administration may allow the student to attend school in a designated alternative or temporary setting.

The administration shall determine the approved assessment instruments that will be used to implement this policy. Grade and course enrollment will be based upon results of placement tests and/or any other assessment information and/or education records deemed to be relevant by the administration.

A parent/guardian who disagrees with the placement decision of the school may present a written objection for inclusion in the student's permanent folder and may ask the Superintendent or designee to review those objections. Any review of a placement decision by the Superintendent or designee shall be limited to determining compliance with this policy; then the student's placement will be remanded to the administration for compliance with this policy. The decision of the Superintendent shall be final and non-appealable.

Approved by the Board of Education June 2001
Revised May 2010

3.24 NOTIFICATION OF PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment affords parents/guardians and students who are 18 or emancipated minors ("eligible students") certain rights regarding curriculum materials, surveys, collection and use of information for marketing purposes, and certain physical exams. For purposes of this policy, the following definitions apply:

"Instructional material" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

"Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

"Parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent/guardian or stepparent/guardian with whom the child lives, or a person who is legally responsible for the welfare of the child). All rights provided to parents/guardians under this policy transfer to the student when the student turns 18 years old or is an emancipated minor at any age.

"Personal information" means individually identifiable information including a student or parent/guardian's first and last name; a home or other physical ad-

dress (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

“Survey” includes an evaluation.

INSPECTION OF INSTRUCTIONAL MATERIALS

All instructional materials, including teacher’s manuals, films, tapes, or other supplementary instructional material that will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents/guardians of students in the School District. However, teacher lesson plans and tests are confidential records under the Oklahoma Open Records Act. After request by a parent/guardian, review of instructional materials shall be at a time mutually convenient to the teacher involved and the parent/guardian. Any complaint by a parent/guardian regarding the parent/guardian’s inability to inspect any instructional material shall initially be addressed to the principal of the school where the parent/guardian’s child attends. If the parent/guardian is dissatisfied with the principal’s decision, then the parent/guardian may request review by the Superintendent, or his or her designee, who shall have final authority over the matter.

Establishing a curriculum and determining to include or remove particular materials within the curriculum are the legal responsibilities of the Board of Education subject to statutory and State Board of Education guidelines. Nothing in this policy is intended to grant or require prior parent/guardian approval or control of materials or parent/guardian control, approval or review of teaching techniques or methods.

SURVEYS

Without the parent/guardian’s prior consent, no student shall be required to submit to a survey, analysis, written examination or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student’s family;
2. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Mental or psychological problems of the student or the student’s family;
6. Critical appraisals of other individuals with whom the student has a close family relationship;

7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; and
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/guardians may inspect, upon request, a survey created by a third party before the survey is administered or distributed to students. Review of such surveys shall be at a time mutually convenient to the principal involved and the parent/guardian. Any complaint by a parent/guardian regarding the parent/guardian’s inability to inspect any such survey shall be addressed to the superintendent, or his or her designee, who shall have final authority over the matter.

The District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of the administration or distribution of a student survey containing one or more of the items mentioned above.

PSYCHIATRIC OR PSYCHOLOGICAL EXAMINATIONS

Without the prior written consent of the parent or guardian, no student who is an unemancipated minor shall be required, as part of any applicable program, to submit to psychiatric or psychological examination, testing or treatment.

NOTIFICATION AND OPT OUT

The District will directly notify parents/guardians, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. These activities do not include information for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, such as:
 - a. College or other postsecondary education recruitment, military recruitment;
 - b. Book clubs, magazines, and programs providing access to low-cost literary products;

- c. Curriculum and instructional materials used by elementary and secondary schools;
 - d. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic clinical, aptitude, or achievement information about students and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - e. The sale by students of products or services to raise funds for school-related or education-related activities; and
 - f. Student recognition programs.
2. The administration of any survey containing one or more items described above in the Surveys section of this policy; and
 3. Any non-emergency, invasive physical examination or screening that is (a) required as a condition of attendance; (b) administered by and scheduled by the school in advance; and (c) not necessary to protect the immediate health and safety of the student or other students. This provision does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screening that is permitted without parent/guardian notification.

INSPECTION OF DATA COLLECTION INSTRUMENTS

The District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of such collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. Parents/guardians and eligible students may inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to students. Review of such instruments shall be at a time mutually convenient to the principal involved and the parent/guardian. Any complaint by a parent/guardian regarding the parent/guardian’s inability to inspect any such survey shall be addressed to the superintendent, or his or her designee, who shall have final authority over the matter.

3.24.1 RIGHTS UNDER FERPA

(See also Oklahoma Open Records Act: Child Identification)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. They are as follows:

1. The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.

Parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, misleading or in violation of student privacy rights.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading or otherwise in violation of student privacy rights.. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student privacy rights.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

One (1) exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or

company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
1-800-USA-LEARN (1-800-872-5327)

Revised by the Board of Education May 2010
Revised May 2011

3.24.2 DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act requires that the District, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless District is advised to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications. Examples include:

1. A playbill, showing the student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal

laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The District has designated the following information as "directory information," and it will disclose that information without prior written consent:

1. The student's name;
2. The names of the student's parents/guardians;
3. The student's address;
4. The student's telephone listing;
5. The student's electronic mail address;
6. The student's date and place of birth;
7. The student's dates of attendance;
8. The student's grade level (i.e., first grade, tenth grade, etc.);
9. The student's participation in officially recognized activities and sports;
10. The student's degrees, honors and awards received;
11. The student's weight and height, if a member of an athletic team;
12. The student's photograph; and
13. The most recent educational agency or institution attended.

Within the first three weeks of each school year, the District will publish in a newspaper of general circulation in the area the above list or a revised list of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent/guardian or the eligible student at the time and place of enrollment.

After the parents/guardians or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent) of any or all of the items they refuse to permit the District to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent/guardian or the eligible student.

Revised by the Board of Education November 2003

3.25 NOTIFICATION OF THREAT TO SELF OR OTHERS

A parent/guardian is to be notified at any time a student discloses or is suspected of suicidal intentions or of causing harm to others. The crisis assistance team or a team representative will meet as soon as possible with the student to make an assessment concerning the severity of the situation and to provide information to the student's parent/guardian. In order to ensure the safety of the student and other students, the team or representative may advise the parents/guardians to seek assistance outside of school. A list of agencies and emergency numbers will be made available. The District is not responsible for providing these services.

At the discretion of the crisis assistance team, parents/guardians will be requested to sign a Notification of Threat to Self or Others form indicating that they have been informed and are responsible for providing appropriate measures to ensure the student's safety and the safety of other students.

The failure of parents/guardians to provide professional support may result in school officials reporting negligence to the Department of Human Services and/or recommending that the student not return to school until his/her safety or the safety of others is assured.

Revised by the Board of Education June 2000

3.26 PLEDGE OF ALLEGIANCE

At the beginning of each school day students are authorized to recite the Pledge of Allegiance to the Flag of the United States of America. Students not wishing to participate in the pledge shall not be required to do so, and such notification shall be posted in a conspicuous place to inform students.

Approved by the Board of Education June 2003

3.27 SEARCH POLICY

(See also Testing Students with Regard to Alcohol and the Use of Illegal Chemical Substances)

Designated representatives of Jenks Public Schools have the authority to detain and search or authorize the search of any Jenks school student, or property in the possession of the student, when reasonable suspicion exists which supports the belief that the student is in possession of property that is illegal, prohibited by school rules or board policy, or stolen from another student, an employee, or the school. Designated representatives have the authority to search while on school premises, at school activities, or in transit under authority of the school. School personnel all have access to school lockers, desks,

and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel may utilize trained contraband dogs on school premises. Students may be required to submit to metal detector searches and have their purses, book bags, briefcases, etc. searched with x-ray machines and/or metal detectors. The Superintendent or designee will develop administrative regulations for implementing this policy.

Revised by the Board of Education June 2009

3.28 SOCIAL ORGANIZATIONS

It is considered in the best interest of the school to prohibit the organization of any student fraternity, sorority, secret society, or similar or allied organizations. The organization or support of any such group or groups will not be permitted.

