

JENKS ELEMENTARY/INTERMEDIATE STAFF HANDBOOK 2011-2012

East

Ms. Susan Oare, Site Principal
Ms. Jennifer McKnight, Building Principal
Ms. Georgia Paul, Building Principal
Ms. Jennifer Bradshaw, Building Principal

Southeast

Dr. Marilyn Livingston, Site Principal
Ms. Lindy Risenhoover, Building Principal

West

Ms. Suzanne Lair, Site Principal
Ms. Dana Hilton, Building Principal
Ms. Kim Kittelson, Interim Building Principal

Grace Living Center

Ms. Suzanne Lair, Site Principal

East Intermediate

Mr. Jeff Wright, Site Principal
Jennifer Peterson, Building Principal

West Intermediate

Ms. Michelle Sumner, Site Principal

MOTTO (VISION)

“A Tradition of Excellence with a Vision for Tomorrow”

Mission Statement of Jenks Public Schools

Jenks Public Schools, inspired by our tradition of excellence, is committed to the shared responsibility of preparing all learners for productive, responsible citizenship in an ever-changing world.

Revised by the Board of Education, June 1996.

FOREWORD

You are asked to become thoroughly familiar with this handbook. It contains the administration's and teachers' ideas of an efficiently run school. Strict adherence to its standards and a cooperative spirit in its use will make the routine tasks easier.

Your administrators are pleased with the work and achievements in the past, yet are anxious for every opportunity for improvement and professional growth. Our desire is that each teacher fit his/her assignment and be happy in his/her work.

The quality of your instruction and your training should lend its best efforts to prepare students for the desirable values of life, to acquire useful skills and attitudes, and to practice the qualities of good citizens, here and now, with satisfaction to themselves and to their parents/guardians.

PURPOSE

If this handbook effects still higher standards of work, inspires more efficiency, encourages greater professional growth, and inculcates higher standards of professional ethics, then its purpose will have been achieved.

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PROFESSIONAL RESPONSIBILITIES

ATTRIBUTES OF ALL EMPLOYEES

1. Understands how the work of his/her class, organization, team, or department supports the mission and goals of the District.
2. Focuses on the needs of all customers, both internal and external.
3. Demonstrates leadership by assisting others: team player, encourager, innovator, coach, and/or instructor.
4. Removes obstacles to the enjoyment of learning and working.
5. Uses systems thinking and statistical methods and/or data based decision making tools as the job requires. Strives to reduce variation.
6. Works to improve continuously the processes used in his/her work.
7. Creates trust.
8. Forgives a mistake.
9. Listens and learns.

BACK-TO-SCHOOL NIGHTS

At the beginning of each school year each site sponsors a back-to-school night for parents/guardians. The purpose is to introduce the teacher, subject matter, goals, and student performance expectations for the year. It is helpful to prepare a course outline for parents/guardians and have a sign-in sheet to record attendance. Specific dates and times will be announced. Attendance is mandatory unless excused by the principal.

SITE INTERVENTION TEAMS

RATIONALE

One of the essential responsibilities of our school is to provide appropriate education for all students. Educational planning and implementation must consider individual abilities and needs if learning experiences are to be appropriate and maximized.

When a student exhibits academic or behavioral difficulties, it is vital that a process for intervention is immediately available to both the student and teacher. There are Site Intervention Teams to facilitate this process

Although these actions should still be taken, the team process affords a teacher the opportunity to utilize educational resources available within the local educational setting. Interventions can be attempted

and documented in the regular classroom. This process must take place before a student can be referred to special education.

PROCEDURES

Team membership, meeting times, and specific procedures will be determined at each site. The process may have the following outcomes:

1. Interventions will be suggested and implemented and the problem will be solved.
2. Interventions will be suggested and implemented for an agreed upon amount of time. One team member may continue to follow up with the teacher, OR the team may need to reconvene and suggest further action.
3. The team may decide that interventions already attempted have not succeeded and the child needs to be referred for a multidisciplinary assessment.

DRESS CODE

Teachers are to dress professionally and lead by example. Special days for casual dress or "jeans" days may be designated by sites, but these days will be the exception rather than the rule.

DUTIES AND RESPONSIBILITIES OF THE TEACHER

Each teacher is under the general direction of the Superintendent and immediately responsible to the principal for carrying out the policies of the Jenks Board of Education as they relate to the function of the school, to the classroom, and to the immediate contact with pupils and parents/guardians. Specifically, the teacher's responsibilities are as follows:

1. To direct and evaluate the learning experiences of the pupil.
2. To provide guidance which will promote the student's welfare and proper educational development.
3. To be responsible for student attendance records.
4. To maintain necessary communication with parents/guardians by returning phone calls and requests within a twenty-four (24) hour period.
5. To plan, administer, and evaluate the school programs.
6. To provide for the care and protection of school property at all times.
7. To participate in the activities of the faculty.

8. To participate in continued learning through professional development.
 9. To maintain a cordial and professional working relationship with all colleagues.
 10. To follow Site Improvement Plan, site goals, and District goals.
 11. To perform other specific duties as assigned.
 12. To maintain a sense of humor, cultivate cheerfulness, and be enthusiastic.
 13. To maintain confidentiality with respect for colleagues and students in all matters; the "need to know" criteria should govern all information you have within your knowledge.
 14. To give courteous and civil compliance to all regulations, even when they are unpopular or seemingly unfair.
 15. To address questions, suggestions, and complaints to the administration so that proper action can be determined. Complaints about equipment, conditions, or decisions should not be made to students or patrons.
 16. To speak proudly, not disrespectfully, of the profession and school. There is no greater profession than teaching!
- a. Additional field trips may be considered if funding is provided by school-related organizations, grants, community organizations or corporate sponsorships. No request for funding may be made to any organization without prior approval of the site principal.
 - b. Students may not be charged for transportation or entry fees. Reasonable fees may be requested for food as part of the field trip.
 - c. Departure and return times for non-District-funded trips may be flexible depending on the need for the vehicle.

3. Intra-District Field Trips

Trips taken among the campuses may be available in addition to the District-funded and non-District-funded trips (i.e., fine arts performances, physical education activities, PAC activities, etc.).

- a. The requesting teacher must contact the activity presenter and receive permission to attend before scheduling the field trip.
 - b. The school will provide the transportation.
 - c. Permission forms are required.
 - d. Appropriate request forms must be completed.
4. Out of state travel requires the Superintendent's approval at least thirty (30) days in advance of the initial day of travel. 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 situations which 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 students 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.
 5. The classroom teacher must accompany his/her class on the bus unless prior approval has been granted by the site principal and the transportation director.
 6. Steps to be taken
Certain procedures must be followed in setting up and taking ALL field trips.
 - a. All field trips must be approved by the building principal.
 - (1) No field trip will be approved where students are transported in private automobiles. (Commercial, insured buses will be allowed.)

FIELD TRIPS

1. District-Funded Field Trips

The Jenks School District recognizes that there are occasions when it would be beneficial to the students to take District-funded field trips. In view of the District's size, it is also recognized that it would be a major expense for an unlimited number of trips to be taken during the school year. District buses will be available at a cost of seventy-five cents (\$.75) per mile and ten dollars (\$10.00) per hour for a driver if one is needed. Charges will begin from the point of departure from site. Turnpike and additional fees must be paid by the group. Therefore, budget permitting, the following guidelines will be used:

- a. Each certified homeroom teacher will be allowed one (1) District-funded field trip per year within a fifty (50) mile radius. Teachers need to coordinate their requested trip with another teacher. Buses will transport a minimum of two classes per trip.
- b. Site principals will be responsible for maintaining field trip records i.e., number of trips, destinations, dates and curriculum connections.
- c. District funded field trips may only be taken between 9:30 a.m. and 2:00 p.m.
- d. Students may not be charged for transportation or entry fees.

