

JENKS ALTERNATIVE CENTER STUDENT/PARENT HANDBOOK **2017-2018**

A Guide for Students, Faculty, and Patrons

All students are responsible for the information and regulations included in this handbook and are subject to all rules and policies set forth by the Jenks Board of Education, State Department of Education, Oklahoma Secondary School Activities Association, and the North Central Accrediting Association. All personnel hired by the Jenks Board of Education are authorized to enforce these policies.

DIRECTORY

Phone: 918-299-4411.....	Direct Dial:.....	918-299-4415 + Extension Number
Principal.....	Amie Hardy.....	2420
Site Administrative Assistant.....	Michelle Meehleder.....	2420
Transportation Director.....	Jeremy Hairrell.....	5700
Student Assistance Coordinator.....	Paula Lau.....	2340
Library/Media.....	Katy Blair/Shari McLaughlin.....	2359
Nursing Services.....	Janet Stewart/Lynne Clark.....	2263, 2280
Registrar.....	Pauline Nagelschneider	2474
Special Education Coordinators.....	Ramona Roberts/Stacy Nissley.....	2436, 2437

MOTTO (VISION)

“A Tradition of Excellence with a Vision for Tomorrow”

Mission Statement of Jenks Public Schools

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

Revised by the Board of Education, June 1996

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POLICIES AND PROCEDURES

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.

CHILD FIND/IDENTIFICATION, LOCATION, AND EVALUATION

In accordance with the requirements of the Individuals with Disabilities Education Act, the State Department of Education, Section 504 of the Rehabilitation Act, and Title II of the Americans with Disabilities Act the district will identify, locate, and evaluate students suspected of having a disability, ages 3 through 21, who may need special education and related services, regardless of the severity of the disability. These child find/identification, location and evaluation activities will be conducted throughout the year by the district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Child Find/Identification

The district will identify, locate, and evaluate students suspected of having a disability, ages 3 through 21, who may need special education and related services, regardless of the severity of the disability or whether the student is advancing from grade to grade. The district will coordinate with other agencies, private, and charter schools within the district geographical boundaries. Some private schools may qualify for federal funds. Public awareness of the opportunities available to home schooled or highly mobile or homeless students will be promoted as well.

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 Districts coordinate with the Sooner Start Early Intervention Program in referrals for eligible students beginning at three (3) years of age.

Evaluation

Under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and Title II of the Americans with Disabilities Act evaluation is defined as 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 services and/or accommodations that the child may need.

Written consent of the parent/guardian for such evaluation must be on file with the District prior to any child receiving an initial evaluation to determine eligibility for special education services. This 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.

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. 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.

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.

Collection of Personally Identifiable Information

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

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

District Copyright Policy

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

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

Institutional works may include, but are not limited to, curriculum guides, curriculum materials, video or audiovisual productions, and works that depict 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 its copyright.

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

CREDIT FOR LEARNING

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 Credit for Learning guidelines can demonstrate content knowledge, skills, and application of learning in the core areas regardless of time spent in the classroom. Parental involvement is integral in the credit for learning/promotion process as is consideration of the student's social, emotional, physical, and intellectual needs. Credit for Learning is intended to serve those unique students enrolled in Jenks Schools whose needs cannot be met by following a traditional timetable and sequence but require promotion beyond current placement. Credit for Learning opportunities will be available for students from grades K-12 in the core content areas of language arts, mathematics, science, social studies, languages, and the arts.

Students who request Credit for Learning will complete an application process and take a criterion-referenced test to measure the priority skills and knowledge relevant to each core course or subject for which credit is desired. If passed at the ninety (90) percent or higher level, student applicants may then complete a performance component. That component will be evaluated by selected staff and must meet standards comparable to superior ninety (90) percent performance.

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

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

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

CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS

It is the policy of the Board of Education that a parent who is awarded legal custody of a student 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 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 student in school, withdraw a student 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 student briefly at school; and to participate in parent teacher conferences (not necessarily together in the same conference).

DELIVERIES

The school will not accept deliveries (such as flowers or balloons) and deliveries to students cannot be made from the office.

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 this policy is to provide for the exercise of this right by Jenks School District students and at the same time to inform Jenks School District students of the conditions which the Jenks School District Board of Education deems essential to prevent interference with the mission of this District to provide educational services for all Jenks School District students.

Certain definitions as used in this policy are as follows:

Distribution means the circulation of written material by handing out copies, selling, or offering copies for sale and accepting donations for copies.

Written material includes, but is not limited to, leaflets, magazines, books, brochures, fliers, petitions, newspapers, buttons, badges or other insignia.

“Minors” means persons under the age of eighteen (18).

Jenks Public School students may distribute written materials at any entrance or exit to a school building for a period not to exceed thirty (30) minutes prior to the commencement of the earliest class in that building and not to exceed thirty (30) minutes after the end of the last instructional class in that building. Students may distribute written materials at an entrance or exit to a school cafeteria when lunch is being served in the cafeteria. Students may distribute written materials before and after regular school hours at the entrances and exits to school gymnasiums, school stadiums, school auditoriums or other school facilities when those facilities are being used. Students will not distribute written materials in or on school grounds, leased parking lots, or facilities except as stated above.

Students shall not distribute written materials in a manner which disrupts a school activity or which impedes the flow of traffic within hallways or entranceways to the school. No person will be compelled to accept any written material. A person who declines to accept written material will not be threatened, treated with disrespect (verbally or by gesture), or impeded in any manner.

Students who distribute written materials will be responsible for removing discarded and leftover materials from the school facility and grounds before the students leave the school premises after distributing material.

The distribution of written material shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, students must realize that rights go hand-in-hand with responsibilities and that students have a responsibility to refrain from the distribution of written material which is:

Obscene to minors, meaning material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors; and when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors of the age to whom distribution is directed;

Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation;

Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for presentation to minors because of sexual connotations or profane language;

A display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors;

Group defamation, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or handicapping condition. This includes racial, gender related, and religious epithets, "slurs," insults and abuse;

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

Students are required to submit written materials to the school principal five (5) school days in advance of distribution. If the school principal concludes that the submitted written material falls within one (1) or more of the categories of prohibited materials described above, the principal shall notify the students in writing stating the reasons. Distribution without principal's permission may subject students to disciplinary action as provided herein, and the principal may elect to take action to halt distribution of the material.

Students who violate this policy will be subject to disciplinary action, including suspension.

If a student is suspended for violation of this policy or if distribution of a publication is halted by a principal, the student may appeal the decision in accordance with the Jenks School District Student Suspension Procedures currently in effect.

This policy does not apply to official school publications, such as yearbooks or student newspapers published as a part of the school curricula. All schools within the Jenks School District shall provide a notice in the Student Handbook that by permitting the on-campus distribution of written materials by Jenks Public School students under this policy, the school, the Jenks School District, and the Board of Education are not approving any written material distributed by students or endorsing, supporting, or advocating the content of the material. Any student shall be entitled to a free copy of this policy upon request.

DISTRIBUTION OF FLIERS/POSTERS-OTHERS

The distribution of all literature by outside agencies and individuals is to be approved by the Director of Communications. Jenks Public Schools utilizes an online platform as the method to distribute flyers electronically throughout the District. Individuals wishing to distribute materials are required to create an account with the online flier company and submit the flier through the online platform. The Director of Communications will approve/disapprove the submitted flier and an email will be sent from the online flier company to the requestor with the result. No literature will be distributed that contains religious or political materials and/or advertising overtones which may be beneficial to any particular group or business at the expense of others.

ELECTRONIC WIRELESS DEVICES/CELL PHONES

Jenks Public Schools promotes an environment for instructional learning that is safe and secure. Therefore, in order to foster digital citizenship, students are urged to practice mature and responsible cell phone usage. The District establishes rules for the use of wireless communication devices during the school day

Students may possess wireless communication devices during school hours under the following conditions:

1. In the classroom, the device must be turned off and not be visible.

2. Students are prohibited from using the device except when a teacher allows the use of the device for academic purposes.
3. Beyond the authorized classroom use, elementary and intermediate students may only use their electronic devices before or after school hours. Students in grades seven and eight may use their electronic devices before or after school hours and during lunch, and students in grades nine through twelve may use electronic devices before or after school hours, during passing periods, and during lunch.
4. No electronic devices may be used in areas where a reasonable expectation of privacy exists, including, but not limited to, restrooms and locker rooms.
5. School personnel shall have the authority to detain and search any student upon the reasonable suspicion that the student is misusing the communication device. School personnel shall have the authority to confiscate the device from the student's possession.
6. Refusal by a student to give the device to school personnel when requested may result in the student being suspended from school.
7. Misuse of the wireless communication device may result in additional discipline consequences. Examples of misuse include, but are not limited to, cheating, unauthorized use, or the creation or sharing of inappropriate pictures or video.

A violation of any part of this policy may result in disciplinary consequences as well as the confiscation of the wireless communication device. The confiscated device may be picked up by the student after school.

Discipline will be administered according to the following guidelines:

- a. First offense: Two (2) hours of detention.
- b. Second offense: Four (4) hours of detention.

ENGLISH LANGUAGE DEVELOPMENT PROGRAM (ELD)

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 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 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.

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 Superintendent 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 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 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.

EXPENSES

Textbooks are free; however, some expenses may be incurred for classroom aids for personal use in subjects such as shop, drafting, art, etc. Some teachers may suggest supplementary texts in the form of a periodical, magazine or workbook. Other expenses the student may incur are paying for lost textbooks,

library fines, school pictures, parking fines, graduation costs, and items of a similar nature.

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

EXTRACURRICULAR ACTIVITIES CONTRACT

To be eligible to participate in any extracurricular activity or receive a permit to park on campus, a student must read and sign a contract acknowledging his/her understanding of Jenks Public Schools' policies concerning the possession or use of alcohol and other illegal drugs, and agree to be bound by the provisions for violation. Students found to be in violation of an extracurricular activities contract or parking contract at any time during the duration of the contract will be subject to the restrictions of participation in activities, and/or the restrictions of any parking permit. These policies in their entirety may be found in the secondary student handbooks and Board Policies and Procedure Handbook.

FIELD TRIPS

To attend school-sponsored trips, a student must have a parent/guardian signed field trip permit. This permit will be kept on file until the function has ended.

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 by school or commercial insured buses 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 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. 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.

HARASSMENT, BULLYING AND INTIMIDATION

Harassment, bullying, intimidation and threatening behavior constitute unethical and/or unacceptable employee or student conduct that will not be tolerated at any level. All District employees and students are strictly prohibited from engaging in any form of harassment, bullying, intimidation or threatening behavior of any other employee or student. Any District employee or student engaging in harassment, bullying, intimidation 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, bullying, intimidation, it certainly includes, but is not limited to, written or verbal expressions, expressive gestures, electronic communication, or physical acts that are menacing, sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of the District. A reasonable person should know that these expressions, communications or acts will harm another student or employee, damage property, place another student or employee in fear of harm to their person or property, or demean the student

or employee. Threatening behavior includes any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, District employees, or District property.

The District prohibits harassment, bullying, intimidation and threatening behavior on District grounds, in District vehicles, at designated bus stops, at school-sponsored activities or at school-sanctioned events. Harassment, bullying, intimidation and threatening behavior by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at a District student or employee and concerns harassment, bullying or intimidation at school. When specific allegations of harassment of a sexual, racial, or religious nature, or due to a disability are filed, the Office of Human Resources will conduct a thorough investigation. A principal or designee will investigate other allegations of harassment or bullying and, when appropriate, provide education, information about community health options, and/or discipline related to such behavior.

Individuals bring different levels of sensitivity to interaction. What may seem harmless, trivial, or “all in good fun” to one person may be extremely offensive to the person to whom the comments or actions are directed. In determining what a “reasonable person” should recognize as an act placing a student or employee in reasonable fear of harm, District staff will consider the reasonableness based on any special emotional, physical, or mental needs of a particular individual; personality or physical characteristics, or history that might cause the individual to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; as well as the disciplinary history, personality of and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

The District is committed to providing appropriate and relevant training to District employees regarding identification of behavior constituting student or employee harassment, bullying, intimidation and threatening behavior and the prevention and management of such conduct. Students, like District employees, shall participate in education programs which clearly define expectations for student behavior and emphasize an understanding of student harassment, bullying, intimidation and threatening behavior. Also included in such education programs will be the District’s prohibition of such conduct, the reasons why the conduct is destructive, unacceptable and a pathway that may lead to disciplinary action.

Students are encouraged to inform District personnel if they are the victim of or a witness to acts of harassment, bullying, intimidation or threatening behavior. To help prevent bullying at school parents should encourage their student to report bullying when it occurs, take advantage of opportunities to talk to their student about bullying, inform the school immediately if they think their student is being bullied or bullying other students, watch for symptoms that their student may be a victim of bullying and report those symptoms. Full cooperation with District employees in identifying and resolving incidents, and participation in activities designed to eliminate harassment, bullying, intimidation and threatening behavior, including activities to address confirmed incidents is also encouraged. For ease in reporting, a District reporting form will be provided when appropriate.

It is an important duty of District employees to report acts or behavior that the employee witnesses that appears to constitute harassment, bullying, intimidation or threatening behavior. All District employees shall encourage students who tell them about such acts to complete a District report form. For young students, District employees given that information will need to provide direct assistance to the student. District employees who hear of incidents that may, in the employee’s judgment, constitute harassment, bullying, intimidation or threatening behavior, will report all relevant information to the site principal or designee.

Site administrators or their designees shall investigate all reported incidents of harassment, bullying, intimidation or threatening behavior and take prompt and effective action to address confirmed incidents and prevent their recurrence. This action may include discipline, referral to the school counselor, referral to community mental health care providers, student social skills training and other actions. In addition, site administrators or their designees will also determine the severity of confirmed incidents and assess their potential to result in further violence. Those employees shall promptly report their findings to the site principal and other appropriate staff members.

When designated administrators confirm an incident of student harassment, bullying, intimidation or threatening behavior, they may also determine that it is appropriate to recommend that the student and parent take advantage of available community mental health care options in an effort to provide additional student assistance and prevent the recurrence of further incidents. If so, designated administrators will advise the parent in writing of such options available in the community and surrounding area. Pursuant to the requirements of state law, the District may request the disclosure of any information concerning students who have received mental health care for an incident that indicates an explicit threat to the safety of students or employees. The District will make any such request for disclosure in compliance with applicable state and federal laws and regulations.

HEALTH SERVICES

Nurse's Clinic

The Nurse's Office is located at the in the northwest end of the Math/Science Center. Registered school nurses are on duty every school day. 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 (Nuts and Latex)

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

1. Refrain from the use of any nut/latex products in crafts, projects, experiments, or foods prepared or served at Jenks Public Schools.
2. Serve 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, child, teacher and Health Services as to the nature of the allergy and individual symptoms. We recommend the use of an allergy alert identification bracelet.