Revised by the Jenks Board of Education June 1996

3.29 STUDENT ALCOHOL AND DRUG TESTING POLICY FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES AND/OR PARKING ON SCHOOL DISTRICT PROPERTY

(See also Student Behavior Policy; Extracurricular Activities Contract; Student use of Alcohol, Illegal Drugs; Testing Students – Alcohol, Illegal Substances)

The Board of Education of the Jenks School District (the "School District"), in order to protect the health and safety of students and to educate and direct students away from drug and alcohol use and abuse, adopts the following Policy for testing students for the use of illegal drugs, alcohol and performance enhancing drugs. This policy shall apply to students participating in extracurricular activities and/or students who apply for and are granted a parking permit to park on School District property.

STATEMENT OF PURPOSE AND INTENT

It is the desire of the Board of Education, administration and staff that every student in the School District refrains from using or possessing alcohol and illegal or performance enhancing drugs. Therefore, except as provided below, the sanctions of this Policy shall relate solely to limiting the opportunity of any student determined to be in violation of this Policy to

participate in extracurricular activities and/or park on School District property. This Policy is intended to supplement and complement all other policies, rules and regulations of the School District regarding possession or use of alcohol and illegal or performance enhancing drugs.

Participation in school-sponsored extracurricular activities is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.

Parking on the property of the School District is also a privilege, not a right. Students who park on School District property operate vehicles in close proximity to other students and faculty and may also have passengers in their vehicles. Because of this, the potential harm from misjudgment or impaired judgment due to alcohol or illegal drugs is great. Accordingly, students who park on School District property carry a responsibility to themselves, their fellow students and members of the public to operate their vehicles in a safe and reasonable manner that includes avoiding the use or possession of alcohol or illegal drugs. The use of alcohol and illegal drugs impairs the ability of a student to meet this responsibility.

The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the School District for an environment free of alcohol and illegal or performance enhancing drug possession or use. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of students to participate in extracurricular activities or to park on campus when they are found to be in violation of this policy. There will be no academic sanction solely for a violation of this policy. **Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the School District's Student Behavior Policy**

DEFINITIONS

"Extracurricular" means any School District sponsored team, club, organization or activity in which student participation is voluntary and in which students represent the School District in competitions.

"Student extracurricular activities participant" means any student participating in any competitive extracurricular activity.

"Student Athlete" means a 7th-12th grade member of any School District sponsored interscholastic sports team, including athletes, cheerleaders, and Pom participants.

"Coach/Sponsor" means any person employed by the School District to coach athletic teams of the School District, to act as a sponsor or coach of a cheerleader team of the School District, or to serve as sponsor for any other extracurricular activity.

"Athletics" and "athletic activity" means participation by a student athlete on any athletic team, cheerleader team or Pom team sponsored by the School District.

"In-season" means anytime during the day, night, weekends or holidays, including all time in and away from school during the entire school year for all student extracurricular activities participants.

"Permit Holder" means a student who currently holds a permit to park on School District property.

"Alcohol" means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.

"Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used for an abusive purpose, and paraphernalia to use such drugs.

"Performance enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins that can be lawfully purchased in over-the-counter transactions.

“Drug or alcohol use test” means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student’s blood, bodily tissue, fluids, products, urine, breath or hair.

“Random selection basis” means a mechanism for selecting student extracurricular activities participants for drug and/or alcohol use testing that:

- a. results in an equal probability that any student extracurricular activity participant from a group of student extracurricular activity participants subject to the selection mechanism will be selected, and
- b. does not give the School District discretion to waive the selection of any student extracurricular activity participant selected under the mechanism.

“Positive” when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.

“Reasonable suspicion” means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student extracurricular activity participants and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.

“Games/competitions” mean regular season, tournament and playoff games/competitions and do not include practice games and scrimmages.

“School Day(s)” means a day when school is in session and students are required to report to school. By way of example only and not as a limitation, school days does not include snow days, holidays, or parent-teacher conference days.

“School District Property” means any property owned by or under the control of the School District.

PARTICIPATION – EXTRACURRICULAR ACTIVITIES

Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation

in extracurricular activities on behalf of the School District. For the safety, health and well being of the student extracurricular activity participants of the School District, the School District has adopted this Policy for use by all participating students at the 7th-12th grade level. Any student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.

Each student extracurricular activity participant shall be provided with a copy of this Policy via the Student/Parent Handbook and the “Student Extracurricular Activity Participant Alcohol and Illegal or Performance Enhancing Drugs Contract” (the “Extracurricular Activities Contract”), which shall be read, signed and dated by the student, parent or custodial guardian and a coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activity. **No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Extracurricular Activities Contract.**

The principal and sponsor, or, in the case of student athletes only, the athletic director or designee and applicable coach, shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a student extracurricular activity participant has been reported. If a violation of the Policy is determined to have occurred by a student extracurricular activities participant other than a student athlete, a principal will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. If a violation of the Policy is determined to have occurred by a student athlete, the athletic director or designee will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained.

The Extracurricular Activities Contract for alcohol and illegal or performance enhancing drug and/or alcohol use testing shall be to provide a urine sample for student athletes, as part of the annual physical examination. The School District will set a fee charge to be collected from each student when the Extracurricular Activities Contract is signed and returned to the coach. Student athletes who have physical examinations performed by their personal physicians must nonetheless sign the Extracurricular Activities Contract and comply with all Policy requirements. For all student extracurricular activity participants, tests will be done as chosen by the

random selection basis; or at any time a student extracurricular activities participant is requested by the principal, athletic director, athletic trainer or by the sponsor or coach, based on reasonable suspicion (See Policy for Testing Students with regard to the use of Alcohol and Illegal Chemical Substances), to be tested for alcohol and illegal or performance enhancing drugs.

Drug and/or alcohol use testing for student extracurricular activities participants will be chosen on a random selection basis weekly from all student participants. The School District will determine a weekly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.

In addition to the drug and alcohol use tests required above, any student extracurricular activities participant may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.

PARTICIPATION – PARKING PERMITS

Alcohol and illegal drug possession or use is incompatible with operating a motor vehicle on property of the School District. For the safety, health and well being of the students and Permit Holders of the School District, the School District has adopted this Policy for use by all Permit Holders. Any student found to be in possession of, or having used alcohol or illegal drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.

All students who park on School District property must have a proper parking permit issued by the School District.

Each Permit Holder shall be provided with a copy of this Policy via the Student/Parent Handbook, and the “Parking Permit Application and Alcohol and Illegal Drug Contract” (the “Parking Permit Contract”), which shall be read, signed and dated by the student, parent or custodial guardian before such student shall be eligible to apply for a parking permit. No application for a parking permit will be considered until the student has returned the properly signed Parking Permit Contract.

The principal or his/her designee shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a Permit Holder has been reported. If a violation of the Policy is determined to have occurred by a Permit Holder, the prin-

icipal will contact the student and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained, including the beginning date of any suspension of the parking permit.

The Parking Permit Contract for alcohol and illegal drug and/or alcohol use testing shall be to provide a urine sample as chosen by the random selection basis; or at any time a Permit Holder is requested by the principal or his/her designee, based on reasonable suspicion, to be tested for alcohol and illegal drugs.

Drug and/or alcohol use testing for Permit Holders will also be chosen on a random selection basis weekly from a list of all Permit Holders. The School District will determine a weekly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal drugs.

In addition to the drug and alcohol use tests required above, any Permit Holder may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.

The School District will set a fee to be collected from each student when the Parking Permit Contract is signed and returned to the administration, to cover the expense of these testing procedures.

TESTING PROCEDURES

Any alcohol or drug use test required by the School District under the terms of this Policy will be administered by or at the direction of a professional laboratory chosen by the School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal, athletic director, or athletic trainer shall designate a sponsor or coach or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe

the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal, athletic director, or athletic trainer who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this Policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tested positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a period of six (6) months.

If the alcohol or drug use test for any student has a positive result, the laboratory will contact the principal, the athletic director, or a designee with the results. In the case of student extracurricular activities participants who are not athletes, a principal will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. In the case of student athletes, the athletic director or athletic trainer will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. In the case of Permit Holders, a principal will contact the student and the parent or custodial guardian of the student and schedule a conference.

