Jenks Middle School
Student/Parent Handbook 2019-20

Dr. Nick Brown, Site Principal
Mary Gerlach, Site Admin. Assistant

Mailing Address: 205 East B Street, Jenks, OK 74037-3900

A Guide for Students, Faculty, and Parents
All students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Jenks Board of Education, State Department of Education, and the Oklahoma Secondary School Activities Association.

Introduction
This student handbook is designed to assist middle school students in having a successful and enjoyable year. Jenks Middle School provides a challenging and caring school climate that seeks to develop strong academic foundations, discover special interests, and provide activities for personal and social growth.

The handbook information is lengthy, but each part of it is important for the effective functioning of our schools. The handbook includes policies and procedures adopted by the Board of Education and policies that are specific to Jenks Middle School. Students will have an opportunity to review the handbook in orientation sessions with teachers. We encourage parents/guardians to read the handbook and to keep the copy that is sent home with students.

Jenks Middle School provides excellence in education for early adolescents. These are important years, and we want students to be successful and build on the skills and abilities they have learned in the elementary years. If you, students or parents/guardians, have any questions, please feel free to ask.

Motto
“A Tradition of Excellence with a Vision for Tomorrow”

Jenks Public Schools Vision Statement
Jenks Public Schools, a community of diverse learners, creates opportunities for all through a commitment to innovation, collaboration, and continuous improvement.

Jenks Public Schools Mission Statement
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.

Aim Statement of Jenks Middle School
At Jenks Middle School, we celebrate curiosity, inquiry, and exploration as we become self-advocates for lifelong learning.
<table>
<thead>
<tr>
<th>Table of Contents</th>
</tr>
</thead>
</table>

ACADEMICS .................................................................................................................. 1

1:1 INITIATIVE ................................................................................................................ 1
  Overview ....................................................................................................................... 1
  Project Objectives ....................................................................................................... 1
  Chromebook .................................................................................................................. 1
  Distribution of the Chromebooks ................................................................................ 1
  District Responsibilities for the use of the Chromebook ............................................. 1
  Parent and Student Responsibilities .......................................................................... 1
  Digital Citizenship Tips for Teens ............................................................................... 2
  Damaged Chromebooks .............................................................................................. 2
  General Care of the Chromebook ............................................................................... 2
  Guidelines for Appropriate Use .................................................................................. 2

ACADEMIC CREDIT ....................................................................................................... 3
  Internships, Apprenticeships, and Mentorships ......................................................... 3

CREDIT FOR LEARNING ................................................................................................. 4

NON-ACCREDITED HOME SCHOOL ADMISSIONS ....................................................... 4

HIGH SCHOOL CREDITS EARNED PRIOR TO HIGH SCHOOL ENTRY OR DURING SUMMER SCHOOL .............................................................................................................. 5

EDUCATIONAL SERVICES FOR STUDENTS UNDER SECTION 504 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT ........................................................................................................... 5
  Qualified Individual with a Disability ........................................................................ 5
  Mitigating Measures .................................................................................................... 6
  Appropriate Education ................................................................................................. 6
  Educational Setting ..................................................................................................... 6
  Evaluation and Placement ............................................................................................ 6
  Section 504/Title II Plan ............................................................................................. 7
  Procedural Safeguards ................................................................................................. 7
  Retaliation ..................................................................................................................... 7