Food Allergies

Jenks Public Schools makes every effort to accommodate medically-based dietary needs. To communicate a student's needs, please follow these steps:

1. Be sure the student's food allergies are communicated on the enrollment record.
2. Each school year, provide the nurse's office with medical documentation of the student's life-threatening food allergies from a licensed physician.
3. Each school year, complete a Food Allergy Action Plan in the nurse's office.
4. Access either the printed menu or the Cafeteria menu tab on the JPS Child Nutrition web page. Call the site cafeteria manager for food allergy information.
5. Advise your student of safe food selections from the school cafeteria menu based on allergens and your student's preferences.
6. If the student is unable to complete food selections independently, access a Food Avoidance Request Form on the JPS Child Nutrition web page. Send the request to the child's teacher daily or weekly. The teacher will make sure the requests are given to the cafeteria manager or designee. Based on these written instructions, the cafeteria staff will help the student with appropriate food selection.
7. Provide allergy-safe snacks for your student at classroom snack time or on party days.
8. In the absence of medical documentation and written parental instructions, the parent and student are responsible for safe food choices at school.

Health Education

AIDS (Acquired Immunodeficiency Syndrome) Education is required by Oklahoma State Law and will be provided for high school students at least once during their high school education. The curriculum

developed by the Oklahoma State Department of Education is used, as required. An informational meeting for parents/guardians is provided, as required, at least thirty (30) days prior to the implementation of the curriculum. All curriculum and materials used to teach AIDS education will be available for inspection by parents/guardians. If a parent/guardian does not want the student to be involved in the AIDS education program, he/she must notify the principal in writing each year.

Head Lice Procedures

1. Suspected cases of head lice are to be reported to the nurse. If a student is found to have head lice, the entire class will be examined by the school nurse since head lice are contagious and will not disappear without treatment.
2. Students found to have head lice will have their parents contacted and will be sent home for treatment. If a student has siblings in the Jenks Public Schools they will also be examined by the school nurse. Parents will be offered information on treatment, egg (nit) removal, and cleaning of the environment. Parents 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 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. Information pertaining to the treatment of head lice can be found on the Jenks Public Schools website.

Health Screenings

Vision and hearing screenings can be done when requested by the teacher, parent/guardian or student. Any parent/guardian who does not wish to have a child participate in these activities must write a letter to the principal each year.

Illness at School

Except for an emergency, a pass from the office will be required before a student goes to the nurse. The nurse will determine, along with the parent, if a student is to be sent home due to illness or injury and in all cases, the parents/guardians and the Attendance Office will be contacted by the Nurses' office. The nurse, not the student, will initiate phone contact

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 or authorize students who drive to transport themselves.
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.

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.

Medication at School

All medication taken at school including over the counter medications must be kept in the Nurses' 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 Nurses' Office. It is strongly recommended that a parent/guardian deliver the medication to the Nurses' Office and complete the above-mentioned form.
2. Prescription and Nonprescription Medications: Prescription and/or nonprescription medicine must be brought to the Nurses' 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 the parent/guardian. All medication not picked up by the last day of school will be discarded.
4. Asthma or Anaphylaxis Medication: According to the provisions of Section 1-116.3 of Title 70 of the Oklahoma Statutes, the Board of Education permits the self-administration of inhaled asthma medication by a student for treatment of asthma and the self-administration of anaphylaxis medication by a student for treatment of anaphylaxis according to the requirements as follows:
 - a. The parent or guardian of the student must authorize in writing the student's self-administration of medication.
 - b. The parent or guardian of the student provides to the school a written statement from the physician treating the student that the student has asthma or anaphylaxis, is capable of, and has been instructed in the proper method of self-administration of medication.
 - c. The parent or guardian of the student provides the school with an emergency supply of the student's medication to be administered pursuant to this policy.
 - d. The school informs the parent or guardian of the student, in writing, that the District and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - e. The parent or guardian of the student signs a statement acknowledging that the school shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - f. The permission for self-administration of asthma 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.

In accordance with Oklahoma Statutes, the Board of Education permits School Health Clinics to stock Epinephrine injectors for treatment of anaphylaxis according to these requirements:

- a. The district licensed physician consultant will write a prescription for stock injectors at each school health office. The licensed physician will incur no liability from injury arising from the use of prescribed injectors.
 - b. The School Nurse will maintain at least two current injectors for each school health office.
 - c. A School Nurse or other school employee trained in correlation with State Department of Health standards may administer an epinephrine injection when they believe in good faith that the student is having an anaphylactic reaction. In addition, EMS services will be contacted.
 - d. Student parents/guardians grant permission for emergency health care and waive liability from injury annually with a signature on the enrollment forms.
 - e. The District will provide annual training in managing food allergies/anaphylaxis.
5. Diabetes: The Diabetes Management in School Act (Section 1210.196.2 of Title 70) states that each student with diabetes will have a Diabetes Medical Management plan that describes the health services that may be needed by the student while at school. In accordance with the diabetes

medical management plan, the school shall permit the student to attend to the management of his/her diabetes which may include:

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

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

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

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

6. Acetaminophen and Ibuprofen: Acetaminophen (Tylenol) and Ibuprofen (Advil, Motrin, etc.) are available upon request by students if parent/guardian permission was given on the Enrollment Form.
7. Aspirin: Aspirin is not offered at school and is not recommended for persons under twenty-one (21) years of age. If a student's doctor advises aspirin for specific conditions, the nurse will administer the aspirin as directed upon receiving the doctor's written order.
8. Homeopathic/Herbal Medication: Homeopathic and herbal medicines may be given by the nurse if the medication is FDA approved and if the medication and the requested dosage is age appropriate according to the directions on the manufacturer's label. Written permission from the student's parent 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.

INSURANCE

Student accident insurance is available to all students on (1) a twenty-four hour basis which includes coverage for all sports except football, or (2) an at-school basis which covers the student during school hours. Athletic insurance will be made available to all students at student expense. Any student participating in athletics must sign an insurance waiver or purchase the policy made available at the school. The Jenks Board of Education does not assume responsibility and is not liable for any athletic injuries to students.

INTERNET BASED INSTRUCTION: SUPPLEMENTAL ONLINE COURSES

(See *also* Network and Internet Acceptable Use Policy)

Upon request, the District will provide supplemental learning opportunities using online technology in a

nontraditional classroom setting to students enrolled in the District. Supplemental online courses are an optional avenue of instruction for District-enrolled students and are part of, not an addition to, a student's six period school day. All existing requirements related to student progress including retention, promotion, and grade assignment are the same for the District's online students as they are for students enrolled in traditional courses. The District shall ensure that students have the opportunity to advance through the supplemental online course at their own pace so long as the supplemental online course completion corresponds with the standard course completion schedule of the District or the student's Individualized Education Program (IEP) or 504 Plan.

Information about the JPS Virtual School, grades 9-12, may be found on the Jenks Public Schools website, or by contacting the Virtual School Coordinator, who is housed in Jenks High School Building 6. Students or parents at other sites should contact their school site for specific information regarding course availability and procedures for enrollment. The determination of the educational appropriateness of online courses for individual students will be made by the site principal or designee(s), or by an IEP team when applicable.

For additional information, please refer to the Jenks Public Schools Policies and Procedures Handbook, Policy 3.19 – Internet Based Instruction: Supplemental Online Courses.

INTERNET POLICY

Jenks Public Schools Network and Internet Acceptable Use Policy

Purpose Statement

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

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

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

Network and Internet Access - Terms and Conditions

Acceptable Use

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

Parental 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 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 bear primary responsibility for communicating acceptable behavior and family values to their children. The District encourages parents 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 arrange meetings with persons met on line. Users will promptly disclose to the teacher, District system administrator, or to any other member of the faculty or staff messages considered to be inappropriate.
3. **Electronic Mail:** Electronic mail (E-mail) is not a private communication. The District and system administrators have access to E-mail, E-mail accounts, and network activity. Accessing personal home E-mail accounts and/or use of social media should not interfere with the performance of an employee's duties.
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 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. However, guest network access will be available to students enrolled in online courses or other visitors attending professional meetings. Individuals who are given permission to use personal equipment to access the guest 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, 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.

District "Home Page" Web Policy

The District will establish a "Home Page" Web site and will develop Web pages that will present information about the District. The Director of Communications is responsible for organizing Web page content and developing procedures for designing and maintaining all aspects of the District Web site.

All information presented as a part of the District Web site must be directly related to projects and activities supported by Jenks Public Schools administration, department, site, class and/or school sponsored clubs. All content must be approved prior to posting on the site specific Web pages of the District Web site. Approval authority is as follows:

Class and Club Web Page Content.....	Site Principal
Dept. Web Page Content.....	Reporting Administrator
Site & District Web Page.....	Content Superintendent

Departments, sites and classes may establish Web pages that present information about their specific activities according to Web Content Policy. The site principal or department head will designate an individual Web master to be responsible for managing the department, site and/or class Web page. Each Web master will work directly with the Director of Information Services to follow proper procedures and to ensure proper development and linkage with Jenks Public School District Web page. With the approval of the site principal, extracurricular organizations may establish Web pages associated with the District and site Web site. The Director of Information Services will establish a procedure and specific criteria for the establishment and posting of material, including pointers to other locations on the Internet. Material presented on the organization Web page must relate specifically to organization activities, will include only material produced by students belonging to the organization and will support the mission and purpose of Jenks Public Schools.

From the District Web site, students will not be permitted to develop or link their individual home pages to any part or portion of the District Web site.

All materials published on a Web page must meet procedural requirements set by the Director of Information Services and must adhere to all related Jenks Public Schools Board policies.

Written authorization is required to use the name, picture, and/or other personally identifiable information of any administrator, faculty, staff, and/or student of Jenks Public Schools as a part of the District, department, site, class and/or club Web page.

Individual student names will be used only in conjunction with an article and/or a picture displayed as a part of the District, department, site, class and/or club Web page. For students of Jenks Public Schools, written permission must be obtained from parents in order to post any picture of any student individually or as a part of a group prior to inclusion on a Web page.

Written permission must also be obtained from parents in order to list a student name in a Web article and/or in the caption for a Web picture. At no time will student Internet E-mail addresses be listed on any Jenks Public Schools Web page.

All Web page correspondence will be directed through the Web master for each individual Web page.

MESSAGES

We do not deliver messages to students. The exception to this rule will be in the case of an emergency only.

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, color, religion, gender, sex, 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).

The District has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints concerning discrimination based upon race, color, religion, gender, sex, age, national origin, veteran status, or disability. Any person who believes he or she has been discriminated against based upon one (1) of these protected categories is encouraged to file a discrimination complaint. The office responsible for Section 504 complaints is the office of Student Programs, Education Service Center 918-299-4415, 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 918-299-4415, ext. 2305.

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment affords parents 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 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.

Inspection of Instructional Materials

In order to promote transparency in the education process, the District's instructional materials will be available for parent review. Instructional materials include items such as teacher manuals, audiovisual, or other supplementary instructional material that will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents/guardians of students in the District

In order to review these materials, a parent should submit a written request to the Office of Teaching and Learning. The request must specify the class/subject, teacher, student's name, and the types of items being requested for review. Within ten (10) days, the Executive Director of Teaching and Learning will arrange for a mutually convenient time for the review or will notify the parent that a review cannot be permitted. If the parent's request to review the material is declined, the Executive Director of Teaching

and Learning will provide the parent with an explanation of why the material is not available. All reviews will be conducted between the hours of 8:00 a.m. and 5:00 p.m. in the Education Service Center. Instructional materials may not be removed from the Education Service Center by the parent.

In the event the requested review is denied or after fifteen (15) days with no response from the Executive Director of Teaching and Learning, the parent may request this information through the Board of Education in accordance with the District's policy regarding parent rights.

Surveys

Without the parent'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'
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 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. 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.

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

Psychiatric or Psychological Examinations

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

Notification and Opt-Out

The District will directly notify parents, 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. Book clubs, magazines, and programs providing access to low-cost literary products;
 - b. Curriculum and instructional materials used by elementary and secondary schools;
 - c. 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;
 - d. The sale by students of products or services to raise funds for school-related or education-related activities; and
2. College or other postsecondary education recruitment, military recruitment;

- e. Student recognition programs.
3. The administration of any survey containing one or more items described above in the Surveys section of this policy; and
4. 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.

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 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.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents 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 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 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 or eligible student believes are inaccurate, misleading or in violation of student privacy rights. Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading or otherwise in violation of student privacy rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student privacy rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent 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 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 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. Disclosures may also be made related to some judicial orders or lawfully issued subpoenas.

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
800-USA-LEARN (800-872-5327)

Directory Information

The Family Educational Rights and Privacy Act require that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless the District is advised to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your student'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 (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The District has designated the following information as "directory information," and it will disclose that information without prior written consent:

1. The student's name;
2. The names of the student's parents;
3. The student's address;
4. The student's telephone listing;
5. The student's electronic mail address;
6. The student's date and place of birth;
7. The student's dates of attendance;
8. The student's grade level (i.e., first grade, tenth grade, etc.);
9. The student's participation in officially recognized activities and sports;
10. The student's degrees, honors and awards received;
11. The student's weight and height, if a member of an athletic team;
12. The student's photograph; and
13. The most recent educational agency or institution attended.

At the beginning of each school year, the list or revised list of the items of directory information will be presented to parents/guardians during the online registration process. Students who are new to the District will be presented with the directory information during the online enrollment process. Parents will indicate their consent during the registration/enrollment process. Parents may not opt out of disclosing directory information if the purpose is to prevent the disclosure of the student's name or institutional email address in a class in which the student is enrolled, or to prevent the school from requiring the student to wear a student

ID badge.

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 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 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 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 should first be addressed with the teacher.
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.

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 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 aware such trips are not school-sponsored and that the schools assume no responsibility for the trip in any way whatsoever.
2. School District facilities, the school name, the District, and District employees shall not be involved, directly or indirectly, in any way to promote or advertise private or commercial non-school-sponsored travel activities for District personnel, students, or parents of students during the school day (except as provided below).
3. School District employees are prohibited from distributing during the school day or at a school facility printed materials to District personnel, students, or parents 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 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 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.

SEXUAL HARASSMENT

It is the policy of Jenks Public Schools that sexual harassment of faculty, staff, and a student 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 regarding accusations, investigative procedures, and reconciliation of complaints. Additionally, there will be a direct response to the complainant.

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

SEVERE WEATHER

1. Radio and TV stations will be notified if school is to be dismissed. Please do not call the school or school personnel at their homes. Listening to the broadcasts will be sufficient.
2. When severe weather conditions exist, alternate bus routes and time schedules may be utilized. The bus driver will inform students of "ice routes" prior to the winter weather season.

SPECIAL EDUCATION

Special education means specially designed instruction, at no cost to the parents, to meet unique needs of a child (ages 3-21) with one of the following disabilities: autism, deaf-blindness, or 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 student'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.
- Public/private residential facility.
- Home instruction/hospital environment.
- Correctional facility.
- Parentally placed in private schools.
- Instruction in other settings.

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 (IEP) for each student on an individual basis.

STUDENT POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL AND ILLEGAL DRUGS

Possession, use, administration, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages and/or controlled substances is illegal and will not be tolerated at Jenks Public Schools or at any school-related functions. Law enforcement agencies, parents, and/or guardians will be notified. Drug offenses occurring during the seventh and eighth grades shall be cumulative for the duration of the student's middle school career. Drug offenses occurring in grades nine through twelve (9-12) shall be cumulative throughout the student's high school career. Students in violation of this policy will receive suspension as follows:

Use, Possession, or Purchase

Any student purchasing or exhibiting evidence of use, possession, or purchase of a controlled or illegal drug, counterfeit or imitation drug, barbiturate, inhalant, alcoholic or low-point beer, any other abusable chemical substance or related paraphernalia will receive the following discipline.