At the conference, a principal or the athletic director or designee will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. If the student and his/her parent or custodial guardian desires another test of the remaining portion, if any, of the specimen, the principal, athletic director, or athletic trainer will arrange for another test at the same laboratory or at another laboratory agreeable to the principal or athletic director or designee. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian.

If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the principal or to the athletic director. The School District will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug.

A student who has been determined by the appropriate school administrator to be in violation of this Policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any extracurricular activities and/or park on School District property. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and such decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be the sole and exclusive judgment and discretion of the superintendent, which shall be final and non-appealable.

Before a student who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity and/or park on School District property after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The School District will rely on the opinion of the laboratory that performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by more recent use.

All documents created pursuant to this Policy with regard to any student will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

VIOLATIONS

Any student who is determined by observation or by alcohol or drug use tests to have violated this Policy shall be subject to the loss of the privilege to participate in extracurricular activities and/or loss of the privilege to park on School District property. Such student shall be offered educational and support assistance to stop using alcohol or illegal or performance enhancing drugs.

First Offense:

1. Athletes: Suspension from participation in all scheduled extracurricular activities (including all meetings, practices, performances and games/competitions) and suspension of the parking permit for 30 school days, which may be reduced by 15 school days (five school days reduced for professional drug/alcohol evaluation/assessment and ten school days reduced for participating in and successfully completing at least four (4) hours of substance abuse education/counseling provided by the School District or an outside agency).

A student athlete participant must miss a minimum of 40% of the allowable number of regular season contests allowed by the Oklahoma Secondary Schools Activities Association (OSSAA) which may be reduced to 20% upon completion of the assessment and substance abuse education counseling. If the student is not competing in an athletic activity during any suspension period due to injury, academic ineligibility or the games or competitions for that sport are finished or have not begun for that school year and, therefore, does not miss a minimum of 40% of the games/competitions during the suspension period, then the student will be required to miss a minimum of 40% of the games/competitions after he or she returns from the injury, becomes eligible or the games or competitions resume in the following school year or begin later in the same school year. These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding competition season if necessary to fulfill the suspension.

2. All other extracurricular participants will face participation restrictions as determined by the administrator, related to the event/contest schedule of that particular activity and/or suspension of the parking permit for 30 school days.

Second Offense:

1. Complete suspension from participation in all extracurricular activities including all meetings, practices, performances and competition and/or suspension of the parking permit for eighteen (18) continuous and successive school weeks from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this Policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses occurring during the seventh and eighth (7-8) grades shall be cumulative for the duration of the student's middle school career. Offenses occurring in grades nine through twelve (9-12) shall be cumulative throughout the student's high school career. Athletes will be required to miss a minimum of 40% of regular season contests, whenever scheduled.

Self-Reporting: As an option to the consequences for a first offense only, a student may self-report to the principal, athletic director, athletic trainer or to a coach or sponsor before being notified of a Policy violation or prior to being asked or required to submit to an alcohol or drug use test. A student who self-refers will be allowed to remain active in all extracurricular activities and retain his or her parking permit after the following conditions have been fulfilled: a conference has been held with the student, the principal, athletic director, athletic trainer, the sponsor or coach, and the parent or custodial guardian of the student to discuss the Policy violation; an alcohol or drug use test is provided by the student that is not positive, and a participation commitment by the student and parent for four (4) hours of substance abuse education/counseling provided by the school or an outside agency. Documentation of successful completion of this commitment must be provided to the principal, athletic director or athletic trainer by the student or parent. A student who self-refers will, however, be considered to have committed his/her first offense under this Policy. A self-referral may be used only once in a student's time in the School District.

REFUSAL TO SUBMIT TO ALCOHOL OR DRUG USE TEST

If a student refuses to submit to an alcohol or drug use test authorized under this Policy, such student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances and competition, or park on campus for eighteen (18) continuous and successive school weeks. Athletes will be required to miss a minimum of 40% of regular season contests, whenever scheduled. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

Approved by the Board of Education May 2011

3.30 STUDENT BEHAVIOR POLICY

(See also Penalties to Parent for Child with Firearm at School, Harassment and Bullying)

A vast array of student disciplinary situations and penalties are mentioned in this Board Policy Book and student or parent/guardian handbooks that are distributed from the District's schools. It is recognized that it is impossible to identify all student actions that might require staff administered consequences. Therefore, disciplines may be administered for student actions that are, or possibly, are not described in the Board policies or student and parent/guardian handbooks.

Similarly, these policies, as well as the regulations included in the student and parent/guardian handbooks, should be considered to be general guidelines for the administration of student discipline...not rigid regulations which are automatically applied in all cases. Administrative discretion is encouraged and recommended in individual and/or unique situations. This includes the potential administration of penalties which are less or more than those penalties described in policy books and handbooks.

The Board of Education of the Jenks School District adopts the following policy and procedures dealing with student behavior. The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Jenks Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides, must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

The following behaviors at school, while in school vehicles or going to or from or attending school events will result in disciplinary action, up to and including school intervention options or out of school suspension. These behaviors may include but are not limited to the following:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating, or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval
8. Failure to comply with state immunization records
9. False reports, false calls, or misrepresentation of facts
10. Fighting
11. Forgery
12. Gambling
13. Gangs or set behavior and attire
14. Hazings (initiations) in connection with any school activity
15. Headlocks or other dangerous behaviors
16. Immorality
17. Inappropriate behavior or gestures
18. Inappropriate public behavior
19. Indecent exposure
20. Lewd or vulgar
21. Physical or verbal abuse
22. Plagiarism
23. Possession of a caustic substance
24. Possession of obscene materials
25. Use of a wireless telecommunications device without prior authorization.
26. Possession, threat or use of a dangerous weapon and related instrumentalities, i.e., bullets, shells, gun powder, pellets
27. Possession, use, distribution, sale, purchase, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
28. Profanity
29. Intimidating, bullying, sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
30. Theft
31. Threatening behavior (whether involving written, verbal or physical actions)
32. Truancy
33. Clothing or accessories with profane, vulgar, violent or repulsive words or pictures; or unacceptable attire dealing with beer, alcohol, drugs or tobacco; tank tops, halter tops, half shirts, see-through garments; or if the attire creates an

unsafe, threatening environment; or if the attire distracts from the education environment

34. Use or possession of tobacco in any form
35. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
36. Using racial, ethnic, or sexual epithets
37. Vandalism
38. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations or violation of state statutes
39. Vulgarity
40. Willful damage to school property
41. Willful disobedience of a directive of any school official
42. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school
43. Removing or attempting to remove any book from the library media center without following the appropriate check-out procedure. This may also include any pranks or practical jokes designed to set off the alarm
44. Unauthorized or inappropriate use of technology software and/or hardware, including audio, video or photographic recordings
45. Using skateboards, rollerblades, skate shoes, or scooters on school property or at school events.

Revised by the Board of Education June 2009
Revised May 2011

3.30.1 DISCIPLINARY OPTIONS

DETENTION

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a weekday or on a Saturday, as deemed appropriate.

IN-SCHOOL INTERVENTION

In-school intervention is an optional correctional measure that may be used by the school when deemed appropriate by a site administrator. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives and there shall be no grade penalty. In-school intervention is not considered by law to be out-of-school suspension and therefore is non-appealable. However, all in-school interventions of greater than 15 days, with

the exception of those directed by board policy, must be confirmed by the Superintendent or designee.

OUT OF SCHOOL SUSPENSION

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the school District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out of school suspension" refers to removal out of school for a minimum of one (1) calendar year for offenses involving firearms, as defined in Section 922 of Title 18 of the United States Code, and the remainder of a current semester and the succeeding semester for all other offenses. In-school intervention, detention, and similar disciplinary options or correctional measures are not considered by law to be out of school suspension and do not require or involve the due process procedures set forth herein.

