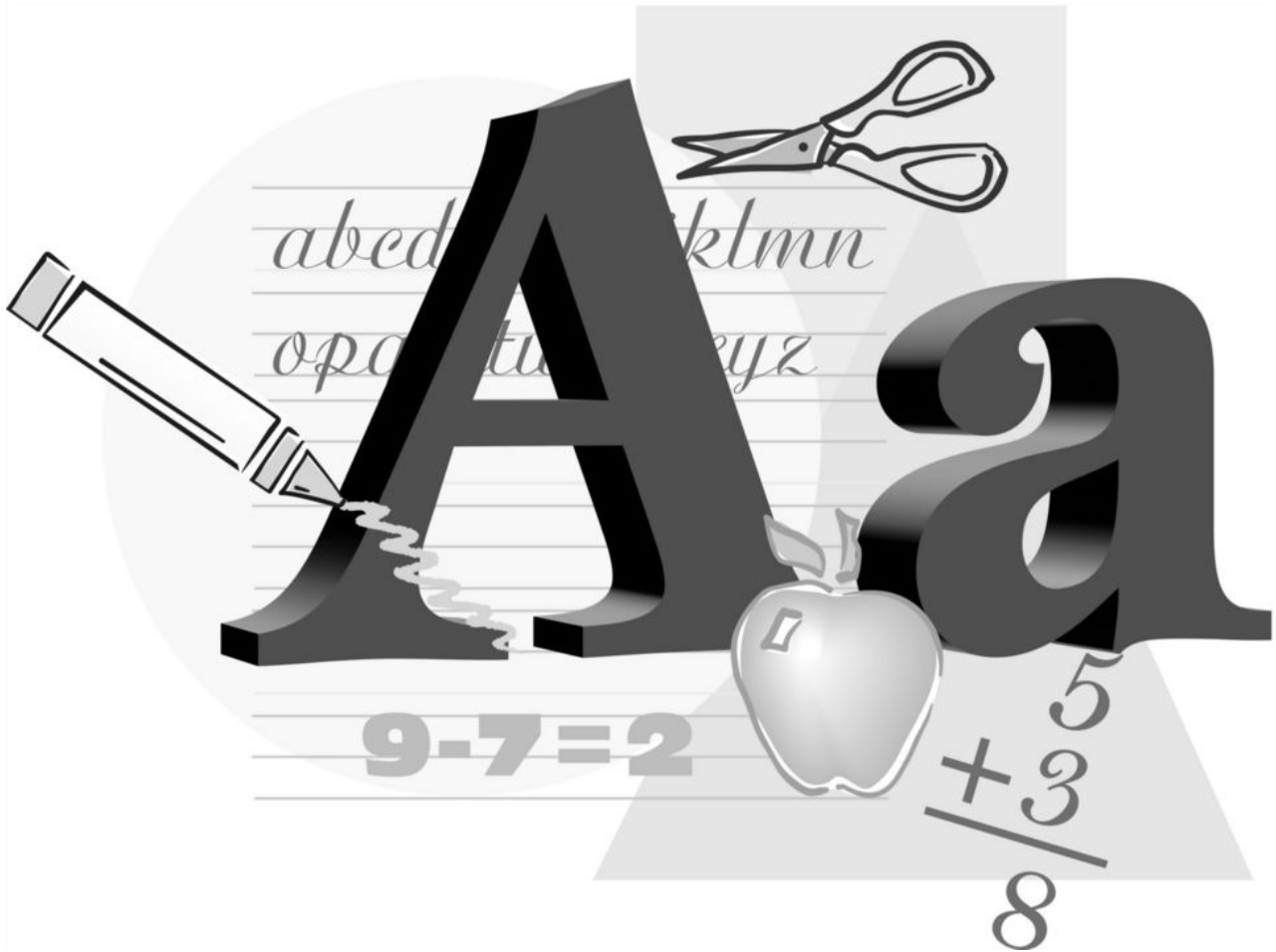


Jenks Public Schools

# Southeast Elementary



## Student/Parent Handbook

2011-2012

# Jenks Southeast Elementary

10222 South Yale  
Tulsa, Oklahoma

Mailing address: 205 East B Street Jenks, Oklahoma 74037-3900

## **Dr. Marilyn Livingston, Site Principal**

Office: 918-299-4415, Ext. 5801, fax 298-6625

## **Ms. Lindy Risenhoover, Bldg. Principal**

Office 918-299-4415, Ext. 5803

Attendance: 918-299-4415, Ext. 5802

Administrative Assistant - 918-299-4415, Ext. 5800

Media: Ext. 5811

Nurse: Ext. 5805

## **SCHOOL DAY\***

The school day for kindergarten through fourth grade students starts at 8:50 a.m. and ends at 3:30 p.m.

Pre-kindergarten sessions run from 9:20 a.m. to 11:50 a.m. for the morning session and from 1:15 p.m. to 3:45 p.m. for the afternoon session.

\*These times are subject to change.

## **Southeast Elementary Playground Rules and Expectations**

You are responsible for good behavior. Always think before you do something. If it is NOT safe, DO NOT do it. Always report any problems to the playground assistants. They are there to help you. Treat them with respect and kindness.

Southeast playground rules are made to protect you and to keep everyone safe at all times.

Southeast Children will be courteous.  
Southeast Children will be respectful.  
Southeast Children will be responsible.  
Southeast Children will play safe.

No food, candy, gum or drinks on playground without permission.

Do not leave the playground boundaries. Do not go into the building without permission. The playground assistants need to know where you are at all times. Never go over the fence, into the parking lot or the street area. If balls or other objects should go over the fence, get a playground assistant to help you.

No tackling.

No hanging or climbing on poles.

No jumping, pulling or pushing from equipment.

No karate or martial arts.

No throwing objects, sand or rocks.

No hard balls, bats or unsafe play equipment.

No dangerous activities with jump ropes! Use jump ropes for jumping only.

No dangerous activities on the tire swings.

**PARENT/GUARDIAN  
IMPORTANT NOTICE**

*The front and back of this sheet contains the user agreement and sign-off release for three different policies, Media, Student Internet/Computer, and Handbook. The parent/guardian will be required to complete and sign ALL three releases. Please complete both sides of the release portion, detach on the dotted line and return it to your student's school.*

**Elementary Student  
(Pre-K - 6th)  
Media Agreement**

Throughout the year, Jenks Public Schools programs are periodically videotaped for the purpose of in-service training for the staff as well as for other professional groups. The monthly publication of Our Schools, containing photographs and information about students, staff, parents/guardians, and events, is published in print, as well as on the Jenks Public Schools Web site. In addition, due to the outstanding reputation of the District, the news media frequently makes requests for videotaping programs and students.

Therefore, the permission of parents/guardians is being requested prior to the use of the name, picture, and/or words of students.

**Elementary Student  
Media Release**

The initials next to the items below indicate permission is granted to:

- \_\_\_\_\_ 1) have student photographed, videotaped, and/or interviewed in the presence of school personnel for District-use or release to media representatives.
  
- \_\_\_\_\_ 2) have student's picture, name, and/or words presented on District Web pages.

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date  
(Permission is in effect as of this date.)

**STUDENT INTERNET/COMPUTER RELEASE**

I understand and will abide by the Internet User Agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action or appropriate legal action may be taken.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

As the parent/guardian of this student, I have read the Internet User Agreement. I understand that this access is designed for educational purposes. Jenks Public Schools have taken precautions to eliminate controversial material. However, I also recognize it is impossible for Jenks Public School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network.

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**HANDBOOK RELEASE**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**STUDENT INTERNET/COMPUTER USER AGREEMENT**

**Terms and Conditions**

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not play games or use the computer resources for other nonacademic activities, I will not waste or take supplies such as paper, printer ribbons and diskettes, that are provided by Jenks Public Schools; and when I am in a computer lab, I will talk softly and work in ways that will not disturb other users.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software found on school computers, either by copying them onto my own diskettes or onto other district computers; and I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.
3. I recognize also that the work of all users is valuable; therefore, I will protect the privacy of other's areas by not trying to learn their passwords; I will not copy, change, read, or use files in another user's area without that user's prior permission; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems to disturb or harass other computer users; and I will not download information onto the hard drives of any Jenks Public Schools computer for permanent storage. I will download information onto school approved storage devices if planning to store the information for more than one week.
4. Violations of the rules and code of ethics described above will be dealt with seriously. Violators may lose computer privileges.

The complete Jenks Public Schools Network and Internet Acceptable Use Policy may be found in the Student/Parent Handbook and in the Jenks Public Schools Policies and Procedures Handbook.

**HANDBOOK AGREEMENT**

My child and I have read through the Jenks Public Schools Student Handbook. My child understands and will abide by the rules as stated in the handbook.

# TABLE OF CONTENTS

<b>ACADEMICS</b> .....	<b>CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS</b> .....
ALTERNATE ASSESSMENT PROGRAM .....	RIGHTS .....
SITE INTERVENTION TEAMS .....	DELIVERY OF FLOWERS, GIFTS, BALLOONS, ETC. .
COUNSELORS .....	DIRECTORY INFORMATION .....
ENGLISH LANGUAGE DEVELOPMENT PROGRAM (ELD).....	DISASTER DRILLS.....
EVALUATION OF ACADEMIC PROGRESS.....	DISTRIBUTION BY STUDENTS OF WRITTEN MATERIALS IN SCHOOL FACILITIES.....
GIFTED SERVICES .....	DISTRICT COPYRIGHT POLICY .....
HOMEBOUND PROGRAMS .....	ELECTRONIC WIRELESS COMMUNICATION DEVICES .....
NON-ACCREDITED HOME SCHOOL ADMISSIONS.....	ENROLLMENT.....
PROFICIENCY BASED PROMOTION.....	ETHNIC AND RACE RELATIONS POLICY .....
RETENTION POLICY.....	EVALUATION .....
SPECIAL EDUCATION .....	FIELD TRIPS .....
TITLE I.....	FOOD SERVICES.....
STUDENT RECORDS.....	GRACE LIVING CENTER PARTNERSHIP.....
TESTING.....	HOMEWORK/MAKEUP WORK .....
<b>ACTIVITIES</b> .....	INSPECTION OF DATA COLLECTION INSTRUMENTS .....
PARTIES / GIFTS / TREATS .....	INSPECTION OF INSTRUCTIONAL MATERIALS .....
SCHOOL ASSEMBLIES.....	INSURANCE .....
<b>ATTENDANCE</b> .....	INTERNET POLICY.....
ABSENCE POLICY/PROCEDURE .....	LOST AND FOUND.....
EARLY ARRIVAL/DISMISSAL .....	LOST/DAMAGED BOOKS .....
TARDIES.....	MEDIA CENTERS.....
TRUANCY .....	MINUTE OF SILENCE .....
<b>CONDUCT</b> .....	MONEY .....
BEHAVIOR.....	NON-DISCRIMINATION STATEMENT .....
STUDENT APPEARANCE .....	NOTIFICATION AND OPT OUT .....
STUDENT BEHAVIOR POLICY .....	NOTIFICATION OF RIGHTS UNDER FERPA.....
DISCIPLINARY OPTIONS .....	NOTIFICATION OF THREAT TO SELF OR OTHERS.....
POLICY FOR THE SUSPENSION OF STUDENTS WITH DISABILITIES .....	PARENT/GUARDIAN CONCERNS .....
GUN FREE SCHOOLS STUDENT SUSPENSION POLICY.....	PARENTS AS TEACHERS (PAT) .....
WEAPONS POLICY .....	PETS.....
<b>GENERAL INFORMATION</b> .....	PLEDGE OF ALLEGIANCE .....
AFTER SCHOOL .....	PROMOTION OF TRIPS AND TRAVEL .....
ASBESTOS HAZARD .....	PROTECTION OF PUPIL RIGHTS AMENDMENT .....
BEFORE/AFTER SCHOOL CARE.....	PSYCHIATRIC OR PSYCHOLOGICAL EXAMINATIONS.....
BICYCLES, SKATEBOARDS, ROLLERBLADES, PERSONAL BELONGINGS .....	REFERRALS.....
BOOK ORDERS/FLIERS .....	SCHOOL OFFICE .....
CHILD IDENTIFICATION, LOCATION AND EVALUATION .....	SEARCH POLICY .....
CLASSROOM VISITATION BY OTHERS.....	SEVERE WEATHER.....
COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION.....	SEXUAL HARASSMENT .....
COMMUNICATION BETWEEN HOME AND SCHOOLS .....	SOONERSTART .....
CONFISCATED PROPERTY .....	SURVEYS .....
COPYRIGHT POLICY .....	TELEPHONE .....
COST OF SCHOOL SUPPLIES.....	TOBACCO-FREE ENVIRONMENT .....
	TRANSFER WITHIN THE DISTRICT.....
	TRANSPORTATION POLICY .....
	UNDERAGE ENTRANCE .....
	VIDEO SURVEILLANCE.....
	VIOLENT OFFENSES.....
	VISITATION BY PARENTS/LEGAL GUARDIANS.....
	VISITORS .....
	WELCOMING NEW STUDENTS .....
	WITHDRAWAL.....