First Offense

Ten (10) days of off-campus suspension, followed by twenty-five (25) days of In-House Intervention, which may be reduced by fifteen (15) days pending participation in Student Assistance Programs. Five (5) days reduced for professional drug/alcohol evaluation/assessment and an additional ten (10) days reduced for attending four (4) outpatient counseling sessions when recommended by the provider conducting the assessment. If outpatient counseling is not recommended by the provider, the student may satisfy the counseling requirement by attending four (4) hours of drug/alcohol education. The student or his/her parent/guardian must make arrangements to reduce the 25 days of in-house intervention no more than five (5) days from the first day of in-house served. Otherwise, the full 25 days will be served.

Student will be suspended from participation in all extracurricular activities (including meetings, practices, performances, games and competitions) during the time of in-school intervention. The District Student Athlete Contract is supplemental to this policy (an athlete will be required to miss a minimum of two (2) games or competitions).

High school students only – Student will lose his/her parking decal and parking privileges for the remainder of the current semester and/or the following semester. He/she will have the option of regaining parking privileges by undergoing two (2) successful, random drug tests at his/her own expense within sixty (60) days following the dates of suspension.

Second and Subsequent Offenses

Ninety (90) days off-campus suspensions, which may be reduced to sixty (60) school days pending participation in weekly drug/alcohol outpatient services beginning within two weeks of the suspension and the production of a monthly, negative screen for alcohol and drugs. The student must produce a clean drug screen administered by a professional drug testing lab, as well as documentation from the outpatient counseling provider that the student has been in attendance at weekly sessions during the duration of the suspension, in order to re-enter school at the sixty (60) day mark.

Drug offenses occurring during the seventh and eighth grades shall be cumulative for the duration of the student's middle school career. Drug offenses occurring in grades nine through twelve (9-12) shall be cumulative throughout student's high school career.

In some cases, students may be offered the option of an online alternative program. The suspension will be reduced to ten (10) days, during which time the student will be required to complete and/or initiate any requisite screenings, assessments, contacts or other actions as determined by the appropriate administrator. After ten (10) school days, if documentation is produced by the student indicating that the required actions have been completed, the student will be enrolled in the online educational program.

Selling or Distributing

Any student found guilty of selling or distributing of a controlled or illegal drug, counterfeit or imitation drug, barbiturate, inhalant, alcoholic or low-point beer, any other abusable chemical substance or related paraphernalia will be suspended as follows:

First Offense

Suspension for the remainder of the current and/or following semester. In some cases, students may be offered the option of an online alternative program. The suspension will be reduced to ten (10) days, during which time the student will be required to complete and/or initiate any requisite screenings, assessments, contacts or other actions as determined by the appropriate administrator. After ten (10) school days, if documentation is produced by the student indicating that the required actions have been completed, the student will be enrolled in the online educational program.

Definitions related to drugs and alcohol:

- "School-related functions" include, but are not limited to, activities taking place before school, during the regular school day, after school, weekends and at any other school where Jenks students are participating in an activity.
- "Low-point beer" means and includes beverages containing more than one-half (1/2) of one (1) percent alcohol by volume, and not more than three and two-tenths (3.2) percent alcohol by weight.
- "Alcoholic beverage" means alcohol spirits, beer, and wine as those terms are defined herein and also includes every liquid or solid, patented or not, containing alcohol, spirits, wine, or beer and capable of being consumed as a beverage by human beings. "Abusable chemical" means drug, substance, or immediate precursor, included in but not limited to:
 1. opiates, including their isomers, esters, ethers, salts, and salts of isomers, esters and ethers;
 2. any opium derivatives, their salts, isomers and salts of isomers;
 3. any material, compound, mixture, or preparation which contains any quantity of any substance having a potential for abuse associated with a depressant or stimulant effect on the central nervous system.

NOTE: All controlled dangerous substances are listed in Schedules I through V of Article II of OS Title 63, Section 2-101.

**Jenks School District Student
Extracurricular Activities Participant Alcohol and Illegal
or Performance Enhancing Drugs Contract
20__ to 20__ School Year**

Statement of Purpose and Intent:

Participation in school sponsored extracurricular activities at the Jenks School District is a privilege and not a right. Such privilege is governed by the Jenks School District Policy on Alcohol and Drug Testing of Students Participating in Extracurricular Activities and/or Parking on School District Property (the "Policy"). This policy is found in the Jenks Policies and Procedures Handbook and the Student/Parent Handbook. Alcohol and illegal or performance enhancing drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Jenks School District. Students who participate in activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship and training. Accordingly, student extracurricular activities participants carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol or illegal or performance enhancing drugs.

Participation in Extracurricular Activities:

For the safety, health and well-being of the students of the Jenks School District, the Jenks School District has adopted the Policy and this Student Extracurricular Activities Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the "Extracurricular Activities Contract") which shall be read, signed and dated by the student, parent or custodial guardian and sponsor or coach before such student shall be eligible to practice or participate in any extracurricular activity. **No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Extracurricular Activities Contract.**

Student's Last Name	First Name	Middle Initial	Grade	Student ID Number
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I understand after having read the Policy and this Extracurricular Activities Contract that, out of care for my safety and health, the Jenks School District enforces the rules applying to the consumption or possession of alcohol and illegal or performance enhancing drugs. As a student extracurricular activities participant, I realize that the personal decision that I make daily in regard to the consumption or possession of alcohol and illegal or performance enhancing drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate the Policy regarding the use or possession of alcohol and illegal or performance enhancing drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of my participation as outlined in the Policy.

Signature of Student

Date

We have read and understand the Policy and this Extracurricular Activities Contract. We desire that the student named above participate in the extracurricular activities of the Jenks School District and we hereby agree to abide by all provisions of the Jenks School District's Policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

Signature of Parent or Custodial Guardian
[If the student athlete is 18 years or older, he/she must also sign at this line in addition to the line above.]

Date

BELOW PLEASE OBTAIN THE SIGNATURE OF ANY SPONSOR OR COACH OF AN EXTRACURRICULAR ACTIVITY IN WHICH YOU ARE INVOLVED:

Signature of Sponsor/Coach

Team/Extracurricular Activity

**Jenks School District Student
Parking Permit Application and
Alcohol and Illegal Drugs Contract
20__ to 20__ School Year**

Statement of Purpose and Intent:

Parking on the property of the Jenks School District is a privilege and not a right. Such privilege is governed by the Jenks School District Policy on Alcohol and Drug Testing of Students Participating in Extracurricular Activities and/or Parking on School District Property (the "Policy"). This policy is found in the Jenks Policies and Procedures Handbook and the Student/Parent Handbook. Alcohol and illegal drug use of any kind is incompatible with the privilege of parking on the property of the Jenks School District. Students who park on School District property operate vehicles in close proximity of other students. Because of this, the potential harm from misjudgment or impaired judgment of a student is great. Students who park on School District property carry a responsibility to themselves, their fellow students and members of the public to operate their vehicles in a safe and reasonable manner, which includes avoiding the use or possession of alcohol or illegal drugs.

Parking Permits:

For the safety, health and well-being of the students of the Jenks School District, the District has adopted the Policy and this Parking Permit Application and Alcohol and Illegal Drugs Contract (the "Parking Permit Contract") which shall be read, signed and dated by the student, parent or custodial guardian before such student shall be eligible to apply for a parking permit. **No application for a parking permit will be considered until the student has returned the properly signed Parking Permit Contract.**

Student's Last Name	First Name	Middle Initial	Grade	Student ID Number
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I understand after having read the Policy and this Parking Permit Contract that, out of care for my safety and health, the Jenks School District enforces the rules applying to the consumption or possession of alcohol and illegal drugs. As a driver, I realize that the personal decision that I make daily in regard to the consumption or possession of alcohol and illegal drugs may affect my health and well-being as well as the possible endangerment of those around me. If I choose to violate the Policy regarding the use or possession of alcohol and illegal drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of any parking permit issued to me as outlined in the Policy.

Signature of Student

Date

We have read and understand the Policy and this Parking Permit Contract. We desire that the student named above be issued a parking permit by the Jenks School District and we hereby agree to abide by all provisions of the Jenks School District's Policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

Signature of Parent or Custodial Guardian

Date

[If the student is 18 years or older, he/she must also sign at this line in addition to the line above.]

PLEASE PROVIDE THE INFORMATION BELOW:

Car Description: _____

(Year) (Color) (Make) (Model)

Car Tag Number: : _____

(Please Print)

Driver's License Number: _____

TESTING STUDENTS WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES

(See also Student Behavior Policy – Drugs and Alcohol)

The Board of Education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event hereby adopts the following policy.

Statement of Purpose and Intent

The safety of students and employees of the School District is of paramount concern to the Board of Education. Students who are under the influence of alcohol or an illegal chemical substance when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event pose serious safety risks to students, employees and the public.

The Board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This Policy will not infringe on those rights. However, due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on a student's ability to perform as a student, the Board will not tolerate the behavior of students who use, possess, distribute, purchase, sell or are under the influence (as defined in the Policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

This Policy will apply to all students of the School District, and Violations of this Policy will subject the student to disciplinary action, including out-of-school suspension from school.

Definitions

"Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which may be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

"Alcohol" means ethyl alcohol or ethanol and includes "low point" beer.

"Under the influence" means any student of the School District who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

"Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

"School property" means any property owned, leased or rented by the School District, including but not limited to school buildings, parking lots and motor vehicles.

"Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

"Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of this Policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in

the light of experience, and may be based upon, among other things:

- i) Observable phenomena, such as:
 - (1) the physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, or
 - (2) the direct observation of alcohol or drug use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event;
- ii) A report of drug or alcohol use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, provided by reliable and credible sources as determined by an administrator;
- iii) Evidence that a student has tampered with an alcohol or drug test;
- iv) Evidence that a student is involved in the use, possession, sale, administration, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

Procedures for Alcohol or Illegal Chemical Substance Testing

Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

Form to List Medications

In the case of urine samples, the samples must be collected by a test monitor of the same sex as the student in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample.

If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school.

Each student shall be given a form on which the student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use the gas chromatography/mass spectrometry technique or an equivalent scientifically accepted method of equal or greater accuracy with rules and cutoff levels approved by the State Board of Health. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method with rules and cutoff levels approved by the State Board of Health. Upon written request, the student will be furnished with a free copy of all test results performed under this Policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by the School District under this Policy shall be at School District expense. Any student who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles or going to or from a school sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the

alcohol or drug use test results. If the student asserts that the positive test results are caused by something other than consumption of alcohol or an illegal chemical substance by the student, then the student will be given an opportunity to present evidence that the positive test result was produced by something other than consumption of alcohol or an illegal chemical substance. The School District will rely on the opinion of the District's laboratory which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the School District will not report on or disclose to the School District any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

Student Alcohol and Drug Use Tests - When Required

Any student whose behavior while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit the School District from disciplining any student in the absence of an alcohol or drug use test of the student.

Any student who refuses to take an alcohol or drug use test when so required under the provisions of this policy will be deemed to have violated this policy and will be subject to disciplinary action including out-of-school suspension from school to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

Any student who possesses, uses, administers, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this Policy) of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event or as a result of alcohol or drug use tests conducted under this Policy will be subject to disciplinary action, including out-of-school suspension from school.

Persons Authorized to Order Alcohol or Drug Testing

The Superintendent or designee(s) has the authority to require alcohol or drug use testing of students under this Policy.

Out-of-School Suspension Due Process Procedures

Any student who is subject to an out-of-school suspension for the violation of this Policy shall be afforded appropriate due process procedures allowed by the School District's policy on student behavior.

Circulation of Policy

This policy shall be given broad circulation to all students of the School District which shall include prominent posting at various places in the School District.

STUDENT BEHAVIOR

A vast array of student disciplinary situations and penalties are mentioned in this Board Policy Book and student or parent/guardian handbooks that are distributed from the District's schools. It is recognized that it is impossible to identify all student actions that might require staff administered consequences. Therefore, disciplines may be administered for student actions that are, or possibly, are not described in the Board policies or student and parent/guardian handbooks.

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

penalties described in policy books and handbooks.

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

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

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by (a) making or transmitting or causing or allowing to be transmitted, any telephonic, computerized, or electronic message or (b) broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
5. Cheating
6. Conduct that threatens or jeopardizes the safety of others
7. Cutting class or sleeping, eating, or refusing to work in class
8. Disruption of the education process or operation of the school
9. Extortion
10. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval
11. Failure to comply with state immunization records
12. False reports, false calls, or misrepresentation of facts
13. Fighting
14. Forgery, fraud, or embezzlement
15. Gambling
16. Gang related activity, action, or attire
17. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication, or physical acts
18. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
19. Immorality
20. Inappropriate attire, including violation of dress code
21. Inappropriate behavior or gestures
22. Indecent exposure
23. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism, or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
24. Obscene language
25. Physical or verbal abuse
26. Plagiarism
27. Possession or distribution of a caustic substance
28. Possession, distribution, or viewing of obscene materials, including electronic possession, distribution or viewing (sexting)
29. Possession, threat or use of a dangerous weapon and related instrumentalities, i.e., bullets, shells, gun powder, pellets
30. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute, or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.

31. Possession or claimed possession of illegal and/or drug related paraphernalia
32. Possession or claimed possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
33. Purchasing, selling, and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
34. Profanity
35. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
36. Theft
37. Threatening behavior (whether involving written, verbal, electronic, or physical actions)
38. Truancy
39. Use of a wireless telecommunications device without prior authorization.
40. 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
41. Use, possession, distribution, or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container, or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product
42. Using racial, ethnic, sexual, gender, or disability-related epithets
43. Using skateboards, rollerblades, skate shoes, or scooters on school property or at school events
44. Vandalism
45. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations or violation of state statutes including but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
46. Vulgarity
47. Willful damage to school property
48. Willful disobedience of a directive of any school official

In addition, 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, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

DISCIPLINARY OPTIONS

Instructor or Administrator Intervention

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances

Detention

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

School Service

School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting class, etc. School service will not be utilized to augment the district's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

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.

Alternative In-School Placement

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives. Any such placement will be made in accordance with applicable special education procedural safeguards.

Alternative Out-Of-School Placement

Alternative out-of-school placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such placement will be made in accordance with applicable special education procedural safeguards.

Out of School Suspension

Students may be suspended out of school pursuant to the District's policy regarding student suspension.

Friday School Service (FSS)

Friday School Service is a correctional measure used when it is deemed appropriate by a site administrator.

Behavior 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 recommends out of school suspension through its designated representatives, alternative in-house intervention including, but not limited to, placement in an alternative school setting, placement in an on-line program, reassignment to another classroom, placement in in-house 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-house intervention or other available options have been considered and rejected. The written notice should state what alternative in-house 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

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

The principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration. In some instances, students who commit infractions resulting in long-term suspensions may be offered the option of an on-line alternative program. The suspension will be reduced to ten (10) days, during which time the student will be required to complete and/or initiate any requisite screenings, assessments, contacts or other actions as determined by the appropriate administrator. After ten (10) school days, if documentation is produced by the student indicating that the required actions have been completed, the student will be enrolled in the on-line educational program.

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

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

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

Attendance at School Pending Appeal Hearing

Pending the appeal hearing of an out-of-school suspension, the student will have the right to attend school under such "in-house" 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, 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 whenever possible.