Reference to "parent/guardian" in this section of the policy refers to a student's parent or legal guardian. Reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION

Students who are guilty of any of the following acts may be suspended out of school by the administration of the school or the District for:

1. Violation of a school regulation;
2. Immorality;
3. Adjudication as a delinquent for an offense that is an exception to a non-violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in OS Title 57, Section 571, "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
4. Possession of an intoxicating beverage, low-point beer, as defined by OS Title 37, Section 163.2, missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
5. Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out of

school suspension as provided in the District's policy related to Firearms.

In the event of a suspension for any of the reasons listed above, an education plan shall be applicable. However, no education plan shall be necessary for possession of a dangerous weapon or a controlled dangerous substance.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

PRE-SUSPENSION CONFERENCE

Before the District recommends out of school suspension through its designated representatives, alternative in-school intervention including, but not limited to, placement in an alternative school setting, placement in an on-line program, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out of school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out of school suspension. Students identified as disabled under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 and who are suspended out of school or receive disciplinary removal from the classroom require additional procedural considerations.

PRE-OUT-OF SCHOOL SUSPENSION CONFERENCES

When a student violates Board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OS Title 57, section 571), the principal will conduct an informal conference with the student. At the conference with the student, the principal will read the policy, rule or regulation which the student is charged with having violated and will discuss the conduct of the student which is a violation of the policy, rule, or regulation.

The student will be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct. If it is concluded that an out of school suspension is appropriate, the student will be advised that he/she is being suspended and the length of the out of school suspension.

The principal will immediately notify the parent/guardian by phone and in writing that the student is being suspended out of school and that alternative in-school intervention or other available options have been considered and rejected. The written notice should state what alternative in-school placement or other available options have been considered and why they were rejected. Elementary, intermediate, and middle school students will not be dismissed before the end of the school day without advance notice to parent/guardian.

IMMEDIATE OUT OF SCHOOL SUSPENSION WITHOUT A PRE-OUT OF SCHOOL SUSPENSION CONFERENCE

A student may be suspended out of school without the above pre-out of school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.

In such cases, an out of school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

CONFERENCES WITH PARENTS/GUARDIANS

The principal will seek to hold a conference with the parent or guardian as soon as possible after the out of school suspension has been imposed. The parent/guardian should be advised of his/her right to a conference with the principal at the time he/she is notified that an out of school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given to special exceptions. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out of school suspension rather than the use of alternative options. The parent/guardian should be asked by the principal if he/she understands the rule and the charges against the student.

At the conclusion of the conference, the principal will state whether he/she will terminate or modify the out of school suspension. In all cases the parent/guardian will be advised of his/her right to have the out of school suspension reviewed as provided by this policy.

OUT OF SCHOOL SUSPENSION REQUIREMENTS

An out of school suspension shall be long-term or short-term. A long-term out of school suspension shall be an out of school suspension of eleven (11) or more school days. A short term out of school suspension shall be a period of ten (10) or fewer school days.

In no event should an out of school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm in which case an out of school suspension for up to one (1) calendar year is appropriate. Out of school suspensions involving firearms are governed by the School District's Gun-Free School Policy. Out of school suspensions should have a definite commencement and ending date: indefinite out of school suspensions are not permitted. It is recommended that out of school suspensions of eleven (11) or more days be imposed only in serious situations.

The principal may take previous conduct and previous disciplinary actions and out of school suspensions of the student into consideration. In some instances, students who commit infractions resulting in long-term suspensions may be offered the option of an on-line alternative program. The suspension will be reduced to ten (10) days, during which time the student will be required to complete and/or initiate any requisite screenings, assessments, contacts or other actions as determined by the appropriate administrator. After ten (10) school days, if documentation is produced by the student indicating that the required actions have been completed, the student will be enrolled in the on-line education program.

Out of school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out of school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

Out of school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out of school Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out of school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Fine Arts units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eighth and for

high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

RECORDS AND REPORTS

The principal will keep written records of each out of school suspension conference containing the date of the conference, the names of the persons present, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student's and/or parent/guardian's compliance or non-compliance with the Plan.

Revised by the Board of Education June 2004
Revised July 2011

3.30.2 SHORT-TERM OUT OF SCHOOL SUSPENSIONS OF TEN (10) OR FEWER SCHOOL DAYS

The Board of Education recognizes that student out of school suspensions of ten (10) or fewer school days referred to as short-term out of school suspensions involve less stigma and require less formal due process procedures than are required for out of school suspensions of greater than ten (10) school days referred to as long-term out of school suspensions. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out of school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.

RIGHT OF APPEAL

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by school District policy to students who have been suspended out of school for periods of eleven (11) or more school days. A student who has been given a short-term out of school suspension and that student's parent/guardian have a right to appeal an out of school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out of school suspension and

his/her parent/guardian shall be informed by the principal of this right and the method of submitting an appeal.

METHOD OF APPEAL TO THE SITE COMMITTEE

An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out of school suspension decision is received by the student, or his/her parent/guardian. The out of school suspension decision will become final and non-appealable if a request is not timely submitted.

The Site Committee will be composed of the following members: an administrator not involved in the suspension; a site teacher of the student's choice and a teacher appointed by the site principal, neither of whom may be the student's present teacher.

Upon receipt of the request, the school principal shall confirm that the student's out of school suspension falls within the category of out of school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out of school suspension is greater than eleven (11) school days, or if for any reason, the short-term out of school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out of school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

METHOD OF APPEAL TO THE SUPERINTENDENT, DESIGNEE, OR DISTRICT COMMITTEE

An appeal can be presented by letter to the Superintendent. If no appeal is received within five (5) calendar days after the site committee's decision is received by the parent/guardian or student, the committee's out of school suspension decision will be final.

The Superintendent, designee, or District administrative committee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The appeal will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents/guardians whenever possible.

At the conference, the Superintendent or designee will read the policy, rule, or regulation which the student is charged with violating and will briefly outline the conduct on the part of the student. The parent/guardian should be asked by the Superintendent or designee if the rule and the charges against the student are understood. The Superintendent or de-

signee will notify the parents/guardians of whether the school suspension will be sustained, rescinded, or modified. The decision of the committee shall be final and non-appealable.

Revised by the Board of Education May 2007

3.30.3 LONG-TERM OUT OF SCHOOL SUSPENSIONS OF ELEVEN (11) OR MORE SCHOOL DAYS

RIGHT OF APPEAL

A parent/guardian or the student may appeal the out of school suspension decision to the Site Committee, Superintendent and the Board of Education.

ATTENDANCE AT SCHOOL PENDING APPEAL HEARING

Pending the appeal hearing of an out of school suspension, the student will have the right to attend school under such "In-School" restrictions as the principal deems proper (and this time may or may not count against the total penalty time), except that in the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

1. The conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members, or school property; or
2. The conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

METHOD OF APPEAL TO THE SITE COMMITTEE

An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out of school suspension decision is received by the student, or his/her parent/guardian.

The Site Committee will be composed of the following members: an administrator not involved in the suspension, a site teacher of the student's choice and a teacher appointed by the site principal, neither of whom may be the student's present teacher.

The out of school suspension decision will become final and non-appealable if a request is not submitted in a timely manner.

METHOD OF APPEAL TO THE SUPERINTENDENT OF SCHOOLS, DESIGNEE, OR DISTRICT COMMITTEE

An appeal can be presented by letter to the Superintendent. If no appeal is received within five (5) calendar days after the site committee's decision is received by the parent/guardian or student, the committee's out of school suspension decision will be final.

The Superintendent, designee, or District administrative committee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The appeal will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents/guardians whenever possible.

When a District administrative committee is utilized, the Superintendent or designee shall appoint an appeal committee consisting of no fewer than three (3) District administrators and shall designate a chairperson for the committee. No administrator is eligible to serve on the committee who was a witness to the student's conduct. The principal who issued the out of school suspension decision shall attend the committee hearing.

At the conference, the Superintendent or designee will read the policy, rule, or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent/guardian should be asked by the Superintendent or designee if the rule and the charges against the student are understood. The Superintendent or designee will notify the parents/guardians of whether the out of school suspension will be sustained, rescinded or modified. In any case where a long-term suspension continues to exist, the parent/guardian will be advised of his/her right to have the out of school suspension reviewed by the Board of Education.

METHOD OF APPEAL TO THE BOARD OF EDUCATION

An appeal can be requested by letter to the Superintendent or to the Clerk of the Board of Education.