WORKBOOKS .....	38
<b>HEALTH SERVICES.....</b>	<b>38</b>
NURSE'S CLINIC.....	38
ALLERGIES (NUT AND LATEX).....	38
MEDICATION AT SCHOOL .....	39
IMMUNIZATIONS.....	40
ILLNESS AT SCHOOL.....	40
HEADLICE PROCEDURES .....	40
HEALTH EDUCATION .....	41
HEALTH SERVICES CALENDAR.....	41
<b>BEFORE AND AFTER SCHOOL ENRICHMENT.....</b>	<b>41</b>
TUITION FULL DAY CHILD CARE .....	41
ENROLLMENT.....	41
ACCIDENTS OR INJURIES .....	41
ARRIVAL AND DISMISSAL .....	42
ATTENDANCE .....	42
EMERGENCY WEATHER DAYS/JPS HOLIDAYS .....	42
MEDICATION.....	42
PAYMENTS.....	42
<b>ADVENTURE CLUB EXTENDED DAY PROGRAM .....</b>	<b>42</b>
TUITION CHILD CARE .....	42
ENROLLMENT .....	42
ACCIDENTS OR INJURIES .....	42
ARRIVAL AND DISMISSAL .....	42
ATTENDANCE .....	43
EMERGENCY WEATHER DAYS/JPS HOLIDAYS .....	43
MEDICATION.....	43
PAYMENTS.....	43
<b>JENKS COMMUNITY TUITION PRESCHOOLFOR THREE YEAR OLDS .....</b>	<b>43</b>
GENERAL INFORMATION .....	43
ENROLLMENT.....	43
ACCIDENTS OR INJURIES.....	43
ATTENDANCE .....	44
BEHAVIOR MANAGEMENT .....	44
EMERGENCY SCHOOL CLOSINGS.....	44
FIELD TRIPS.....	44
LUNCHES .....	44
SNACKS.....	44
PARENTOR GUARDIAN/TEACHER COMMUNICATION.....	44
PHILOSOPHY AND CURRICULUM.....	44
<b>JENKS EARLY LEARNING CENTER.....</b>	<b>45</b>
TUITION FULL DAY CHILD CARE .....	45
INFANTS AND TODDLERS .....	45
TWOS.....	45
ENROLLMENT .....	45
ARRIVAL AND DISMISSAL .....	46
ATTENDANCE .....	46
BEHAVIOR.....	46
ILLNESS.....	46
EMERGENCY WEATHER DAYS/JPS HOLIDAYS .....	46
MEDICATION.....	46

## 2011-2012 SCHOOL CALENDAR

Professional Work Day .....	Aug 15
Professional Days.....	Aug 16-17
School Begins.....	Aug 18
Professional Development Days .....	Sept. 2 & 6
Labor Day .....	Sept 5
District Collaboration Late Start Mornings .....	Sept. 29, Oct. 27, Dec. 1, .....Jan. 26, Feb. 23 & Mar. 29
Parent/Teacher Conf. Day.....	Oct 19
Fall Break.....	Oct 20-21
Thanksgiving Break .....	Nov 23-25
Holiday Break .....	Dec 19-Jan 3
Martin Luther King Jr. Day.....	Jan 16
Professional Development Day .....	Feb 20
Parent/Teacher Conf. Day.....	Mar 9
Spring Break.....	Mar 19-23
Tentative Closing/Students.....	June 1
Professional Work Day .....	June 4

### GRADING PERIODS

First Nine Weeks .....	Aug 18 – Oct 14
Progress Reports.....	Week of Sept 19
Report Cards .....	Oct 27
Second Nine Weeks .....	Oct 17 - Dec 16
Progress Reports.....	Week of Nov 14
First Semester Ends .....	Dec 16
Report Cards .....	Jan 5
Third Nine Weeks .....	Jan 3 – Mar 9
Progress Reports.....	Week of Feb 6
Report Cards .....	Mar 15
Fourth Nine Weeks.....	Mar 12 – June 1
Progress Reports.....	Week of April 23
Tentative Last Day of School.....	June 1
Report Cards .....	June 1

### 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.

### MOTTO (VISION)

“A Tradition of Excellence with a Vision for  
Tomorrow”

## ACADEMICS

### ALTERNATE ASSESSMENT PROGRAM

The Individuals with Disabilities Act (IDEA) requires that children with disabilities be included in general state and District-wide assessment programs with appropriate accommodations if necessary. This would include all state Oklahoma Core Curriculum Tests (OCCT), end-of-instruction (EOI), and norm-references (NRT) tests. It is the intent of the District to maximize the participation of students with disabilities in the reporting, accountability and educational benefits associated with state and District-wide assessments.

Therefore, the Oklahoma State Department of Education has developed guidelines for alternate assessment programs for children with disabilities who cannot participate in state and District wide assessment programs even with appropriate accommodations or support. To obtain these guidelines contact the office of Student Programs.

### 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. Site Intervention Teams facilitate this process. The membership of each team consists of skilled professionals who are selected based on individual student needs.

The Site Intervention 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. Parents/guardians who desire more information about this process should contact the Site Intervention Team Leader.

#### 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 resolved.
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.

## COUNSELORS

School counselors are available to see students as needed. Referral may be made by parent/guardian, teacher or the individual student.

## ENGLISH LANGUAGE DEVELOPMENT (ELD) PROGRAM

Jenks Public School District offers an English Language Development (ELD) program designed to develop the English skills of all students who speak a language other than English and who are in need of additional English instruction due to lack of English proficiency.

The amount of time an English Language Learner (ELL) student spends in ELD class is dependent on the student's need for services, which is determined by the English language proficiency test score. Students may score as Non-English Proficient (NEP), Limited-English Proficient (LEP), Fluent-English Speaking (FES), or Fluent-English Proficient (FEP). When students demonstrate English proficiency in a progressive manner, the amount of ELD instruction is reduced. An ELL student is exited from the ELD program when the ELL student scores at a proficient level on the state mandated English language proficiency test. The ELL student is monitored for two years upon meeting exit criteria. A parent/guardian waiver form must be signed if the student is not to receive ELD services.

The ELD Program staff will comply with the following:

- notify parents/guardians when there is a change in an ELL student's language proficiency designation and/or the services for which a student qualifies;
- assess annually the English proficiency of all ELL students;

- base the ELD Program on scientifically based research regarding teaching ELL students;
- enable ELL students to speak, read, write, and comprehend the English language;
- enable ELL students to meet state academic content and student academic achievement standards;
- abide by state laws, including the state constitutional law regarding the education of ELL students, legal authority, and civil rights laws.

## 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 fourth (4<sup>th</sup>) week period. Reports may be sent home for satisfactory and commendable 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 four receive report cards every nine (9) weeks.
4. In pre-kindergarten through fourth 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. 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.

6. A separate special area report card will be used to report student progress in art, music, and physical education.
7. Parent/guardian conferences will be held in the fall and spring (see school calendar). Additional conferences may be scheduled if requested.

## **GIFTED SERVICES**

The Jenks schools offer services for identified elementary and intermediate students living in the District. A gifted coordinator supervises progress for identified gifted students. Student participants are served in cluster groups with differentiated strategies used in the classroom and through learning laboratory opportunities. Students must qualify by meeting certain criteria in compliance with Oklahoma State law and District policy. An advocacy procedure has been developed which permits teachers and parents/guardians to recommend students for further evaluation and possible placement. Please contact a school principal or gifted coordinator if you have questions related to gifted education.

## **HOMEBOUND PROGRAMS**

Homebound services are for children who are unable to attend classes due to physical illness (surgery, etc.) and who expect an absence of at least two (2) consecutive weeks. A physician's verification is necessary. Although homebound services are no longer funded by the State Department of Education, Jenks Public Schools will provide services when possible. Please call the site to complete the necessary paperwork.

## **NON-ACCREDITED HOME SCHOOL ADMISSIONS**

Jenks Schools welcomes enrollment of students who have been students in non-accredited schools and who have been home schooled. Students enrolling in the District from non-accredited schools and who have been home schooled will be placed in grade levels and in courses based upon educational factors, primarily academic mastery as demonstrated on tests that assess the student by the District curriculum standards and objectives and Priority Academic Student Skills (PASS) adopted by the State Board of Education. Assessment results will be maintained for at least one calendar year.

Students entering the District from non-accredited schools or who have been home schooled without evidence of participation in nationally standardized

achievement assessments will be required to take academic assessments administered by District personnel. Pending receipt of such assessment results, the administration may allow the student to attend school in a designated alternative or temporary setting.

The administration shall determine the approved assessment instruments that will be used to implement this policy. Grade and course enrollment will be based upon results of placement tests and/or any other assessment information and/or education records deemed to be relevant by the administration.

A parent/guardian who disagrees with the placement decision of the school may present a written objection for inclusion in the student's permanent folder, and may ask the Superintendent or designee to review those objections. Any review of a placement decision by the Superintendent or designee shall be limited to determining compliance with this policy; then the student's placement will be remanded to the administration for compliance with this policy. The decision of the Superintendent shall be final and non-appealable.

## **PROFICIENCY BASED PROMOTION**

Students may progress in their educational endeavors by subject, course, and/or grade level based on mastery of the Oklahoma Learner Outcomes, not on time spent in classes, completion of assignments, or prerequisites. The student who can successfully be moved ahead under Proficiency Based Promotion guidelines can demonstrate content knowledge, skills, and application of learning in the core areas regardless of time spent in the classroom. Parental/guardian involvement is integral in the proficiency based promotion process as is consideration of the student's social, emotional, physical, and intellectual needs. Proficiency Based Promotion is intended to serve those unique students enrolled in Jenks Schools whose needs cannot be met by following a traditional timetable and sequence but require promotion beyond current placement. Proficiency Based Promotion opportunities will be available for students from grades K-12 in the core content areas of language arts, mathematics, science, social studies, languages, and the arts.

Students who request Proficiency Based Promotion will complete an application process and take a criterion-referenced test to measure the priority skills and knowledge relevant to each core course or subject for which credit is desired. If passed at the ninety (90) percent or higher level, student applicants will then complete a performance component. That component will be eva-

luated by selected staff and must meet standards comparable to superior ninety (90) percent performance.

Upon successful completion of both the criterion and performance components, and after appropriate consultation with parents/guardians, a student may be promoted and receive appropriate credit. Credit earned in high school level courses will count toward meeting graduation requirements. Credit will be noted as a pass with no grade assigned. No record of unsuccessful attempts will be maintained in the student's permanent school records.

Options for accommodating student needs for advancement after having demonstrated proficiency may include, but are not limited to, the following: individualized instruction, correspondence courses, independent study, concurrent enrollment, cross-grade grouping, or grade/course advancement. Please see underage entrance section regarding state law.

Notification regarding the availability of Proficiency Based Promotion will be made available to parents/guardians and students on an annual basis. Guidelines and application procedures will be available at each school and in the Office of Curriculum and Instruction.

## RETENTION POLICY

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, 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; or
  - 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 parents/guardians are one of the foremost factors to be considered. A parent/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.

## SPECIAL EDUCATION

Special education means specially designed instruction, at no cost to the parents/guardians, to meet unique needs of a child (ages 3-21) with one of the following disabilities: autism, deaf-blindness, hearing impairment, including deafness; intellectual disabilities; multiple disabilities; orthopedic impairments; other health impairments; emotional disturbance; specific learning disability; speech or language impairment; traumatic brain injury; visual impairment, including blindness, and developmental delays.

Special Education includes various placements as identified by the State Department of Education Policies and Procedures manual and as mandated by federal law. For further information, please contact your child's school site.

- Regular classes (full-time) inside the general class more than 80% of the school day (examples of services in this placement include modifications, consultations, supports for school personnel, supplementary aids and services).
- Special class (part-time) inside the regular class 40-80% of the school day.
- Special class (full-time) inside the general class less than 40% of the school day.
  - Public/private, separate day schools.
  - Public/private residential facility.
  - Home instruction/hospital environment.

- Correctional facility.
- Parentally placed in private schools.
- Instruction in other settings.

Continuum of placements for Preschool Students (aged 3 through 5) might include:

- Early childhood setting (this includes preschoolers who receive all of their special education and related services in educational programs designed primarily for students without disabilities).
- Special education program.
- Residential facilities.
- Home.
- Service provider location.

Jenks Public Schools embraces a philosophy of inclusion in the regular school community for all students. To the maximum extent appropriate, students with disabilities are included in the regular educational environment. The amount of time to be spent in general education classes is determined by the Individualized Education Program (I.E.P.) for each student on an individual basis.

## TITLE I

Jenks Public Schools has Title I programs at East Elementary, East Intermediate and West Intermediate. The staff includes the Director of Assessment, the District Coordinator and Reading and Math specialists who are highly qualified.