2. Non-District-Funded Field Trips:

- (2) No field trip requiring buses will be approved for the last two (2) weeks of school.
- b. A Teacher Field Trip Request form must be completed two (2) weeks in advance and signed by the building principal before any trips are finalized.
 - c. An Activity Transportation Request form must also be completed two (2) weeks in advance by the teacher and signed by the building principal.
 - d. All field trip-related communication is the responsibility of the teacher arranging the field trip. If a long distance phone call is necessary, it must be cleared through the office and recorded on the telephone log.
 - e. Teachers must secure a signed standard permission form from each student's parent or guardian before taking the student on ALL field trips. Permission forms are available in each building's office.
 - (1) Telephone permission for a field trip will only be allowed when contact is made by the principal (or designated homeroom teacher when principal is unavailable).
 - (2) Teachers must take one copy of the signed permission slip with them on the field trip. The other copy is to be left at the building office.
 - (3) Field trip permission slips must be kept by the teacher for one (1) calendar year.
 - f. A list of all students and sponsors must be prepared and left on the principal's desk before a group leaves on a field trip.
 - g. The teacher must notify all personnel affected by the field trip (cafeteria, media directors, art, music teachers, nurse, physical education teachers, and lab teachers) at least two (2) days prior to departure. Classes missed during a regular school day due to a field trip will not be made up.
 - h. All students and teachers must return by the same mode of transportation in which they left.
 - i. For purposes of discipline, teachers should position themselves throughout the bus.
 - j. It is the responsibility of the teacher to provide the bus driver with clear directions to the destination.

FINANCES AND PURCHASES

1. Never leave money on or in your desk or room. Instruct students never to leave money in desks or lockers. Issue individual receipts for any and all monies collected.
2. All school money collected must be deposited *daily* with the treasurer of the activity account, who will give a receipt and credit the amount to

the proper fund. Deposits are to be made through the school Administrative Assistant.

3. No teacher, organization, or activity is to make purchases without authorization by an administrator.
4. Money raised by activities such as plays, carnivals, etc., is to be used for the general welfare of the school. The only exception is when the money is raised for a specific purpose and is so advertised.
5. Collections among the students for flowers, charities, etc., must be approved by the principal.
6. Each deposit with the activity treasurer must be accompanied by a transmittal sheet showing an itemized listing of all monies collected.
7. Fund-raising Projects: All projects must be scheduled and approved by the principal in advance.
8. All items purchased or donated or premiums/coupons received totally or in part by any students, parent/guardian support group, vendor or outside agency shall become the property of Jenks Public Schools. Outside contributions will be accepted monthly by the Board of Education.
9. Book Orders: We may offer parents/guardians and students the opportunity to purchase books at a low cost; however, we do not endorse the products. Parents/guardians should review the materials offered before ordering. No book orders will be accepted after April 1.
10. Any purchase made from the general fund, building fund, or bond fund must be initiated by a purchase requisition, authorized by your principal's signature, PRIOR to the purchase of any goods or services.

GRANT PROPOSALS/RECEIPT OF GRANTS

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.

Process for Obtaining New Grants

1. Send grant information, the proposal narrative, and the planned budget to either the Assistant Superintendent of Curriculum and School Improvement or the Assistant Superintendent of Curriculum and Student Programs depending upon the subject matter and level. If the concept of the proposal is approved by one or both of the aforementioned, then the proposal will be forwarded to the Assistant Superintendent of Human Resources and Business Services and the Chief Financial Officer.
2. Upon preliminary District approval, the grant may be written.
3. Submit the completed grant for final review to the same Assistant Superintendent who approved the initial concept. Upon approval, the grant will be forwarded to the Finance Office for final authorization and grant monitoring purposes.
4. Upon approval by the Finance Office, the grant may be submitted to the funding agency for a final decision.

If the grant is awarded, the recipient of the grant is responsible for:

5. Preparing yearly budgets for the District and funding agency;
6. Preparing expenditure documents (labor claims, requisitions, etc.), tracking expenses and making adjustments to the budget for both the funding agency and for the District as needed;
7. Preparing quarterly expense reports;
8. Submitting yearly summary reports upon request from funding agency unless other arrangements for grant administration are determined mutually by the grant writer and the appropriate Assistant Superintendent.

Positions funded by grants are temporary and dependent on continued grant funding. Upon receipt of continued funding, these "soft" positions will be renewed. Caution should be used since positions paid with grant funds may or may not be funded.

INTERN TEACHERS

Intern teachers who apply to do their student teaching at Jenks Elementary/Intermediate Schools must be interviewed by the site principal before they are accepted, and the intern will be assigned through that office. Teachers will not be assigned an intern teacher unless they agree to accept the assignment. A teacher will only be assigned one intern teacher per year. The supervising teacher assigned to an intern teacher will receive the credit hours or remuneration from the university issuing it.

1. Responsibilities of Supervising Teacher
 - a. Assure that the student teacher becomes a part of the faculty and feels comfortable in the assignment.
 - b. Report any problems that may arise to the principal and the university coordinator.
 - c. Provide opportunities to plan and work cooperatively with the intern. The intern should have the responsibility of planning and teaching the class for approximately two (2) weeks of the internship. This should follow a period of observation and cooperative planning.
 - d. Require the student to follow all guidelines for intern teachers.
2. Responsibilities of the Intern Teacher
 - a. Intern teachers will be expected to follow all guidelines for the regular classroom teachers as set forth in the Teacher Handbook and the Board Policy Book.
 - b. Please take special note of the following guidelines:
 - (1) Report times are the same as the supervising teacher.
 - (2) Duties are the same as the supervising teacher (hall or campus supervision, etc.).
 - (3) Absence—Interns are to report to supervising teacher and university coordinator.
 - (4) Lesson Plans—All lesson plans must be approved by supervising teacher.
 - (5) Parking—Interns may obtain a temporary parking decal from the Administrative Assistant.
 - (6) Lunch Fees—Interns may pay cash each day. Interns may not charge lunch.
 - (7) Coffee or tea funds—Interns who drink coffee or tea must contribute to this fund.
 - (8) Dress—Interns will be expected to dress appropriately, as a faculty member.
 - (9) Substitute Teaching—Interns will be asked to fill in for an absent teacher only in an emergency. Every effort will be made to find a regular substitute. Intern teachers will not be paid as a substitute. *University policy guidelines will be followed regarding substitute teaching.*

- (10) Grades—All grades given to the students are subject to approval of the supervising teacher.
 - (11) Discipline—All discipline administered must have the supervising teacher's approval.
 - c. Interns should be provided with a packet containing the following items: Board Policy Book, Teacher Handbook, Student Handbook, and curriculum scope and sequence.
- 2. For moves foreseeable and planned in advance:
 - a. The District will provide timelines and target dates.
 - b. Teachers will be permitted to pack during the contract day as long as the packing does not detract from student instruction and other District activities.

MAIL

- 1. School mail services are to be used for school business. Employees may not use mail for personal business, association business, or to receive personal items.
- 2. All envelopes sent in the school's name should be typewritten.
- 3. All incoming first class mail should be addressed to the respective site (East, Southeast, West, East Intermediate or West Intermediate), 205 East B Street, Jenks, Oklahoma 74037-3900. All other mail, such as packages or equipment, should be addressed to Warehouse, Jenks Public Schools, 2065 N. Elm, Jenks, Oklahoma 74037.
- 4. A yellow tracking card must be attached to outgoing first class mail before placement in the outgoing mail.
- 5. A team, department, or organization need to contact the Mail Shop for instructions regarding mailing a large number of items.

MASTER CALENDAR

Before announcing any event, check the master calendar in the Principal's Office. Make arrangements for the activity, then put it on the calendar. The time the event is to take place, plus extra reservation time for practice, must be noted on the calendar.

MOVING CLASSROOMS

The following guidelines will apply for moving of classroom materials, supplies, and equipment between rooms, sites, and/or buildings.

- 1. For all moves:
 - a. The District will move District furniture, equipment, supplies, and materials which are packed by teachers.
 - b. The District will move small packable personal items of the teacher without liability to the District. Personal items may only be

moved to a different room, site, or building upon approval of the principal.

- 2. For moves foreseeable and planned in advance:
 - a. The District will provide timelines and target dates.
 - b. Teachers will be permitted to pack during the contract day as long as the packing does not detract from student instruction and other District activities.

NON-DISCRIMINATION STATEMENT

Jenks Public Schools prohibit 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 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) of 1990.

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, Sooner Building, 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, 299-4415, ext. 2305.

PARENT/GUARDIAN RELATIONS

Good communication with parents/guardians is essential. Teachers are encouraged to send home timely newsletters about events and curriculum. Send copies of your newsletter to the principal. Teachers who send home notes that might be controversial in nature must have them approved by the principal. Copies of such notes should be kept on file by the teacher. Conferences or telephone calls may be a more effective way of communicating with parents/guardians. Documentation of those conversations is recommended.

PARENT/GUARDIAN COMPLAINT

- 1. When a principal is contacted by a parent/guardian regarding a complaint, if the principal deems it appropriate, the initial action will be to request the parent/guardian contact the

teacher for a conference to discuss the complaint.