If no appeal is received within five (5) calendar days after the decision of the Superintendent, designee, or administrative committee is received by the parent/guardian or student, the decision will be final.

HEARING THE APPEAL

The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable. The parent/guardian and student will be notified of the date, time, and place of the hearing. The parent/guardian and student will have the right to an

"open" or "closed" hearing, at their option. Reasonable efforts will be made to accommodate the work schedule of parents/guardians.

Each side will be told that they are required to hold their "total time" to one and one-half (1 1/2) hours. This should include opening statement, presentation of evidence, cross-examination, and closing statement. If the representative or attorney for either side indicates that additional time is required, the rationale for requesting that additional time will be presented by the requesting party(ies) at this time on the agenda. Both sides and individual Board members may address this issue. The Board will then consider the request and then will vote to set a reasonable time limit for each side based on the information provided by the parties and the totality of the circumstances. To the extent possible, the Board will seek to obtain an agreement from the parties as to a reasonable time limit.

Pursuant to Oklahoma School Laws, the parent/guardian/student may determine that the hearing be in open to the public or in executive session.

The Board may go into executive session to deliberate the finding of fact for the case. After returning to open session, the Board takes action to adopt a findings of fact and to affirm the suspension; to modify the suspension; or to revoke the suspension.

Revised by the Board of Education June 2009

3.30.4 STUDENT RESTRICTIONS DURING OUT OF SCHOOL SUSPENSION OR DURING OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out of school suspension, the student immediately forfeits the privilege of participating in all extracurricular activities of the school, notwithstanding the filing of an appeal. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline, unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student. An exception may be made by the suspending principal in collaboration with the administrator supervising Community Education for the student to attend Community Education night or summer school classes.

“Extracurricular activities” includes, but is not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, orchestra, vocal music, athletics and all other school sponsored activities and organizations.

Revised by the Board of Education June 2003

3.30.5 EDUCATION PLAN FOR SUSPENDED STUDENTS

The education plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies, and Fine Arts units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

In the event of a suspension for any of the reasons listed above, an education plan shall be applicable. However, no education plan shall be necessary for possession of a dangerous weapon or a controlled dangerous substance.

A copy of the education plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student’s educational progress until the student is readmitted into school. The education plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

It shall be the responsibility of the site principal or his/her designee to develop the education plan for the suspended student, inform the parents or guardians, and determine the components necessary to receive academic credit in the specified core units.

Students suspended for violent behaviors or who are considered to be dangerous to themselves or others (as determined by the principal) will not be permitted as part of the education plan to come on the campus to pick up academic work. The parent or guardian of these students should pick up and return the academic work.

Revised by the Board of Education May 2011

3.30.6 POLICY FOR THE SUSPENSION OF STUDENTS WITH DISABILITIES

SHORT-TERM SUSPENSION

The District will follow the same policy and procedures for the suspension of students in conjunction with the short-term suspension of students without disabilities.

LONG-TERM SUSPENSION

Before implementing the suspension of a student with a disability for eleven (11) or more consecutive school days, the District will notify the student’s parent or guardian in writing of the proposed suspension and convene a meeting of the student’s Individualized Education Plan (I.E.P.) team or 504 accommodation plan team to discuss additional concerns and delivery of services during the suspension.

EMERGENCY SUSPENSION

If the student poses an immediate threat to his/her own safety or to the safety of others, the District may immediately suspend the student for up to ten (10) school days. During the suspension period, the student’s team will meet to determine whether the misbehavior is related to the student’s disability and whether further evaluation is necessary.

Revised by the Board of Education May 2007

3.30.7 GUN-FREE SCHOOLS STUDENT SUSPENSION POLICY

It is the policy of the Jenks School District that any student who is determined to have brought a weapon to a school under the jurisdiction of the District shall be suspended out of school for a period of not less than one (1) year

Any out of school suspension imposed under this policy may be modified for any student on a case-by-case basis by the Superintendent.

For the purposes of the Gun-Free Schools Student Suspension Policy the following definitions shall apply:

1. The term “weapon” means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
2. The term “chief administrative officer” means the Superintendent or the Board of Education of the District.
3. The term “determined to have brought a weapon to a school under the jurisdiction of the school District” means any student being in possession or control of a weapon on property owned, leased or rented by the school District, including, but not limited to, school buildings, parking lots, and motor vehicles and any student who is in possession or control of a weapon at any school District sponsored function regardless of wheth-

er such function is conducted on school District property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities.

It is the policy of this District to refer to the appropriate criminal justice or juvenile delinquency system any student who violates this policy. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any out of school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the District's policy for the out of school suspension of students.

Before the District, through its designated representatives, recommends out of school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school intervention or other available disciplinary or correctional options shall be considered. These shall not be considered as an out of school suspension, but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out of school suspension and as a part of the chief administrative officer's case-by-case review of violations of this policy.

Consistent with Oklahoma law, for an out of school suspension under this policy, no education plan shall be implemented during the term of the suspension.

This policy applies only to students who are determined to have brought a weapon to school under the jurisdiction of the District, as defined above; current District policy on student suspensions for non-weapon violations are unaffected by this policy.

Revised by the Board of Education June 2003

3.30.8 WEAPONS POLICY

In order to provide a safe environment for the students and staff of the Jenks School District, the Board of Education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person

Dangerous weapons are a threat to the safety of the students and staff of the District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the District.

For the foregoing reasons and except as specifically provided, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.

For purposes of this policy, "possession of a dangerous weapon" includes, BUT IS NOT LIMITED TO, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

A dangerous weapon includes, BUT IS NOT LIMITED TO, firearms as defined in Section 922 of Title 18 of the United States Code; air gun or spring gun; BB gun; hand grenades; fireworks; slingshot; bludgeon; blackjack; brass knuckles or artificial knuckles of any kind; nun-chucks; dagger; bowie knife; dirk knife; butterfly knife; shotgun shell knife; any knife, regardless of the length or sharpness of the blade; any knife the blade of which can be opened by a flick of a button or pressure on the handle; any pocketknife, regardless of the length or sharpness of the blade; any pen knife; "credit card" knife; laser light; garrote; razor; dart; ice pick; explosive; smoke bomb; incendiary device; sword cane; hand chains; firearm shells or bullets and any replica or facsimiles of any the foregoing items; or any item or instrumentality which is used to threaten harm or is used to harm any person. The foregoing list of "dangerous weapons" is descriptive and by way of example only and is not to be considered an exclusive or limiting list of dangerous weapons.

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy will receive the minimum consequences as defined below up to the maximum suspension authorized by law.

Because the Jenks School District has zero tolerance for weapons being brought, used, or possessed at school, on school property, or at school related functions an automatic minimum disciplinary

consequence will be given to the following grade levels: elementary students (K-4) will be placed a minimum of one (1) day in the In-School Intervention Program, intermediate students (grades five [5] and six [6]) will be placed a minimum of two (2) days in the In-School Intervention Program, and middle school and high school students will be placed a minimum of three (3) days in the In-School Intervention Program. In cases where Campus Police are notified, they will send a report to the District attorney's office who will then decide if charges will be filed.

If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

If the principal or his designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:

1. Immediately investigate the matter and contact the campus police, if appropriate.
2. If not already confiscated by an employee of the school District and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
3. Notify the student's parents/guardians.
4. Cooperate fully with the campus police.
5. Attempt to transfer confiscated weapon to the police department, if feasible.
6. Notify the Superintendent or designee.

A student who has been suspended from another school District because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the school District.

An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use of demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the principal, in consultation with the Superintendent, is required.

A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus, or vehicle, or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

A student's previous discipline reports, student's history, parent/guardian and teacher input, and other relevant circumstances may be considered in determining disciplinary consequences.

Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school Board policies.

Consistent with Oklahoma law, for an out of school suspension, no education plan shall be implemented during the term of any suspension of a student possessing a dangerous weapon in violation of this policy.