Students are ranked according to a matrix system in both reading and math, which includes report card grades, state mandated testing and parental input. The criteria is weighted and totaled and rank order is compiled by grade level at each site. All Students determined to be below grade level are eligible for Title I services. The students are selected for the Title I teacher's caseload starting with those students who are most in need. Other criteria reviewed are the IEP status and ELL status of each student. Students who fall outside the realm of Title I interventions will receive interventions within the regular classroom setting.

Jenks Public Schools has a board-approved Title I Parent Policy and a summary of the policy is sent to every Title I parent/guardian. Title I parents/guardian are invited to participate in the Title I site committees and advisory board. Each site schedules parent/guardian meetings at which information concerning the program is given. A school-parent/guardian compact is reviewed

with parents/guardians at the first parent conference in the fall and is signed by school staff, parents/guardians, and students.

## STUDENT RECORDS

A permanent folder of student records is kept on file in the office. Parents/guardians may inspect and review any school records dealing with their children.

## TESTING

The Basic Early Assessment of Reading (BEAR) and/or Basic Reading Inventory (BRI) are administered each semester to diagnose and prescribe instruction.

Criterion-referenced tests (CRTs) are designed to provide information on specified areas of knowledge, skills, and content and are used to measure state mandated curriculum in the core subjects and/or skill areas of mathematics, and reading. The CRTs are administered to third and fourth grade students during the spring semester.

Authentic assessments are administered throughout the year which may include teacher made tests, projects, demonstrations, data folders, portfolio work samples, observation, etc.

## ACTIVITIES

### 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.
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 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.

## SCHOOL ASSEMBLIES

1. Assembly programs are scheduled from time to time.
2. Teachers will help with seating.
3. Parents/guardians are honored guests.
4. Remember you are an honored guest, too. Show courtesy as you sit quietly, watch carefully and listen politely.
5. Show respect for the performers by listening quietly.
6. Show your appreciation by applauding in a mannerly way.
7. Never whistle or "boo."

## 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 the appropriate office listed below by 10:00 a.m. the day your child is absent, or is going to be absent from school. Attendance office telephone numbers are as follows:
 

East A	5513
East B	5510
East D	5550
East E	5519
East F	5543
Southeast	5802
West	5618
2. Students who, for any reason other than school-sponsored activities, miss more than twenty (20) days per year may jeopardize promotion to the next grade. 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. Whenever possible, it is helpful to submit written documentation for

your child's absence to the attendance Administrative Assistant promptly upon the child's return to school.

3. All exceptions to this rule must be submitted in writing with documentation for medical reasons or family emergencies by the parent/guardian/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. 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

### EARLY ARRIVAL/DISMISSAL

Students must obtain special permission from the teacher or principal if they plan to arrive each morning before 8:35 a.m.

NOTE: This time is 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.

### TARDIES

If students arrive after 8:50 a.m., they must get a tardy pass from the office. This pass will admit them to class. Medical issues or emergencies will be handled individually.

### 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 attendance Administrative Assistant.
  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) or more days or parts of days within a semester, parents/guardians will be notified with a Notice of Non-Attending form. After the fifth (5) absence without a valid excuse, the school system will notify the District Attorney's office for juvenile proceedings 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.
- 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.
    - 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.

## CONDUCT

### 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.

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 home-room 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.

## STUDENT APPEARANCE

All students are expected to be neatly groomed. Because a relationship between one's appearance and behavior does exist, attire for students must be reasonable, modest, and in such a style as it will not cause distraction from the educational process or create an unsafe, threatening environment. The responsibility of upholding and enforcing this code rests with those students, parents/guardians, teachers, and principals concerned. Where there is a judgment to be made, the principal will make the decision in accordance with the site policy, as approved annually by the School Board.

1. Attire for all students should be reasonable, modest, and in such style as will not cause distraction and will be appropriate at all times.
2. All students are expected to be neatly groomed. Shoes must be worn. Clothing and/or jewelry should not display pictures, lettering or numerical figures that are profane, repulsive or obscene or that advertise or promote weapons, tobacco or alcohol, drugs, drug related items or drug paraphernalia. Any display of nudity or any manner of dress or grooming which is offensive or disruptive shall be corrected immediately. Included in this policy is the prohibition of sagging and clothing and/or athletic uniforms worn in a manner which is revealing, disruptive, or inappropriate for the school setting. Hot weather should not be a reason for dressing scantily since all schools in the Jenks Public School system are air conditioned.
3. Midriiffs, halters, boxer shorts, bicycle shorts, spaghetti straps, muscle shirts, and other similar attire are not considered appropriate for school and will not be permitted. The student's torso, chest, or undergarments should not show at any time.
4. Extreme hairstyles and colors which are not a natural hair color and/or distract or disrupt the learning environment will not be permitted.
5. Hats are not to be worn inside the buildings.
6. The responsibility for upholding and enforcing this code rests with those students, parents/guardians, teachers, and principal concerned. Where there is a judgment to be made, the site principal will make the decision.

## STUDENT BEHAVIOR POLICY

A vast array of student disciplinary situations and penalties are mentioned in the Board Policy Book and stu-

dent or parent handbooks that are distributed from the District's schools. It is recognized that it is impossible to identify all student actions that might require staff administered consequences. Therefore, discipline may be administered for student actions that are, or possibly are not, described in the Board policies or student and parent handbooks.

Similarly, these policies, as well as the regulations included in the student and parent handbooks, should be considered to be general guidelines for the administration of student discipline...not rigid regulations which are automatically applied in all cases. Administrative discretion is encouraged and recommended in individual and/or unique situations. This includes the potential administration of penalties which are less or more than those penalties described in policy books and handbooks.

The Board of Education of the Jenks School District adopts the following policy and procedures dealing with student behavior. The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Jenks Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

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

While it is not easy to precisely define what constitutes harassment, it certainly includes, but is not limited to, written, electronically generated, verbal and physical contact, epithets, slurs, gestures, or graffiti, even in jest, that are targeted toward an individual because of race, color, religion, sex, age, national origin, marital status, veteran status, sexual orientation, or disability (mental or physical), height, weight, socioeconomic status, or any other distinguishing characteristic. This includes intimidation and bullying in any form that a reasonable person should know will harm another employee or stu-

dent, damage property, create fear, or demean any employee, student, or group of students. Individuals bring different levels of sensitivity to interaction. What may seem harmless, trivial, or "all in good fun" to one (1) person may be extremely offensive to the person to whom the comments or actions are directed.

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

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

The following behaviors at school, while in school vehicles or going to or from or attending school events will result in disciplinary action, up to and including school intervention options or out-of-school suspension. These behaviors may include but are not limited to the following:

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating, or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval
8. Failure to comply with state immunization records
9. False reports, false calls, or misrepresentation of facts
10. Fighting
11. Forgery
12. Gambling
13. Gang or set behavior and attire
14. Hazing (initiations) in connection with any school activity
15. Headlocks or other dangerous behaviors
16. Immorality
17. Inappropriate behavior or gestures
18. Inappropriate public behavior
19. Indecent exposure
20. Obscene language
21. Physical or verbal abuse
22. Plagiarism
23. Possession of a caustic substance
24. Possession of obscene materials
25. Use of a wireless telecommunications device without prior authorization.
26. Possession, threat or use of a dangerous weapon and related instrumentalities i.e., bullets, shells, gun powder, pellets.
27. Possession, use, distribution, sale, purchase, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law i.e., 3.2 beer) and/or controlled substances
28. Profanity
29. Intimidating, bullying, sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
30. Theft
31. Threatening behavior (whether involving written, verbal or physical actions)
32. Truancy
33. Clothing or accessories with profane, vulgar, violent or repulsive words or pictures; or unacceptable attire dealing with beer, alcohol, drugs or tobacco; tank tops, halter tops, half shirts, see-through garments; or if the attire creates an unsafe, threatening environment; or if the attire distracts from the education environment.
34. Use or possession of tobacco in any form
35. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
36. Using racial, ethnic, or sexual epithets
37. Vandalism
38. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations or violation of state statutes
39. Vulgarity
40. Willful damage to school property
41. Willful disobedience of a directive of any school official
42. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school

43. Removing or attempting to remove any book from the library media center without following the appropriate check-out procedure. This may also include any pranks or practical jokes designed to set off the alarm.
44. Unauthorized or inappropriate use of technology software and/or hardware, including audio, video or photographic recordings
45. Using skateboards, rollerblades, skate shoes, or scooters on school property or at school events.

## **DISCIPLINARY OPTIONS**

### **DETENTION (D-HALL)**

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a weekday or on a Saturday, as deemed appropriate.

### **IN-SCHOOL INTERVENTION**

In-school intervention is an optional correctional measure that may be used by the school when deemed appropriate by a site administrator. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives and there shall be no grade penalty. In-school intervention is not considered by law to be out-of-school suspension and therefore is non-appealable. However, all in-school interventions of greater than 15 days, with the exception of those directed by board policy, must be confirmed by the Superintendent or designee.

### **OUT-OF-SCHOOL SUSPENSION**

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a minimum of one (1) calendar year for offenses involving firearms, as defined in Section 922 of Title 18 of the United States Code, and the remainder of a current semester and the succeeding semester for all other offenses. In-school intervention, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve the due process procedures set forth herein.

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

Reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

## **BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION**

Students who are guilty of any of the following acts may be suspended out of school by the administration of the school or the District for:

1. violation of a school regulation;
2. immorality;
3. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
4. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
5. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to Firearms.

In the event of a suspension for any of the reasons listed above, an education plan shall be applicable. However, no education plan shall be necessary for possession of a dangerous weapon or a controlled dangerous substance.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

## **PRE-SUSPENSION CONFERENCE**

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school intervention including, but not limited to, placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. Students identified as disabled under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 and who are suspended out of school or receive disciplinary removal from the classroom require additional procedural considerations.

## **PRE-OUT-OF-SCHOOL SUSPENSION CONFERENCES**

When a student violates Board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OS Title 57, Section 571), the principal will conduct an informal conference with the student.

At the conference with the student, the principal will read the policy, rule or regulation which the student is charged with having violated and will discuss the conduct of the student which is a violation of the policy, rule, or regulation.

The student will be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.

If it is concluded that an out-of-school suspension is appropriate, the student will be advised that he/she is being suspended and the length of the out-of-school suspension.

The principal will immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school intervention or other available options have been considered and rejected. The written notice should state what alternative in-school placement or other available options have been considered and why they were rejected. Elementary, intermediate, and middle school students will not be dismissed before the end of the school day without advance notice to parent.

## **IMMEDIATE OUT-OF-SCHOOL SUSPENSION WITHOUT A PRE-OUT-OF-SCHOOL SUSPENSION CONFERENCE**

A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.

In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

## **CONFERENCES WITH PARENTS/GUARDIANS**

The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given to special exceptions. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.

At the conclusion of the conference, the principal will state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education (or the Out-of-School Suspension Committee) as provided by this policy.

## **OUT-OF-SCHOOL SUSPENSION REQUIREMENTS**

An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension of eleven (11) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.

In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm in which case an out-of-school suspension for up to one (1) calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the District's

Gun-Free School Policy. Out-of-school suspensions should have a definite commencement and ending date: indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions of eleven (11) or more days be imposed only in serious situations.

The principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.

Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Fine Arts units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

#### **RECORDS AND REPORTS**

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student's and/or parent's compliance or non-compliance with the Plan.

#### **LONG-TERM OUT-OF-SCHOOL SUSPENSIONS OF ELEVEN (11) OR MORE SCHOOL DAYS**

#### **RIGHT OF APPEAL**

A parent or the student may appeal the out-of-school suspension decision to the Site Committee, Superintendent of Schools and the Board of Education.

#### **ATTENDANCE AT SCHOOL PENDING APPEAL HEARING**

Pending the appeal hearing of an out-of-school suspension to the student will have the right to attend school under such "in-school" restrictions as the principal deems proper (and this time may or may not count against the total penalty time), except that in the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

1. The conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members, or school property; or
2. The conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

#### **METHOD OF APPEAL TO THE SITE COMMITTEE**

An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) days after the principal's out-of-school suspension decision is received by the student, or his/her parent.

The Site Committee will be composed of the following members: an administrator not involved in the suspension, a site teacher of the student's choice and a teacher appointed by the site principal, neither of whom may be the student's present teacher.

The out-of-school suspension decision will become final and non-appealable if a request is not submitted in a timely manner.

#### **METHOD OF APPEAL TO THE SUPERINTENDENT OF SCHOOLS, DESIGNEE, OR DISTRICT COMMITTEE.**

An appeal can be presented by letter to the Superintendent of Schools. If no appeal is received within five (5) calendar days after the site committee's decision is received by the parent or student, the committee's out-of-school suspension decision will be final.

The Superintendent of Schools, designee or District administrative committee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The appeal will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents/guardians whenever possible.