EVALUATION OF STUDENT PROGRESS ..................................................................... 7
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEAPONS</td>
<td>40</td>
</tr>
<tr>
<td>VIOLENT OFFENSES</td>
<td>41</td>
</tr>
<tr>
<td>STUDENT POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL AND ILLEGAL DRUGS</td>
<td>42</td>
</tr>
<tr>
<td>Use, Possession or Purchase</td>
<td>42</td>
</tr>
<tr>
<td>First Offense</td>
<td>42</td>
</tr>
<tr>
<td>Second and Subsequent Offenses</td>
<td>42</td>
</tr>
<tr>
<td>Selling or Distributing</td>
<td>42</td>
</tr>
<tr>
<td>First Offense</td>
<td>43</td>
</tr>
<tr>
<td>Definitions Related to Drugs and Alcohol:</td>
<td>43</td>
</tr>
<tr>
<td>ELECTRONIC WIRELESS DEVICES/CELL PHONES</td>
<td>43</td>
</tr>
<tr>
<td>INTERNET BASED INSTRUCTION: SUPPLEMENTAL ONLINE COURSES</td>
<td>44</td>
</tr>
<tr>
<td>NETWORK AND INTERNET ACCEPTABLE USE</td>
<td>44</td>
</tr>
<tr>
<td>Purpose Statement</td>
<td>44</td>
</tr>
<tr>
<td>Network and Internet Access - Terms and Conditions</td>
<td>44</td>
</tr>
<tr>
<td>Acceptable Use</td>
<td>44</td>
</tr>
<tr>
<td>Parental Consent for Students</td>
<td>45</td>
</tr>
<tr>
<td>Privilege of Use</td>
<td>45</td>
</tr>
<tr>
<td>Inappropriate Use</td>
<td>45</td>
</tr>
<tr>
<td>Limitation of Liability</td>
<td>45</td>
</tr>
<tr>
<td>Security</td>
<td>46</td>
</tr>
<tr>
<td>Vandalism</td>
<td>46</td>
</tr>
<tr>
<td>Inappropriate Material</td>
<td>46</td>
</tr>
<tr>
<td>Application and Enforceability</td>
<td>46</td>
</tr>
<tr>
<td>Home Page and Web Sites</td>
<td>46</td>
</tr>
<tr>
<td>District “Home Page” Web Policy</td>
<td>47</td>
</tr>
<tr>
<td>HARASSMENT, BULLYING AND INTIMIDATION</td>
<td>47</td>
</tr>
<tr>
<td>SEXUAL HARASSMENT</td>
<td>49</td>
</tr>
<tr>
<td>General Prohibitions</td>
<td>49</td>
</tr>
<tr>
<td>Specific Prohibitions</td>
<td>49</td>
</tr>
<tr>
<td>Procedure</td>
<td>50</td>
</tr>
<tr>
<td>CORPORAL PUNISHMENT</td>
<td>50</td>
</tr>
<tr>
<td>DAMAGE TO SCHOOL PROPERTY</td>
<td>50</td>
</tr>
<tr>
<td>FIGHTING</td>
<td>50</td>
</tr>
<tr>
<td>STEALING</td>
<td>50</td>
</tr>
<tr>
<td>HALL COURTESY</td>
<td>51</td>
</tr>
<tr>
<td>PUBLIC DISPLAY OF AFFECTION</td>
<td>51</td>
</tr>
<tr>
<td>STUDENT IDENTIFICATION REQUIREMENT</td>
<td>51</td>
</tr>
<tr>
<td>DRESS CODE</td>
<td>51</td>
</tr>
<tr>
<td>TRANSPORTATION POLICY</td>
<td>52</td>
</tr>
<tr>
<td>Video/Audio Recordings</td>
<td>52</td>
</tr>
<tr>
<td>Safety and Behavior Code for Bus Riders</td>
<td>53</td>
</tr>
<tr>
<td>DISTRIBUTION BY STUDENTS OF WRITTEN MATERIALS IN SCHOOL FACILITIES</td>
<td>54</td>
</tr>
<tr>
<td>DISCIPLINARY OPTIONS</td>
<td>55</td>
</tr>
<tr>
<td>Instructor or Administrator Intervention</td>
<td>55</td>
</tr>
</tbody>
</table>
RESOURCE NUMBERS FOR STUDENTS AND PARENTS.............................................. 91
ACADEMICS

1:1 INITIATIVE

Overview
At the beginning of the school year, the district will assign a Chromebook to each student. This one-to-one instructional initiative will lead the way toward continuous improvement in the following District goals:

- Prepare all learners to be productive and responsible citizens who are equipped to pursue excellence in an ever-changing world
- Utilize research-based, leading edge instruction and learning opportunities in face-to-face, blended, and virtual classroom settings

Toward these goals, all students will have access to instructional technology that will make them successful in the classroom and beyond.