Revised by the Board of Education May 2007

3.30.9 CONFISCATED PROPERTY

Confiscated property may be returned after proof of ownership is verified; and verification of no pending or possible criminal charges. Campus police will confiscate weapons pursuant to OS Title 21, Section 1271.1

The confiscated property may be released to the parent or guardian after the conclusion of disciplinary action and/or criminal investigation. Criminal investigations will require prosecutor's office disclaimer and/or court order.

Revised by the Board of Education June 2004

3.31 STUDENT (SECONDARY) EXTRACURRICULAR ACTIVITIES AND PARKING CONTRACT POLICY

(See also Student Alcohol and Drug Testing Policy for Participants in Extracurricular Activities and/or Parking on School District Property)

To be eligible to participate in any extracurricular activity or receive a permit to park on campus, a student must read and sign a contract acknowledging his/her understanding of Jenks Public Schools' policies concerning the possession or use of alcohol and other illegal drugs, and agree to be bound by the provisions for violation. Students found to be in violation of an extracurricular activities contract or a parking contract at *any time* during the duration of the contract will be subject to the restrictions of par-

ticipation in activities, and/or the restrictions of any parking permit. These policies in their entirety may be found in the secondary student handbooks and Board Policies and Procedure Handbook.

Revised by the Board of Education May 2011

3.32 STUDENT POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL, AND ILLEGAL DRUGS POLICY

Possession, use, administration, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages and/or controlled substances is illegal and will not be tolerated at Jenks Public Schools or at any school-related functions. Law enforcement agencies, parents, and/or guardians will be notified. Drug offenses occurring during the seventh and eighth grades shall be cumulative for the duration of the student's middle school career. Drug offenses occurring in grades nine through twelve (9-12) shall be cumulative throughout the student's high school career. Students in violation of this policy will receive suspension as follows:

Use Possession, or Purchase

Any student purchasing or exhibiting evidence of use, possession, or purchase of a controlled or illegal drug, counterfeit or imitation drug, barbiturate, inhalant, alcoholic or low-point beer, any other abusable chemical substance or related paraphernalia will receive the following discipline.

FIRST OFFENSE

Ten (10) days of off-campus suspension, followed by twenty-five (25) days of In-House Intervention, which may be reduced by fifteen (15) days pending participation in Student Assistance Programs. (Five (5) days reduced for professional drug/alcohol evaluation/assessment. Ten (10) days reduced for participating in Parent/Student Involvement Program.) The student or his/her parent/guardian must make arrangements to reduce the 25 days of in-house intervention no more than five (5) days from the first day of in-house served. Otherwise, the full 25 days will be served.

Student will be suspended from participation in all extracurricular activities (including meetings, practices, performances, games and competitions) during the time of in-school intervention. The District Student Athlete Contract is supplemental to this policy (an athlete will be required to miss a minimum of two (2) games or competitions).

High school students only—Student will lose his/her parking decal and parking privileges for the remainder of the current semester and/or the following semester. He/she will have the option of regaining parking privileges by undergoing two (2) successful, random drug tests at his/her own expense within sixty (60) days following the dates of suspension.

SECOND AND SUBSEQUENT OFFENSES

Suspension for the remainder of the semester and/or the following semester. Drug offenses occurring during the seventh and eighth grades shall be cumulative for the duration of the student's middle school career. Drug offenses occurring in grades nine through twelve (9-12) shall be cumulative throughout student's high school career.

In some cases, students may be offered the option of an on-line alternative program. The suspension will be reduced to ten (10) days, during which time the student will be required to complete and/or initiate any requisite screenings, assessments, contacts or other actions as determined by the appropriate administrator. After ten (10) school days, if documentation is produced by the student indicating that the required actions have been completed, the student will be enrolled in the on-line educational program.

Selling or Distributing

Any student found guilty of selling or distributing of a controlled or illegal drug, counterfeit or imitation drug, barbiturate, inhalant, alcoholic or low-point beer, any other abusable chemical substance or related paraphernalia will be suspended as follows:

FIRST OFFENSE

Suspension for the remainder of the current and/or following semester. In some cases, students may be offered the option of an on-line alternative program. The suspension will be reduced to ten (10) days, during which time the student will be required to complete and/or initiate any requisite screenings, assessments, contacts or other actions as determined by the appropriate administrator. After ten (10) school days, if documentation is produced by the student indicating that the required actions have been completed, the student will be enrolled in the on-line educational program.

Definitions related to drugs and alcohol:

“School-related functions” include, but are not limited to, activities taking place before school, during the regular school day, after school, weekends and at any other school where Jenks students are participating in an activity.

“Low-point beer” means and includes beverages containing more than one-half (1/2) of one (1) percent alcohol by volume, and not more than three and two-tenths (3.2) percent alcohol by weight.

“Alcoholic beverage” means alcohol spirits, beer, and wine as those terms are defined herein and also includes every liquid or solid, patented or not, containing alcohol, spirits, wine, or beer and capable of being consumed as a beverage by human beings. “Abusable chemical” means drug, substance, or immediate precursor, included in but not limited to:

1. opiates, including their isomers, esters, ethers, salts, and salts of isomers, esters and ethers;
2. any opium derivatives, their salts, isomers and salts of isomers;
3. any material, compound, mixture, or preparation which contains any quantity of any substance having a potential for abuse associated with a depressant or stimulant effect on the central nervous system.

NOTE: All controlled dangerous substances are listed in Schedules I through V of Article II of OS Title 63, Section 2-101.

Revised by the Board of Education June 2009
Revised July 2011

3.33 STUDENT RECORDS

(See Also Notification of Rights under FERPA)

Student records may be inspected only according to provisions outlined in the law.

3.34 STUDENT RESIDENCY POLICY

(See also Open Transfer Policy)

State law provides that a child’s residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child and who has assumed the permanent care and custody of the child holds legal residence.

State law also grants school districts the discretion to permit a child to establish residency by residing with an adult who is a legal resident of the District and does not fit into any of the four (4) categories listed in policy above if such adult has assumed permanent care and custody of the child.

The Board of Education of the Jenks School District has determined it is in the best interest of the District not to allow a child to establish residency in the District by residing with an adult who is a legal resident of the District and has assumed permanent care and custody of the child but does not fit into any of the three (3) categories above.

As used in this policy, the terms “residence,” “residency” and “legal residence” shall mean the student’s present place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence may be submitted to establish residency.

As used in this policy, the phrase “person having legal custody” means a person who is legally responsible for the care of the child pursuant to the order of a court or governmental agency responsible for making custody determinations and/or placements.

As used in this policy, the phrase “permanent care and custody” means a person who has assumed the care and custody of the child on a continuous and ongoing basis with the intent not to relinquish such care and custody until the child reaches the age of majority.

As used in this policy, the phrase “homeless children and youth” means students who lack fixed, regular and adequate nighttime residence, and includes: (a) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (b) children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; (c) children and youths who are living in cars, parks, public places, buildings, substandard housing, bus or train stations, or similar settings; and (d) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.

Federal law provides that homeless children and youth, individually or through a parent or guardian, may choose to attend the school in the area in which they are currently living. The Homeless Liaison will determine whether a student is a homeless child or youth for purposes of establishing residency and promptly advise the parent, guardian or person having legal custody of the child of the decision, both orally and in writing, if possible. If there is no such person, the Homeless Liaison will advise the student. The District will enroll each homeless student

and permit his or her full participation in all school programs, whether or not the student is accompanied by a parent, guardian or person having custody of the child, and without proof of residence, current immunizations and traditional enrollment documentation, such as school records and medical/immunization records. The District's homeless liaison may assist the student and school in obtaining those items. A parent, guardian or person having legal custody of the child who disagrees with the Homeless Liaison's determination may appeal the decision to the Residency Officer under the procedure identified in paragraph below. If there is no parent, guardian or person having legal custody of the child available, the student may appeal the decision.

The District recognizes there may be occasions when there is a dispute regarding residency. Upon enrollment in the school system the District will verify the student is a resident of the District or is otherwise entitled to attend school in the school District for any reason authorized by law.

As a part of this verification process, the District will obtain an address from each student or the student's parent, guardian, person having the care and custody of the child, or host family for the homeless student. In providing an address to the District that is within the District's boundaries the student and student's parent, guardian, person having the care and custody of the child or host family for the homeless student represent that this address is the student's residence. The District may also require, in order to verify residency, certified copies of court orders, guardianship documents, written agreements and affidavits relating to the care, custody and control of the student and any other information deemed relevant by the District.