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

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

Method of Appeal to the Board of Education

An appeal can be requested by letter to the Superintendent or to the Clerk of the Board of Education. If no appeal is received within five (5) 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.

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 or Designee

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 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 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 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-house 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 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.

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 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 more than ten (10) accumulated or 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.

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 or designee.

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

1. The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
2. The term "chief administrative officer" means the Superintendent or the Board of Education of the

District.

3. The term "determined to have brought a weapon to a school under the jurisdiction of the 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-house placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-house 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; nun-chucks; dagger; bowie knife; dirk knife; butterfly knife; shotgun shell knife; any knife, regardless of the length or sharpness of the blade; any knife the blade of which can be opened by a flick of a button or pressure on the handle; any pocketknife, regardless of the length or

sharpness of the blade; any pen knife; "credit card" knife; laser light; garrote; razor; dart; ice pick; explosive smoke bomb; incendiary device; sword cane; hand chains; firearm shells or bullets and any replica or facsimiles of any the foregoing items; or any item or instrumentality which is used to threaten harm or is used to harm any person. The foregoing list of "dangerous weapons" is descriptive and by way of example only, and is not to be considered an exclusive or limiting list of dangerous weapons.

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

Because 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-House Intervention Program, intermediate students (grades five [5] and six [6]) will be placed a minimum of two (2) days in the In-House Intervention Program, and middle school and high school students will be placed a minimum of three (3) days in the In-House 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.
4. Cooperate fully with the campus police.
5. Attempt to transfer confiscated weapon to the police department, if feasible.
6. Notify the Superintendent or designee.

A student, who has been suspended from another 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, 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.

VIOLENT OFFENSES

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

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.

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.

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 School 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.

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.

Using transportation service is a privilege granted to students. The District may suspend that privilege as a discipline for inappropriate student behavior, when it is in the best interest of the school and/or to insure the safety of students and staff. The decision to suspend transportation services is non-appealable.

Video/Audio Recordings

School buses may be equipped with video/audio recorders which may be used as a tool for driver training and safety education. Video/audio recorders may also be used to help monitor school bus rides, to discourage and detect inappropriate behavior, and to help maintain a safe and orderly environment on the bus. Video/audio recordings will be considered "student records" and appropriate privacy practices will be observed.

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.

1. 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.
2. Students should remain seated while the bus is in motion.
3. While on the bus, all students are under the direct supervision of the bus driver. Students should obey the driver's suggestions promptly.
4. The use of profane or abusive language, or gestures and disruptive behavior will not be allowed.
5. Students should keep all parts of their body inside the bus at all times.
6. No food or drink will be permitted on the bus.
7. 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.)
8. 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."
9. Students should enter and exit the bus at their designated bus stop only.
10. Good behavior and manners are expected at the designated bus stop.

11. Rules for bus behavior will be posted on each bus.

Only principals have the authority to suspend transportation services. The Director of Transportation may suspend services in emergency situations.

1. 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.
2. 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.
3. Bus discipline procedures involving identified special education students are determined individually.
4. 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 or 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 or written notice from the Principal's Office.
 - d. Fourth Offense—Loss of bus privilege for a minimum of five (5) 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 or written notice from the 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 or written notice from the 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.

5. Bus Passes

Only under emergency* situations will the student be given permission to ride a bus different from his/her own. To obtain a bus pass, the student must have a note from the parent/guardian and present it to the personnel in the Attendance Office before class begins. Final approval lies with the administrator.

*Going to work, homework groups, club meetings, visiting a friend or musical/athletic practices are NOT considered an emergency.

TUTORING AND OTHER SERVICES

The Board of Education encourages teachers to give assistance to their students for the purposes of remediation and/or enrichment. Faculty members will not be charged for the utilization of their classrooms for purposes of working with students when no remuneration is received. Attendance at, and participation in school related meetings holds precedence over tutoring.

Teachers engaged in tutoring or providing other educational services for remuneration, such as screenings, counseling, or any other therapeutic activity will be expected to pay the prevailing facilities use charge when the use of the classroom extends beyond 5:00 on regular school days. The use of classrooms during the summer, holidays or weekends, when additional utility charges will be incurred, will be at the prevailing facilities use fee.

Teachers will not be involved in academic tutoring, screenings, counseling or any other therapeutic activity with students enrolled in their classes, or in the case of special education teachers, students on their caseload,

during the regular school year when financial remuneration is received. This does not include vocal and instrumental music lessons or workshops where group instruction is utilized. Teachers utilizing school facilities for tutoring or non-school sponsored group instruction will be responsible for the supervision of the students. Exceptions must be Board approved.

VIDEO SURVEILLANCE

The District is committed to nurturing a safe, caring, and positive environment. In order to provide for the personal safety and security of students, staff, and patrons while on District property and while attending District functions, as well as to protect District property, the Board of Education supports the use of video surveillance on school property, including the surveillance of vehicles, in accordance with guidelines established by the administration. The Superintendent will designate the site principal or department administrator who will be responsible for managing and auditing the site use and security of video surveillance cameras. This policy is expected to encourage individuals to demonstrate respect for themselves, for others, and for their surroundings.

General Procedures

Video surveillance devices may monitor school buildings, vehicles, and grounds. Video surveillance shall not include audio recordings, with the exception that school buses may be equipped with audio/visual 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 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.

VISITORS

LobbyGuard is a computerized visitor management program designed to screen visitors, parents, 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 custody.

When a request is made by any individual 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.

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. 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 complete a request form. These forms are located in the Principal's Office. The principal will also require a written authorization from the child's parent or 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.

WORK PERMIT (Employment Certificate)

Any student under the age of sixteen (16) must obtain an Employment Certificate as required by the State Laws of Oklahoma. This certificate (work permit) may be obtained through the Counseling Office in Building 6.

GENERAL INFORMATION

ACADEMICS

The academic record a student earns in high school helps determine the student's future in higher education and in work. Applying himself/herself by studying both in the class- room and at home will enable the student to build the best possible scholastic record.

At Home

- Try to find a place to study and do nothing but study.
- Before you begin an assignment, write on a sheet of paper the time when you expect to be finished.
- If your mind wanders, bring yourself back to your job by standing up, counting to ten or asking yourself, "What have I learned?"
- Quickly review what you've just studied before you begin something new.

- Underline only key words after you've read the entire paragraph, not entire sentences as you read them.

In The Classroom

- Occasionally review previous class notes and assignments.
- Copy almost everything on the board, regardless.
- LISTEN to your teacher for key ideas and repeated information.

On Tests

- Skim over the test and find where to begin; do the easy questions first.
- On essay tests write down something for every item; leave none blank.
- Be as neat as possible in your writing.

ACTIVITY BEHAVIOR (SOCIAL EVENTS, DANCES, ETC.)

1. Guests will be expected to adhere to the Jenks Schools standards in appearance and behavior.
2. No loitering will be allowed around the outside of the building in which the activity is held.
3. Any student at the activity not conducting himself/herself in a proper manner, as interpreted by the chaperones, will be asked to leave.
4. Students are not to smoke at activities at any time.
5. Students are not to abuse the building or its furnishings in which the activity is held. Any student defacing property will be prohibited from all activities for the remainder of the year. District expense incurred as a result of defacing of property will be assessed to the student responsible for the damage.
6. A student may not leave and return to an activity. If a student leaves, further attendance is terminated.
7. All JPS students, whether participating in or attending any activity, should demonstrate sportsmanlike and respectful behavior at all times. Vulgar, profane or otherwise inappropriate actions or remarks will not be tolerated. Examples of unsportsmanlike conduct might include taunting, harassing, verbally abusing or maligning the opposing school (team, band, cheerleaders, pom squad, etc.), game officials or fans.
8. Behavior in the Performing Arts Center during assemblies, concerts, and plays should be beyond reproach. A respectful audience refrains from any behavior that would take away from the performance.
 - a. Cell phones should be turned off.
 - b. Feet should be on the floor and never on the seats.
 - c. Food and drink are not allowed.
 - d. The audience should not leave and re-enter the auditorium during the performance.
 - e. Conversations belong outside the auditorium.
 - f. Failure to follow these guidelines may result in the student being removed from the activity without refund.
9. Administrative discretions will be utilized in the determination of appropriate appearance or behavior, and the administrator's decision will be final.

ACTIVITY PASS

Students are given the opportunity to purchase an activity pass identification card for the price of twenty-five dollars (\$25.00). This will admit them free to all Jenks High School sponsored activities and athletic events (grades 9-12) for the school year. The pass does not admit students to special fund-raising events or to state sponsored tournaments and activities. If the pass is lost, it will be replaced, at the student's expense, at the request of the student and the price will be prorated throughout the year.

ASSEMBLY BEHAVIOR

Students should:

1. Enter the assembly area quietly and proceed to their assigned seats.
2. Sit immediately and remain seated throughout the performance.
3. Show appreciation with applause and behavior in a mannerly fashion.
4. Have no food, drinks, or gum in assembly areas.

BEHAVIOR

Jenks Trojans have the same pride about personal conduct as they do school accomplishments. Therefore, fellow students and staff expect consideration for the rights, property, and safety of others. Citizenship in following the regulations in the student handbook, classroom standards, and common etiquette is a basic element in a happy, successful school year for all. Legal authorities may be notified when the assistant principal considers it appropriate. Students are responsible for their own well-being in the halls, on campus, and while attending school functions.

CHEATING POLICY

Cheating on examinations, tests, quizzes, etc., at Jenks secondary schools is considered an act or intent to gain or give information/knowledge for or during an assignment, test, quiz, examination, etc. Expected behavior during a test, quiz, or examination of any type:

1. Silence is expected. Any speaking out or verbalizing of any kind without the teacher's permission is prohibited and may be considered gaining or giving information.
2. Field of vision is limited to student's own paper. Any glances that are directed away from the student's paper may be considered gaining or giving information.
3. Tests, examinations, or quizzes become invalid when they are shared with another student. Tests, examinations, quizzes, papers, etc. are to stay on the student's desk until the teacher gives instruction as to how they are to be taken up.
4. Any student found in possession of a test or an answer sheet, examination, quiz, etc., not belonging to the student may be considered cheating.
5. The taking or using of a teacher's book without permission is considered cheating.
6. Changing grades on a grade check form is considered cheating.
7. Plagiarism on any written assignment is considered cheating.

Parents/guardians will be notified, and the student will be disciplined as follows for the act of or intent of cheating.

- First offense—student will receive a zero grade for that day in the class and other discipline as assigned by the teacher.
- Second offense—student will be sent to an assistant principal and will receive a zero grade for that day in the class and a choice of
 - (1) Six (6) hours of detention hall
 - (2) One (1) day suspension
- Third offense—may include but not be limited to
 - (1) Removal from class without credit
 - (2) Off campus suspension

DAMAGE TO SCHOOL PROPERTY

All school property belongs to the patrons of the Jenks School District and is constructed 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 by school authorities.

DISTINGUISHED SERVICE GRADUATE

The designation of "Distinguished Service Graduate" is placed on transcripts and diplomas of students who qualify. Distinguished Service Graduates are recognized at the Senior Awards Assembly and at commencement exercises. Such a designation is awarded to a student who meets the following criteria:

- a. Two hundred (200) volunteer service hours must be recorded during a student's four (4) years at Jenks High School.
 - (1) At least fifty (50) hours must be recorded by the end of the Sophomore year.
 - (2) A minimum of twenty-five (25) hours must be recorded each year during the Sophomore, Junior, and

Senior years.

- (3) A minimum of twenty-five (25) hours (1/8 of the total hours required) must be performed through a Jenks High School club, team, class project, or through the Service Learning Coordinator.
- (4) The following are the number of hours needed to qualify for this distinction if a student enters Jenks High School as:
 - i. Sophomore – 150 hours (18 hours through school)
 - ii. Junior - 100 hours (12 hours through school)
 - iii. Senior - if a student enters as a senior and records a large number of service hours, he/she may only be eligible for the individual Senior award.
- b. Hours may be earned during the summer, beginning the summer before the Freshman year. Hours earned during the summer are applied to the coming school year.
- c. Only actual hours of service may be recorded – not travel time, required meetings, miscellaneous time, etc.
- d. Students may not receive payment for service hours.
- e. Service resulting from disciplinary action cannot be counted.
- f. Service hours performed for family, including extended family, cannot be counted. Service hours that are performed for a fundraiser cannot be counted.
- g. Service hours must be performed for non-profit organizations which may include religious institutions. For a list of potential organizations, please see the Service learning Coordinator.
- h. Students must fill out both sides of the evaluation form for each service experience and have a supervising adult sign it before the hours will be recorded. Forms should be copied and one copy retained by the student. If the same service is performed on a weekly or monthly basis, one evaluation form may be used, with approval, until the completion of the project. Forms may be obtained from and returned to the Service Learning Coordinator.
- i. Summer hours must be turned in by September 10. All other hours must be turned in no later than the 10th of the month following when the service is performed. (If service was performed on October 16th, an evaluation form would need to be turned in by November 10.)

ACTION—a student service learning board comprised of student representatives from each club/organization and members-at-large, will work with the Service Learning Coordinator to review unusual service requests, to design or coordinate service projects for the school, and to help determine the end of the year awards.

*Individual awards will be given to an outstanding freshman, sophomore, junior, and senior who have performed the greatest number of volunteer service hours for that year.

FIGHTING

Fighting or involvement in other violent acts during school time or at school activities may result in legal authorities and parents/guardians being notified. Students will be suspended for fighting and assault. Fighting is mutual combat between two or more students. Assault is the willful threat or attempt to use force on another student causing bodily contact or injury. Payment for any damages or loss of school property incurred may be required.

FOOD AND BEVERAGES

Food and beverages are not allowed in the classrooms without permission. For health reasons, all foods should be commercially prepared and not contain peanuts or peanut products. Students who purchase soft drinks between classes must keep them unopened in their bags. Vending machines are not to be used during class time.

STEALING

Stealing, destroying, or defacing school property or personal property at school will result in both legal authorities and parents/guardians being notified. Disciplinary action may include, but not be limited to the following:

1. Restriction of privileges
2. Suspension
3. Payment for damages and loss

Student Relationships

The school will insist that all couples conduct themselves at all times at school in such fashion that attention of others is not attracted to their behavior. No public display of affection should occur during school time. Offending pupils will have the necessary disciplinary action taken.

Tobacco Possession and Use

Students are not permitted to possess or use any form of tobacco or tobacco paraphernalia (including but not limited to electronic cigarettes) on school property, including school buses, and at school-sponsored functions. This policy is in effect 24 hours a day, seven (7) days a week. Products will be confiscated and parents/guardians will be notified each time a student is found in violation of this policy. Violation of this policy may result in a report being filed with the Oklahoma Alcoholic Beverage Laws Enforcement (ABLE) Commission. Consequences associated with the filing of this report will be determined by the ABLE Commission, authorized by the *Prevention of Youth Access to Tobacco Act: Oklahoma State Statute Title 37, Section 600.4A*

Violation of the policy will **also** result school disciplinary actions:

Students may receive a citation for any tobacco infraction.