Project Objectives
This initiative seeks to

- Enhance and enrich teaching and learning
- Ensure equitable access to instructional technology
- Improve student outcomes through the 4 C’s:
  - Creativity and Innovation
  - Critical Thinking and Problem-Solving
  - Communication
  - Collaboration

Chromebook
The Chromebook is a personal computer designed to work through with Google Apps for Education (GAFE) web-based applications. The District chose this device as the best fit for the needs of the students in terms of processing speed, ease of operation, productivity, and cost-effectiveness. The District will purchase and retain full ownership of the Chromebooks and will have in place measures to prevent the inappropriate use of the device and/or Internet in keeping with District Technology Policy.

Distribution of the Chromebooks
Distribution of the Chromebooks will take place at the beginning of the school year. A student will be given a device only if a parent or guardian has signed the Student Technology Responsible Use Agreement. Each student will receive the device, power cable and case. Earbuds or headphones will not be provided.

District Responsibilities for the use of the Chromebook
The District will comply with the Children’s Internet Protection Act (CIPA) to prevent the inappropriate use of the Chromebook and/or the Internet whether the device is being used at school or at home. Any malfunction of the Chromebook that is not the result of negligence or inappropriate use will be repaired at the District’s expense. The District will have devices available that can be checked out to students whose devices are being repaired or replaced.

Parent and Student Responsibilities
As with any District-owned property (for example, textbooks), parents and students will be responsible for returning the Chromebook in good working condition. The student and his parent or guardian will be responsible for replacing a lost Chromebook or making repairs that were the result of inappropriate use or neglect of the device. Insurance for the device will be offered to those parents who choose to purchase that coverage.

Because the Chromebook is an Internet-based device, the student will need Internet access either at home or at public places that offer Wi-Fi access in order to use the web-based applications. At school or elsewhere, students are expected to observe all JPS technology policies as well as federal, state and local laws. In addition, students should follow the “Digital Citizenship Tips for Teens” (from commonsensemedia.org).
Digital Citizenship Tips for Teens
For teens, we offer five simple rules of digital citizenship to help them create a world they can be proud of and inspire others to do the same.

- Think before you post or text -- a bad reputation could be just a click away. Before you press the "send" button, imagine the last person in the world that you’d want seeing what you post.
- What goes around comes around. If you want your privacy respected, respect others’ privacy. Posting an embarrassing photo or forwarding a friend’s private text without asking can cause unintended harm or damage to others.
- Spread heart, not hurt. If you wouldn’t say it in person, don’t say it online. Stand up for those who are bullied or harassed, and let them know that you’re there for them.
- Give and get credit. We’re all proud of what we create. Illegal downloading, digital cheating, and cutting and pasting other people's stuff may be easy, but that doesn’t make it right. You have the responsibility to respect other people’s creative work -- and the right to have your own work respected.
- Make this a world you want to live in. Spread the good stuff. Create, share, tag, comment, and contribute to the online world in positive ways.

Damaged Chromebooks
Students with damaged or malfunctioning Chromebooks may take them to the TSI Office lab and borrow a device while theirs is being repaired or replaced. Each student will be issued a receipt for the borrowed device that he or she is to keep at all times until the loaner is returned. A student must have purchased insurance on their device to receive a loaner device.

General Care of the Chromebook
- Always keep the Chromebook in the District-issued protective case. Although the case is reinforced to help protect the Chromebook, it is not guaranteed to prevent damage. It remains the student’s responsibility to care for and protect the device.
- Do not place food or drink near the device.
- Insert cords, cables and removable storage devices carefully.
- Do not deface the device with writing, drawings, stickers, labels, etc. that are not approved by the District.
- Do not place heavy objects on the device.
- Always carry the device with care; the screen should not be open when being carried.
- Do not lift the device by the screen.
- Do not store the device where other items can place pressure on the screen (for example, backpack).
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth. DO NOT USE CLEANING SOLVENTS OR OTHER LIQUIDS ON THE SCREEN.
- Do not deface or remove any District labeling.