2. Before deciding that official written documentation or the removal of a child from class is necessary due to a parental/guardian complaint, or that the complaint may impact upon the teacher's assignment, the principal shall discuss the complaint with the teacher.
3. If the principal determines that official written documentation is warranted, the principal must give the teacher an opportunity to respond to the parental/guardian complaint before such written documentation is issued.

PARENT-TEACHER CONFERENCES/STUDENT-LED CONFERENCES

1. Parent-teacher conference dates will be scheduled once each semester.
2. Conferences are also held when the teacher and/or parent/guardian feels they are necessary or when required by the principal. It is very important that a teacher grant a request for a conference made by a parent/guardian. Conferences are usually very valuable to the classroom teacher, plus they are an excellent public relations tool for the school. If you feel that you cannot grant a conference request, then you should discuss the situation with your building principal.
3. A conference is held for the purpose of benefiting the student. It is, therefore, necessary that results of the conference be held in strict confidence between the parent/guardian and the teacher. The conference should be discussed with other school personnel only if the discussion will benefit the student and then only in strict confidence.
4. Staff members are encouraged to utilize conference and telephone conversations as much as possible when communicating with parents/guardians. This type of communication is misinterpreted less frequently than written messages.
5. If a teacher requests the principal's presence at a conference or near the conference area, the teacher is responsible for informing the principal promptly to schedule the meeting.
6. Teachers are encouraged to document their conversations/conferences.

PROFESSIONAL MEETINGS

Definition—Meetings, seminars, workshops, etc., scheduled during and/or outside of regular school hours, where attendance is requested by individual staff members.

Who may attend?—Any department chairperson or classroom teacher designated by the principal shall represent the Jenks School District at any meeting, seminar, workshop, etc. Authorized personnel may receive per diem expenses and travel allowances as outlined in the Policies and Regulations of the Board of Education. Other staff members may attend these meetings, outside of school hours, without remuneration from the District's general fund.

REFERRAL FOR SPECIAL SERVICES

The Referral for Multidisciplinary Services (SDE Form 3, which can be obtained from the site special education coordinator) provides essential information for referral and planning of an appropriate, initial preplacement evaluation. This form may also be used to initiate other services which may assist the child.

The first page of this form reflects presenting concerns, information, and a description of efforts to assist the child in the regular classroom environment. It may serve to plan and summarize interventions, supplementary aids, and services used to resolve the presenting problem. Building level staff confer and indicate resolution of the problem or further actions as necessary. If needed, the building staff could proceed to another level of involvement by completing the second page of this form.

The second page of the form documents concerns of the parents/guardians, background and screening information, and recommended actions. The recommendations, based on review of the available information, may include various services or assistance (e.g., consultation with specialists, counseling, support services in the classroom, referrals to other agencies, and/or evaluation). The referring person(s) sign the form to initiate referral for multidisciplinary services and return it to the special education coordinator. A referral team meeting is scheduled to determine recommendations. If the recommended action is a multi-disciplinary evaluation, then an evaluation plan and parent/guardian consent will be required.

SCHOOL TELEPHONE

The school telephone will be used primarily for school business. Any personal calls which a teacher needs to make should be short. Students who use the phone must have written permission from their classroom teacher. The principal should be notified before making a long distance call and then the call must be made through the District operator.

STAFF ABSENCES

1. Staff members requiring a substitute should request a substitute on the Aesop system by calling 1-800-94AESOP or at www.aesoponline.com.
2. Staff members must notify the principal or designee in advance of any absence by calling during office hours.
3. A leave affidavit must be completed and signed immediately upon the staff member's return to work.
4. See staff bulletin for items unique to each campus. This includes procedures for reporting staff absences.

STAFF MEETINGS

1. Meetings will be held on an as-needed basis. Most meetings will be held before the school day begins. A number of professional days will be built into the calendar each year. Attempts will be made to make these days meaningful to the instructional program.
2. Faculty meetings will be held at the place and time announced by the principal. Arrange your engagements in advance when possible so conflicts will be minimal. If a conflict exists, contact the appropriate administrator.
3. Attendance at teacher staffing and IEP meetings is required. If a conflict exists, contact the appropriate chairperson.

SUBSTITUTE TEACHER'S FOLDER

This folder should contain roll sheets, seating charts, teacher's schedule, alternate lesson plan, list of textbooks/workbooks, discipline plan, and other information pertinent to running the class. This folder must be updated at least once each semester. A substitute folder, including plans, must be located in every classroom accessible to a substitute.

TEACHER/ADMINISTRATOR EVALUATION

PHILOSOPHY

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 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.

PURPOSES

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 process that promotes professional growth to increase student learning.
5. Provide opportunities to set plans for growth which value the educator's professional judgment.
6. For the continuing interchange of ideas and encourage rapport among staff.
7. Information that may be used to make recommendations concerning employment to the Board of Education.

The Jenks Board of Education in compliance with state statutes hereby establishes the following evaluation policy:

1. Provide a written policy and, if and when needed, any alterations to all teachers and administrators.
2. Evaluations will be made in writing and all evaluation documents and responses thereto are to be maintained in a personnel file for each teacher and administrator.
3. Every probationary teacher shall be evaluated two (2) times per year, once prior to November 15 and once prior to February 10. Every career teacher shall be evaluated at least once annually.
4. The Board of Education authorizes the Superintendent of Schools to appoint certified evaluators to evaluate all certified personnel except the Superintendent of Schools who shall be evaluated by the Board of Education.
5. A true copy of the evaluation report of each teacher or administrator shall be presented to such teacher or administrator and receipt of such evaluation shall be acknowledged by his/her signature thereon.
6. Within two (2) weeks the teacher may respond to the evaluation and such response shall be made a part of the evaluation record. Evaluation records shall be confidential, and access to such records shall comply with state and federal privacy acts, including the provisions of these acts, which specify that such records shall be

available to the teacher, court, Board of Education, administrative staff making the evaluation, to another school board and administrative staff to which the teacher seeks employment, hearing panel, as provided in these acts, and such other persons as are specified by the teacher in writing.

7. All evaluations will be documented on an instrument approved by the Board of Education.
8. A copy of the entire policy may be found in the Policies and Regulations of the Board of Education.

CERTIFIED WORK DAY

1. Providing that assigned duties and professional responsibilities related to the proper functioning of the school do not require otherwise, teachers shall report to work before the student day begins and shall remain at work after the day ends, on a schedule established by the site principal. This time shall not exceed forty (40) minutes before and/or after the school day. With the approval of the principal, teachers may be released from work up to one (1) hour during the work day without loss of pay or leave benefits.
2. Teachers are not to leave the school grounds during the day without notifying the office.
3. Teachers are encouraged and will be required at times to attend school functions as directed by the administrator.
4. Teachers are responsible for being on time to assigned duty. Proper execution of duties will be considered a part of certified staff responsibilities.

CLASSIFIED EMPLOYEE WORK DAY

1. Providing that assigned duties and professional responsibilities related to the proper functioning of school do not require otherwise, classified employees shall report to work on a schedule established by their supervisor.
2. Classified employees are not to leave the school grounds during the day without notifying the office.
3. Classified employees are responsible for being on time to the assigned duty.

TEMPORARY EMPLOYMENT

An employee may be hired to finish the rest of the school year as a “temporary employee” with the understanding that the benefit period will begin after the employee has been hired by the Board of Education as a “permanent employee.”

TOBACCO-FREE ENVIRONMENT

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.

TUTORING

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 activity will be expected to pay the prevailing facilities use charge when the use of the classroom extends beyond 5:00 p.m. on regular school days. The use of classrooms during the summer, holidays, or weekends when additional utility charges are 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 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.

UNIVERSAL PRECAUTIONS

Universal precautions is a method of infection control. It is used to protect individuals from exposure to diseases such as HIV and HBV or other bloodborne pathogens. It requires that individuals protect themselves from other individuals' body fluids. Protection should be used for the following body fluids:

1. Blood
2. Semen
3. Vaginal secretions
4. Saliva

All body fluids should be considered dangerous as it is sometimes difficult to identify the fluid.

In order to reduce risk for employees, Jenks Public Schools has made available protective equipment such as disposable gloves, mouthpieces, and lab coats. Controls such as sharps containers for contaminated sharps, red biohazardous bags for contaminated materials, and appropriate cleaners and disinfectant are also available. Hand washing is one of the most effective work practice controls. Hands should be washed with soap and water immediately following any contact with body fluids and immediately following removal of protective gloves. There should not be eating, smoking, application of cosmetics or handling of contact lens in an area contaminated with body fluids. For further details, see the Jenks Public Schools Bloodborne Pathogens Exposure Control Plan.