If at any time an administrator of the District has a reasonable belief that the reported residence may not be the residence of the child for purposes of school attendance, the administrator shall notify the student's parent, guardian, or person having the care and custody of the child that there is a question regarding the legal residency of the student. The student's parent, guardian, or person having the care and custody of the child shall be given an opportunity to submit information regarding the student's residency to the District's Residency Officer. All notices required by this policy shall be in writing. Additionally, reasonable alternative arrangements for documenting communications will be made for those persons who are visually impaired or otherwise unable to communicate in writing.

Information or documentation to prove student residency in the District shall include but not be limited

to proof of provisions of utilities, payments of ad valorem taxes, local agreements or contracts for purchasing/leasing housing, driver's licenses, income tax returns, notes, mortgages, divorce decrees, contracts and any other source of proof which is not in conflict with statutory provisions relating to the residence of students.

Any question or dispute as to the residence of a student shall be determined by the Residency Officer the Superintendent or his/her designee, or the District's Board of Education pursuant to the following procedures:

The student's parent, guardian, or person having the care and custody of the child must notify the Residency Officer in writing of the review request within five (5) calendar days from the date of written denial of admittance or from the date of written notification that the student is considered not to be a resident of the District. Upon receipt of a request for review, the Residency Officer shall allow the parent, guardian or person having care and custody to provide additional pertinent information in accordance with the District's criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.

The Residency Officer must render a decision and notify the student's parent, guardian, or person having the care and custody of the child of the decision and reasoning therefore in writing within five (5) calendar days of the receipt of the request for review.

In the event the student's parent, guardian, or person having the care and custody of the child disagrees with the Residency Officer's decision, such person shall notify the Residency Officer in writing within five (5) calendar days of his or her receipt of the Residency Officer's decision. The Residency Officer will submit his/her findings and all documents reviewed to the Superintendent or his/her designee. The Superintendent or his/her designee will review the decision and the documents submitted on behalf of the District and the student and will render a decision within five (5) calendar days of receipt of the documents. If the student's parent, guardian, or person having the care and custody of the child disagrees with the Superintendent's decision, such person shall notify the Superintendent in writing within five (5) calendar days of his or her receipt of the Superintendent's decision. The Superintendent will submit his/her findings and all documents reviewed to the District's Board of Education. The Board of Education will review the decision and the documents submitted on behalf of the District and the student and will render a decision no later than the next regular Board meeting. The decision of the Board of Education shall be final.

In an effort to place students in school as quickly as possible, timelines shall be followed unless due to emergency circumstances both parties agree to an extension of timelines.

OTHER PROVISIONS

Hearings involving more than one (1) student where students are related or residing in the same household may, at the discretion of the Residency Officer and the Board of Education, be consolidated.

In the event the residency dispute involves an eighteen (18) year old student, all notices will be delivered to the student because at eighteen (18) the student ceases to be a minor.

If already enrolled and attending school in the District, a student or students involved in a dispute related to the student's residency may remain in school until available appeals are exhausted when the student or the student's parent, guardian, or person having the care and custody of the child has filed an appeal in the manner and within the time permitted by this policy.

The Residency Officer shall be in charge of maintaining the files related to a residency dispute, ensuring that the principals or others directly involved in such a dispute forward their records of the dispute following their involvement, and otherwise keeping all communications involving the dispute intact.

The Residency Officer of the District is the Executive Administrator, School and Community Services. The Board of Education understands that there may be some instances where residency may be established on a date other than the date the student was enrolled in the school District. For any period during which a student is enrolled in the District, but is not a resident of the District, the District may charge tuition if it is established that the student's parent, guardian, or person having the care and custody of the child knew or should have known that the child or children who are the subject of the residency dispute were not residents of the District. The tuition shall be based on a per capita cost of educating a student in the District during the preceding year. This issue may be raised along with other issues related to the residency dispute and shall be heard in the same manner.

The District shall provide for educational services for homeless children to the extent required by Public Law 100-77, Title VII, Subsection B.

The District reserves the right to require re-verification of student residency at the beginning of each school term.

A copy of this policy shall be given to the student's parent, guardian, or person having the care and custody of the child as soon as possible following the inception of any residency dispute.

Revised by the Board of Education December 2009
Revised May 2011

3.35 STUDENT TRANSPORTATION

Jenks Public Schools provides transportation to and from designated bus stops. Students are expected to go to the designated stop closest to their home for transportation to school and exit at the designated stop closest to their home for afternoon transportation. The transportation department reserves the right to assign students to a specific bus stop as needed. Transfer students are not eligible for bus transportation services.

Students who ride a bus other than the one assigned to them must have a bus pass completed in full, signed by their principal. Bus passes will be issued for students who enroll after Labor Day or for emergency reasons. Students will not be issued a bus pass to ride a bus to work, an activity, an appointment i.e., Boy Scouts, Girl Scouts, sporting practices or events, dentist, doctor, other types of appointments, day care, baby sitters, or other similar reasons..

Using transportation service is a privilege granted to students. The District may suspend that privilege as a discipline for inappropriate student behavior when it is in the best interest of the school and/or to insure the safety of students and staff. The decision to suspend transportation services is non-appealable.

Revised by the Board of Education May 2006

3.36 TESTING STUDENTS WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES.

(See also Student Behavior Policy – Drugs and Alcohol)

The Board of Education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event hereby adopts the following policy.

STATEMENT OF PURPOSE AND INTENT

The safety of students and employees of the School District is of paramount concern to the Board of Education. Students who are under the influence of alcohol or an illegal chemical substance when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event pose serious safety risks to students, employees and the public.

The Board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This Policy will not infringe on those rights. However, due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on a student's ability to perform as a student, the Board will not tolerate the behavior of students who use, possess, distribute, purchase, sell or are under the influence (as defined in the Policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

This Policy will apply to all students of the School District, and Violations of this Policy will subject the student to disciplinary action, including out-of-school suspension from school.

DEFINITIONS

"Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which may be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

"Alcohol" means ethyl alcohol or ethanol and includes "low point" beer.

"Under the influence" means any student of the School District who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substan-

tiated alcohol or drug use screen test and alcohol or drug use confirm test.

"Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

"School property" means any property owned, leased or rented by the School District, including but not limited to school buildings, parking lots and motor vehicles.

"Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

"Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of this Policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

- i) Observable phenomena, such as:
 - (1) the physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, or
 - (2) the direct observation of alcohol or drug use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event;
- ii) A report of drug or alcohol use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, provided by reliable and credible sources as determined by an administrator;
- iii) Evidence that a student has tampered with an alcohol or drug test;
- iv) Evidence that a student is involved in the use, possession, sale, administration, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

PROCEDURES FOR ALCOHOL OR ILLEGAL CHEMICAL SUBSTANCE TESTING

Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

FORM TO LIST MEDICATIONS

In the case of urine samples, the samples must be collected by a test monitor of the same sex as the student in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample.

If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school.

Each student shall be given a form on which the student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use the gas chromatography/mass

spectrometry technique or an equivalent scientifically accepted method of equal or greater accuracy with rules and cutoff levels approved by the State Board of Health. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method with rules and cutoff levels approved by the State Board of Health. Upon written request, the student will be furnished with a free copy of all test results performed under this Policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by the School District under this Policy shall be at School District expense. Any student who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles or going to or from a school sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by something other than consumption of alcohol or an illegal chemical substance by the student, then the student will be given an opportunity to present evidence that the positive test result was produced by something other than consumption of alcohol or an illegal chemical substance. The School District will rely on the opinion of the District's laboratory which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the School District will not report on or disclose to the School District any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

STUDENT ALCOHOL AND DRUG USE TESTS - WHEN REQUIRED

Any student whose behavior while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this policy shall require alcohol and/or drug use testing of

any student nor prohibit the School District from disciplining any student in the absence of an alcohol or drug use test of the student.