Guidelines for Appropriate Use
With the opportunity afforded by using District technology come the responsibilities to use that technology responsibly. Failure to use District devices, networks or other resources responsibly may result in disciplinary action.

Students will
- Use the Chromebook and other district technology resources only for academic purposes.
- Use Web 2.0 tools as an extension of the classroom while they are at home.
- Use appropriate language and graphics, whether posting and publishing from home or school, when using blogs, podcasts, email or other communication tools.
- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Remember that making illegal copies of music, games, movies, and other copyrighted material is prohibited.
- Give credit when using the words or works of others.
- Prevent damage to the Chromebook by following “General Care” guidelines provided in this handbook.
- Report the loss or damage of the device immediately to the TSI Office.
- Charge the device at home and have it ready to use every day, every class period.
- Keep the sound muted or use headphones or earbuds when the noise might disturb others.
- Digitally publish work whenever possible, but students may print hardcopies in the FA & HS Media Centers for a charge of 10 cents per page. Students are allowed to set up their home computers with the Google Cloud Print solution.

**Students will NOT**

- Remove any identifying stickers or labels placed in or on the device by the District.
- Allow other people to use their assigned device.
- View, use or copy passwords, data, or networks to which they are not authorized.
- Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
- Leave computers unsupervised or logged in to any District-managed system.
- Harass, bully or threaten anyone.
- Use offensive or inflammatory language of any kind.
- Misrepresent themselves or others.
- Destroy or damage data, programs, networks or any other system or component of a system owned or managed by the District.
- Attempt to override, bypass or otherwise change the Internet filtering software, Google Management, or other network configurations.
- Reset or wipe their device.

**ACADEMIC CREDIT**

The district will provide students/families with regular notice of the academic standards required to graduate from the district. This information will be distributed annually to middle and high school students during the enrollment process and in student/parent handbooks and will include details regarding:

- Number and types of credits needed to graduate
- Minimum enrollment requirements
- Standardized assessments
- Proficiency based promotion
- Concurrent enrollment options

Students/families are expected to work with the assigned counselor to ensure that their student meets all the necessary requirements for successful completion of the district’s program.

**Internships, Apprenticeships, and Mentorships**

High school juniors and seniors may also obtain up to one (1) unit of elective credit per semester by participating in an internship, apprenticeship, or mentorship experience. The following requirements must be met in order to participate:

- The student must make advance arrangements with the Jenks High School Associate Principal or designee. These arrangements must address, at a minimum, issues such as the experience’s learning objectives and evaluation, scheduling, and other issues which the Associate Principal or designee deems appropriate to the situation.
- The students’ parent/guardian must consent, in writing to program participation
- The student and his or her parent/guardian must assume responsibility for all transportation to and from the program site.
- The student’s participation in the program must not create scheduling conflicts, excessive absences, or otherwise impede the student’s overall academic progress.

Program sites are required to agree in advance to adhere to reasonably accepted safety standards, conform to the district’s non-discrimination commitment, supervise the student in a meaningful experience, and regularly evaluate the student’s performance.
A fully-completed, written program plan must be on file with the Associate Principal or designee prior to the student's first day of participation in the program.

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, 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.

NON-ACCREDITED HOME SCHOOL ADMISSIONS

Jenks Schools welcomes enrollment of students who have been students in non-accredited schools and who have been home schooled. Students enrolling in the District from non-accredited schools and who have been home schooled will be placed in grade levels and in courses based upon educational factors, primarily academic mastery as demonstrated on tests that assess the student by the District curriculum standards and objectives and Oklahoma Academic Standards (OAS) adopted by the State Board of Education. Assessment results will be maintained for at least one (1) calendar year.

Students entering the District from non-accredited schools or who have been home schooled without evidence of participation in nationally standardized achievement assessments will be required to take academic assessments administered by District personnel. Pending receipt of such assessment results, the administration may allow the student to attend school in a designated alternative or temporary setting.