When a District administrative committee is utilized, the Superintendent or designee shall appoint an appeal committee consisting of no fewer than three (3) District administrators and shall designate a chairperson for the committee. No administrator is eligible to serve on the committee who was a witness to the student's conduct. The principal who issued the out of school suspension decision shall attend the

At the conference, the Superintendent or designee will read the policy, rule, or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent or designee if the rule and the charges against the student are understood. The Superintendent or designee will notify the parents/guardians of whether the out-of-school suspension will be sustained, rescinded or modified. In any cases where a long-term suspension continues to exist, the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education.

#### **METHOD OF APPEAL TO THE BOARD OF EDUCATION**

An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.

If no appeal is received within five (5) days after the decision of the Superintendent, designee, or administrative committee is received by the parent or student, the decision will be final.

#### **HEARING THE APPEAL**

The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable. The parent and student will be notified of the date, time, and place of the hearing. The parent and student will have the right to an "open" or "closed" hearing, at their option. Reasonable efforts will be made to accommodate the work schedule of parents/guardians.

Each side will be told that they are required to hold their "total time" to one and one-half (1 1/2) hours. This should include opening statement, presentation of evidence, cross-examination, and closing statement. If the

representative or attorney for either side indicates that additional time is required, the rationale for requesting that additional time will be presented by the requesting party(ies) at this time on the agenda. Both sides and individual Board members may address this issue. The Board will then consider the request and then will vote to set a reasonable time limit for each side based on the information provided by the parties and the totality of the circumstances. To the extent possible, the Board will seek to obtain an agreement from the parties as to a reasonable time limit.

Pursuant to Oklahoma School Laws, the parent/student may determine that the hearing be in open to the public or in executive session.

The Board may go into executive session to deliberate the finding of fact for the case. After returning to open session, the Board takes action to adopt a finding of fact and to affirm the suspension; to modify the suspension; or to revoke the suspension.

#### **SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS OF TEN (10) OR FEWER SCHOOL DAYS**

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days referred to as short-term out-of-school suspensions involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days referred to as long-term out-of-school suspensions. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.

#### **RIGHT OF APPEAL**

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by District policy to students who have been suspended out of school for periods of eleven (11) or more school days. A student who has been given a short-term out-of-school suspension and that student's parent have a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

#### **METHOD OF APPEAL TO THE SITE COMMITTEE**

An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student, or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.

The Site Committee will be composed of the following members: an administrator not involved in the suspension, a site teacher of the student's choice and a teacher appointed by the site principal, neither of whom may be the student's present teacher.

Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than eleven (11) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

#### **METHOD OF APPEAL TO THE SUPERINTENDENT, DESIGNEE, OR DISTRICT COMMITTEE**

An appeal can be presented by letter to the Superintendent. If no appeal is received within five (5) calendar days after the site committee's decision is received by the parent or student, the committee's out of school suspension decision will be final.

The Superintendent, designee, or District administrative committee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The appeal will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents/guardians whenever possible.

At the conference, the Superintendent or designee will read the policy, rule, or regulation which the student is charged with violating and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent or designee if the rule and the charges against the student are understood. The Superintendent or designee will notify the parents/guardians of whether the school suspension will be sustained, rescinded, or modified. The decision of the committee shall be final and non-appealable.

#### **STUDENT RESTRICTIONS DURING OUT-OF-SCHOOL SUSPENSION OR DURING OTHER DISCIPLINARY OR CORRECTIONAL MEASURES**

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, forfeits the privilege of participating in all extracurricular activities of the school, notwithstanding the filing of an appeal. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline, unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student. An exception may be made by the suspending principal in collaboration with the Director of Community Education for the student to attend Community Education night or summer school classes.

"Extracurricular activities" includes, but is not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, orchestra, vocal music, athletics and all other school sponsored activities and organizations.

#### **EDUCATION PLAN FOR SUSPENDED STUDENTS**

The education plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies, and Fine Arts units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

In the event of a suspension for any of the reasons listed above, an education plan shall be applicable. However, no education plan shall be necessary for possession of a dangerous weapon or a controlled dangerous substance.

A copy of the education plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The education plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

It shall be the responsibility of the site principal or his/her designee to develop the education plan for the suspended student, inform the parents or guardians, and determine the components necessary to receive academic credit in the specified core units.

Students suspended for violent behaviors or who are considered to be dangerous to themselves or others (as determined by the principal) will not be permitted as part of the education plan to come on the campus to pick up academic work. The parent or guardian of these students should pick up and return the academic work.

## **POLICY FOR THE SUSPENSION OF STUDENTS WITH DISABILITIES**

### **SHORT-TERM SUSPENSION**

The District will follow the same policy and procedures for the suspension of students in conjunction with the short-term suspension of students without disabilities.

### **LONG-TERM SUSPENSION**

Before implementing the suspension of a student with a disability for eleven (11) or more consecutive school days, the District will notify the student's parent or guardian in writing of the proposed suspension and convene a meeting of the student's Individualized Education Plan (I.E.P.) team or 504 accommodation plan team to discuss additional concerns and delivery of services during the suspension.

### **EMERGENCY SUSPENSION**

If the student poses an immediate threat to his/her own safety or to the safety of others, the District may immediately suspend the student for up to ten (10) school days. During the suspension period, the student's team will meet to determine whether the misbehavior is related to the student's disability and whether further evaluation is necessary.

## **GUN-FREE SCHOOLS STUDENT SUSPENSION POLICY**

It is the policy of the Jenks School District that any student who is determined to have brought a weapon to a school under the jurisdiction of the District shall be suspended out of school for a period of not less than one (1) year.

Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the Superintendent.

For the purposes of the Gun-Free Schools Student Suspension Policy the following definitions shall apply:

1. The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
2. The term "chief administrative officer" means the Superintendent of Schools or the Board of Education of the District.
3. The term "determined to have brought a weapon to a school under the jurisdiction of the District" means any student being in possession or control of a weapon on property owned, leased or rented by the District, including, but not limited to, school buildings, parking lots, and motor vehicles and any student who is in possession or control of a weapon at any District sponsored function regardless of whether such function is conducted on District property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities.

It is the policy of this District to refer to the appropriate criminal justice or juvenile delinquency system any student who violates this policy. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the District's policy for the out-of-school suspension of students.

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension, but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension and as a part of the chief administrative officer's case-by-case review of violations of this policy.

Consistent with Oklahoma law, for an out-of-school suspension under this policy, no education plan shall be implemented during the term of the suspension.

This policy applies only to students who are determined to have brought a weapon to school under the jurisdiction of the District, as defined above; current District

policy on student suspensions for non-weapon violations are unaffected by this policy.

## **WEAPONS POLICY**

In order to provide a safe environment for the students and staff of the Jenks School District, the Board of Education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.

Dangerous weapons are a threat to the safety of the students and staff of the District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the District.

For the foregoing reasons and except as specifically provided, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.

For purposes of this policy, "possession of a dangerous weapon" includes, BUT IS NOT LIMITED TO, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

A dangerous weapon includes, BUT IS NOT LIMITED TO, firearms as defined in Section 922 of Title 18 of the United States code; air gun or spring gun; BB gun; hand grenades; fireworks; slingshot; bludgeon; blackjack; brass knuckles or artificial knuckles of any kind; nunchucks; dagger; bowie knife; dirk knife; butterfly knife; shotgun shell knife; any knife, regardless of the length or sharpness of the blade; any knife the blade of which can be opened by a flick of a button or pressure on the handle; any pocketknife, regardless of the length or sharpness of the blade; any pen knife; "credit card" knife; laser light; garrote; razor; dart; ice pick; explosive smoke bomb; incendiary device; sword cane; hand chains; firearm shells or bullets and any replica or facsimiles of any the foregoing items; or any item or instrumentality which is used to threaten harm or is used to harm any person. The foregoing list of "dangerous weapons" is descriptive and by way of example only

and is not to be considered an exclusive or limiting list of dangerous weapons.

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy will receive the minimum consequences as defined below up to the maximum suspension authorized by law.

Because Jenks School District has zero tolerance for weapons being brought, used, or possessed at school, on school property, or at school related functions an automatic minimum disciplinary consequence will be given to the following grade levels: elementary students (K-4) will be placed a minimum of one (1) day in the In-School Intervention Program, intermediate students (grades five [5] and six [6]) will be placed a minimum of two (2) days in the In-School Intervention Program, and middle school and high school students will be placed a minimum of three (3) days in the In-School Intervention Program. In cases where Campus Police are notified, they will send a report to the district attorney's office who will then decide if charges will be filed.

If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

If the principal or his designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:

1. Immediately investigate the matter and contact the campus police, if appropriate.
2. If not already confiscated by an employee of the District and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
3. Notify the student's parents/guardians.
4. Cooperate fully with the campus police.
5. Attempt to transfer confiscated weapon to the police department, if feasible.

6. Notify the Superintendent of Schools or designee.

A student who has been suspended from another District because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the District.

An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use of demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the principal, in consultation with the Superintendent of Schools, is required.

A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus, or vehicle, or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

A student's previous discipline reports, student's history, parent and teacher input, and other relevant circumstances may be considered in determining disciplinary consequences.

Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and School Board policies.

Consistent with Oklahoma law, for an out-of-school suspension, no education plan shall be implemented during the term of any suspension of a student possessing a dangerous weapon in violation of this policy.

## GENERAL INFORMATION

### AFTER SCHOOL

Students should leave the school building immediately after the dismissal bell unless they are participating in a supervised activity.

Students are to be picked up by 3:45 pm. Any student not picked up by that time may be sent to the after school care program at parent/guardian expense. See Before and After School Enrichment for hours of operation and fees. Students who miss the bus or are not

picked up by parents/guardians will stay in the main office of the campus until parent contact is made.

### ASBESTOS HAZARD

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

### BEFORE/AFTER SCHOOL CARE

The Before/After School Care program is available for all children through Community Education. The program provides supervised care and enrichment activities before and/or after school. Call the Community Education Office at 299-4415 ext. 2483 for more information. The times available for each campus are as follows:

East -	6:30 - 8:50 a.m. and 3:30 - 6:00 p.m.
Southeast -	6:30 - 8:50 a.m. and 3:30 - 6:00 p.m.
West -	6:30 - 8:50 a.m. and 3:30 - 6:00 p.m.

### BICYCLES, SKATEBOARDS, ROLLERBLADES, PERSONAL BELONGINGS

1. Bicycles
  - a. Bicycles are allowed at East, and Southeast.
  - b. Bicycles are not allowed at West due to distances and no crossing guards. No facilities for parking bicycles are available. Transportation services are available for children, and we encourage you to use them.
2. Skateboards, roller skates, and roller blades, skate shoes, and/or scooters are not permitted at school other than during school-approved activities.
3. Toys/other personal belongings should only be brought to school with teacher or administrator permission.
4. The school is not responsible for personal belongings left at school, even in a locked compartment or room.
5. Students are not allowed to sell or barter personal items or goods.

## **BOOK ORDERS/FLIERS**

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.

The Director of Communications will disapprove any attempts by outside agencies, profit or nonprofit, to exploit students of the District through the use of advertising or fund-raising campaigns. It should be understood that some advertising and sales, when in connection with school-related activities, can be beneficial to the District and its students. Therefore, advertising and book sales may be permitted in the District if they are directly related to approved school clubs or related activities that benefit District students. Such activities may include, but not be limited to, school newspapers, year-books, athletic clubs, cheerleading clubs, YMCA, and scouting activities. All school-sponsored fund-raising projects will be considered permissible.

## **CHILD IDENTIFICATION, LOCATION, AND EVALUATION**

### **Referral**

Students pre-kindergarten through twelfth grade who are suspected of having disabilities which may require special and related services may be referred for evaluation through the local schools. Local school Districts coordinate with the Sooner Start Early Intervention Program in referrals for eligible students beginning at three (3) years of age. The Oklahoma Area wide Service Information System (OASIS), through a toll-free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service

### **Evaluation**

Under I.D.E.A. or Section 504 of the Rehabilitation Act, evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. Further evaluation denotes procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent/guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

## **CLASSROOM VISITATION BY OTHERS**

The District also permits others with a legitimate educational reason to observe in a school or classroom. Examples of this group might be visiting educators, intern teachers or education students doing a practicum. All visitors must adhere to admittance procedures established by district policy.

Further, the District permits observation of a specific student by non-school affiliated professionals with a legitimate educational reason to conduct an observation. Examples of this group might include a social worker or a psychologist. The person wishing to observe must first make a written request to the site principal. The principal will also require written authorization from the child's parent/guardian or a court order.

The principal will make the final decision whether to grant or deny a request or seek additional information. The principal may limit or deny subsequent observations if, in the principal's discretion, the observations are or may become detrimental to the educational process.

## **COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION**

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School Districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents/guardians may obtain a copy of the local policy from the local District's administrator.