HEALTH SERVICES

NURSE'S CLINIC

A registered school nurse is on duty every day. The Nurse's Office for West Intermediate is located in the area just south of the cafeteria; for East Campus it is located in the Cafeteria Building; for West Campus it is in Building D; for Southeast it is in the classroom building, just south of the Principal's Office; and at East Intermediate it is located in the Cafeteria Building. The school health program will provide vision and hearing screenings for students in designated grades, or upon request. After screening, the nurse will contact parents/guardians if the student's screening results indicate the need for referral to a doctor. If the screening results are within normal limits that will be noted on the student's health record and parents/guardians will not be contacted. Parents/guardians may request that no screenings be

done by notifying the nurse in writing each year. It is the parent's/guardian's responsibility to communicate health-related information, including chronic illness, to the site nurse and/or administrator to ensure proper care of the student. Health-related communication should be initiated by nurses rather than classroom teachers.

MEDICATION AT SCHOOL

All medication taken at school including over the counter medications must be kept in the Nurse's Office, regardless of the student's age. This is for the safety of all students. If possible, parents/guardians are advised to give medication at home on a schedule other than during school hours. If it is necessary that a medication be given during school hours, these regulations must be followed:

1. A *"Request to Give Medication"* form must be completed and signed by the parent or guardian on each prescription and nonprescription medication to be given at school, and kept on file in the Nurse's Office. It is strongly recommended that a parent or guardian deliver the medication to the Nurse's Office and complete the above-mentioned form.
2. *Prescription and Nonprescription Medications:* Prescription and/or nonprescription medicine MUST be brought to the Nurse's Office in its original container with the original label intact. Prescription medication will be given ONLY if the student's name is on the original label and ONLY in the dosage listed. Dosage changes MUST be approved by the child's physician in writing. Expired medications will not be administered. Original prescription bottles will be sent home with the student when empty unless the parent/guardian requests otherwise. If a student forgets his medication, the school nurse will try to contact that student's teacher to remind him/her. It is sometimes difficult to locate students due to their schedules. A written record will be kept of times and dates medication is taken. It is the student's and parent's/guardian's responsibility to ensure compliance. Parents/guardians and teachers are encouraged to check on the student's compliance as often as needed.
3. *Medication will not be sent home with the student.* Any remaining medication (from prescription change, etc.) MUST be picked up by a parent or guardian. Exceptions to this policy will be made at the discretion of the principal and/or school nurse. All medication not picked up by the last day of school will be discarded.
4. *Asthma or Anaphylaxis Medication:* According to the provisions of Section 1-116.3 of Title 70 of the Oklahoma Statutes, the Board of Education permits the self-administration of inhaled asthma

medication by a student for treatment of asthma and the self-administration of anaphylaxis medication by a student for treatment of anaphylaxis according to the requirements as follows:

- a. The parent or guardian of the student must authorize in writing the student's self-administration of medication.
- b. The parent or guardian of the student provides to the school a written statement from the physician treating the student that the student has asthma or anaphylaxis, is capable of, and has been instructed in the proper method of self-administration of medication.
- c. The parent or guardian of the student provides the school with an emergency supply of the student's medication to be administered pursuant to this policy.
- d. The school informs the parent or guardian of the student, in writing, that the District and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- e. The parent or guardian of the student signs a statement acknowledging that the school shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- f. The permission for self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements of this section. The Nurse's Office has a form which the parent or guardian may use to fulfill the above requirements.

"Medication," as used in this section, means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, and any anaphylaxis medication to treat anaphylaxis symptoms prescribed by a physician and having an individual label.

5. Diabetes: The Diabetes Management in School Act (Section 1210.196.2 of Title 70) states that each student with diabetes will have a Diabetes Medical Management plan that describes the health services that may be needed by the student while at school. In accordance with the diabetes medical management plan, the school shall permit the student to attend to the management of his/her diabetes which may include:

- a. Performing blood glucose level checks;
- b. Administering insulin through the insulin delivery system used by the student;

- c. Treating hypoglycemia and hyperglycemia;
- d. Possessing on the person of the student at any time any supplies or equipment necessary to monitor and care for the diabetes of the student;
- e. Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity.
- f. Jenks Public Schools' nurses will educate students who have diabetes in proper disposal of any "sharps" used while at school or at school activities. This will include lancets, needles for insulin pens, and insulin syringes. Proper disposal is always in the sharps container located in the nurse's office at each site. Sharps containers are disposed of at biohazardous waste sites per OSHA regulations.

The school nurse at each school in which students with diabetes are enrolled shall assist the students with the management of diabetes care as provided for in the diabetes medical management plan for the student. According to Section 1210.196.6 of Title 70, Jenks Public Schools shall provide, with the permission of the parent, to each school employee who is responsible for providing transportation for a student with diabetes or supervising a student with diabetes, information sheet that:

- a. Identifies the student who has diabetes;
- b. Identifies potential emergencies that may occur as a result of the diabetes of the student and the appropriate response to emergencies; and
- c. Provides the telephone number of a contact person in case of an emergency involving the student with diabetes.

Any school employee provided information as set forth in this section shall be informed of all health privacy policies.

6. *Acetaminophen and Ibuprofen*: Acetaminophen (Tylenol) and Ibuprofen (Advil, Motrin, etc.) are available upon request by students if parent/guardian permission was given on the Enrollment Form.
7. *Aspirin*: Aspirin is not offered at school and is not recommended for persons under twenty-one (21) years of age. If a student's doctor advises aspirin for specific conditions, the nurse will administer the aspirin as directed upon receiving the doctor's written order.

8. Homeopathic/Herbal Medication: Homeopathic and herbal medicines may be given by the nurse if the medication is FDA approved and if the medication and the requested dosage is age appropriate according to the directions on the manufacturer's label. Written permission from the student's parent/guardian must accompany the request for medication administration. All other herbal or homeopathic medications (non-FDA approved) must be ordered by a physician (M.D., D.O. or Chiropractor).

This medication policy has been established to maintain the safety of all students. It promotes responsible and reliable medication schedules. It recognizes special needs with flexibility and includes accountability of the parent/guardian, student and physician. The nurses urge the parent/guardian and/or physician to contact them if there are any questions or concerns.

IMMUNIZATIONS

All students are required to keep complete immunization records on file in the Nurse's Office. These records must be kept in compliance with Oklahoma State Immunization Law.

If a student is "in process" and has not completed these immunizations, he/she will be allowed to attend school. However, the parent/guardian is required to present a schedule for completion of the required immunizations that has been signed by a licensed physician or public health authority. If the nurse does not receive a schedule from the parent/guardian, the school will go by the Health Department's immunization schedule. The schedule must be followed or the student will be excluded from school.

ILLNESS AT SCHOOL

Except for an emergency, *a pass from a teacher* will be required before a student goes to the nurse. The nurse will determine if a student is to be sent home due to illness and in all cases will notify the parents/guardians and the Attendance Office. *The nurse, not the student, will initiate phone contact with the parent/guardian.*

1. Students with temperatures of 100.4°F or above must be sent home. Parents/guardians are asked to keep students who have elevated temperatures home twenty-four (24) hours after the temperature returns to normal.
2. A student who vomits during the evening should not be sent to school the next day.
3. Parents/guardians are to transport students who become ill at school.

4. Parents/guardians are requested to report any contagious health condition to the Nurse's Office. Chickenpox requires a written release from the nurse for a student to return to class.

HEAD LICE PROCEDURES

1. Suspected cases of head lice are to be reported to the nurse. If a student is found to have head lice, the entire class will be examined by the school nurse since head lice are contagious and will not disappear without treatment.
2. Students found to have head lice will have their parents contacted and will be sent home for treatment. If a student has siblings in the Jenks Public Schools, they will also be examined by the school nurse. Parents/guardians will be offered information on treatment, egg (nit) removal, and cleaning of the environment. Parents/guardians whose children have an active case of head lice, will be notified. Children who do or do not have head lice are not specifically identified to anyone other than the parent/guardian and the teacher, due to the confidentiality required by law.
3. Jenks Public Schools maintains a "no nit, no live bug" policy for a student's return to the classroom. This is the only means that the school has for preventing the spread of head lice in the school setting.
4. Any student who has had head lice must be taken to the school nurse's office to be examined by the nurse, and given written permission to return to class.
5. When a case of head lice is identified, a written notice will be sent home with each student who may be exposed.
6. Information pertaining to the treatment of head lice can be found on the Jenks Public Schools website.