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

Students seeking credit for high school courses completed while enrolled at a non-accredited school or while the student was home schooled will complete an application process and take a criterion-referenced
test to measure the skills and knowledge relevant to each core course or subject for which credit is desired. If passed at the eighty (80) percent or higher level, student applicants may be required to complete a performance component. That component will be evaluated by selected staff and must meet standards comparable to eighty (80) percent performance.

Upon successful completion of both the criterion and performance components, the student may receive appropriate credit. Credit will be noted as either an “A” or a “B” on the high school transcript based on the score acquired on the assessments. No record of unsuccessful attempts will be maintained in the student’s permanent school records.

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

HIGH SCHOOL CREDITS EARNED PRIOR TO HIGH SCHOOL ENTRY OR DURING SUMMER SCHOOL

Specific courses provided at the middle school that follow the scope and sequence of high school courses, meet the academic rigor expected at the high school level, and that are consistent with the Oklahoma Academic Standards may be granted credit toward graduation by the Jenks Board of Education.

The Board of Education has designated the following courses at the middle school level to qualify for high school credit toward graduation: Biology, Chinese I, Chinese II, Chinese III, French I, Latin I, Spanish I, Spanish II, Spanish III, Geometry, Algebra I, and Algebra II.

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. High School math and science courses taken at the middle school level are given elective credit rather than subject area credit and will not be applied toward high school subject area graduation requirements.

EDUCATIONAL SERVICES FOR STUDENTS UNDER SECTION 504 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT

The district recognizes its responsibilities to children who are or may be qualified persons with disabilities under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and Title II of the Americans with Disabilities Act (“Title II”).

Qualified Individual with a Disability
All qualified persons with disabilities within the jurisdiction of the district are entitled to a free appropriate public education ("FAPE"), regardless of the nature or severity of the person’s disability. Section 504 and Title II define a person with a disability as any person who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such an impairment or (c) is regarded as having such an impairment. The definition of disability shall be construed in favor of broad coverage of individuals, to the maximum extent permitted by Section 504 and Title II.

The term "major life activities" includes, but is not limited to, functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A “major life activity” also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.
An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. Also, an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

**Mitigating Measures**
The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as:

1. medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies;

2. use of assistive technology;

3. reasonable accommodations or auxiliary aids or services; or

4. learned behavioral or adaptive neurological modifications.

For purposes of this policy, a "qualified person with a disability" is a person with a disability who is (a) of an age during which it is mandatory under Oklahoma law to provide such services to persons with disabilities; (b) of an age during which persons without disabilities are provided such services; or (c) a person for whom a state is required to provide a FAPE under the Individuals with Disabilities Education Act.

**Appropriate Education**
An appropriate education may comprise education in regular classes, education in regular classes with the use of related aids and services, or special education and related services in separate classrooms for all or portions of the school day. Special education may include specially designed instruction in classrooms, at home, or in private or public institutions and may be accompanied by related services such as speech therapy, occupational and physical therapy, psychological counseling and medical diagnostic services necessary to the child’s education.

The district will design quality education programs for student with disabilities to meet their individual needs to the same extent that the needs of nondisabled students are met.

Services necessary to provide a qualified student a free appropriate public education (FAPE) will be provided by the District at no cost to the parent or guardian, including those services necessary for the student’s participation in District-sponsored academic programs such as class field trips.

**Nonacademic and Extracurricular Services and Activities**
The district shall ensure that students with disabilities participate with students without disabilities in nonacademic and extracurricular services and activities to the maximum extent appropriate to meet the needs of the student with a disability. Nonacademic and extracurricular services and activities include, but are not limited to, meals, recess periods, counseling services, physical recreational athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the District, referrals to agencies which provide assistance to students with disabilities, and employment of students.

**Educational Setting**
The district will place students with and without disabilities in the same setting, to the maximum extent appropriate to the educational needs of the students with disabilities. Students with disabilities will participate with nondisabled students in both academic and nonacademic services, including meals, recess and physical education, to the maximum extent appropriate to their individual needs. If the district places an individual with disabilities in another school, the district will take into account the proximity of the other school to the student's home.