Before any major identification, location, or evaluation, schools shall provide notice to parents/guardians. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents/guardians under FERPA.

For further information, contact the office of Student Programs.

## **COMMUNICATION BETWEEN HOME AND SCHOOLS**

The school and individual teachers strive to provide regular communication regarding the students and

school activities i.e., newsletters, principal and District bulletins, phone master, student agenda, E-mail, and Web sites. Thursday folders will contain all weekly information.

### **CONFISCATED PROPERTY**

Confiscated property may be returned after proof of ownership is verified; and verification of no pending or possible criminal charges. Campus police will confiscate weapons pursuant to OS Title 21, Section 1271.1.

The confiscated property may be released to the parent or guardian after the conclusion of disciplinary action and/or criminal investigation. Criminal investigations will require prosecutor's office disclaimer and/or court order.

### **COPYRIGHT POLICY**

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

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

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

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

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

### **COST OF SCHOOL SUPPLIES**

Though school supplies, uniforms, etc., may at times be required for students to fully participate, it is not the intent of Jenks Public Schools to prevent any student from participating due to cost or an inability to pay. Any student unable to pay the fees should contact a counselor or building administrator. Teachers may be contacted for additional information concerning the exact costs involved.

### **CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS**

It is a policy of the Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the current court decree awarding such custody with the school. Both custodial parents and non-custodial parents who have visitation rights will be allowed to pick up students after school or appoint a designee to pick up students on their respective visitation days. If a non-custodial parent appoints a designee to pick up a student after school, the non-custodial parent must notify the school office on a case-by-case basis. Only the custodial parent may enroll a child in school, withdraw a child from school, sign and approve official school documents, and grant early checkout from school. Absent a court decree to the contrary, both natural parents/guardians have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent teacher conferences (not necessarily together in the same conference).

### **DELIVERY OF FLOWERS, GIFTS, BALLOONS, ETC.**

Sending items i.e., flowers, gifts, balloons to students at school is often a disruption and can cause problems among students. Items should not be delivered to school. If items are delivered, the items will not be deli-

vered to students in classrooms and may not be transported on school buses. Balloons on campus may never be latex.

## **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws required local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parent have advised the District that they do not want their student's information disclosed without their prior written consent.

The District designates the following personally identifiable information as "directory information," and it will disclose that information without prior written consent:

1. The student's name;
2. The names of the student's parents/guardians;
3. The student's address;
4. The student's telephone listing;
5. The student's electronic mail address;;
6. The student's date and place of birth;
7. The student's dates of attendance;
8. The student's class designation (i.e., first grade, tenth grade, etc.);
9. The student's participation in officially recognized activities and sports;

10. The student's degrees, honors and awards received;
11. The student's weight and height, if a member of an athletic team;
12. The student's photograph; and
13. The most recent educational agency or institution attended.

## **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.

## **DISTRIBUTION BY STUDENTS OF WRITTEN MATERIALS IN SCHOOL FACILITIES**

Current judicial decisions hold that public school students have a constitutional right to distribute written materials in school facilities, subject to reasonable regulation by school authorities of the time, place, and manner of distribution and subject to certain restrictions concerning the content of the material. The purpose of the Jenks Public Schools Materials Distribution Policy is to provide for the exercise of this right by Jenks Public School students and at the same time to inform them of the conditions which the Jenks Board of Education deems essential to prevent interference with the mission of this District to provide educational services for

all Jenks School District students. By permitting the on-campus distribution of written materials by Jenks Public School students under this policy, the school, the Jenks School District, and the Board of Education are not approving any written material distributed by students or endorsing, supporting, or advocating the content of the material. Any student shall be entitled to a free copy of this policy upon request to the site principal.

## **DISTRICT COPYRIGHT POLICY**

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

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

Institutional works may include, but are not limited to, curriculum guides, curriculum materials, video or audiovisual productions, and works that depict interscholastic athletic, music, or other activity events, games, meets, matches, and performances.

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

Copyright © 20\_\_ Jenks Public Schools

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

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

The Superintendent or designee shall serve as the Copyright Officer for the District. The Officer will receive and act upon all requests for permission to copy institutional works or permission for performance or display rights. The Officer may approve any request for permission to reproduce, perform or display any institutional

works for non-commercial or educational purposes. Any request for profit must be approved by the Board of Education.

## **ELECTRONIC WIRELESS COMMUNICATION DEVICES**

The Board of Education promotes an environment for instructional learning that is safe and secure. Therefore, the District establishes the following rules for the use of wireless communication devices.

Students are prohibited from possessing wireless communication devices during school hours. For safety reasons, students may possess wireless devices before and/or after school hours. During school hours, wireless devices may be in a student's locker, but not on a student's person, including, but not limited to purses, pockets, and backpacks. However, students attending schools without District-provided lockers may store wireless devices in their backpacks. In order to avoid any disruption of the educational process, all wireless communication devices must be turned off during the school day.

Only a principal or administrator may approve exceptions to this policy. A violation of any part of this policy may result in the wireless communication devices being confiscated by the administration. The confiscated device must be picked up by the parent or guardian and will not be released to the student. In addition, the student may be subject to further discipline.

MP3 players, iPods, laser pointers, and any other type of electronic devices are not allowed. These items will be given to a principal or campus police where the parent may pick up items with verification of ownership. Exceptions because of medical necessity must be approved by the parent and principal, or Superintendent or designee.

## **ENROLLMENT**

When enrolling a new student, the process can be greatly eased if the following information is on hand at the time of enrollment:

1. Birth certificate (kindergarten and first grade only)
2. Immunization records
3. The following phone numbers:
  - a. Parents'/guardians' work numbers
  - b. Friends or relatives (emergency)
  - c. Doctors
4. Address of school last attended
5. Evidence of residence in the District

6. Child's social security number
7. The child's legal name must be recorded on all school documents.
8. Documentation of court ordered custody.

School age law: Senate Bill 205 states that all children between the ages of five (5) years on or before September 1, and twenty-one (21) years on or before September 1 shall be entitled to attend public school free of charge in the District in which they reside: Provided that children who have reached the age of five (5) years on or before September 1 of school year may be admitted to kindergarten classes approved by the State Board of Education. No child shall be enrolled in the first grade unless he/she will have reached the age of six (6) years on or before September 1 of the school year.

Kindergarten is mandatory beginning in 1992-93 for five-year-old children unless the results of screening indicate otherwise.

## **ETHNIC AND RACE RELATIONS POLICY**

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

### **Definitions**

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

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

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

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

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

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

### **Staff to Staff**

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

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

perintendent of Schools regarding allegations, investigative procedures, and reconciliation of complaints.

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

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

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

#### **Staff to Student**

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

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

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

#### **Student to Student**

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

If the complainant feels a satisfactory resolution has not been achieved at this level, the complainant may appeal to the Administrator of Human Resources within five (5) working days of being advised of the decision given at this level. A committee of two (2) administrators and the Administrator of Human Resources will schedule a hearing within ten (10) working days. This committee shall submit its decision in writing within five (5) working days after the hearing. A report will be made to the Superintendent of Schools regarding allegations, investigative procedures, and reconciliation of complaints.

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

#### **EVALUATION**

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local District prior to any child receiving an initial evaluation for special education and related services purposes.

## FIELD TRIPS

All field trips must be related to the curriculum, enhance learning, and be grade level appropriate.

Procedures must be followed which include principal approval and signed parent/guardian permission. Students without signed permission will remain at school. Students will be transported to and from a field trip by a school or commercially insured vehicle only. No private automobiles may be used to transport students.

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.

All discipline policies will be observed during field trips. Students are expected to follow bus safety rules and be respectful to others while being transported to and from the field trip destination.

## FOOD SERVICES

Breakfast (not available at the Southeast Campus) and lunch are served daily in the cafeteria. Food purchases may be made with cash or by using a cafeteria debit account. Students may place money on their debit account before school each morning by placing payments in the site Child Nutrition deposit box (check with the site to determine the box location). An on-line payment option is also available to parents/guardians at myLunchMoney.com. Parents/guardians can manage their student's cafeteria account by creating a secure online account and make payments using their credit or debit card. Convenient options such as receiving low balance e-mail notifications, the ability to view the student's seven day account history and view the account balance are offered through myLunchMoney.com. During lunch students access their accounts by entering

the JPS student ID number on P.I.N. pads located at each cashier station.

Applications for the Free and Reduced Price Meal Program are available at the cafeteria office and the site principal's office.

## GRACE LIVING CENTER PARTNERSHIP

A Jenks Public Schools community partnership with Grace Living Center promotes the interaction of senior citizens with pre-kindergarten and kindergarten students. The intergenerational connections which are tied directly to the curriculum provide children with an opportunity to see firsthand and gain from the knowledge, experience, and wisdom of the elderly.

## 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 to 60 minutes
6	60 to 90 minutes

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

4. Completion of homework is the student's responsibility. Students may share this work with their parents/guardians and seek their help when needed.
5. Helpful parent/guardian involvement includes:
  - a. Provide a designated place to complete homework.
  - b. Provide support and monitor as needed.
6. 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.
7. Students who are absent will have at least the same number of days to make up work as days they were absent.

## **INSPECTION OF DATA COLLECTION INSTRUMENTS**

The District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of such collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. Parents/guardians and eligible students may inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to students. Review of such instruments shall be at a time mutually convenient to the principal involved and the parent. Any complaint by a parent regarding the parent's inability to inspect any such survey shall be addressed to the superintendent, or his or her designee, who shall have final authority over the matter.

## **INSPECTION OF INSTRUCTIONAL MATERIALS**

All instructional materials, including teacher's manuals, films, tapes, or other supplementary instructional material that will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents/guardians or students in the District. However, teacher lesson plans and tests are confidential records under the Oklahoma Open Records Act. After request by a parent, review of instructional materials shall be at a time mutually convenient to the teacher involved and the parent. Any complaint by a parent regarding the parent's inability to inspect any instructional material shall initially be addressed to the principal of the school where the parent's child attends. If the parent is dissatisfied with the principal's decision, then the parent may request review by the superintendent, or his or her designee, who shall have final authority over the matter.

Establishing a curriculum and determining to include or remove particular materials within the curriculum are the legal responsibilities of the Board of Education subject to statutory and state board of education guidelines. Nothing in this policy is intended to grant or require prior parental approval or control of materials or parental control, approval or review of teaching techniques or methods.

## **INSURANCE**

Student accident insurance is available to all students on a twenty-four (24) hour basis which includes coverage for all sports except football, or an at-school policy which covers the student during school hours.

## **INTERNET POLICY**

### **JENKS PUBLIC SCHOOLS NETWORK AND INTERNET ACCEPTABLE USE POLICY**

#### **Purpose Statement**

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

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

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

#### **Network and Internet Access - Terms and Conditions**

##### **Acceptable Use**

The use of the District system, whether by students, faculty, or staff, must be in support of education and consistent with the goals and strategic objectives of the

District. The transmission of any material in violation of federal or state law or regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Use of the District system for commercial activities is not acceptable.

#### **Parental/Guardian Consent for Students**

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

#### **Privilege of Use**

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

#### **Inappropriate Use**

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

- 1. Appropriate Language:** Do not use abusive language in messages to others. Be polite. Do not use obscene or profane language, vulgarities, and rude or disrespectful language. Do not engage in personal attacks or activities intended to distress or annoy another user.
- 2. Student Safety Usage:** Do not reveal personal contact information. This information includes telephone numbers and addresses. Do not use the Internet to ar-

range meetings with persons met on line. Users will promptly disclose to the teacher, District system administrator, or to any other member of the faculty or staff messages considered to be inappropriate.

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

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

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

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

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

#### **Limitation of Liability**

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

#### **Security**

Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual accounts and should take precautions to prevent others from accessing those accounts. Under no conditions should a user provide his/her personal password to another person. If a potential security problem has been identified on the District system or the Internet, the District Administrator must be notified immediately. Any attempt to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.

#### **Vandalism**

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

#### **Inappropriate Material**

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

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

4. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

5. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnicity, national origin, gender identity or preference, handicapped condition, or which advocates illegal conduct, violence, or discrimination toward any particular group of people. This includes racial and religious epithets, slurs, insults and abuse.

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

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

#### **Home Page and Web sites**

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

#### **LOST AND FOUND**

1. Lost and found items should be turned in to the office of the student's building so they can be placed in the Lost and Found Box.
2. Articles not claimed may be given to a charitable organization at the end of each semester.
3. Please label all items of clothing and lunch boxes with student's name.

## **LOST/DAMAGED BOOKS**

Books that have been lost or damaged must be paid for in full. Students should keep their receipt in case their book is found.

## **MEDIA CENTERS**

Using the material in Jenks Public Schools media centers is a privilege and a responsibility. Books may be checked out for a designated period of time. When students have overdue materials, they may not check out additional materials until the overdue materials have been returned or paid for. If a student loses a book, full replacement cost will be charged. A student will not receive a report card until outstanding books are returned or payment is received for the replacement of lost materials. A student transferring to another school must have returned or paid for all media materials before a transcript will be released.