1. First Offense: Four (4) hours of school Tobacco Education Program or twelve (12) hours Supervised School Service or three (3) days In-House Intervention with credit.
Students will be suspended from participation in the next two (2) scheduled competitions, contests or performances for all extracurricular activities currently involved in.
2. Second Offense: Ten (10) days of In-House Intervention with full academic credit or seven (7) days of In-House Intervention with full academic credit and four (4) hours of Tobacco Education Program. A letter will be mailed to the parent/guardian, which explains the Tobacco Policy.
Student will be suspended from participation in all extracurricular activities (including meetings, practices, performances, games and competitions) during the time of In-House Intervention. An athlete will be required to miss a minimum of two (2) games/competitions. The District Student Athlete Contract is supplemental to this policy.
3. Third Offense: Home suspension from school for the remainder of the current semester and/or the following semester.

COMPUTERS AND COMPUTER SOFTWARE

1. Students must follow these guidelines in the use of computers and computer software:
 - a. Making personal copies of any District-owned computer software is illegal.
 - b. Use of any illegal copies of copyrighted software on any school computer equipment is prohibited.
 - c. Student-owned software programs may not be run on any school computer equipment.
 - d. No gum, candy, food, drink, etc., is allowed in any computer lab.
 - e. Students should only do work on the computer that they have permission from the teacher to do. Forbidden computer activities include but are not limited to playing computer games, blogging, accessing personal email addresses, visiting personal Web sites, etc.
 - f. Students are not allowed to use any computer equipment without teacher permission.
 - g. Students must follow the posted or instructed rules for each computer lab.
2. Students will be held financially responsible for damage to any computer software or equipment in the computer lab or classroom. The discipline penalty for failure to follow the above guidelines may include, but not be limited to:
 - a. Removal from class with no credit.
 - b. Suspension from school.

CONCURRENT ENROLLMENT IN COLLEGE

High School seniors and juniors may enroll in college credit courses while attending high school. Concurrent enrollment courses **do** satisfy graduation requirements at Jenks High School or Alternative Center. Students who choose to concurrently enroll must be able to earn the required credits for graduation by the end of the spring semester of their senior year. Students who concurrently enroll may be excused from one class at Jenks High School for every three (3) hours of college coursework in which they enroll. A student may enroll in a maximum of nine (9) semester credit hours during the summer session or term at a college or university. Students who drop any concurrently enrolled courses must immediately notify the guidance office to be assigned to corresponding high school course credits to maintain fulltime academic status. Student athletes must also immediately notify the Athletic Department of any change in enrollment status.

To receive credit, a student must submit an official final transcript to the Jenks High School or Alternative Center registrar for the term he/she is enrolled. The grade(s) earned for the concurrently enrolled course(s) will be the grade assigned for Jenks High School or Alternative Center credit. Credits for previous currently enrolled courses must be officially submitted to the Jenks High School or Alternative Center registrar before a student can take additional concurrent enrollment courses.

In order to maintain athletic eligibility, high school athletes must submit a grade report of concurrently enrolled coursework to the athletic department weekly, beginning the fourth (4th) week of the semester.

Seniors must earn a minimum of a 19 on the ACT, and juniors must earn a minimum of 21 on the ACT in order to enroll at Tulsa Community College. Students, who meet these requirements, or the requirements for admission to another college or university, may participate in concurrent enrollment. Students are responsible for registration, fees, books, transportation, and having transcripts sent to the Jenks High School or Alternative Center registrar. The schedule for concurrent enrollment courses must not conflict with the student's courses at Jenks High School or Alternative Center.

CREDIT FOR LEARNING (DISTRICT POLICY 3.08)

Credit earned in high school courses will count toward meeting graduation requirements. Credit will be noted as an "A".

High School credits earned prior to high School entry or summer school

The grade earned by a middle school student taking a high school level course during his/her middle school career or during summer school will be the grade assigned to the course recorded on the high school transcript. Per state law, high school math courses are given elective, rather than subject area credit.

CONDUCT

In addition to student handbook regulations, each teacher, sponsor and coach has specific regulations for his or her classroom or activity. The student is responsible for learning and following these rules.

DECORATIONS – BALLOONS

While deliveries are not allowed, other special occasions may include the use of balloons. For health reasons, latex balloons are not allowed. Mylar balloons are acceptable. Balloons shall not be released into the environment at any time.

DIGITAL MEDIA USE GUIDELINES

For digital media to meet copyright law, the use must meet all four (4) of the following criteria:

- 1) The digital media must be legally made or acquired;

- 2) The use of the digital media must take place in a classroom or other place of instruction;
- 3) The use of the video must be directed by students or teachers of the institution; and
- 4) The use of the video must be in the course of face-to-face teaching activities.

Fair use interpretations give further requirements for legal use of digital media.

1. Digital media, including those labeled "For Home Use Only," may be shown if they are District purchased, rented, or legally acquired by a family or staff member and they are shown in settings that meet the four (4) criteria listed above.
2. Digital media recorded from broadcast programming (off-air recording) may be shown if they are acquired from regular broadcast television i.e., those stations received without cable and/or satellite transmission, particular program specifies education rights for recording, the recording is the first and only recording of a program by the same teacher, and the digital media meets the four (4) criteria listed above.
3. Digital media that has been downloaded/streamed must include copyright information, remain in their original content form (not altered or edited), be discarded/erased at the end of forty-five (45) days unless specific written permission has been granted, and be shown within the first ten (10) school days after downloading/streaming (once for instruction and once for reinforcement). Students who were absent may view the video but only within the first ten (10) days.

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

Unless approved by a principal, digital media will be shown in 15-20 minute segments to reinforce specific content required in the curriculum and/or to teach or clarify a concept more effectively than a given textbook. In addition, teachers must preview digital media for appropriateness before use in the classroom.

DISASTER DRILLS

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

Fire Drill

1. The fire alarm is one long continuous blast or a series of short blasts.
2. Wait-for instructions from the intercom. If no announcement occurs in 60 seconds, evacuate using the safest route.
3. If you see smoke in the hall the direction that you are to exit, turn and move towards an alternate route. The fire exit routes should be posted in all rooms.
4. The building will be evacuated as quickly as possible after the approval to leave your room.
5. Students will not linger to get books or personal items, run, shove, or talk.
6. 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. Tornado watches and warnings will be announced over the intercom system and will direct individuals on the next steps to take
2. Students will move away from the windows to the area designated for that class.
3. Students will assume the position as instructed with their hands and arms covering their head and neck.
4. Students will remain at that area until given further instructions.

DISCIPLINE

Discipline is designed to help the student refrain from repeating misbehavior. If the student cannot learn the value of following regulations, school officials must eventually excuse the student from attendance. A written

report shall be made for each student receiving administrative discipline. The report will describe the offense and the disciplinary action taken. One (1) copy of the report will be placed on file and one (1) copy will be sent home with the student the day the discipline is administered. If an instructor sends a student to the office for discipline, the student will not be allowed to make up work missed from that class and other discipline will be administered as determined by the assistant principal. Other forms of discipline, restrictions, and long-term revocation of privileges may be imposed at assistant principal discretion.

1. Detention

Detention is study periods where students must bring books, paper, and pencil in order to be admitted. No talking or any form of misbehavior or violation of school rules is allowed. Students will be dismissed and considered as a “no show” if talking or misbehavior occurs. Teachers or administrator may assign detentions. Students will be given a minimum of twenty-four (24) hour notification when assigned so transportation and employment responsibilities can be adjusted. The student will be given a detention form stating the time and date he/she is to report. Failure to serve detentions will result in further disciplinary action. If a student is tardy, he/she will not be admitted and will be considered as a “no show.” D-Hall will be served at the High School.

a. A.M. 8:20 – 9:05

Tuesday through Friday P.M. 4:05 – 4:50

Tuesday through Friday

b. Failure to attend assigned detentions: (either by teacher or assistant principal)

(1) First “No Show”: detention is doubled and student is reassigned. Parent/guardian notification attempted.

(2) Second “No Show”: May result in suspension.

2. Off-campus suspension

a. Student will not be allowed on school grounds at any school function during the suspension.

b. The length of suspension will be governed by disciplinary action determined by the infraction.

c. Students will not be permitted to attend or participate in any school-related activity.

DISTRICT WIDE PARENTAL INVOLVEMENT (Parents’ Bill of Rights)

The Board supports parents’ efforts to be involved in the district’s education programs. This policy outlines the District’s efforts to educate parents and support parent involvement in response to the 2014 Parents’ Bill of Rights.

Parents have the right be involved in their minor child’s education, including directing that education. Parents are encouraged to exercise their rights in conjunction with District guidance so as not to inadvertently impede their minor child’s compliance with federal and state mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district’s right to make recordings (without specific parental approval) related to:

- safety, general order and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings
- or grounds
- photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

1. The district will promote parent participation at the site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through

activities such as:

- Parent teacher conferences
 - Back to school/meet the teacher/curriculum nights
 - District sponsored webpages with class information available to parents
 - School newsletters
 - Access to academic performance data via the online parent portal.
2. The district will inform parents about their children's course of study by disseminating this information:
- During annual enrollment
 - In student handbooks
 - On the district's webpage.

Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the Office of Teaching and Learning.

3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class.
4. The district offers a healthy living curriculum that includes sex education in grades seven, eight, nine, and eleven. Parents who object to their minor child participating in the district's sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Students who are not participating in the district's sex education program will be permitted to study in the school media center or other designated location during sex education instruction.
5. If a teacher is going to provide instruction or presentations regarding sexuality in a course apart from healthy living curriculum, the teacher will send written notice to parents at least five (5) days in advance of the presentation. Parents who object to their minor child's participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school media center or other designated location during the presentation.
6. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the district's website.
7. Parents have numerous rights and decision making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the District has compiled the following information for parents:
- A. The District provides sex education via the healthy living curriculum to students in grades seven, eight, nine, and eleven. Parents may opt their student out of the District's sponsored sex education program by following the procedures established in item 4 above.
 - B. Parents who are not residents of the District may enroll their minor children in the District's schools in accordance with the District's open transfer policy. A copy of that policy is available on the District's website.
 - C. The District utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.
 - D. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the District. This requirement may be waived if the parent submits an exemption certificate from the minor child's physician stating that the child should be excused from the immunization for health reasons or if the parent submits an exemption certificate objecting to the immunization of the child.
 - E. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the District will take in order to help students become successful readers – by reviewing the District's policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available on the District's website.
 - F. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in the course planning guide and on the Oklahoma State Department of Education's website (www.ok.gov/sde/).
 - G. The District provides AIDS education for students in grades five and twelve. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the District's AIDS education program will be permitted to study in the school media center or other designated locations during the scheduled instruction.
 - H. Parents have the right to review student test results related to their minor student. Parents may review

the results of classroom exams by accessing the online parent portal or contacting their child's teacher. Parents may review the results of state-wide testing by contacting their child's building principal.

- I. Qualifying students have the right to participate in the District's gifted and talented program in accordance with the District's policy regarding the program. A copy of the policy is available on the District's website.
- J. Parents have the right to review teachers' manuals, audiovisual resources, or other supplementary instructional materials if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the office of Teaching and Learning.
- K. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications. Copies of individual student report cards can be viewed via the online parent portal or by contacting the school site.
- L. Students are required to attend school regularly, and the District is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The District will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences.
- M. Parents have the right to review the District's courses of study and textbooks. Arrangements for this review can be made through the office of Teaching and Learning.
- N. Students may be excused from school for religious purposes provided the parent contacts the site principal to request such an absence.
- O. Parents have the right to review all District policies, including parental involvement policies. Copies of these policies are available on the District's website.
- P. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups, and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.
- Q. Parents may opt out of selected District level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the Superintendent's office.

Parents requesting information outlined in this policy should submit written requests for information through the site principal or Office of Teaching and Learning, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the Board of Education. The Board will include an item on its next public meeting agenda (or the following meeting, if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent's request.

OKLA. STAT. tit. 25 § 2001

DRESS CODE

A student's appearance should not distract classmates from the important task of learning. Because a relationship between one's appearance and behavior does exist and because an appropriately dressed student is better accepted by his peers, attire for students must be reasonable, modest, and in such style as it will not cause distraction.

1. Short shorts, bicycle and boxer shorts are not permitted. Skirt, dress, and shorts hemlines, as well as tunics covering jeggings/leggings, should be no shorter than the tip of the longest finger with the hand hanging at the student's side.
2. Clothing should be buttoned and appropriate undergarments worn at all times. The student's torso, chest, or undergarments should not show at any time even while sitting, bending or leaning. Sleeveless blouses must cover at least two (2) inches of each shoulder. Necklines should be modest and appropriate.
3. Safety and sanitation dictate that students wear appropriate clothing and footwear. No house shoes are allowed.
4. Mesh shirts inappropriately placed, midriiffs, halters, low riders, tank tops, clothes with holes or tears, and other similar attire are inappropriate for school wear and will not be permitted.

5. Clothing displaying disruptive or suggestive lettering and/or symbols is considered inappropriate and will not be permitted. Items advertising alcoholic beverages or drug and tobacco products will not be permitted.
6. Hair, mustaches, beards, and make-up must be reasonable. Extreme hairstyles that distract from or disrupt the learning environment will not be permitted.
7. Hats, scarves, bandannas, and sunglasses are not to be worn inside the buildings at any time. Any student wearing such in any building will be asked to give it to any employee who asks for it. It will be sent to the principal. Hoods on sweatshirts or sweaters may not be worn over the head inside the buildings at any time.
8. Only uniforms that conform to the above guidelines may be worn during the school day.
9. All students participating in school activities will comply with the dress and appearance regulations of activities to which they belong and participate.
10. Any gang-related behavior, body adornment, tattoos, or clothing is prohibited; this includes, but is not limited to "sagging," bandannas, wearing gang/set colors, written symbols, or gestures that reflect gang affiliation.
11. Body piercing jewelry/ornamentation of any kind, other than that worn on the ears or nose, is not permitted.
12. A teacher and/or administrator shall have the authority to determine the appropriateness of any attire. In making such a determination, the teacher and/or administrator should be governed by whether the attire is offensive, disruptive, or distracting to the educational environment.

Penalties for violation of dress code:

- a. First offense: referral to principal, change of clothes obtained or placed in study hall for remainder of day. If change of clothing is not possible, parent/guardian contact will be made and possible disciplinary action taken. The student may also receive an unexcused absence from class(es) missed while clothes are being obtained.
- b. Second offense: same as above plus four (4) hours of discipline.
- c. Third offense: home suspension, length of time determined by principal.

EARLY GRADUATION

Although it is recommended that students spend four (4) full years in high school, students may graduate as early as the end of their seventh (7) semester as a full-time student. In order to graduate early, students must meet the following conditions:

1. Students must have been in attendance 89 percent of the first semester.
2. Students must meet all other graduation and attendance requirements of Jenks Public Schools.

CHILD NUTRITION

Breakfast is served one half hour before school begins each morning in the Cafeteria. Different meal options as well as several a la carte items, are offered daily.

Various meal options and a variety of a la carte items are offered daily for lunch. Food purchases can be made with cash or by using a cafeteria debit account. Students may place money on their debit accounts before school each morning in the Child Nutrition Office or online at myschoolbucks.com. Students will not be permitted to charge to their accounts, but will be able to receive a sandwich along with milk for lunch and a breakfast bread item and milk for breakfast if needed.

During lunch, students access their accounts by scanning their JPS student IDs at each cashier station. Students must also show a temporary ID badge if they do not have the student ID.

Excess funds on a student's account at the end of the year will remain on the account to be used the following year unless a refund is requested. A refund of excess funds may be requested by completing a Request for Refund Form. Forms are available at each site cafeteria manager's office. For more information, contact the Child Nutrition Department at 918-299-4415 ext. 2310.