HEALTH EDUCATION

1. The nurses will provide health education on growth and development to girls in the fourth grade and all students in the fifth grade. The curriculum is available for parental/guardian review. If a parent/guardian does not want the student to be involved in the health education program, he/she must notify the nurse, teacher, and principal in writing each year.
2. AIDS (Acquired Immunodeficiency Syndrome) Education will be provided for elementary school students during the fifth grade. The curriculum developed by the Oklahoma State Department of Education is used, as required. An informational meeting for parents/guardians is provided, as required, at least thirty (30) days prior to the implementation of the curriculum. All curriculum

and materials used to teach AIDS education will be available for inspection by parents or guardians. If a parent/guardian does not want the student to be involved in the AIDS education program, he/she must notify the principal, assistant principal, teacher, and nurse in writing each year.

AUTOMATED EXTERNAL DEFIBRILLATOR PROGRAM (AED)

Life threatening emergencies, such as sudden cardiac arrest (SCA) can occur anytime and anywhere. With each minute that passes without CPR and defibrillation, the chance of survival decreases 7% to 10%. Therefore, Jenks Public Schools has made a commitment to improving survival chances in our community by placing automated external defibrillators (AED) at every site in our District. All health services employees as well as many other staff members at each site are certified in CPR/AED by the American Heart Association. For more information, please refer to the Automated External Defibrillator Procedures which are located in the nurse's office at each site and in the athletic trainer's office.

HEALTH SERVICES CALENDAR

1. First Semester
Vision and hearing screening and rechecks as designated.*
2. Second Semester
 - a. Pre-kindergarten and Kindergarten Screening—vision and hearing.
 - b. Developmental education for fourth and fifth grade girls.**
 - c. Developmental education for fifth grade boys.**
 - d. AIDS Parent/Guardian Information Meeting—a minimum of thirty (30) days following parent/guardian information meeting, AIDS education for fifth grade.

*Some of these screenings are continued during second semester.

**Developmental films reviewed at parent/guardian request.

Any parent/guardian who does not wish to have a child participate in any of these activities must write a letter to the principal each year. You are welcome to check with your Nurse's Office for specific dates of screening and/or health education at your school site.

ALLERGIES (NUTS AND LATEX)

Nuts and latex are two of the main causes of anaphylactic (life-threatening) allergic reactions. Symptoms may range from mild sensitivity to severe anaphylaxis. In order to promote a safe environment Jenks Public Schools will:

1. Refrain from the use of any peanut/nut products in crafts, projects, experiments, or foods prepared or served at Jenks Public Schools.
2. Serve only snacks that are commercially prepared and which do not contain peanut butter or nut products on the ingredient label.
3. Refrain from the use of latex gloves anywhere in the District.
4. No latex balloons.
5. Encourage communication between parent/guardian, child, teacher and Health Services as to the nature of the allergy alert identification bracelet.

INSTRUCTIONAL RESPONSIBILITIES

LESSON PLANS

A copy of the plans for the next day's lesson should be on the teacher's desk before the teacher leaves for the day. Class schedules, class rosters, special programs, and student notes should be available in the event a substitute teacher is needed. Good lesson plans include location of materials, objectives to be met, appropriate time allocation, and steps to accomplish the objectives.

LIBRARY MEDIA CENTER

Teachers are encouraged to collaborate with the library media specialist and to utilize the library media center resources. Teacher check-out period is four (4) weeks for most items. Some items, such as equipment, may be checked out for a full school year.

Teachers are responsible for all materials checked out in their names from the library media centers. Teachers are financially responsible for all lost or damaged materials. The teacher end-of-the-year checklist will not be signed by the principal until all materials are returned or replacement cost is paid.

Scheduling activities (e.g., plays, invention/science fairs, presentations to multiple classes, etc.) that require closing the library media center or limiting its use by other students must be approved in advance by the building principal.

MATERIALS

No materials will be ordered on a trial purchase agreement. Requests for preview material must be approved by the building principal. Also, no reimbursement is made for supplies purchased without prior permission granted by the supervising principal. No materials will be charged to the school unless a purchase order number has been obtained from the campus Administrative Assistant.

OUTSIDE SPEAKERS

Before any outside person can be engaged to speak to any of our personnel groups or students, the supervising principal must give approval. If the group involves more than one (1) campus, all principals will coordinate.

TEACHER ASSISTANTS

1. The teacher assistants will complete work for the teachers on a first-come, first-served basis. Please help them by planning your needs so that the work which they do for you is spread over the entire school year.
2. The assistants will report student discipline problems in the cafeteria and on the playground to the homeroom teachers.
3. Paraprofessionals may be assigned to special education classrooms/students. They can assume other duties as assigned by the principal.

VIDEO USE GUIDELINES

For a video to meet copyright law, the use must meet all four (4) of the following criteria: 1) the video must be legally made or acquired; 2) the use of the video must take place in a classroom or other place of instruction; 3) the use of the video must be directed by students or teachers of the institution; and 4) the use of the video must be in the course of face-to-face teaching activities.

Fair use interpretations give further requirements for legal use of videos:

1. Videos, including those labeled "For Home Use Only," may be shown if they are District owned, rented, or legally acquired by a family or staff member and they are shown in settings that meet the four (4) criteria listed above.
2. Videos recorded from broadcast programming (off-air recording) may be shown if they are taped from regular broadcast television i.e., those stations received without cable and/or satellite transmission, particular program specifies education rights for taping, the taping is the first

and only recording of a program by the same teacher, and the videos are shown in settings that meet the four (4) criteria listed above.

3. Copied tapes must include copyright information, remain in their original content form i.e., not altered or edited, be erased at the end of forty-five (45) days from the date of taping, unless specific written permission has been granted, and be shown within the first ten (10) school days after taping i.e., once for instruction and once for reinforcement. The remaining thirty-five (35) days are for teacher evaluation to determine whether the tape should be purchased or licensed for ongoing use. Students who were absent may view the video but only within the first ten (10) days.

For videos and resources from outside the Jenks Public Schools District, teachers must complete either of these forms: Classroom Use of Video (Elementary) (Form #10-097) or Outside Resource Request (Secondary) (Form #3-171).

Videos are most effectively used when they are previewed by the teacher before use in the classroom and are shown in 15-20 minute segments to reinforce specific content required in the curriculum and/or to teach or clarify a concept more effectively than a given textbook.

STUDENT ATTENDANCE

ABSENCE POLICY/PROCEDURE

The following is the policy on absences used by the Jenks Elementary Schools:

1. The principal is the person in charge of attendance for the campus. Parents/guardians should call the Administrative Assistant in that office by 10:00 a.m. the day your child is absent, or is going to be absent from school.
2. Students who, for any reason other than school-sponsored activities, miss more than twenty (20) days per year (ten per semester) may not receive credit. The first notification letter to parents/guardians will be mailed on or before the tenth (10) absence and the second notification on or before the fifteenth (15) absence.
3. All exceptions to this rule must be submitted in writing with documentation for medical reasons or family emergencies by the parent/principal. Exceptions will be determined by the principal. If the principal denies the request for the waiver, the parent/guardian may request a review by the

attendance committee composed of the principal, a school nurse, a teacher and a counselor.

4. All teachers are expected to record one-half (1/2) days when they occur and to account for only half-day attendance for such pupils in the reports. The pupil must be in attendance for at least two (2) hours in the morning or two (2) hours in the afternoon to be recorded present for that one-half (1/2) day.

EARLY ARRIVAL/DISMISSAL

Students must obtain special permission from the teacher or principal if they plan to arrive each morning before the following times:

| | |
|-------------------|-----------|
| East | 8:35 a.m. |
| Southeast | 8:35 a.m. |
| West | 8:35 a.m. |
| East Intermediate | 7:30 a.m. |
| West Intermediate | 7:30 a.m. |

NOTE: These times are subject to change.

If a parent/guardian wishes to take a student away from the school building for lunch, etc., the parent/guardian must come to school and follow the early dismissal procedure as described below:

1. Parents/guardians are to sign out students at the office. A note will not excuse the child.
2. Parents/guardians are not to go directly to the student's classroom.
3. Under no circumstances will a student be granted permission to leave the building/grounds unless the school is notified by the parent/guardian.
4. If a child returns to school during the same day, he/she is to check in at the office.