## **MINUTE OF SILENCE**

According to state law schools will observe approximately one minute of silence each school day for the purpose of allowing each student in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

## **MONEY**

Jenks Public School policy requires that all checks must be made out to each school for such items as Troll books, Weekly Readers, sweatshirts, yearbooks, or for field trips, class parties, craft supplies, etc. All monies collected will be deposited in the activity account, and one check will be issued to cover the expense of the item or activity. When it is necessary to send money to school, please put it in an envelope with the child's name, the amount enclosed, and how the money is to be used. Send correct change if possible.

## **NON-DISCRIMINATION STATEMENT**

Jenks Public Schools prohibits discrimination in the educational programs and activities, admission programs of students, recruitment, selection and/or employment on the basis of race, religion, gender, age,

national origin, veteran status or disability. The 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 Special Education, Sooner Building 299-4415, ext. 2400. The office responsible for Title IX, Drug Free Work Place, Title VI, ADA, or discrimination complaints is the Department of Human Resources, Education Service Center 299-4415, ext. 2305.

## **NOTIFICATION AND OPT-OUT**

The District will directly notify parents/guardians, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. These activities do not include information for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, such as:
  - a. College or other postsecondary education recruitment, military recruitment;
  - b. Book clubs, magazines, and programs providing access to low-cost literary products;
  - c. Curriculum and instructional materials used by elementary and secondary schools;
  - d. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic clinical, aptitude, or achievement information about students and the subsequent analysis and public release of the aggregate data from such tests and assessments;
  - e. The sale by students of products or services to raise funds for school-related or education-related activities; and
  - f. Student recognition programs.

2. The administration of any survey containing one or more items described above in the Surveys section of this policy; and
3. Any non-emergency, invasive physical examination or screening that is (a) required as a condition of attendance; (b) administered by and scheduled by the school in advance; and (c) not necessary to protect the immediate health and safety of the student or other students. This provision does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screening that is permitted without parental notification.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. They are as follows:

1. The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.

Parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, misleading or in violation of student rights.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading or otherwise in violation of student privacy rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student privacy rights.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the

hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One (1) exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-5920  
 1-800-USA-LEARN (1-800-872-5327)

### **NOTIFICATION OF THREAT TO SELF OR OTHERS**

A parent/guardian is to be notified at any time a student discloses or is suspected of suicidal intentions or of causing harm to others. The crisis assistance team or a team representative will meet as soon as possible with the student to make an assessment concerning the severity of the situation and to provide information to the

student's parent/guardian. In order to ensure the safety of the student and other students, the team or representative may advise the parents/guardians to seek assistance outside of school. A list of agencies and emergency numbers will be made available. The District is not responsible for providing these services.

At the discretion of the crisis assistance team, parents/guardians will be requested to sign a Notification of Threat to Self or Others form indicating that they have been informed and are responsible for providing appropriate measures to ensure the student's safety and the safety of other students.

The failure of parents/guardians to provide professional support may result in school officials reporting negligence to the Department of Human Services and/or recommending that the student not return to school until his/her safety or the safety of others is assured.

### **PARENT/GUARDIAN CONCERNS**

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

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

1. Matters concerning individual students and their teachers or other school staff should first be addressed with the teacher or other school staff.
2. Unsettled matters from (1) above, or matters concerning individual sites, should be addressed with the principal.
3. Unsettled matters from (2) above, or problems and questions concerning the District, should be directed to the appropriate District level administrator.
4. Unsettled matters from (3) above should be placed in writing to the Superintendent. The Superintendent will schedule a meeting with the parent or guardian.
5. If the above procedures do not resolve the matter satisfactorily, the complainant may pursue the matter formally with the School Board. Questions and comments submitted to the School Board Clerk in letter form will be brought to the attention of the entire Board.

### **PARENTS AS TEACHERS (PAT)**

PAT is an early learning program for parents/guardians of children ages birth to four years. This is a voluntary program and the following services are provided: personal home visits by trained parent/guardian educators, group meetings, child development information and guidance, and screening-referrals for services as needed. "Stay and Play" times are offered for parents/guardians with children birth to three years, while families of three- and four-year-olds have an option of a cooperative pre-kindergarten.

### **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.

### **PLEDGE OF ALLEGIANCE**

At the beginning of each school day students are authorized to recite the Pledge of Allegiance to the Flag of the United States of America. Students not wishing to participate in the pledge shall not be required to do so, and such notification shall be posted in a conspicuous place to inform students.

### **PROMOTION OF TRIPS AND TRAVEL**

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

1. Groups or individuals who take responsibilities for planning and carrying out non-school sponsored trips consisting of groups of students and/or teachers must make parents/guardians aware such trips are not school-sponsored and that the schools assume no responsibility for the trip in any way whatsoever.
2. District facilities, the school name, the District, and District employees shall not be involved, directly or indirectly, in any way to promote or advertise pri-

vate or commercial non-school-sponsored travel activities for District personnel, students, or parents/guardians of students during the school day (except as provided below).

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

## **PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment affords parents/guardians and students who are 18 or emancipated minors ("eligible students") certain rights regarding curriculum materials, surveys, collection and use of information for marketing purposes, and certain physical exams. For purposes of this policy, the following definitions apply:

"Instructional material" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the internet). The

term does not include academic tests or academic assessments.

"Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

"Parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). All rights provided to parents/guardians under this policy transfer to the student when the student turns 18 years old or is an emancipated minor at any age.

"Personal information" means individually identifiable information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

"Survey" includes an evaluation.

## **PSYCHIATRIC OR PSYCHOLOGICAL EXAMINATIONS**

Without the prior written consent of the parent or guardian, no student who is an unemancipated minor shall be required, as part of any applicable program, to submit to psychiatric or psychological examination, testing or treatment.

## **REFERRAL**

Students in pre-kindergarten through twelfth grade who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts coordinate with the SoonerStart Early Intervention Program in referrals for eligible students beginning at three (3) years of age. The Oklahoma Area wide Service Information System (OASIS), through a toll-free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

## **SCHOOL OFFICE**

1. Your principal, building principals and office personnel are here to help you. They will always be glad to help on important matters and concerns.
2. Be courteous, polite and respectful at all times.

## SEARCH POLICY

Designated representatives of Jenks Public Schools have the authority to detain and search or authorize the search of any Jenks school student, or property in the possession of the student, when reasonable suspicion exists which supports the belief that the student is in possession of property that is illegal, prohibited by school rules or board policy, or stolen from another student, an employee, or the school. Designated representatives have the authority to search while on school premises, at school activities, or in transit under authority of the school. School personnel all have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel may utilize trained contraband dogs on school premises. Students may be required to submit to metal detector searches and have their purses, book bags, briefcases, etc. searched with x-ray machines and/or metal detectors. The Superintendent or designee will develop administrative regulations for implementing this policy. Students may be detained or searched under the following circumstances:

1. Student is on school premises.
2. Student is in transit under the authority of the school.
3. Student is attending any school sponsored or school authorized function.

The search should be as follows:

1. Held in a place as private as practical.
2. Conducted by a school representative of the same gender as the person to be searched.
3. Conducted before an adult witness of the same gender when practical.
4. Conducted so that only cold weather outer wear is removed for the person searched.
5. Conducted so that if additional clothing needs to be removed, legal authorities and/or a search warrant is obtained. (In no circumstances will a strip search

be conducted by a Jenks Public Schools representative.)

6. Related to the object of the search, not unduly intrusive in light of the age and sex of the person searched.

The search will be documented by a written statement including:

1. Reason for search.
2. Date and time of search.
3. Location of search.
4. Signature of witness.
5. Brief explanation of contraband found.
6. Signature of school representative conducting the search.

NOTE: The exception to the above will be those instances when a search involving a group of students is necessary for the safety and security of students as deemed appropriate by the Superintendent/designee.

The school representative conducting the search may preserve any weapons, illegal substances, missing or stolen property or other contraband found.

\*Designated representatives include administrators and campus security personnel, and sponsors and coaches when access to administrators or security personnel is not practical.

## SEVERE WEATHER

Procedure for dismissing school due to severe weather:

1. The condition of the roads on the Jenks Public Schools' bus routes is the determining factor as to whether schools will be in session.
2. Bus routes throughout the District are checked by transportation personnel in the early evening (before 10:00 p.m.) and early morning (before 6:00 a.m.).
3. All news media (TV and radio stations) that can be contacted are notified if school is being dismissed.
4. Students who ride buses have been notified by their bus drivers where to meet the bus when minor adjustments are necessary due to snow or ice.
5. Things to consider:
  - a. Road conditions are not the same in all school districts. Therefore, some school districts will dismiss when others will not.
  - b. The Jenks Public School buses have heavy motors that sit over the rear wheels and give better traction than the average automobile.

- c. Since many parents/guardians work and may make arrangements for children to be met at bus stops or homes at specific times, it is impractical to dismiss school early. If school is to be dismissed early, all news media will be notified.
- d. Bus time schedules will vary more than normal when bad road conditions exist.
- e. All school days missed due to bad weather must be rescheduled by adding additional days at the end of the school term or deleting scheduled vacation days.

## **SEXUAL HARASSMENT**

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

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

### **GENERAL PROHIBITIONS**

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

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

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

For the purposes of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing.

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

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

### **SPECIFIC PROHIBITIONS**

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

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

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

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

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

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

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

### **PROCEDURE**

Employees who have a complaint alleging sexual harassment should report their complaint to the Administrator of Human Resources or designee, who will initiate

an investigation. A report will be made to the Superintendent of Schools regarding accusations, investigative procedures, and reconciliation of complaints. Additionally, there will be a direct response to the complainant. Students who have a complaint alleging sexual harassment should report their complaint to their respective building principal or counselor. The site principal will initiate an investigation of the complaint under the supervision of the Administrator of Human Resources or designee. A report will be made to the Superintendent of Schools regarding accusations, investigative procedures, and reconciliation of complaints.

## **SOONERSTART**

SoonerStart is Oklahoma's early intervention program that serves children with disabilities from birth to three years of age.

## **SURVEYS**

Without the parent/guardian's prior consent, no student shall be required to submit to a survey, analysis, written examination or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's family;
2. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Mental or psychological problems of the student or the student's family'
6. Critical appraisals of other individuals with whom the student has a close family relationship;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; and
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Parents/guardian may inspect, upon request, a survey created by a third party before the survey is administered or distributed to students. Review of such surveys shall be at a time mutually convenient to the principal involved and the parent/guardian. Any complaint by a parent/guardian regarding the parent/guardian's inability to inspect any such survey shall be addressed to the superintendent, or his or her designee, who shall have final authority over the matter.

The District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of the administration or distribution of a student survey containing one or more of the items mentioned above.

## **TELEPHONE**

1. If you have a touch-tone phone and know the extension number: call 299-4415 and the extension number. If you do not know the extension number, have a rotary phone or require other information, dial 299-4411 for all campuses and the switchboard operator will direct your call.
2. Students will not be allowed to make/receive phone calls except in case of emergency. The administrator or a designee will define the emergency.
3. Students will only be allowed to use the phone if the teacher/administrator gives permission.

## **TOBACCO-FREE ENVIRONMENT**

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.

## **TRANSFER WITHIN THE DISTRICT**

1. Parents/guardians may request a transfer to another school site within the District by filling out the proper form that is available at each site Principal's Office.
2. Transfers will be considered annually on a space available basis.
3. Transfers must be requested in writing from the sending school each year.
4. Transfers are contingent on the maintenance of a satisfactory discipline record.
5. Parent/guardian is responsible for transportation.
6. Transfer requests can be submitted at any time. Parents/guardians will be contacted when a decision has been made.

## **TRANSPORTATION POLICY**

Jenks Public Schools provides transportation to and from designated bus stops. Students are expected to go to the designated stop closest to their home for transportation to school and exit at a designated stop closest to their home for afternoon transportation. The transportation department reserves the right to assign students to a specific bus stop as needed. Only students residing within the District are permitted to ride the school bus. Transfer students are not eligible for bus transportation services.

Students who ride a bus other than the one assigned to them must have a bus pass completed in full, signed by their principal. Bus passes will be issued for students who enroll after Labor Day or for emergency reasons. Students will not be issued a bus pass to ride a bus to work, an activity, an appointment, i.e., Boy Scouts, Girl Scouts, sporting practices or events, dentist, doctor, other types of appointments, day care, baby sitters or other similar reasons.