**Evaluation and Placement**
The district shall annually undertake to identify and locate every qualified child with a disability residing in the district’s jurisdiction who is not receiving a public education and take appropriate steps to notify children with disabilities and their parents or guardians of the district’s duties under Section 504 and Title II.

The district will make evaluation and placement decisions in accordance with appropriate procedures required by law. A multidisciplinary group, including persons knowledgeable about the child, the meaning of the evaluation data and the placement options, will document and consider carefully information obtained from all such sources in making eligibility and placement decisions. A parent is a required participant if he or she is a person knowledgeable about the student.

The multidisciplinary group will consider reevaluation at least every three years for each Jenks Public Schools student for whom the district is providing a FAPE or more frequently if conditions warrant or if the child’s parent or teacher requests a reevaluation.

**Section 504/Title II Plan**

When the multidisciplinary group determines that a student is eligible for educational services under Section 504 and Title II, it will prepare a plan documenting how the district will provide FAPE for that student. The plan will identify the educational services, related services and supplementary aids and services needed to meet the student’s individual educational needs in the least restrictive environment.

Regular or special education and related services, including supplementary aids, services, accommodations, and modifications, will be included in a student’s Section 504/Title II plan, or IEP, if applicable, to enable the student to participate in academic programs, such as District-sponsored field trips, and to participate in nonacademic or extracurricular activities with students with and without disabilities.

**Procedural Safeguards**

The district will employ procedural safeguards regarding the identification, evaluation or educational placement of persons who, because of disability, need or are believed to need special instruction or related services. District personnel will notify parents or guardians of any evaluation or placement actions and parents or guardians will be allowed to examine the student’s records.

**Retaliation**

The district also prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the district’s discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. Persons with complaints or concerns about the application of this policy should contact the District’s 504 Coordinator in the Student Programs office at the Education Service Center (299-4415, ext. 2400), or the Title II Coordinator in the Human Resources office at the Education Service Center (299-4415, ext. 2305.).

**EVALUATION OF STUDENT PROGRESS**

Report Cards/Progress Reports
Report cards or progress report cards are given every semester. Please refer to the school calendar shown at the front of this handbook for a listing of dates.

**GRADING POLICY**

The grades A, B, C, D, F, I, N, and P will be used to indicate the level of performance of all students in Jenks Middle School. 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 grades are given at the end of each semester. No second or fourth quarter grades are given.
GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>N</td>
<td>No Grade</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In addition to scholarship, such factors as initiative, attitude, cooperation, attendance, special tests, projects, and individual improvement may be taken into consideration in determining grades.

REMEDIAL COURSES

Jenks Middle School may require students with a D or below in 7th grade math or language arts at the conclusion of the second semester to take a remediation course in the place of an elective. The remediation course will not take the place of the required 8th grade pre-algebra or language arts class.

MAKE-UP WORK

It is each student’s responsibility to make arrangements for any make-up work. A student with an excused absence will have approximately the same number of days to make up work as days absent. A student who is truant may be allowed to do make-up work.

A student must earn four (4) credits to be promoted to the next grade level. Three (3) of these four (4) credits must be earned in the academic areas (math, language arts, science, and social studies) as complete, full year courses. Any exceptions must be approved by the site principal. Two semesters equals one full credit. Retention decisions at the middle school level also will take into account such additional factors as school adjustment, parental/guardian support, performance on District and state assessments, and teacher recommendations.

RETENTION AND PROMOTION OF STUDENTS

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

Secondary Grades (7th-12th)

Students may be retained at the 7th or 8th grade level on the basis of performance in academic core subjects: math, reading, science, or social studies. Retention decisions at the middle school level also will take into account such additional factors as school adjustment, parental/guardian support, performance on district and state assessments, and teacher recommendations. Students completing 9th grade must have earned at least 4 credits toward high school graduation in order to progress to the 10th grade. Students completing the 11th grade must have earned at least 16 credits toward high school graduation in order to move to the 12th grade and senior standing.