ANY STUDENT WHO REFUSES TO TAKE AN ALCOHOL OR DRUG USE TEST WHEN SO REQUIRED UNDER THE PROVISIONS OF THIS POLICY WILL BE DEEMED TO HAVE VIOLATED THIS POLICY AND WILL BE SUBJECT TO DISCIPLINARY ACTION INCLUDING OUT-OF-SCHOOL SUSPENSION FROM SCHOOL TO THE SAME EXTENT AS IF THE STUDENT TESTED POSITIVE FOR THE PRESENCE OF ALCOHOL OR ILLEGAL CHEMICAL SUBSTANCES.

STUDENT USE, SALE, POSSESSION, DISTRIBUTION, PURCHASE OR BEING UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL CHEMICAL SUBSTANCE

Any student who possesses, uses, administers, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this Policy) of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event or as a result of alcohol or drug use tests conducted under this Policy will be subject to disciplinary action, including out-of-school suspension from school.

PERSONS AUTHORIZED TO ORDER ALCOHOL OR DRUG TESTING

The following persons have the authority to require alcohol or drug use testing of students under this Policy:

The Superintendent of Schools;
Any employee designated for such purposes by the Superintendent or the Board of Education.

OUT-OF-SCHOOL SUSPENSION DUE PROCESS PROCEDURES

Any student who is subject to an out-of-school suspension for the violation of this Policy shall be afforded appropriate due process procedures allowed by the School District's policy on student behavior.

CIRCULATION OF POLICY

This policy shall be given broad circulation to all students of the School District which shall include prominent posting at various places in the School District.

Approved by the Board of Education May 2011

3.37 TOBACCO

Students are not permitted to possess or use any form of tobacco or tobacco paraphernalia on school property, including school buses, and at school-sponsored functions. This policy is in effect 24 hours a day, seven (7) days a week. Products will be confiscated and parents/guardians will be notified each time a student is found in violation of this policy. Violation of this policy may result in a report being filed with the Oklahoma Alcoholic Beverage Laws Enforcement (ABLE) Commission. Consequences associated with the filing of this report will be determined by the ABLE Commission, authorized by the Prevention of Youth Access to Tobacco Act: Oklahoma State Statute Title 37, Section 600.4A. Violation of this policy will also result in school disciplinary actions:

FIRST OFFENSE

Four (4) hours of Tobacco Education Program, or twelve (12) hours of Saturday School Service, or three (3) days of in-school intervention with credit. A letter will be mailed to the parent/guardian which explains the Tobacco Policy

The student will be suspended from participation in the next two (2) scheduled competitions, contests or performances for all extracurricular activities in which the student is currently involved.

SECOND OFFENSE

Ten (10) days of in-school intervention with full academic credit, or seven (7) days of in-school intervention with full academic credit and four (4) hours of Tobacco Education Program. A letter will be mailed to the parent/guardian.

Students will be suspended from participation in all extracurricular activities (including meetings, practices, performances, games, and competitions) during the time of In-School Intervention. An athlete will be required to miss a minimum of two (2) games/competitions. The District Student Athlete Contract is supplemental to this policy.

THIRD OFFENSE

Home suspension from school for the remainder of the current semester and/or the following semester.

Revised by the Board of Education May 2011

3.38 THERAPY REQUESTS/FACILITY USE

The District receives frequent requests from persons and entities outside the District to provide non-educational services to District students during school hours on school property. The school District

strongly discourages such requests, as they cause students to miss educational instruction to receive services that could often be provided outside school hours at another site. Any District employee presented with such a request will refer the matter to his/her building principal. The building principal will consider and recommend the request to the Superintendent, or his designee, only if circumstances establish to his/her satisfaction that the service cannot feasibly be provided outside of school hours at another site. Any person or agency who provides such a service to a student on District property will be required to enter into a contract with the Board of Education, establishing the applicable terms and conditions for his/her use of District property.

Approved by the Board of Education June 1997

3.39 TRANSFER POLICY-OPEN

(See also Intra District Transfers; Student Residency Policy)

Beginning January 1, 2000, a request for a transfer into this District initiated by or on behalf of a non-resident student will be approved or refused in accordance with this policy. Transfer applications must be renewed each year. A student shall be limited to one transfer per school year.

An application for a regular transfer must be submitted on a form approved by the State Board of Education, completed by the parent/guardian or person having custody of the student, and filed with the Superintendent not later than April 1 of the school year preceding the school year in which the transfer is requested. On or before April 1 of the school year preceding the school year in which the transfer is requested the District will notify all resident school districts that a student has filed an application for the transfer enrolled in the resident school district. The District shall approve or deny the application not later than June 1 of the same year in which the application is submitted and shall notify the parents/guardians of the students, in writing, of the decision. If the transfer is approved, then by July 1 of the same year the parents/guardians of the student must notify the District in writing that the student will be enrolling in the District. Failure of the parents/guardians to notify the District, in writing, as required may result in the loss of the student's right to enroll in the District for the ensuing school year. By August 1, the District will inform the State Board of Education and the resident district, in writing, of the students who have been granted transfers and their grade levels.

The fact that the District has adopted an open transfer policy does not mean that every transfer application will be accepted.

A transfer will be denied if the administration determines the transfer would detract from the educational experience of currently enrolled students or place additional financial or space burdens upon the District. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the District during the school year.

A transfer will not be approved if the student has a disciplinary record which provides a reasonable basis to determine that the applicant would present a discipline problem if enrolled. This would include, but not be limited to, those students who have been adjudicated as delinquents, or who have committed violent acts.

All records of students requesting a transfer must be supplied to the District in time for District personnel to make a reasonable review of such records in applying the approval/denial criteria set by this policy. All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to this District whatever confidential records this District deems is necessary to review in applying the approval/denial criteria of this policy.

Priority for transfers first will be given to applications for the enrollment of non-resident students who are children of full time District employees. Transfer requests for such children will be numbered as received. The District shall consider requests on a first-come, first-serve basis.

A student whose parent or guardian is a full time employee of the District may be allowed to transfer to the District upon approval of the receiving district only. Students of full time District employees are not restricted by the open transfer January 1 – April 1 deadline.

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEPs. This is particularly important for students with disabilities because all documentation of the resident District will need to be reviewed to make a preliminary determination as to whether the District has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student's IEP, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP conference with the resident District prior to any final approval or rejection of the transfer application. A transfer granted by the Dis-

trict for a child with disabilities for three (3) consecutive years, shall automatically be renewed each year thereafter.

Approval by this District of any transfer is contingent upon the applicant agreeing in writing to cancellation of this transfer by the District during the school year if the student does not comply with the rules and regulations of this District for student behavior, or if the family of the transferred student fails to remain current in financial obligations owed to the District, including, but not limited to, payment for lunches or lost or destroyed District property.

The Board of Education hereby delegates to the Superintendent or designee authority to cancel any transfer previously granted by the Board of Education upon a determination that cancellation is appropriate.

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade, programs, and/or courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take placement tests offered to resident students enrolling in the District. The administration will decide the appropriate placement primarily upon placement test results as per District policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until test results are reviewed to determine the appropriate grade, courses, and/or programs for the applicant.

Because approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student is assigned by the administration.

A transfer student will not be allowed at the time of, or after, enrollment to change the grade, courses, and/or programs in which the students stated he or she desired to enroll on the transfer application without specific written permission from the Superintendent or designee. It will be the responsibility of the transfer student or parent/guardian to inform the school official, from whom approval for a new assignment is requested, that the student is a transfer student, and failure to do so will result in cancellation of the transfer unless excused by the Superintendent or designee.

Revised by the Board of Education June 2009

3.40 UNDERAGE ENTRANCE

School entrance dates are governed by Oklahoma state law.

See OS Title 70, Section 1-114, Paragraphs B and C.

Revised by the Board of Education July 1998
Revised May 2011

3.41 VISITORS

(See *also* Classroom Visitation)

To ensure the safety of students, all visitors must check in at the main office with appropriate identification and adhere to site and district procedures to receive a badge to wear while on campus. All visitors must check out prior to departure. When a request is made by a non-parent/guardian to visit on campus during the school day, it is the discretion of the administration whether or not to grant permission. Student visitors will not be permitted on school grounds.

Revised by the Board of Education May 2008