Jenks Public Schools students are required to respect the property of the District. Any incidents of vandalism, defined as a deliberate action that results in damage to school property, including but not limited to graffiti, damage to buses, facilities, other District property, may result in disciplinary action. Furthermore, students may be held liable for the cost of the repair or the cost of cleaning the vandalized District property.  
Safety and Behavior Code for Bus Riders

1. Safety and Behavior Code for Bus riders  
Permission for any pupil to ride a bus is conditioned on his good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules will be reported to the school principal and can be denied permission to ride to and from school. School rules apply to students while on buses.
  - a. The emergency door may only be opened at the direction of the bus driver. If the door is opened in non-emergency situations, it could endanger the lives of the passengers.
  - b. Students should remain seated while the bus is in motion.
  - c. While on the bus, all students are under the direct supervision of the bus driver. Students should obey the driver's suggestions promptly.
  - d. The use of profane or abusive language or gestures and disruptive behavior will not be allowed.
  - e. Students should keep all parts of their body inside the bus at all times.
  - f. No food or drink will be permitted on the bus.

- g. Students should not run toward a school bus while it is in motion. (In bus loading zones, after the door closes, it will not be reopened.)
- h. Pupils who must cross the road after leaving the bus should pass in front of the bus at the direction of the bus driver. Pupils are not to cross behind the bus. The "danger zone" is an area around the bus that extends ten (10) to fifteen (15) feet. This is the area where most accidents occur and all students need to be aware of this "danger zone."
  - i. Students should enter and exit the bus at their designated bus stop only.
  - j. Good behavior and manners are expected at the designated bus stop.
  - k. Rules for bus behavior will be posted on each bus.
2. Only principals have the authority to suspend transportation services. The Director of Transportation may suspend services in emergency situations.
  - a. A student whose behavior is such that it directly jeopardizes the safe operation of the school bus, or who refuses to follow the directions of the driver will lose his bus riding privilege without receiving previous warnings. Immediate loss of riding privilege can result from vandalism, fighting, abusive language or gestures directed toward school personnel, failure to cooperate with driver, possession and/or use of drugs, weapons, etc., throwing/spitting objects or any other actions that jeopardize the safety of student passengers or school personnel.
  - b. Bus discipline procedures involving identified special education students are determined individually.
3. Consequences for Violations of Bus Rules
  - a. First Offense (Minor)—Assigned seat by the bus driver and placed on probation.
  - b. Second Offense (Minor)—Assigned seat and placed on probation. Parent/guardian contacted by phone and written notice from the Transportation Office.
  - c. Third Offense—Loss of bus privilege for a minimum of two (2) days. Parent/guardian contacted by phone and written notice from Principal's Office.
  - d. Fourth Offense—Loss of bus privilege for a minimum of five (5) days. Par-

ent/guardian and student must attend a conference with the principal and a transportation supervisor to reinstate riding privilege. Parent/guardian contacted by phone and written notice from Principal's Office.

- e. Fifth Offense—Loss of bus privilege for a minimum of ten (10) days. Parent/guardian and student must attend a conference with the principal and a transportation supervisor to reinstate riding privilege. Parent/guardian contacted by phone and written notice from Principal's Office.
- f. Sixth Offense—TERMINATION OF BUS RIDING PRIVILEGE for current semester and/or succeeding semester.

The discipline steps listed above are the ones normally followed to correct inappropriate behavior. However, discipline may begin at any level if the behavior merits a more severe disciplinary action to correct the behavior. The student management program is based primarily on the number of occurrences. Your cooperation and understanding are greatly appreciated.

4. a. East

There are two areas available for parent/guardian/visitor parking. In the north lot off of Harvard, parking is available in designated parking spaces. There is also fifteen (15) minute parking along the curbs (with the exception of designated fire lanes). In the south lot off of 91<sup>st</sup> street, visitors may park in designated parking spaces.

b. West

Since it is necessary for the safety of our students that we keep the bus parking area as free of cars as possible, we ask that parents/guardians who transport their children to and from school use the following parking areas:

Building B/C Parking area north of Bldg. B  
Building D East end of large oval, nearest the north entrance of Bldg. D and east end of Bldg. D. Oval parking lot will be closed prior to the beginning of school and after 2:50 p.m.

c. Southeast

Parents/guardians picking up students after school should do so in the center oval or south oval.

Please refer to "drop-off and pick up procedures" provided in enrollment packets.

5. Walkers

At all sites a note is required to be filed in each building for all students walking to and from school. We strongly recommend students not be allowed to cross major thoroughfares. Walkers should cross with crossing guards whenever available.

## UNDERAGE ENTRANCE

Students must be four (4) years old on or before September 1 to enroll in the District pre-kindergarten program (four-year-old 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.

## 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.

#### **VISITATION BY PARENTS/GUARDIANS**

All visitations must be scheduled and approved by the building administrator. Special restrictions may be administered at the discretion of the administrator.

To minimize disruption, parents/guardians may visit their child's classrooms under these circumstances: to attend a class function such as a party or a play; to have a conference with the teacher in the classroom when other students are not present; to make classroom observations during instructional time. Requests may be required in writing and delivered to the administrator at least forty-eight (48) hours prior to visiting the classroom at the discretion of the principal.

Observations may occur within the following guidelines:

An administrator may require that the parents/guardians be accompanied by school personnel;

Observations will not be scheduled during achievement testing or any other activity that could be disrupted by the presence of visitors in the classroom;

No recording equipment or cameras will be permitted in the classroom during an observation of the instructional process unless prior permission is given by the administrator.

#### **VISITORS**

All visitors to any of the buildings must report to the office in each building. Your child will be called to the office if you are picking him/her up or need to see him/her for other reasons. If you are here to visit with a teacher, other school employee, or attend a conference, meeting, etc., then you will be registered at the office and issued a special visitor badge.

It is our desire to provide an ultimate degree of protection for your child and feel that one way of doing this is by controlling the flow of visitors to the school. Please remain in the office area until your child has arrived or until a school staff member has met with you there.

LobbyGuard is a computerized visitor management program designed to screen visitors, parents/guardians, contractors, and volunteers entering Jenks Schools. The system runs instant background checks against databases in all fifty states and immediately alerts appropriate personnel, as needed. The LobbyGuard system gives school personnel the ability to have instant access to information regarding building visitors, volunteers and their hours of service, and parental/guardians custody. In addition, the program integrates with existing building security systems to enhance student safety.

When a request is made by a non-parent/guardian to visit on campus during the school day, it is the discretion of the administration whether or not to grant permission. Student visitors will not be permitted on school grounds.

## **WELCOMING NEW STUDENTS**

1. Help new students "feel at home."
2. Tell a new student your name. Introduce him or her to other students. Always be friendly.
3. It is your responsibility to help the new pupil know and enjoy the school.

## **WITHDRAWAL**

1. Please notify your child's teacher and the building Administrative Assistant as soon as possible in the event that your child will no longer be attending Jenks Public Schools.
2. All books and materials must be returned or paid for before withdrawal can be completed.
3. All lunch charges are to be paid in the cafeteria.
4. A copy of the withdrawal form and the health record may be picked up by a parent/guardian at the school office.

5. If you desire copies of school records to take with you, notify the Administrative Assistant at least three (3) days prior to withdrawal.

## **WORKBOOKS**

Workbooks that are purchased by the school are to be left at the school if you move.

## **HEALTH SERVICES**

### **NURSE'S CLINIC**

A registered school nurse is on duty every day. The Nurse's Office for East Campus is located in the Cafeteria Building; for West Campus it is in Building D; and at Southeast it is in the classroom building, just south of the Principal's Office. 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.

### **ALLERGIES (NUT 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/latex 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 and individual symptoms. Jenks Public School recommends the use of an allergy alert identification bracelet.

## 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/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/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/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 medica-

tion 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 or anaphylaxis 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 par-

ent/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 provide documentation, signed by a licensed physician or public health authority, as each subsequent immunization is received. The immunization 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/guardians 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.

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.

## **BEFORE AND AFTER SCHOOL ENRICHMENT**

### **TUITION FULL DAY CHILD CARE**

The Before/After Enrichment Program (B/A) was created to provide a safe extended day program for JPS kindergarten – fourth grade children. Recognizing the busy lifestyles of today’s family, the District attempts to work in partnership with home and parents/guardians. The following guidelines are designed for your convenience and to facilitate adequate staffing and a quality program.

Serves: JPS Kindergarten – 4<sup>th</sup> grade children  
 Time: 6:30 a.m. - school starts and school dismissal – 6:00 p.m.  
 Cost: Tuition plus an annual enrollment fee per school year

## **HEALTH EDUCATION**

The nurses will provide health education on growth and development to girls in the fourth 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.

## **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 grade girls.

## **ENROLLMENT**

To enroll, contact the site coordinator where your child will be or is attending to determine if space is available for your child.

East B/A Enrichment	299-4415, ext. 5525
Southeast B/A Enrichment	299-4415, ext. 5864
West B/A Enrichment	299-4415, ext. 5940
Central Adventure Club	299-4415, ext. 2577

## **ACCIDENTS OR INJURIES**

Only minor first aid treatment is given at our school. Parents/guardians will be informed of minor accidents. In the case of an emergency 911 will be called, as well

as the parents/guardians.

## **ARRIVAL AND DISMISSAL**

The B/A Enrichment is open from 6:30 a.m. until school starts and from the time of school dismissal until 6:00 p.m. You may leave your child at the center any time between these hours. Please let your child's teachers know what your schedule will be so they will know when your child will arrive and leave. Please be prompt in picking up your child in the evening; a fee of \$1.00 per minute per child will be charged for all children picked up between 6:00 p.m. and 6:05 p.m. After 6:05 p.m. the fee is \$5.00 per minute.

## **ATTENDANCE**

Call the site your child attends when your child is going to be absent. This process helps to ensure your child's safety. We are prepared for your children each day whether they attend or not; no refunds are given for days absent.

## **EMERGENCY WEATHER DAYS/JPS HOLIDAYS**

The B/A Enrichment will be closed when JPS declares an emergency weather day. The B/A Enrichment will be open during most school holidays and will be closed only on Independence Day, Labor Day, Thanksgiving (two days), Christmas (five days), New Year's Day, and Memorial Day. Tuition for non-school days is not included in the semi-monthly payment, nor does the sibling discount apply. A nonrefundable payment is due five (5) days prior to the first day of any scheduled non-school day break.

## **MEDICATION**

A parent or guardian must complete a medication form for any medication their child needs to take. By filling out this form, they are giving the preschool staff written consent and instructions. The medication form is for nonprescription and prescription medicine as well as diaper rash ointment, petroleum jelly, insect repellent, sunscreen, cough drops and lozenges. With regard to prescription medication, it must be in its original container with the label and doctor's name,, child's name, dosage and how often it is to be given.

## **PAYMENTS**

Tuition payments are due on the 1st and 15th day of each month. If an account becomes five (5) days past due, a twenty dollar (\$20.00) late fee will be assessed to the account. Your child may be dropped from the program if your account becomes fifteen (15) days past due. If a check is returned due to non-sufficient funds, a fifteen dollar (\$15.00) service charge will be assessed to the account. The B/A Enrichment contract each parent/guardian must sign can be terminated on fourteen (14) days written notice by either party.

## **ADVENTURE CLUB EXTENDED DAY PROGRAM**

### **TUITION CHILD CARE**

Adventure Club was created to provide a safe extended day program for JPS pre-kindergarten children. Recognizing the busy lifestyles of today's family, the District attempts to work in partnership with home and parents/guardians. The following guidelines are designed for your convenience and to facilitate adequate staffing and a quality program.

Serves: JPS Pre-kindergarten children  
Time: 6:30 a.m. - 6:00 p.m.  
Cost: Tuition plus an annual enrollment fee per school year

### **ENROLLMENT**

To enroll, contact the site coordinator where your child will be or is attending to determine if space is available for your child.

East Adventure Club	Ext. 5114
Southeast Adventure Club	Ext. 5863
West Adventure Club	Ext. 5653

### **ACCIDENTS OR INJURIES**

Only minor first aid treatment is given at our school. Parents/guardians will be informed of minor accidents. In the case of an emergency, 911 will be called, as well as the parents/guardians.

## **ARRIVAL AND DISMISSAL**

The Adventure Clubs are open from 6:30 a.m. until 6:00 p.m. You may leave your child at the center any time between these hours. Let your child's teachers know what your schedule will be so they will know when your child will arrive and leave. Parents/guardians should be prompt in picking up children in the evening; a fee of \$1.00 per minute per child will be charged for all children picked up between 6:00 p.m. and 6:05 p.m. After 6:05 p.m. the fee is \$5.00 per minute.

## **ATTENDANCE**

Call the site your child attends when your child is going to be absent. This process helps to ensure your child's safety. We are prepared for your children each day whether they attend or not; no refunds are given for days absent.

## **EMERGENCY WEATHER DAYS/JPS HOLIDAYS**

The Adventure Clubs will be closed when JPS declares an emergency weather day. The Adventure Clubs will be open during most school holidays and will be closed only on Independence Day, Labor Day, Thanksgiving (two days), Christmas (five days), New Year's Day, and Memorial Day. Tuition for non-school days is not included in the semi-monthly payment, nor does the sibling discount apply. A nonrefundable payment is due five (5) days prior to the first day of any scheduled non-school day break.