Appeals Process

After receiving a decision to retain a student, a parent may request reconsideration of a retention decision by taking the steps: outlined below. Parents who disagree with the District’s decision to promote a student to the next grade may also appeal the decision upon receipt of the student’s report card by taking the steps outlined below.

First Level of Appeal. The parent may request review of the initial decision by letter to the site principal. If no request is received within five (5) days of the parent’s receipt of written notification of the
committee’s initial decision to retain, the decision will be final and non-appealable.

**Second Level of Appeal.** The parent may request review of the principal’s decision by letter to the Superintendent, or designee. If no request is received within five (5) days of the parent’s receipt of the principal’s written notification of his or her decision, the principal’s decision will be final and non-appealable.

**Final Level of Appeal.** The parent may request review of the Superintendent’s decision by letter to the Superintendent or Clerk of the Board of Education. If no request is received within five (5) days of the parent’s receipt of the Superintendent’s written notification of his or her decision, the Superintendent’s decision will be final. The parent will be notified in writing of the date, time, and place of the Board meeting at which the decision will be reviewed. The Board’s decision will be final and non-appealable. If the parent disagrees with the Board’s decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student’s permanent cumulative record.

Prior to retaining a student at the parent’s request, the student’s parent will be required to sign an acknowledgment form accepting responsibility for any adverse consequences of retaining a student against district recommendations. Oklahoma law does not allow for an appeal process when a student is retained at the third-grade level pursuant to the Reading Sufficiency Act 70 O.S. § 1210.508C.

**STUDENT RECORDS**

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

**SUMMER SCHOOL**

Jenks Public Schools provide students the opportunity to earn credit by attending classes during the summer. A half-credit (1/2) for first semester may be completed in the first session; another half-credit (1/2) for second semester may be earned in the second session; a full credit requires attendance at both sessions.

Students attending summer school programs are responsible for full payment; however, it is not the intent of Jenks Public Schools to prevent any student from enrolling due to an inability to pay fees. Any student desiring to enroll in middle school summer classes should contact a counselor or building administrator.

**WITHDRAWALS**

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

The parent/guardian will need to call the Counseling Office in advance of the date of withdrawal. A written statement by the custodial parent which states the student’s last day of attendance at Jenks and the name of the new school or town will need to be presented to the registrar. All books and materials must be returned or paid for before withdrawal can be completed, unless other arrangements are approved by the principal. The grading policy for withdrawal grades is as follows:

a. The grade will be based upon performance from the beginning of the semester to the date of withdrawal.

b. A student must be in attendance two (2) weeks to receive a grade.

c. When a student withdraws before the end of a term, he will be considered ineligible for honors.
TESTING

Administrative discretion in individual and/or unique situations may be used within these guidelines:

1. Semester tests will be administered in all classes except the following: Instrumental Music, Vocal Music, Fine Arts, LTA, Special Services, and those classes considered to be activities.
2. Semester tests will be administered on the last two or three days of the semester.
3. All students must complete a semester test in order to receive a grade for that subject. Illness of a student and funeral attendance are the only acceptable reasons for giving tests after the close of school. Out-of-town trips are not considered sufficient reason to miss semester tests.
4. Unless an emergency arises, permission will not be granted for students to take tests early. Should there be an emergency, the assistant principal will determine if the emergency warrants a student taking the test early.
5. Make-up for first semester tests for students absent as described in the Attendance Policy must be initiated by the student and will be administered at a time determined by his/her teacher.
6. Arrangements for second semester make-up tests must be made with the student's teacher before the close of the last day of school.
7. When computing the final semester grade, the semester test will be assessed at a value of no less than five percent (5%) or more than ten percent (10%) of the final grade. The remainder of the semester grade will be determined by student performance over the rest of the semester. Grades accumulated throughout the semester will not necessarily contribute equally to the final grade.

OKLAHOMA STATE TESTING PROGRAM

The Oklahoma State Testing Program is designed to provide information on specified areas of knowledge, skills, and content. State-mandated tests are used to assess student performance in math, science, reading, and writing. Tests will be administered annually in the spring semester. Test items will be multiple choice in math, science, and reading. Writing skills will be measured by direct writing assessment.