MAKE-UP WORK

Students with an excused absence will have the same number of days to make up work as days they were absent. It is the student's responsibility to make arrangements for any make-up work to be done.

Make-up work will be available upon request.

TARDIES

If students arrive after the time listed below, they must get a tardy pass from the office. This pass will admit them to class. Medical issues or emergencies will be handled individually.

| | |
|-----------|-----------|
| East | 8:50 a.m. |
| Southeast | 8:50 a.m. |
| West | 8:50 a.m. |

| | |
|---------------------|-------------------------|
| Grace Living Center | 9:20 a.m. and 1:15 p.m. |
| East Intermediate | 7:50 a.m. |
| West Intermediate | 7:50 a.m. |

TRUANCY

Students absent without approval of school and parent/guardian are considered truant. The student will not be allowed to make up work missed during the truancy. The Truancy Law for the State of Oklahoma indicates the responsibilities of parents/guardians and school administrators as follows:

1. All children enrolled in public schools are covered by the truancy legislation.
2. Parents/guardians must notify the school on those days when their child is absent and explain the reason for the absence. Notification by telephone should be made to the office of the building in which the child is assigned (A, B, D, E, F) at East, or at the Attendance Office on all other campuses.
3. Parent/guardian calls should be made before 10:00 a.m.
4. Per state law, if a child is absent without a valid excuse four (4) or more days or parts of days within a four (4) week period, or for ten (10) days or parts of days within a semester, parents/guardians will be notified with a Notice of Non-Attending Form. After the fifth (5th) absence without a valid excuse, the school system will notify the District Attorney's office for juvenile proceeding pursuant to Title 10 of the Oklahoma Statutes.
5. A teacher's assistant or Administrative Assistant on the school staff will attempt to contact the parents/guardians of children who are absent and who have not contacted the school.
6. Extracurricular activities (piano, karate, gymnastics, etc.) should be scheduled after school hours. Children may be dismissed early for medical reasons. Classroom instruction is continuous throughout the day and students will be held accountable for that work.

INFORMATION REGARDING NON-ATTENDANCE PROCEDURES

It is important to recognize that District procedures operate under two different sets of rules:

1. The 89% attendance rule per board policy, which requires that all absences be considered, excused or unexcused, in determining whether a student receives credit; and

2. The Oklahoma Compulsory Education law, which considers absences without a valid excuse, including truanancies.

The procedures listed below, “Non-Attendance Procedures with a Valid Excuse-Elementary”, pertain to the 89% attendance rule. The “Non-Attendance Procedures without a Valid Excuse (including truanancies) K-12” listed below pertain to the Oklahoma Compulsory Education law.

Non-Attendance Procedures with a Valid Excuse - Elementary

1. No later than the 15th absence a letter is sent from the site principal.
2. No later than the 20th absence a second letter is sent from the appropriate principal, and/or the appropriate principal or designee will contact the parent/guardian via telephone.

Non-Attendance Procedures without a Valid Excuse (including truanancies) K—12

1. If a student is absent without a valid excuse four or more days or parts of days within a four-week period, or for ten or more days or parts of days within a semester, the parents will be notified by the site via the pink copy of the Notice of Non-Attending Student form letter through certified mail.
2. Receipt of this letter should occur within a reasonable amount of time, typically five business days. Sending the letter by certified mail helps to insure receipt. After allowing a reasonable time for receipt, the site will track continued absences. Upon the 5th absence, the other copies (white and yellow) of the Notice of Non-Attending Student letter should be forwarded to The Director at the Office of Student Programs in the Sooner Building. The Director will notify the District Attorney’s office for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

WITHDRAWAL

1. A withdrawal form must be completed for each student who is withdrawing from school. Attach a copy of the most recent report card. Any information which is recorded on the withdrawal form must be of an objective nature. Do not record statements which are subjective in nature.
2. The withdrawal certificate, report card, and immunization record will be sent with the child or parent/guardian, or sent to the receiving school. This process will be handled by office personnel.

STUDENT EVALUATION

CONFIDENTIAL SPECIAL EDUCATION FILES

Rules and procedures governing the maintenance of confidential files are contained in the Policies and Procedures for Special Education Handbook. The Special Education Department maintains those files in accordance with the requirements of I.D.E.A. (Individuals with Disabilities Education Act). Confidential files can be reviewed 7:30 a.m. to 4:30 p.m. each working day at the Special Education Office, Sooner Building.

ENGLISH LANGUAGE LEARNERS

Students identified as English language Learners (ELLs) are evaluated with the same rigorous State and District standards as all students. English language proficiency designation and individual student needs, as identified on the ELD Program Student Accommodation Form, indicate accommodations for instructing and evaluating ELLs.

Non-English Proficient (NEP) Limited English Proficient (LEP) Fluent English Speaking (FEP)

District report card, modified instruction and accommodated assignments identified with *; Refer to individual student ELD Accommodation Document.

Secondary ELLs 7th-12th Grade

ELLs Modified Grading Scale

A=100-80

B=79-70

C=69-60

D=59-50

F=Below 50

ELLs should not receive grades of D or F unless lack of performance on accommodated assignments warrant.

Fluent English Proficient (FEP)

District grading scale, no modifications or accommodations.

EVALUATION OF ACADEMIC PROGRESS

1. The school year is divided into four 9-week grading periods for which a progress report is made to parents/guardians. A student must be enrolled for the entire nine (9) weeks to receive a report for that period.

2. Progress reports will be sent to the home at the end of the fourth (4) week of each nine (9) week period when a student has exhibited a significant change in performance. However, it is expected that every child receive a progress report at the end of the first four (4) week period. Reports may be sent home for satisfactory and unsatisfactory work as well as when there is a notable change in performance. Additional progress reports may be sent at any time during the year.
3. Pre-kindergarten students receive a report card at the end of each semester. Students in grades kindergarten through sixth receive report cards every nine (9) weeks.
4. In pre-kindergarten through sixth grade, the following evaluation scale will be used:

| | |
|---|----------------------------|
| 3 | consistently successful |
| 2 | progressing |
| 1 | area of concern |
| X | not evaluated at this time |

Specific skills in each subject area will be assessed using this scale. Student performance will be assessed using observation, daily assignments, tests, portfolios, etc. Rubrics describe the criteria for the 3, 2, and 1 numbers on the report card. The rubrics give students, teachers, and parents/guardians a clear, concise picture of the District's assessment standards.

5. Students' progress in fifth and sixth grades will be reported using traditional letter grades as well as the evaluation scale described in the preceding paragraph.
6. The teacher is responsible for clarifying all modifications to the parent/guardian. The asterisk (*) denotes significant modifications for students receiving services i.e., identified gifted, IEP, 504, Title I, RSA, ELD.
7. A separate special area report card will be used to report student progress in art, music, and physical education.
8. At the sixth grade level, a separate special area and exploratory report card will be used to report student progress in music, physical education, Spanish, art, technology, and communications.
9. Parent/guardian conferences will be held in the fall and spring (see school calendar). Additional conferences may be scheduled if requested.

HOMEWORK / MAKEUP WORK

1. Students should have a designated procedure for recording daily assignments i.e., agendas.
2. Homework is used primarily for practice, preparation, and/or extension of classroom assignments. Homework may also include makeup work and/or completion of unfinished classroom assignments.

3. The District has a strong focus on reading and mathematics. Homework expectations primarily include reading time and mathematics practice. The following guidelines are generally appropriate time frames for daily homework:

| | |
|-------|---------------|
| K – 2 | 20-30 minutes |
| 3 – 4 | 30-45 minutes |
| 5 | 30-60 minutes |
| 6 | 60-90 minutes |

The total amount of time assigned between two core teachers should be 30-90 minutes.

4. Class time should be allowed for introduction and exploration of the assignment. The teacher can assist those who need extra help in understanding, thus minimizing frustration when work is attempted at home.
5. Completion of homework is the student's responsibility. Students may share this work with their parents/guardians and seek their help when needed.
6. Helpful parent/guardian involvement includes:
 - Provide a designated place to complete homework.
 - Provide support and monitor as needed.
7. When homework is assigned, it deserves comments by the teacher(s).
8. Students should have an opportunity to redo homework on which they do poorly.
9. If the student is absent from school, it is the student's responsibility to complete the work upon return to school. If the student will be absent for an extended period of time, it is the parent/guardian's responsibility to contact the teacher regarding assignments.
10. Make-up work will be available upon request.