## **MEDICATION**

If medication must be given while your child is at Adventure Clubs, JPS guidelines must be followed.

Medication must be brought in its original container (both prescription and nonprescription medication) with original label intact.

Written permission to give medication must be completed in your child's classroom. Topical applications, such as diaper rash ointment, petroleum jelly, insect repellent, and suntan lotion, can be administered only with written consent and instructions.

## **PAYMENTS**

Tuition payments are due on the 1st and 15th day of each month. If an account becomes five (5) days past due, a twenty dollar (\$20.00) late fee will be assessed to the account. Your child may be dropped from the

program if your account becomes fifteen (15) days past due. If a check is returned due to non-sufficient funds, a fifteen dollar (\$15.00) service charge will be assessed to the account. The Adventure Club contract each parent/guardian must sign may be terminated on fourteen (14) days written notice by either party.

## **JENKS COMMUNITY TUITION PRESCHOOL FOR THREE YEAR OLDS**

### **GENERAL INFORMATION**

The Jenks Community Preschool (JCP) is a tuition based program sponsored by Jenks Community Education located at designated locations. It offers full and half day preschool classes for three-year-olds. Please check your specific site for start and end times. In order to be eligible the child must be three (3) on or before September 1. JCP is staffed by qualified teachers with a bachelor's degree, associate's degree, or CDA credential in early childhood education/child development or equivalent, and early childhood experience. JCP has small class sizes, and low student/teacher ratios, allowing a maximum of fifteen (15) children per two (2) teachers in the program.

Contact the District Program Coordinator at 299-4415, ext. 2405.

### **ENROLLMENT**

The following procedures will be helpful in enrolling your child:

Contact JCP personnel at ext. 2405. Packets may be mailed or they may be picked up at the sites.

Complete the registration form on the enrollment brochure and return with the nonrefundable registration fee. This will hold a place for your child.

### **ACCIDENTS OR INJURIES**

Minor first aid treatment is given at Jenks Public Schools. If a child is injured while at the ELC, an 'ouchie report' will be completed and sent home with the child. If a child has a serious injury while at the ELC, the staff will call 911 and the paramedics will take appropriate action. The parent/guardian will be notified by

phone and an incident report will be completed. Any cost incurred for medical care or emergency transportation will be the responsibility of the parent/guardian.

## **ATTENDANCE**

Parents/guardians need to sign in each day when delivering their child. No one, except a parent/guardian, will be permitted to pick up a child without prior approval. The emergency section of the enrollment packet includes an alternate pick up consent form to designate other pick-up arrangements.

JPS would appreciate a call to the building's Administrative Assistant when your child is going to be absent 299-4415, ext. 2271.

It helps the teacher plan and assures the child that we are interested in his/her well-being and miss him/her when absent.

JCP follows the Jenks School Calendar, including all scheduled days off. Anytime JPS is closed for inclement weather or emergency, the JCP will be closed also.

To withdraw a child from JCP, please notify the building administrative assistant with a two (2) week notice.

## **BEHAVIOR MANAGEMENT**

JCP believes that children who are actively engaged in appropriate activities with adequate supervision will have few discipline needs. The staff of the pre-school use positive guidance techniques which are solution oriented and designed to help solve problems. JCP sets consistent, logical rules and clearly defined limits. The teachers are trained to respond in caring ways to inappropriate behavior. They work to help children understand why certain behaviors are inappropriate and help them learn to change those behaviors. The teachers strive to help the children become increasingly more responsible for their actions.

## **EMERGENCY SCHOOL CLOSINGS**

On certain occasions due to climatic or other conditions, school may be closed.

If school personnel determine school will not be in session, they will contact TV and radio stations. Please listen to radio and television broadcasts to determine if

school is in session.

## **FIELD TRIPS**

JPS campus field trip experiences are an important enhancement of our developmental approach. Parents/guardians are encouraged to assist as chaperones when possible. Each child must have a signed permission form for each trip. Parents/guardians will be notified well ahead of time of class plans.

## **LUNCHES**

Lunch is not included in monthly tuition payments. Children may bring a sack lunch from home or purchase a nutritious school lunch. School lunch orders must be placed by 9:00 a.m. each day. If a child would like a school lunch and will be late to school, please contact the site Administrative Assistant, ext. 2271, before 9:00 a.m. The tuition payment and lunch payment must be paid separately. Please do not send cash with a child.

## **SNACKS**

JCP will provide a snack in the morning and in the afternoon.

## **PARENT OR GUARDIAN/TEACHER COMMUNICATION**

There will be a monthly newsletter sent home including themes for the month, special needs, field trips, parties, and conferences.

There will be an evening Open House/Orientation for an overview of the program and an opportunity for parents/guardians to see the room and get acquainted with teachers. Parents/guardians are welcome to speak with the teacher before classes start and after classes end. Special conferences may be arranged with your child's teacher. There will be two conference/progress report times scheduled during the year (fall and spring). Parents/guardians are encouraged to participate in the classroom with special talents/occupations, at party times, and for field trips. Parents/guardians are also welcome to come and observe.

## **PHILOSOPHY AND CURRICULUM**

JCP provides an integrated enrichment program designed to meet the social, intellectual, physical, and emotional needs of the young child. We believe the child's early learning environment should be positive, nurturing, and inviting. Since young children learn largely from experience and discovery, our curriculum includes a wide variety of "hands-on" learning experiences and activities. We use both structured group times and interest centers in our room to stimulate learning. We also believe all children can reach their full potential in a secure environment that promotes self-esteem and respect for all.

We strongly believe a child's play is his/her work and learning time too. Young children gain most of their knowledge of how the world works through these creative playtimes. They also gain valuable social skills for later life.

To that end, JCP offers daily opportunities to use a wide variety of art materials that encourage the development of motor control, visual perception, eye-hand coordination, and creativity. Large motor skills are encouraged in daily outdoor play. There is an emphasis on music including singing, listening, playing rhythm games and instruments, learning finger plays, and participating with records and dances.

The language acquisition program includes the use of books, and sharing of reading and literacy activities. Math understanding is developed many ways: counting, sorting, comparing, graphing activities, working puzzles, blocks, manipulative and shape and number recognition games. An interest in science is fostered with our classroom animals, nature items, illustrated science materials, and "hands-on" experiments.

Dramatic play opportunities enrich language and social skills. Providing listening time and time to express oneself verbally to each child encourages feelings of self-worth and the development of language skills. Sharing listening time in group activities creates an awareness of the needs of others. We encourage opportunities in all settings for the child to think, reason, question, and experiment.

## **JENKS EARLY LEARNING CENTER**

### **TUITION FULL DAY CHILD CARE**

Jenks Public Schools Early Learning Center (ELC) is committed to providing the best program possible for your child. We believe that each child is a unique person with his/her own time clock for growth. Our goal is to provide children with experiences that cause them to question and discover, leading to development of new concepts. We place emphasis on developing the whole child—physically, socially, emotionally, and intellectually—and in all these areas wish to instill a love of learning within your child and foster a positive self-concept.

Serves: Six weeks through two years of age  
Time: 6:30 a.m.—6:00 p.m.  
Cost: Tuition plus an annual enrollment fee per school year

### **INFANTS AND TODDLERS**

Your infants and toddlers will have a full day with playtime, snack, lunch, and nap time. During playtime your child will have many opportunities to play with manipulative toys (blocks, building toys, puzzles, etc.) to develop his/her small motor skills. In addition, your child will enjoy the outdoor play environment (weather permitting) to develop large motor skills and use socialization skills.

The development of language skills will be strongly emphasized in this program. This will be done through labeling objects, finger plays, stories, nursery rhymes, and dramatic play areas. We believe a good, strong language development is the most important prerequisite of future learning.

### **TWOS**

Carefully planned learning centers will be the central part of your child's day. Free choice centers such as reading (looking at books and listening to tapes), creative art, manipulative toys to develop fine motor and math concepts, writing, dramatic play, and discovery science will be available during active times of the day. In addition, there will be group times in which concepts are discovered through finger plays, songs, and reading books.

### **ENROLLMENT**

Contact the ELC office at ext. 2405 to determine if space is available for your child and to set a time to tour the facility.

Only minor first aid treatment is given at our school. Parents/guardians will be informed of minor accidents. In the case of an emergency, 911 will be called as well

as the parents/guardians.

## **ARRIVAL AND DISMISSAL**

The ELC is open from 6:30 a.m. until 6:00 p.m. and you may leave your child at the center any time between these hours. However, even if you bring your child for only a few hours, if you are contracted for full day care you must pay for a full day. Let your child's teacher know what your schedule will be so they will know when your child will arrive and leave. Please be prompt in picking up your child in the evening; a fee of \$1.00 per minute per child will be charged for all children picked up later than 6:05 p.m.

## **ATTENDANCE**

Call the ELC, ext. 2405 when your child is going to be absent. This process helps to ensure your child's safety. We are prepared for your children each day whether they attend or not; no refunds are given for days absent.

## **BEHAVIOR**

The early childhood specialists feel that redirecting a child's interest will often solve a behavior problem. For example, if a student jumps off furniture, the staff might redirect by demonstrating how he/she can jump on the mat.

The teachers and coordinator will contact parents/guardians for a conference on any behavior that does not respond to this type of communication. Parents/guardians are encouraged to discuss the needs of their children with the teachers and coordinator by making an appointment, so all parties are available for the discussion.

## **ILLNESS**

To protect all children, sick children should be kept at home. A child may not attend school at the ELC with any of the following symptoms:

- ❖ Fever over 100.4° (child may not return for 24 hours after fever is gone)
- ❖ Vomiting
- ❖ Diarrhea
- ❖ Undiagnosed rash
- ❖ Inflamed or matted eyes

## **EMERGENCY WEATHER DAYS/JPS HOLIDAYS**

The ELC will not be open when JPS declares an emergency weather day.

The ELC will be open during most school holidays and will be closed only on Independence Day, Labor Day, Thanksgiving (two days), Holiday Break (five days), New Year's Day and Memorial Day.

## **MEDICATION**

An ELC medication form completed by the child's physician must be on file before ELC staff can administer medication. This form provides the staff with written consent and instructions on how to administer medication. The ELC office staff has been trained in administering medication and is the only staff allowed to do so. All ELC Medication Forms along with the child's medications will be stored in the office. Notify the classroom teacher of any medication requirements.

# 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
S M T W T F S									S M T W T F S								
<b>AUG.</b>	1 2 3 4 5 6								<b>JAN.</b>	1 2 3 4 5 6 7							4
	7 8 9 10 11 12 13									8 9 10 11 12 13 14							5
	14 15 16 17 18 19 20							2		15 16 17 18 19 20 21							4
	21 22 23 24 25 26 27							5		22 23 24 25 26 27 28							5
28 29 30 31							3	29 30 31							2		
<b>SEP.</b>	1 2 3							1	<b>FEB.</b>	1 2 3 4							3
	4 5 6 7 8 9 10							3		5 6 7 8 9 10 11							5
	11 12 13 14 15 16 17							5		12 13 14 15 16 17 18							5
	18 19 20 21 22 23 24							5		19 20 21 22 23 24 25							4
25 26 27 28 29 30							5	26 27 28 29							3		
<b>OCT.</b>	1								<b>MAR.</b>	1 2 3							2
	2 3 4 5 6 7 8							5		4 5 6 7 8 9 10							5
	9 10 11 12 13 14 15							5		11 12 13 14 15 16 17							5
	16 17 18 19 20 21 22							3		18 19 20 21 22 23 24							0
23 24 25 26 27 28 29							5	25 26 27 28 29 30 31							5		
30 31							1	30 31							1		
<b>NOV.</b>	1 2 3 4 5							4	<b>APR.</b>	1 2 3 4 5 6 7							5
	6 7 8 9 10 11 12							5		8 9 10 11 12 13 14							5
	13 14 15 16 17 18 19							5		15 16 17 18 19 20 21							5
	20 21 22 23 24 25 26							2		22 23 24 25 26 27 28							5
27 28 29 30							3	29 30							1		
<b>DEC.</b>	1 2 3							2	<b>MAY</b>	1 2 3 4 5							4
	4 5 6 7 8 9 10							5		6 7 8 9 10 11 12							5
	11 12 13 14 15 16 17							5		13 14 15 16 17 18 19							5
	18 19 20 21 22 23 24							0		20 21 22 23 24 25 26							5
25 26 27 28 29 30 31							0	27 28 29 30 31							3		
3 4 5 6 7 8 9							1	<b>JUNE</b>	1 2							1	
3 4 5 6 7 8 9							1		3 4 5 6 7 8 9							1	

First Quarter - Days Taught.....39  
 Professional Days .....4  
 Work Day for Teachers.....1  
 Second Quarter - Days Taught.....40  
 Professional Days .....0

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**