Applications for the Free/Reduced Price Meal Program are available at the Child Nutrition Office in the Central Cafeteria, the Site Principal's Office, and online at SchoolLunchApp.com.

GRADE POINT AVERAGE

- Beginning in the ninth grade year, all students maintain a grade point average (GPA) that is listed as a part of their permanent record. Each student's GPA is based upon semester grades received in each class and is calculated upon completion of each semester that the student is in attendance. A weighted system will be used for students in Advanced Placement (AP) courses who successfully complete these courses with a grade of 'C' or better. Two (2) cumulative GPAs will be listed on transcripts and college applications, the GPA based on a 4.0 scale and the "weighted" GPA. The weighted GPA will be used for qualifying for National Honor Society, Oklahoma Honor Society, Academic Letter, Valedictorian, and Distinguished Graduate.
- GPA may be referred to by year or semester. Full year classes have point values: A=4, B=3, C=2, D=1, and F=0. One-semester classes have point values: A=2, B=1.5, C=1, D=.5, and F=0 (+s and -s have no effect on grade value). Advanced Placement (AP) classes have point values: A=5, B=4, C=3, D=1, and F=0. GPA is determined by dividing total grade points earned by total credits attempted. Examples are as follows:

Course	Grade	Points	Credits Attempted
English 10	A	2.0	.50
Geometry	B	1.5	.50
Biology	C	1.0	.50
U.S. History	D	0.5	.50
French II	F	0	.50
Drama	B	1.5	.50

$$\text{GPA} = 6.5 \text{ (points)} \div 3.0 \text{ (credits attempted)} = 2.166$$

Course	Grade	Points	Credits Attempted
English 10	B	1.5	.50
Algebra II	A	2.0	.50
Chemistry I	A	2.0	.50
Sociology	B	1.5	.50
Band	A	2.0	.50
AP U.S. History	B	2.0	.50

$$11.0 \div 3.0 = 3.666$$

$$\text{GPA} = 11.0 \text{ (points)} \div 3.0 \text{ (credits attempted)} = 3.666$$

- If a student retakes a course, the second grade will be recorded upon completion of that course and the previous grade for that course will revert to an "N" for no credit.

GRADING POLICY

The grades, A, B, C, D, F, I, W, N, and P will be used to indicate the level of performance of all students in Jenks Alternative Center. Along with scholarship, such factors as initiative, attitude, cooperation, attendance and individual improvement may be taken into consideration when determining the student's final grade. Grading is cumulative by semester. Mid-term grades are given at the end of the first and third quarters; final semester exams are given at the end of each semester counting no less than 15% and no more than 25% of the semester grades. Only the semester grade is reflected on the transcript. The letter grades used will indicate the following degree of achievement:

Letter Percentage	Grade	Description
100-90	A	Excellent—superior quality of work.
89-80	B	Above average—good quality of Work
79-70	C	Average—satisfactory quality of work or satisfactory progress in terms of ability.
69-60	D	Below expected quality of work.
59-below	F	Failure to meet a minimum quality of work, or to meet attendance requirement.
	I	Incomplete—the student is granted an extension of time to complete course requirements.
	P	Passing—special education students may be placed in regular classes on a Pass-Fail basis through an IEP or by a placement team.
	W	Students withdrawing from a class after the first ten (10) days of a semester will receive a W, and a zero will be averaged into their GPA.
	N	No Credit – will not be averaged into GPA.

GRADUATION REQUIREMENTS

	College Preparatory Requirements*	State Graduation Requirements
Language Arts (4 credits)	4 units of English: Grammar, Composition, Literature, or any English course approved for college admission requirements.	1 unit of Grammar and Composition and 3 units selected from American Literature, World Literature, or Advanced English courses.
Mathematics (3 credits)	3 units limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus, Calculus, Advanced Placement Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements. (Beginning with the class of 2012, three math credits must be earned in grades 9 through 12.)	1 unit Algebra I and 2 units selected from Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus, Calculus, Statistics, Computer Science, or other mathematics courses with content and/or rigor equal to or above Algebra I. (Beginning with the class of 2012, three math credits must be earned in grades 9 through 12.)
Science (3 credits)	1 unit of Biology and 2 additional Science credits: Beginning with the Class of 2018, 1 credit must be selected from the Physical Sciences which include Chemistry (Chemistry, Pre-AP Chemistry, AP Chemistry), Physics (Physics, AP Physics I, AP Physics II, AP Physics C), and Physical Science.	1 unit of Biology and 2 additional Science credits: Beginning with the Class of 2018, 1 credit must be selected from the Physical Sciences which include Chemistry (Chemistry, Pre-AP Chemistry, AP Chemistry), Physics (Physics, AP Physics I, AP Physics II, AP Physics C), and Physical Science. The 4 th year of Agricultural Education may be used to fulfill one science credit.
Social Studies (3 credits)	½ unit United States Government, ½ unit Oklahoma History, 1 unit United States History, and 1 unit World History	½ unit United States Government, ½ unit Oklahoma History, 1 unit United States History, and 1 unit World History
Foreign Language or Computer Technology (2 credits)	2 units of the same World Language or non- English language or 2 units of Computer Technology, excluding keyboarding or typing courses	Beginning with the Class of 2019: 1 unit of World Language or non-English language or 1 unit of Computer Technology, excluding keyboarding or typing courses
Additional Credits (8-10 credits)	1 additional unit selected from any of the above, plus 7 elective credits, and 1 set of Fine Arts Competencies	10 elective credits and 2 sets of Fine Arts Competencies (9 elective credits and 1 set of Fine Arts Competencies beginning with the Class of 2018)
Total	23 credits and 1 set of Fine Arts Competencies	23 credits and 2 sets of Fine Arts Competencies

A total of twenty-three (23) credits must be earned during the four (4) years of high school in order to graduate. In addition, either one (1) or two (2) sets of Fine Arts competencies, as mandated by the Oklahoma State Department of Education, are required. A student must complete two (2) of the last three (3) credits in the school granting the diploma.

1. Commencement: All graduating seniors are required to participate in the commencement exercised. If a graduating senior is unable to attend the graduation ceremony, a written request from the parents/guardians must be received in the Guidance Office no later than May 1. If a student lacks only one (1) credit or less, the diploma will be granted later upon presentation of evidence of having completed the requirements. Anyone who lacks more than one (1) credit will not be permitted to participate in graduation exercises.
2. Additional courses may be required if you plan to attend an Oklahoma state college or university. Please refer to your Course Planning Guide.
3. Credits are earned on a semester basis. A student receives credit for making a passing grade in a given subject. One-half (1/2) credit is earned per course for each semester.
4. Students completing 9th grade must have earned at least 4 credits toward high school graduation in order to progress to the 10th grade.
5. Any student with fewer than sixteen (16) credits after his/her junior year will not be classified as a senior. In order to be classified as a senior, a student must have completed sixteen (16) credits.
6. Beginning with the class of 2014, students shall fulfill the requirements for a personal financial Literacy Passport during grades 7 through 12.
7. Beginning with the Class of 2016, students shall fulfill the requirements for Cardio Pulmonary Resuscitation (CPR) Training.
8. Students must complete any additional graduation and assessment requirements set forth by the Oklahoma State Board of Education.

*** Students who entered the ninth grade in the 2006-2007 school year and all students thereafter must complete the college preparatory curriculum unless the student's parent or legal guardian approves the student to enroll in the existing state high school graduation requirements.**

GUIDELINES FOR SCHOOL ACTIVITY AND ATHLETIC UNIFORMS, COSTUMES, ATTIRE, AND PERFORMANCES

1. All uniforms, costumes, attire and performances should promote the core values of the District and the community. The District core values are compassion, courage, honesty/integrity, perseverance, respect, responsibility, self-discipline, teamwork, sportsmanship and tolerance.
2. It is the responsibility of the head coach/sponsor/director of the group to obtain the appropriate approval before the uniforms, costumes, and attire are purchased or prior to the performance. Within the Athletic Department, the coach or sponsor will obtain approval from the Athletic Director. For all other groups, the approval of the site principal (or designee) and sponsor or director is required. The site principal may elect to form a site approval committee. Decisions may be appealed to the Assistant Superintendent of Curriculum and Student Programs, or the Assistant Superintendent of Human Resources, if so desired. Decisions made at the superintendent level are final and non-appealable.
3. All uniforms, costumes, attire and performances are to be selected as representative of the Jenks School District, and the composition of the audience should be considered. It is recognized that there are differences in the variety of groups for whom these guidelines apply. What is appropriate for one group may not be appropriate for another group.
4. It is understood that in the selection of uniforms, costumes and attire, fashion and style are important considerations. However, modesty and good taste should be the priority.
5. Dance movements must be carefully choreographed to prevent any movements which will be interpreted to be of a provocative nature.
6. Approval forms for attire and performances may be obtained in the District Athletic office and in the site principal's office.

HOMEBOUND PROGRAM

1. The homebound program offered through Jenks Schools provides students who are currently enrolled as residents of the District the opportunity to complete academic subjects and advance in their efforts to obtain an education when they are unable to attend public school due to illness. Students who have an acute/chronic illness, or who have significant medical complications from pregnancy, must meet the following criteria in order to receive homebound instruction:
 - a) be absent for a minimum of two (2) consecutive weeks;
 - b) be unable to attend school in the regular education setting;
 - c) be under the treatment of a physician. Parents/guardians requesting homebound services must obtain the appropriate forms from the site and have them completed by a physician verifying the illness and the length of time the student will be unable to attend school.
2. Although homebound services are no longer funded by the State Department of Education, Jenks Public Schools will provide services when possible. The program covers only the work assigned on or following the date the site receives the physician's report. Any work missed due to absences prior to this date is not included in the homebound instruction.
3. Students on the homebound program are provided instruction by the homebound teacher up to three (3) hours per week. The homebound teacher serves as a liaison between home and school, i.e. the student's regular teachers. Specific grading and accommodations are agreed on at the homebound meeting prior to the start of the homebound program. Students will be assigned a grade by the classroom teacher after consultation with the homebound teacher.
4. It is the responsibility of the homebound teacher to make arrangements with the student as to when the instructional sessions will take place. Homebound instruction will be conducted in the appropriate physical setting (home, library, hospital, etc.)
5. When a student exits the program and returns to school, the homebound teacher will notify each of the student's teachers, informing him/her of the students' return date. Grading is done by the classroom teacher in most cases.

INSTRUCTIONAL MATERIALS SELECTION AND REVIEW

In order to promote transparency in the education process, the District's instructional materials will be

available for parent review. Instructional materials include items such as teacher manuals, audiovisual resources, and other supplementary materials regardless of format.

In order to review these materials, a parent should submit a written request to the Office of Teaching and Learning. The request must specify the class/subject, teacher, student's name, and the types of items being requested for review. Within ten (10) days, the Executive Director of Teaching and Learning will arrange for a mutually convenient time for the review or will notify the parent that a review cannot be permitted. If the parent's request to review the material is declined, the Executive Director of Teaching and Learning will provide the parent with an explanation of why the material is not available. All reviews will be conducted between the hours of 8:00 a.m. and 5:00 p.m. in the Education Service Center. Instructional materials may not be removed from the Education Service Center by the parent.

In the event the requested review is denied or after fifteen (15) days with no response from the Executive Director of Teaching and Learning, the parent may request this information through the Board of Education in accordance with the District's policy regarding parent rights.

LIBRARY MEDIA CENTER

1. Books may be checked out for a two-week period with the student's identification card. Students may have up to five (5) books at a time. The student is responsible for all books checked out on his/her ID card and will be expected to pay replacement cost for lost or damaged books. Books will not be checked out to a student who has an overdue book. Magazines must be used in the library media center and may not be checked out. Copy machines are available for use at ten cents (10¢) per page.
2. Students who have overdue books will pay five cents (\$.05) per school day up to a maximum of five dollars (\$5.00). Having unpaid fines, overdue or lost books will prevent students from picking up schedules the following school year and seniors from getting transcripts.
3. High School library hours are from 8:00 a.m. to 5:30 p.m. Monday through Thursday and 8:00 a.m. to 4:15 p.m. on Friday. The school library media center is open during the lunch period. In the evening, students are to show their Jenks High School Student Identification Card.
4. Computers are available, for school work only, in the media lab. Students may print items for a minimal fee.
5. Internet stations are available for research purposes only. Students must have a signed Internet form on file before using the Internet. Students are to check in at the desk with their student identification card before getting on the Internet. If an infraction occurs, the student will be banned from the Internet in the media center lab for the remainder of that semester.
6. Students are responsible for items in their book bags. Magazines are not to be taken from the media center. Books must be properly checked out before students leave the media center.

LOST AND FOUND

Students who have lost personal or school-owned articles may ask for them at the office. Students finding articles in the school should bring them to the office. All unclaimed items are given to charity at the close of the school year.

LOST/DAMAGED BOOKS

Textbooks are school property and are issued to students who assume responsibility for their return in good condition.

Books that have been lost, stolen, or damaged must be paid for in full.

Students should pay for these in the office and keep their receipt in case their book is found. Students will assess the condition of their books when books are distributed; this record will be used to determine damages. A periodic book check will be made in all classes.

MAKE-UP WORK

1. Requests for make-up work will be routed through teacher's mailboxes. In an emergency, determined by the administrative assistant, requests for make-up work may be delivered to the teacher's classroom.
2. For make-up work policy regarding excused absences, see ATTENDANCE/Types of Absences.

MINUTE OF SILENCE

According to state law, schools will observe approximately one (1) minute of silence each school day for the purpose of allowing each student in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choice.

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.

OUTSIDE CREDITS

Students may earn credit for graduation based upon the following conditions:

1. Students may attend a summer school or night school offered through Community Education at Jenks High School or any accredited high school program in the area.
2. Students may earn credit for approved correspondence or on-line courses through a regionally accredited institution.
3. Students may earn credit for night school and correspondence courses only for the purpose of making up deficiencies due to failure.

PROGRAMS/PLAYS/BANQUETS

1. Sponsors and coaches must always know what is to appear on the program and are responsible for the quality of the play, program or banquet.
2. Curse words, vulgar insinuations, or lewd gestures are not permitted in any play or program.
3. Drinking or drunk scenes are not permitted in any play or program. If such a scene is written in the script, it will be determined by the principal if it is pertinent to the high school production.
4. Use of the Performing Arts Center for practice, plays, films, etc., must be scheduled on the calendar for that purpose in the office of the PAC administrative assistant.
5. Use of the Building 6 auditorium for practice, plays, films, etc., must be scheduled on the calendar for that purpose in the office of the site principal's administrative assistant.

SCHOOL RECORDS

1. A cumulative folder of student records is kept on file in the High School Guidance Office. Student records may be inspected according to provisions outlined in Public Law 93-380.
2. In order for the school to release records concerning academic achievement, attendance, or standardized testing of any student, the parents/guardians of the student must sign a release form. Students eighteen (18) years of age or older must sign a release form. This includes transcripts and entrance exam scores that are sent to colleges and universities as part of the college application. Forms for release may be obtained in the Guidance Office.
3. Two (2) copies of senior transcripts will be provided; each additional copy will cost the student one dollar (\$1.00).
4. The Guidance Office secretaries assist in the processing of college applications when necessary. Due to the

volume of applications, students are encouraged to process any application that does not need counselor verification or recommendation on their own. The Guidance Office will process the first three (3) applications free of charge. There will be a twenty-five dollar (\$25.00) processing fee for every additional application.