Jenks Public Schools recognize the importance of homework. Teachers are encouraged to coordinate assignments so students are not given excessive assignments. Teams should coordinate testing times and due dates for projects so students are not given numerous tests or projects on the same day. Long term projects should be thoroughly explained with a letter to the parents/guardians. Be sensitive to national holidays, significant religious and cultural holidays/events, and family obligations when assigning homework or projects.

PERMANENT RECORD

1. A permanent record for each student is kept on file in the school office. These records may be checked out by staff members, but must not be taken from the building.
 - a. Each classroom permanent record set will contain a form to be signed and placed in the

- file in place of the record by the staff member removing the file.
- b. All records should be returned to the file before the office closes each day.
 - c. All permanent records must be kept in a locked file.
2. Parents/guardians are permitted access to the records kept on their children according to the policy adopted by the Jenks Public Schools Board of Education.
 3. Information kept in these records must be the type which would be beneficial in planning an educational program for the student.
 - a. To be kept in permanent records
 - (1) Test results: Use labels if available (achievement, group ability); learning styles inventories; achievement test individual skills profiles; keep front page of tests such as reading tests, etc. (all demographic and score information should be on the front page); kindergarten screening profile.
 - (2) Copy of birth certificate or birth record.
 - (3) Copy of residence verification.
 - (4) Elementary reading record sheet and/or Reading Sufficiency Record (only kept during elementary years).
 - (5) Relevant directives from parents/guardians (whom to release child to, etc.).
 - (6) Replacement recommendation forms.
 - (7) Bus regulations statement signed by parents/guardians and students, if appropriate.
 - (8) Records from previously attended schools (only relevant information such as is listed above is to be retained).
 - b. Not to be kept in permanent records
 - (1) Personal notations or opinions concerning a student.
 - (2) Children's work samples (except when teacher deems essential).
 - (3) Entire test booklets (i.e., reading tests).
 - (4) Confidential testing data related to special education or any information regarding special education.
 4. The following instructions should be followed when filling out permanent records and reading records.
 - a. All records must be filled out in black ink.
 - b. Grade, name of teacher, and campus must be filled in on each.
 - c. Bring all reading records up to date. Add new ones if there is not a record in the folder. A copy of the report card will be placed in the permanent record at the end of each semester. Please print the student's name, last name first, on each record.
 - d. Report cards will be kept in a locked file cabinet in the office throughout the school year. At the end of the school year, or at the time of withdrawal, the report card will be placed in the permanent record.
 - e. Permanent records are to be returned to the office file cabinet before leaving each day. The office files will be open when the Administrative Assistant arrives each morning and closed fifteen (15) minutes before s/he leave at the end of the day.
 - f. Permanent records should be returned to the files arranged alphabetically.
 - g. The Cognitive Abilities Test (CogAT)/Criterion Referenced Tests (CRT), and norm referenced test scores are to be posted in the space provided. Principals, or their designee, will see that appropriate information is maintained. All extraneous material is to be removed from the cumulative folder before it is passed on to the next school building.
 - h. Entry to permanent records must be documented by signing the outside of the folder.

RETENTION OF STUDENTS

Retention is the process of delaying a child's promotion to the next grade. It is an educational alternative designed to meet the academic, social, emotional, developmental, physical, chronological, and/or intellectual needs of the student.

A child may be considered as a candidate for retention only after all of the above factors are explored, and only after all available options are considered. Retention decisions will always take into account such additional factors as school adjustment, parental/guardian support, alternative programs, and teacher recommendations.

Procedures:

1. If a teacher and/or parent/guardian suspects a student is over-placed, he/she will complete a written referral which will include documentation supporting the referral. The referral will be given to the site principal. The classroom teacher will notify the parents/guardians of this referral.
2. The site principal/designee will gather data and/or convene a placement team as soon as possible upon receipt of the referral i.e., classroom teacher, counselor, principal, previous classroom teacher. Parent/guardian participation is optional. Data will include teacher observations, an achievement test, the Dial 3 (for appropriate ages), and other relevant information.
3. During the team meeting, the teacher will share documentation supporting the referral.
4. The team will determine:

- a. further interventions recommended and/or more information needed;*
 - b. retention recommended;
 - c. retention not recommended.
- *If further interventions are recommended and the student still does not progress satisfactorily, the team will reconvene.
- 5. The classroom teacher will share the recommendation with the parents/guardians.
 - 6. If retention is the recommendation the attitudes of parent(s)/guardian(s) are one of the foremost factors to be considered. A parental/guardian signature indicating acceptance or rejection of a retention recommendation is required.
 - 7. Documentation of this recommendation will be placed in the student's cumulative record.
- d. Keep your voice at a whisper, and keep your hands, feet, and objects to yourself.
 - e. Maintain a clean school environment by discarding trash properly.
- 3. Cafeteria
 - a. Practice good manners at all times.
 - b. Return your tray. Put all paper and plastic in the waste can. Leave the area by the proper exit.
 - c. Each person is responsible for leaving tables and floor areas clean.
 - d. Cafeteria rules:
 - (1) Stay in your seat.
 - (2) Keep your hands to yourself.
 - (3) Use a quiet voice.
 - (4) Do not trade or throw food.
 - (5) Clean up your area.

STUDENT SUPERVISION

BEHAVIOR

Philosophy Statement: We believe in providing a school environment which enhances self-esteem, promotes learning, and fosters respect for self, property, and others. We work in partnership with families to develop responsible citizens.

The Jenks Public Schools Character Education eight (8) habits are compassion, courage, honesty/integrity, perseverance, respect, responsibility/accountability, self-discipline, and teamwork. Students are expected to practice the eight (8) habits to promote a safe and respectful learning environment.

Rules in different areas of the school may vary. Students are expected to be respectful of self, property, and others. The following are specific rules for various areas:

- 1. Classroom
 - a. Be a good listener; follow directions carefully.
 - b. Think before you speak.
 - c. Keep a neat and clean desk/work area.
 - d. Show care for all property.
 - e. Avoid disturbing others in your class or in other classes.
 - f. Leave everything in order at the close of the day.
 - g. Gum chewing is not permitted.
- 2. Hallways
 - a. Always keep to the right when moving in the halls.
 - b. Running inside the buildings is never allowed.
 - c. Respect others' space.

- 4. Playground
 - a. Any student who incites, encourages, promotes, and/or participates in acts determined by playground supervisor to be hazardous to the safety of others shall be subject to disciplinary action.
 - b. Tackle football and tackle rugby are not allowed.
 - c. Obscene language or obscene gestures will be grounds for disciplinary action.
 - d. Students must have permission from playground supervisor to go into buildings or to Nurse's Office.
 - e. Students must report problems to playground supervisor.
 - f. Students must not climb on electrical/air conditioning equipment, buildings, or sidewalk canopies.
 - g. Other playground rules that are specific to particular playgrounds will be reviewed by homeroom teachers.
- 5. Damage To School Property

All school property belongs to the patrons of the Jenks School District and is to be used by and for the benefit of all students. Therefore, when a student intentionally destroys or damages school property, he/she is personally liable financially and subject to discipline of school authorities.

CORPORAL PUNISHMENT

Corporal punishment is not allowed in Jenks Public Schools.

DISASTER DRILLS

All teachers should go over the evacuation procedures early in the school year.

Fire Drill

1. When the fire alarm sounds, the staff will assemble students and wait for instructions.
2. If necessary, the students will be instructed as to which exit route to follow in evacuating the building. If instructions are not received in 60 seconds, evacuate.
3. The building will be evacuated as quickly as possible.
4. Students will not linger to get books or personal items, run, shove, or talk excessively.
5. Students will move away from the building, find the teacher at the designated area, and remain at that area until given further instructions.

Tornado Drill

1. When the tornado alarm sounds, students will move away from the windows to the designated shelter area for that class.
2. Students will assume the position as instructed with their hands and arms covering their head and neck.
3. Students will remain at that area until given further instructions.

EMERGENCY ALERT

The signal for emergency alert will be announced to the staff. When this is announced over the intercom, this means to lock your doors and windows, with you and your students inside. Do not open the door for anyone until you have been notified over the intercom that the alert is rescinded.

SCHOOL DISMISSAL

The decision to dismiss school will be made before 6:00 a.m. In case of dismissal for the day, an attempt to notify each staff member will be made. When the decision to dismiss school is made, the major television and radio stations in the area are notified.