5. Transcripts are faxed for two dollars (\$2.00) per transcript.
6. Athletes are responsible for fax and transcript costs incurred by recruiting coaches.

SECTION 504

This is a broad federal law (non-discrimination statute) which protects the rights of individuals with disabilities in programs and activities that receive federal funds. Parents/guardians with questions concerning 504 accommodations should contact a counselor or the Special Education Coordinator.

STUDENT IDENTIFICATION REQUIREMENT

All students are required to wear a student identification card at all times for identification purposes. Students must, upon request, identify themselves to any school personnel on school grounds at any time or off school grounds during the school day. The identification card must be worn in plain view on the front of the body between the shoulders and the waist. Lanyards will be provided by the school. The card must also be used when signing in and out of school, when going to the nurse, charging at food services, and when riding a bus. Identification cards are the property of the school, like textbooks. They are not to be covered with pins, stickers, pictures, or other objects, nor should they be altered in any way. No torn identification cards or identification cards with pieces missing are acceptable. Identification cards are issued free of charge to all students at the time of enrollment and will be collected on the last day of school. If the card is lost, the student must have a replacement card made in the Guidance Office. There is a five dollar (\$5.00) replacement charge for any identification card.

If a student does not have his/her identification card when needed:

- a. First Offense: referral to the principal and a temporary identification card issued.
- b. Second Offense: same as above plus two (2) hours of detention.
- c. Third Offense: same as above (a) plus four (4) hours of detention or Supervised School Service (SSS).
- d. Fourth Offense and beyond: Out of school suspension, length of time to be determined by principal.

TESTING SERVICES

1. College Admissions Testing

The two (2) major college admissions tests the ACT and SAT are given on Saturday mornings designated as national test dates. The SAT is given on six (6) national test dates every year and the ACT is given on five (5) national test dates. Jenks High School acts as a test site twice a year for the SAT and four (4) times for the ACT. Students may test at other area high schools on the test dates that Jenks does not act as a test site. Students may pick up registration packets in the College Office. It is advisable to test as close as possible to the completion of Algebra II, either during the second semester of the junior year or first semester of the senior year. The registration application and fee is sent in to the testing company who sends back an admissions ticket for the particular test date and site.

Both the ACT and SAT have practice tests designed to help students prepare for the actual test. The PSAT (Preliminary SAT) is always given the third Saturday in October. It is designed for juniors and is the only means of entering the National Merit Scholarship program. (Sophomores can register to take the PSAT but their scores will not count in the National Merit search.) A student can register and pay the fee for this test in the Community Education Office.

2. State Mandated Tests

- a. State mandated tests will be given in appropriate grade levels to meet State Department of Education requirements. Students are required to take "End-of-Instruction" tests in English II and U.S. History. In 2002-03 school year Biology and Algebra will be added. Students will be afforded the opportunity to retake the tests once prior to graduation. Each student's highest achieved state test performance index on the End-of-Instruction test shall be recorded on the student's high school transcript.

3. Psychological/Educational Testing

A School Psychologist and Psychometrist are available to test referred students. This testing is utilized to help determine if placement in a special program is appropriate. Parental permission is required.

4. Drivers' Testing Letter

Students who are about to turn 15 1/2 and want to drive a car, will need the "Proof of Enrollment/Reading Proficiency Letter" from the Guidance Office. Students must give the Guidance Office at least twenty-four (24) hours to process the request after signing up on the clipboard on the office counter. The Department of Motor Vehicles cannot issue a license without this letter.

TELEPHONES

Students may use the designated phone in the office before school, at break, during lunch and after school only. Students are not excused from class to use the telephone during class time.

TULSA TECHNOLOGY CENTER

One and two-year programs in various vocational and technical subjects are offered through the Tulsa Technology Center. Juniors and seniors may attend either the morning (8:00-11:00 a.m.) or the afternoon (12:00-3:00 p.m.) session. Students earn 3.0 credits a semester at Tulsa Technology Center. Transportation to and from JHS is provided. The Tulsa Technology Center student is responsible for the information in the daily student bulletin and is required to attend class functions on his home campus. Any questions may be directed to the assistant principal in charge of guidance services.

WELLNESS

The Jenks Board of Education hereby declares its concern for the safety and health of District employees and students. Jenks Public Schools recognizes the relationship between academic achievement and student health and wellness, and it is the intent of this policy that staff, students, and parents/guardians must work together to provide a safe, secure, and healthy learning environment.

Healthy Living

Health and Nutritional Education

The aim of the Jenks Public Schools pre-kindergarten through twelfth grade health and wellness curriculum is to empower students to develop healthy, positive behaviors, skills, and attitudes by providing a variety of fitness and health awareness opportunities while establishing school- community partnerships that encourage healthy lifelong choices. Nutrition education will be offered and integrated into the core curriculum for all grades (PK-12), providing students the knowledge and skills necessary for lifelong healthy eating behaviors.

Curricula for the health and physical education programs in the District, using current Oklahoma State Health and Wellness standards, are reviewed according to the textbook adoption schedule for the State of Oklahoma. These processes provide for public input by involving stakeholders from all District school sites as well as the community.

School Practices

Nutrition education occurs in the classroom as well as in the larger school community. The District utilizes multiple channels (e.g. classroom, cafeteria, and communications with parents) to promote healthy nutritional and physical behaviors. In support of the aim of the Jenks Public Schools wellness curriculum:

- students will be allowed adequate time to consume meals, at least 10 minutes for breakfast and 20 minutes for lunch from the time they are seated;
- recess before lunch will be encouraged to the greatest extent possible;
- food, beverages, and candy will not be used to reward or punish academic performance or student behavior;
- the District provides training and support to food service and other relevant staff to meet nutrition standards for preparing healthy meals;
- during the school day, the District only permits school-sponsored fundraisers which are health-promoting. Such fundraisers include non-food items, physical activity-related options, community service options, or

healthy foods and beverage options which follow USDA Smart Snacks standards (see Jenks Public Schools Administrative Regulation-Nutritional Guidelines);

- only foods and beverages that meet the USDA's Smart Snacks standards may be marketed in schools;
- the District allows school gardens on district property and dedicates related resources (e.g. land, water) for their implementation; and
- the District encourages parents to provide healthy lunches and snacks when sending food from home.

Nutritional Guidelines

To promote student health, students will not be provided with foods outside the USDA Smart Snacks standards, with the exception of two (2) events per school year in which healthy options are also available. All competitive foods and beverages sold to students during the school day must meet or exceed the USDA's Smart Snacks standards.

School Meals Service through the National Lunch-Breakfast Program

The District will make nutritious foods available on campus during the school day to promote student and staff health. At a minimum, the District Child Nutrition Program will serve reimbursable meals that meet the United States Department of Agriculture's (USDA) requirements and follow the Dietary Guidelines for Americans (DGA). As required under the National School Lunch Program (7CFR 210.12), the District will promote activities to involve students and parents in the School Lunch Program. In addition, the District will promote healthy food and beverage choices and appropriate portion sizes. All meals will:

- be appealing and attractive to children/young adults/staff of various ages and diverse backgrounds;
- be served in clean, pleasant and supervised settings;
- be accessible to all children and young adults;
- be designed to feature fresh fruits and vegetables from local sources to the greatest extent possible, including the Farm to School Program.
- include the provision of clean, unflavored, cool drinking water available and accessible without restriction and at no charge throughout the school day; and
- include food high in fiber, free of added trans-fat, low in added fats, sugar, and sodium, and served in appropriate portion sizes consistent with the USDA standards.

Physical Education and Physical Activity

The aim of the Jenks Public Schools pre-kindergarten through twelfth grade physical education curriculum is to enhance quality of life by fostering physical dexterity and life-long health and well-being in an environment that promotes participation and the development of the whole person. The District supports quality physical activity throughout the school day. Practices which support the accomplishment of this aim include:

- all students in grades Pre-kindergarten through five will participate in physical activity a minimum of 150 minutes per week through 20 minutes of daily recess, integrated physical activity within the academic classroom and physical education class activities. Time spent in these activities, per state law, will meet the requirements for accreditation by the Oklahoma State Board of Education. Students in all grades will be offered a range of physical activity choices, which may include competitive and non-competitive options. In addition, teachers and other school personnel at all grade levels may provide opportunities to students for additional physical activity by integrating physical activity into the academic curriculum, including adaptive physical education;
- students participating in physical education will be moderately to vigorously active for the majority of class time;
- physical activity, or the withholding thereof, will not be used to punish academic performance or student behavior in the classroom;
- the District provides proper equipment and facilities to support physical education classes and other school-sponsored physical activities;
- the District provides training for teachers for integrating physical activity into the curriculum; and
- students, parents, and other community members will have access to the District's physical activity facilities outside the normal school day (see Facility Usage and Rental policy).

Monitoring and Policy Review

Each school site's Healthy and Fit School Committee may include parents, students, representatives of the school

food authority, physical education teachers, school health professionals, the school board, school administrators and the general public. Each site committee will use the School Health Index to develop an action plan unique to that site as part of the Coordinated School Health Framework. Each plan will be evaluated and updated annually. Site Healthy and Fit School committees may participate in the implementation, review and update of the district wellness policy.

At least once every three years, the District will measure the extent to which schools are in compliance with the Wellness Policy. The District will inform and update the public about the content and implementation of the Wellness Policy.

Oversight for the District Wellness Policy and any appropriate updates will be maintained by the Executive Director of Student Services in the Education Service Center Teaching and Learning Office. All schools in the District will comply with the policy and all federal and state laws related to wellness.

WITHDRAWAL

When it is necessary for a student to withdraw or transfer from Jenks, the following steps must be taken:

1. The initial request to withdraw from school will be made through the office. This request should be made at least one (1) day prior to the intended date of withdrawal. The parent/guardian to verify the student's withdrawal must contact the administrative assistant.
2. The signature of the parent/guardian of any student must be obtained in order for the student to withdraw. If circumstances prohibit the parent/guardian from coming to the school, a signed letter from the parent/guardian requesting withdrawal will be accepted. The withdrawal process will not be completed until a signature is obtained.
3. After the signature is obtained, the Administrative Assistant will contact each teacher for a withdrawal grade. Students must return their ID card, all books and materials, and pay any fees that have not been paid. Students must be in attendance a minimum of two weeks in order to receive a withdrawal grade.

SITE SPECIFIC INFORMATION

ATTENDANCE

In order to pass a class, a student may not be absent more than four days in a block. If a student misses more days due to serious illness or injury, the principal must concur that the illness or injury is serious enough to prevent the student from attending school. The Jenks Board of Education and/or administration may require a doctor's verification to certify that any student is physically and/or mentally able to attend classes or unable to attend classes. If a student transfers from another school, his/her absences at that school count toward the total of four (4) days at JAC. If a student is absent more than four (4) days in the previous semester, the student may not be allowed to participate in school activities.

Absence Policy

1. Any student who is more than twenty (20) minutes late to class is recorded absent.
2. Students, who, for any reason other than school- sponsored activities, miss more than four (4) periods or the equivalent thereof of a class during a block, may not receive credit for the class.
3. All exceptions to this rule must be requested in writing by the parent/guardian with documentation for medical reasons of consecutive absences, or family emergencies, no later than one (1) week after the close of the block. Exceptions will be determined by the principal.
4. Absences that are due to vacation, truancy, or suspension may not be waived.
5. After a student's third absence, the student and parent/guardian may be asked to sign an attendance contract which states that the student may not pass the block and acknowledges the four (4) day

attendance policy. Suspension may occur after the fifth (5) absence and/or remediation may be taken to prevent further absenteeism.

Absence Procedure

1. Calls should be placed to 299-4415, ext. 2420.
2. All absences must be explained by a parent/guardian contact on the day or days of absence. Parental verification by telephone is necessary. Notes are not an acceptable means of communication.
3. Arriving to school late
A student reporting to school after 7:50 a.m. must use the following procedure:
 - a. Parent/guardian must come in with the student or call before he/she arrives.
 - b. Student must obtain a pass for admission to class.
 - c. Student must sign in before going to class.
4. Leaving school early
A student leaving during the school day, after 9:50 a.m. and before 3:55 p.m., must use the following procedure:
 - a. Due to our closed campus policy, personal business should be scheduled after school. All early dismissals for doctors' appointments will require a doctor's note or receipt upon the student's return to school. Early dismissals for other reasons will require the presence of a parent/guardian to remove a student from school. Students may not leave at lunch.
 - b. Sign out at the front counter.
5. Nurse
A student going to the nurse must use the following procedure:
 - a. Obtain a pass from the office to go to the nurse.
 - b. Have the pass signed by the nurse.
 - c. Sign back in at the office before returning to class.

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 Office before the student is permitted to leave school. Failure to follow the proper procedures for going to the nurse will result in

Types of Absences

1. Excused—any reason the student is out of school other than for school-sponsored activities, truancy, and unexcused absences. The parent/guardian must call the Office the day of the absence.
 - a. Students with an excused absence will have the same number of days to make up their work as days they were absent. Receiving of assignments and make-up work is the student's responsibility to initiate. For example, if a student is ill Monday, Tuesday and Wednesday, he/she has Thursday, Friday and Monday to complete his/her assignments to hand in Tuesday. A student absent for a school activity may make up his/her assignment or test the day before or after the activity at the time and place the teacher determines. The exceptions to this rule are assignments or tests that have been scheduled in advance. In these cases, the tests or assignments are still due on the scheduled date. If the student is absent on that date, he/she is expected to take the test or hand in the assignment on the day of his/her return to class. It is the student's responsibility to arrange with the teacher an opportunity for assistance with work missed during an absence.
 - b. During the last week of the block the principal must approve absences, for reasons other than illness.
2. Unexcused—An absence without a valid excuse, to be determined by the administrator. Students will receive two (2) hours of detention for unexcused absences.
3. Truancy—A student is truant when his/her absence has not been approved by the school and a parent/guardian prior to or at the time of the absence. Examples include being absent from class without permission, obtaining a pass to go to a certain place and not reporting there, and becoming ill and staying in the restroom instead of reporting to the Nurse's Office. Jenks Public Schools do not consider skip days or walk-outs as sanctioned activities. Participation in these activities constitutes truancy, and appropriate disciplinary action will be taken. A parent/guardian call-in will not excuse these absences. **Truancies are cumulative for the school year.** A student's parking privileges may be revoked for truancy.

Per state law, if a student is absent without a valid excuse four (4) or more days or parts of days within a four-week period, or for ten or more days or parts of days within a semester, the parents will be notified by the site with a Notice of Non-Attending Student form letter through certified mail. After the fifth (5th)

absence without a valid excuse, the school system will notify the District Attorney's office for juvenile proceedings pursuant to Title X of the Oklahoma statutes.

- a. First offense—student given option of two (2) hours of detention hall and one (1) additional hour for each hour truant or a minimum of four (4) hours of detention.
 - b. Second offense—student given option of a maximum of eight (8) hours of D-Hall. Chronic trancies may result in suspension and/or removal from the Alternative Center.
 - c. Third offense—student will be suspended off campus for two (2) days.
 - d. Fourth offense—student will be suspended for the remainder of the block and/or the following block.
4. Activity Absence—School-sponsored activities must be cleared through the Principal's Office.
- a. Students will be allowed no more than TEN (10) ABSENCES in any class period PER SCHOOL YEAR for school sponsored activities, i.e., choir, debate, sporting events. Excluded from the ten (10) absences are state and national levels of school sponsored contests for which a student must earn the right to compete.
 - b. Class assignments are to be completed at the discretion of the teacher.
 - c. Exceptions to the above must have approval of a principal.

Tardies

A student is tardy if not in his/her seat prior to the class starting time. A student who is tardy to class in excess of twenty (20) minutes will be charged with an absence for that period and required to have an admit from the office before being permitted to class.

If the parent/guardian has not contacted the school prior to the time of student sign-in or does not accompany the student into the building, it will be recorded as an unexcused tardy. The student will receive a loss of a break that day. **THESE ARE NOT SUBJECT TO CHANGE!**

1. Excused tardies

The parent/guardian must call prior to the time of arrival. Excused tardies will be handled on an individual basis.

A STUDENT MAY BE EXCUSED BY A TEACHER FROM ANOTHER TEACHER'S CLASS ONLY WITH PRIOR APPROVAL FROM THE RECEIVING TEACHER.

2. Unexcused tardies

All unexcused tardies accumulate for each block and each class.

For the first tardy and each tardy thereafter, students will lose a break. The third, fourth, and fifth tardies are unexcused absences and treated as such. Students should be sent to the office for every tardy beginning with the fourth. Discipline will increase with each offense. The sixth tardy may result in removal from class with a failing grade.

CLOSED CAMPUS POLICY

For the safety of our students, Jenks Alternative School has a closed campus.

During lunch and between classes students are not to go to their cars for any reason. Students may not be in the parking lot during lunch periods. Once a student is on campus, he/she is not to leave campus without checking out properly through the office.

PARKING

Driving and parking on school grounds is a privilege that the Board of Education feels should be provided for the students of Jenks High School. This privilege is one that will be honored as long as the student registers his/her vehicle and follows required guidelines and regulations. Due to the continued growth of Jenks High School and the limited number of parking spaces, it may be necessary to stop selling parking permits at some time during the school year.

Vehicle Registration/ Parking Decals

1. All student vehicles and cycles must be registered and have a valid JHS parking decal displayed. Registration and decals may be purchased during enrollment or in the Jenks Campus Police Office (located between the Frank Herald Fieldhouse and the Football Stadium on B Street) throughout the year until all parking spaces have been sold. Spaces are sold on a first-come, first-served basis.
2. The cost of vehicle registration and parking decal is thirty dollars (\$30.00). Students will need to show a valid Oklahoma driver's license (NOT a driver's permit), current insurance verification for the vehicle being registered, and a picture of the license plate (or the vehicle registration showing the license plate number). In addition there are two required forms located on the Jenks Public Schools website (www.jenksps.org): 1. The Parking Permit Application (also located in this student handbook); 2. The Consent to Search Waiver and Liability Form. Also, a Vehicle Registration Card must be completed (make, model, year, color and license tag) at the time of fee payment to obtain a parking decal. This card can be found in the Campus Police Office.
3. In the event a student is not able to drive the registered vehicle, a temporary permit is available at no charge for a week at a time. Temporary permits may be obtained in the Campus Police Office with proof of current insurance and picture of license tag or the vehicle registration showing the license tag.
4. It is the student's responsibility to keep his/her registration card up-to-date. In the event that a vehicle registered is sold or another vehicle is to be used, the used decal should be turned in to the Campus Police Office. A new decal may be purchased for ten dollars (\$10.00). The student must provide current insurance verification, a picture of the license tag or the new vehicle registration showing the license tag. The school is not responsible for replacing parking decals.
5. Placement of Decals—Decals shall be placed on the front lower window driver's side. Incorrect placement of the decal will result in removal of decal, with replacement cost the same as original registration fee.

Parking/Driving Rules and Regulations

1. Borrowing, lending, stealing, copying or selling of vehicle permits is prohibited. Any violation may result in long-term suspension of driving privileges. The student whose name is assigned to a decal number is responsible for any violations committed by that permit unless previously reported lost or stolen to the Campus Police Office, which is located between the Frank Herald Fieldhouse and the Football Stadium on B Street.
2. All students should have their car registered within the first week of school. After that date, tickets will be given for "No Decal." After the second (2nd) unpaid ticket for "No Decal," Campus Police will apply a parking boot to the vehicle. All outstanding tickets including a fifty dollar (\$50.00) boot removal fee must be paid in order for the boot to be removed. Any student who parks in a handicapped space, on a sidewalk, or any area that impedes the flow of traffic, may be towed **immediately** at the owner's expense, prior to the receipt of any tickets.
3. Student parking is limited to the identified lots and requirements within those lots. White-lined parking spaces are for students; yellow-lined spaces are for faculty and for visitors. Handicap spaces cannot be used without prior special permission and permits. Failure to comply with these guidelines will result in a parking violation ticket.
4. Students are not to park or even drive through the Oval parking area between 7:00 a.m. and 3:00 p.m. This area is for faculty and visitor parking only and for picking up and dropping off students by buses or parents/guardians.
5. The speed limit in all parking lots is 10 mph. Offenders may receive a speeding ticket violation or if identified as driving recklessly, the driver's parking privileges will be suspended for the remainder of the semester or school year, depending on the nature of the offense. Reckless driving includes, but is not limited to, squealing tires, turning "donuts," burning rubber, etc.
6. Upon driving onto the school campus at the beginning of the day, students are to find a parking space, park the vehicle, and go inside the building, returning to their cars only at the end of the school day to exit the campus. There will be no loitering or sitting in the vehicles on the parking lots during school hours or during any school sponsored activities for any reason. Cars are not to be moved during the school day without prior permission. This will result in a moving violation ticket.
7. Students who leave or enter the campus before the end of the school day must have one of the following or they will receive a moving violation ticket:
 - a. early dismissal pass
 - b. proof from Attendance Office that they have been absent thus far in the school day and are entering campus for the first time that day.
8. The school is not responsible for vehicles or their contents. Students are encouraged to lock their vehicle

- doors and take any valuables out of the vehicle.
9. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, stolen property, weapons, or other contraband might be present in those vehicles.
 10. When a student receives a ticket of any kind, he/she has two (2) school days to report to the Campus Police Office, which is located between the Frank Herald Fieldhouse and the Football Stadium on B Street. The student must come on his/her own time before school, during lunch, or after school. No tardy passes to class will be issued. If a student has three (3) or more outstanding tickets, the permitted vehicle will be booted or towed off school property at owner's expense.
 11. All traffic control devices, signs, and directions must be obeyed at all times. Violations will result in a ticket and/or suspension of parking privileges.
 12. Fines for tickets are as follows:
 - a. Parking Ticket
 - (1) First ticket—Twenty dollars (\$20.00) or five (5) days off-campus suspension of student's vehicle. **NO WARNINGS WILL BE ISSUED.**
 - (2) Second ticket—Twenty-five dollars (\$25.00) or ten (10) days off-campus suspension of student's vehicle.
 - (3) Third ticket—Thirty dollars (\$30.00) or forty (40) days off-campus suspension of student's vehicle.
 - (4) After the third unpaid ticket for parking violations, Campus Police will apply the parking boot. All outstanding tickets including the fifty dollar (\$50.00) boot removal fee must be paid in order for the boot to be removed. Any additional tickets will result in having the parking boot applied for each subsequent time or possibly having the vehicle towed at the owner's expense.
 - (5) Unauthorized parking in Foundation & PTAG reserved parking will result in an automatic twenty five dollar (\$25.00) fine. Repeated unauthorized parking in Foundation & PTAG reserved parking may result in the application of a parking boot.
 - b. Moving Ticket
 - (1) First ticket—Twenty-five dollars (\$25.00) or twenty (20) days off-campus suspension of student's vehicle.
 - (2) Second ticket—Thirty (30) days off-campus suspension of student's vehicle.
 - (3) Third ticket—Fifty (50) days off-campus suspension of student's vehicle.
 - c. Speeding Ticket
 - (1) First ticket—Thirty (\$30.00) or twenty-five (25) days off-campus suspension of student's vehicle.
 - (2) Second ticket—Eighty (80) days off-campus suspension of student's vehicle.
 - d. Reckless Driving Ticket
 - First ticket—Eighty (80) days off-campus suspension of student's vehicle.
 13. Off-campus suspensions of the student's vehicle may be given at principal or Jenks Campus Police discretion. Off-campus vehicle suspension may not be chosen by the student. If the vehicle is found on campus during a suspension, it will be towed immediately. All towing charges incurred are the responsibility of the driver/owner.
 14. Booting, driving suspension and/or towing may occur to your vehicle for matters other than ticket violations. Instances may include, but are not limited to, loaning or using another person's parking permit, disregarding safety regulations, leaving campus without proper authorization, false information on the registration card, etc. Parents/guardians will be notified of long-term driving suspensions.
 15. Parking privileges will be suspended for the school year if the parking boot has been removed, tampered with or destroyed. Those held responsible will be held liable for the repairs and/or replacement cost if the boot has been damaged.

Student Parking Lot Locations

Students must park in designated student lots which are shown on the maps provided at registration. Failure to comply with these regulations will result in ticketing, applying the boot, or towing at driver/owner's expense.

PASS SLIPS

Pass slips are needed when students are in transit other than at normal class changes and before school. Students are responsible for securing a pass signed by a teacher, principal, or counselor before they leave their assigned area. All passes for leaving school grounds must be signed by a principal.

ATTIRE/APPROPRIATE BEHAVIOR

Jenks Public Schools provides the opportunity for students to attend formal and informal dances which can include Homecoming, Prom, and the Freshman Dance. To ensure that these events are meaningful and tasteful experiences, the District has set the following guidelines for appropriate dress and dance behavior for all attendees including guests:

1. Formal events require formal dress. Formal wear for a girl may be a dress, party gown, suit, or formal gown. Formal wear for a boy may be a suit, tuxedo, or a blazer and slacks. Informal events allow for less formal attire, but must follow Jenks Public School dress code guidelines.
2. The shortest part of any dress, including all slits, should be no shorter than the tip of the longest finger with the hand hanging at the student's side.
3. Front necklines should be modest and appropriate. The back of the dress should not be lower than the top of the waist.
4. The waistlines of pants or slacks should be at the waist; "sagging" is not permitted.
5. Once a student leaves the dance, he or she will not be allowed to return.
6. Sexually suggestive dancing, or any dancing deemed inappropriate by a chaperone or principal, is not permitted.

Administrative discretion will be utilized in the determination of appropriate appearance or behavior. Noncompliance with the guidelines listed above may result in the student's removal from the dance, as determined by an administrator. No money will be refunded for students who have been asked to leave because of violations to this policy. In addition, students may receive consequences for dress code violations.

PROM REGULATIONS

1. All seniors with more than sixteen (16) units on record by the end of the seventh semester are eligible to attend the senior prom and may invite one guest. Eligible students and guests are permitted to attend at an admission price based upon the estimated cost of the prom. Guests must be registered when the ticket is purchased.
2. All seniors must assume the responsibility for the dress and conduct of their guest.
3. Anyone leaving the prom for any reason will not be permitted to return.

SCHOOL PICTURES

In early fall, students in grades 9-11 are photographed on campus by a photographer designated by the yearbook sponsor. The entire purchase price must be paid before the student is photographed unless the student only wants one printed in the yearbook and does not wish to purchase his/her pictures.

Seniors are photographed by the official yearbook photographer during the summer months by appointment. All arrangements must be made by the senior before the beginning of the school year.

SCHOOL SPONSORED/APPROVED ACTIVITIES

Students who participate in curricular, co-curricular and/or extracurricular activities (tournaments, contests, meetings, banquets, performances, etc.) represent our school and community and, therefore, must abide by all rules and regulations set forth in the student handbook, organizational handbooks and activity contracts. This includes 89% attendance and proper attire and conduct. Failure to do so may disqualify them from being eligible to receive any organizational or school honor. When a student's behavior results in disciplinary action, he/she may lose participation rights or privileges in some or all school activities. Other forms of discipline, restrictions, and long-term revocation of privileges may be imposed at principal discretion. Sponsors will be notified in writing of such infractions and the resulting discipline. Students must be in attendance one-half of the school day to participate in after-school activities. In case of conflicting activities, performance takes precedence over practice. Field trip permits signed by the student's parent/guardian must be given to the sponsor before a student may leave for an off-campus activity.

To participate in any school sponsored activities a student must sign the Activity Participation Contract.

Because representing Jenks Public Schools is a privilege, students must conduct themselves in an exemplary manner. Students are responsible for the standards. The student handbook governs student behavior during school time and at school events; the Extracurricular Contract governs student behavior at all other times and events.

SUCCESSFUL STUDENTS

A successful student strives to develop the characteristics of productive, satisfied, and educated persons. Among them are the following attributes, knowledge and skills, personal qualities, and personal values:

Knowledge and Skills

- Mastery of communication, computational, and scientific skills
- Knowledge of how to learn, as a life-long skill
- Orientation toward specific learning goals
- Understanding of the global interdependence of all peoples and societies
- Knowledge of family, national, and human heritages
- Understanding of technology as a tool for human endeavors

Personal Qualities

- Self-direction
- Rational thinking
- Creativity
- Productive and creative use of time
- Independence of thought
- Eagerness for discovery
- Aesthetic sensitivity
- Willingness to take risks for growth
- Ability to sustain effort toward the meeting of goals
- Emotional well-being
- Recognition of the interests that motivate other people

Personal Values

- Value of self
- Valuing of schooling and learning
- Commitment to moral and ethical values
- Valuing of other people
- Appreciation of the arts and humanities

From the Report Of Commission On Task Force On Student Success

Resource Numbers for Student and Parents

Emergency	911
Helpline	211
(Referrals for free and low-cost community services)	
OK Suicide Hotline (24 hours)	800-273-TALK (8255)
National Dating Violence Abuse	866-331-9474
Reachout Hotline	800-522-9054
(Drug, alcohol, domestic, sexual abuse assistance)	
National Domestic Violence Hotline	800-799-7233
Boys/Girls Town Crisis Hotline (24 hours)	800-448-3000
National Runaway Switchboard (24 hours)	800-786-2929
National Youth Crisis Hotline (24 hours)	800-442-4673
OK HIV/AIDS hotline (24 hours)	800-535-2437
Youth Services of Tulsa (24 hours)	918-582-0061
Rape Crisis (24 hours)	918-744-7273
(Including domestic and dating violence)	
Conexiones	918-585-5551
(Helping Latino students achieve academic success)	
Crimestoppers	918-596-COPS(2677)
Jenks Campus Police	918-299-4411 Ext. 2240
JHS Student Assistance Office	918-299-4411 Ext. 2340
Jenks Police Department	918-299-6311
Tulsa Police Department	918-596-9222
Tulsa County Sheriff	918-596-9222
2M2L (Report underage drinking)	866-942-6824

Parents:
Have you joined Safe
Homes?



If you would like more information on Safe Homes Project or would like to become part of the Safe Homes Network, visit the JPS website at www.jenksp.org or contact the Student Assistance Office at 299- 4415 ext. 2340.

Safe Place Locations
For young people in crisis:
All QuikTrip Stores
Jenks Fire Station
Jenks Police Station
Tulsa Police Stations
Tulsa Transit buses
All Tulsa City-County
Library locations