SUPERVISION OF STUDENTS

1. Homeroom teachers will accompany their students to and from all special classrooms. They are also responsible for accompanying their class to the restrooms and for assuring that the students are placed into the cafeteria line in an orderly manner.
2. Teachers should never leave their classrooms unattended.
3. Be on time for both pick up and delivery of students (i.e., special classes, recess, cafeteria, assemblies, arrival and dismissal).
4. Teachers shall accompany classes to and from specials.

STUDENT INFORMATION SERVICES

ELECTRONIC EQUIPMENT

Electronic equipment of all types (radios, telephones, TVs, headsets, stereos, pagers, games, MP3 players, iPods, or any other type of electronic device) is prohibited from campus. Only sound equipment requested by teachers may be brought to school. Exceptions because of medical necessity must be approved by the parent/guardian and principal or Superintendent or designee.

VIDEO SURVEILLANCE

Policy

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.

VIOLENT OFFENSES

If the school provides education services to a student at a District school facility who has been adjudicated for a violent offense, the school shall notify any student or faculty victims of such student, when known, and shall ensure that the student will not be allowed in the general vicinity of or contact with a victim of the student, provided such victim notifies the school of the victim's desire to refrain from contact with the offending student.

PARTIES / GIFTS / TREATS

1. Parties must conform to the guidelines in Administrative Regulation: Board Policy 1.35 Religion which is posted on the District web site and located within this handbook.
2. There will be no official school parties except those approved by the principal.
3. Students will not be permitted to attend or participate in any school-related activity during the dates assigned to In-School Intervention (ISI).
4. Class parties must have prior approval of the teacher and principal.
5. In an effort to be sensitive to all children, party invitations may be passed out at school if every boy is invited to a boy party, or every girl is invited to a girl party, or every student is being invited to a class party.
- *6. Flowers, balloons and any other gifts to children at school are discouraged and will be held at the office until the end of the day. Balloons may not be latex.
7. For health reasons, all treats for parties and celebrations must be commercially prepared and pre-wrapped. Treats must not contain peanut butter or nut products on the ingredient label.

*No flowers or balloons are allowed on the bus.

PETS

Live animals may not be brought to school without principal approval due to indoor air quality concerns. All animals must be on a leash or in a kennel at all times.

RELIGION, ADMINISTRATIVE REGULATION: BOARD POLICY

Board Policy 1.36 states that the proper role of religion in the public schools is in its educational value and not in religious observance or celebration. The policy recognizes that holidays, including religious holidays, provide opportunities for educating students about history, culture, and the traditions of particular religious groups within a pluralistic society. Board Policy 1.36 also mandates that teachers exercise special caution and sensitivity whenever discussion about religious holidays occurs. Teachers should be aware, to the extent possible, of the diversity of all religious beliefs or non beliefs in their classrooms. Teachers must always be alert to the distinction between teaching about religious holidays, which is permissible, and celebrating religious holidays, which is not. Many holidays, including Christmas, Thanksgiving, and Easter, have both a religious aspect and a secular aspect. Although schools may not celebrate or otherwise recognize the religious aspect of such holidays, it is permissible for schools to acknowledge the secular aspect of such holidays. This administrative regulation is issued to provide guidance regarding the type and scope of holiday activities that are appropriate under Board Policy 1.36.

1. **Religious Music.** Board Policy 1.36 provides that religious music, symbols, art or writings may be utilized in school programs, performances and celebrations if the religious content has an independent educational purpose which contributes to the stated objectives of the approved curriculum. Accordingly, school concerts during and prior to the holiday season may include religious music when performance of such music has an independent educational purpose, which contributes to the stated objectives of the approved curriculum. Religious music would not be appropriate at concerts or in any other school setting in the absence of an independent educational purpose. Concerts should not be dominated by religious music.
2. **Religious Symbols.** Religious symbols may not be used in the classroom except for the purpose of teaching about religion. Religious symbols may be utilized as teaching aids or examples of cultural or historical significance when appropriate to a subject of academic study and used pursuant to a planned program of instruction.
3. **Secular Holiday Music.** Christmas and other holiday or seasonal songs that do not have religious content may be performed at school concerts during and prior to the holiday season. Secular holiday music may also be utilized in the classroom as part of the secular observation of

the holiday. Secular holiday videos may also be utilized.

4. **Holiday Decorations.** In connection with the observation of the secular aspect of the holidays, classrooms may temporarily (approximately two to three weeks prior to the holiday) display secular holiday decorations, including images of Santa Claus, reindeer, elves, candy canes, stockings, etc. Decorations may include the words "Merry Christmas," "Seasons Greetings," and "Happy Holidays," etc. Christmas trees are permissible, but religious-themed ornaments (such as a star on the top of the tree) are not appropriate. Manger scenes, angels, and other religious-themed decorations may not be displayed. Likewise, images of the Easter bunny, Easter eggs, and chicks or other non-religious items are permissible at Easter.
5. **Holiday Parties.** Holiday parties are permitted with approval of the principal. Such parties should be of limited duration. With the prior approval of the principal, visits by a person dressed as Santa Claus or the Easter bunny may be included. Having students exchange Christmas presents is discouraged.
6. **Holiday-themed Lessons.** Academic activities may include holiday-themed lessons, provided such activities are secular in nature and contribute to the stated objectives of the approved curriculum. Word searches and puzzles using secular holiday terms are appropriate. Coloring books and other activities may also include secular holiday images.

As always, teachers should be sensitive to the fact that not all children celebrate the same holidays or celebrate in the same way.

If any teacher or administrator has any questions or concerns as to whether a particular activity is proper under Board Policy 1.36 or this administrative regulation, that teacher or administrator must bring that question or concern to the attention of the superintendent or designee will provide the teacher or administrator with an appropriate response.

Issued this 2nd day of June 2003.

SCHOOL BUS PROCEDURE

Students who ride a bus other than the one assigned to them must have a bus pass completed in full and signed by the 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.

SCHOOL SECURITY

The District Security Department can be reached during the day, in the evenings, and on weekends. If security is needed during the day, the principal needs to be notified and a phone call placed to extension 5700. In the evening and on weekends, the Jenks Police Department should be contacted at 299-6311. They will then contact campus security.

SPECIAL SUBJECT CLASSES

Art, music, physical education, computers, exploratory classes, and media are important parts of the curriculum. Teachers may not grant permission for a child to miss such a class without consultation with the principal and special area teacher.

STUDENT HANDBOOK

Each student who enrolls must be provided access to a handbook for students. Teachers should go over the book with the students so that both may become familiar with the items. A parent/guardian and student signature are requested in the handbook. When completed, that page should be given to the child's homeroom teacher and filed in the cumulative folder.

UNDERAGE ENTRANCE

Students must be four (4) years old on or before September 1 to enroll in the Jenks Four Year Old Pre-kindergarten Program. Students must be five (5) years old on or before September 1 to enroll in Jenks kindergarten. Students must be six (6) years old on or before September 1 to enroll in first grade at Jenks Public Schools. See State Statute Title 70, Section 1-114, Paragraphs B and C.

JENKS PUBLIC SCHOOLS 2011-2012 INSTRUCTIONAL CALENDAR

Important Dates

New Teachers Report Aug. 11
 All Teachers Report Aug. 15
 Classes Begin for Students Aug. 18
 End of First Quarter Oct. 14
 End of First Semester Dec. 16
 End of Third Quarter March 9
 End of Second Semester June 1
 Last Day of Classes for Students June 1

Dates Classes will not be in Session

Labor Day Sept. 5
 Fall Break Oct. 20-21
 Parent-Teacher Conferences Oct. 19, March 9
 Thanksgiving Break Nov. 23-25
 Martin Luther King Jr. Day Jan. 16
 Holiday Break Dec. 19-Jan. 2
 Spring Break March 19-23
 Professional Days Aug. 16, 17, Sept. 2, 6, Feb. 20
 Work Days for Teachers Aug. 15, June 4

★ School Opens/Closes ● Professional Day ■ Holidays/Breaks ◆ Parent/Teacher Conference
 ☐ New Teachers Report ▲ District Collaboration Day ▲ Elem./Sec. Work Day

| FIRST SEMESTER | | | | | | | | Days Taught | SECOND SEMESTER | | | | | | | | Days Taught |
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First Quarter - Days Taught39
 Professional Days4
 Work Day for Teachers1
 Second Quarter - Days Taught40
 Professional Days0

Third Quarter - Days Taught 47
 Professional Days 1
 Fourth Quarter - Days Taught 54
 Professional Days 0
 Work Day for Teachers 1

(Includes 5 Weather Days)

YEARLY TOTAL 187