CRITERION-REFERENCED TESTING

Criterion-referenced tests (CRT) are designed to provide information on specified areas of knowledge, skills, and content and are used to measure state mandated curriculum in the subjects and/or skill areas of math, science, reading, writing, U.S. history and government, geography, and culture and the fine arts. Tests will be administered annually in the spring semester. Test items will be multiple choice in math, science, reading, U.S. history and government, geography, and culture and the fine arts. Writing skills will be measured by direct writing assessment.

Grade level of skills to be tested at JMS is 8th grade.

Pass/fail criteria will be established by determining from field test data reasonable performance expectation levels for students.

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
on0020District equipment.

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

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

Standardized tests are copyrighted and confidential and cannot be copied or given to parents. 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 inter-scholastic athletic, music, or other activity events, games, meets, matches, and performances.

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

Copyright © 20__ Jenks Public Schools

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

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

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

**INSTRUCTIONAL MATERIALS SELECTION AND REVIEW**

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

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

To provide materials that implement and support the approved curriculum scope and sequence and classroom activities;
To provide materials that offer enrichment for the students, taking into consideration individual needs, interests, abilities, backgrounds, vocabulary, and maturity levels of the students served;
To provide materials that attract students to performing, reading, viewing, writing, and listening as sources of information, pleasure, and recreation;
To provide resource materials for the professional staff.

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

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

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

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

Requirements for Review, Development, and Adoption
Administration, in collaboration with the staff, shall be responsible for providing a systemic process which will assure a cohesive, coherent foundation of learning for students. Administration, in collaboration with the staff, is responsible for the review, selection, and implementation of instructional materials. Instructional materials selection shall include consideration of desired student standards and objectives.

Administration, in collaboration with the staff, shall be responsible for the development of a District scope and sequence for each curriculum core area. A textbook selection committee shall be appointed with representatives from each site. The textbook selection committee will be composed of teachers, administrators, and patrons as outlined in the Oklahoma Textbook Law (OS Title 70, Section 16-162). Patrons may review textbooks at the sites.

The selection procedure for other instructional materials will vary with the grade level, the grade span and the scope of the material. Such materials may be previewed and selected by individual teachers, library media specialists, department or grade-level chairpersons, administrators, or jointly to meet curriculum objectives. In all cases, the procedure for recommendation and purchase of such materials shall be approved by the building principal.

The materials for the school library media centers shall be selected by the library media specialist and approved by the building principal. Selection will be a cooperative, continuing process in which the library media specialist, administrators, teachers, and students participate. The basic factors influencing selection shall be the District curriculum as well as the interests, abilities, and backgrounds of the students using the library media center and the quality and accuracy of available materials.
Criteria
Textbooks and other instructional materials will be selected to meet the objectives of the scope and sequence. Underlying materials selection for both classrooms and library media centers is the idea that a wide range of materials enhancing the curriculum should be provided on varied levels of difficulty, with a diversity of appeal, and with presentations of different points of view.
Library media materials will be of high artistic/literary quality and superior form. Selection of these materials will consider stimulating presentation including imagination, vision, creativity, and style appropriate to the idea. Selection of materials will be made by consulting standard review sources and recommendation lists.
All non-print audiovisual materials, including digital and streamed content, must be previewed by professional staff prior to purchase.
Gift materials may be accepted with the understanding that these materials must meet the same selection criteria as materials purchased with District funds and that the school will use the gift materials in accordance with the decisions of the appropriate personnel. Gift materials, once accepted, become the property of the Jenks Public Schools.

SITE INTERVENTION TEAMS
When a student exhibits academic or behavioral difficulties, it is vital that a process for intervention is immediately available to both the student and teacher. Site Intervention Teams facilitate this process. The membership of each team consists of skilled professionals who are selected based on individual student needs.

The Site Intervention Team process affords a teacher the opportunity to utilize educational resources available within the local educational setting. Interventions can be attempted and documented in the regular classroom. This process must take place before a student can be referred to special education. Parents/guardians who desire more information about this process should contact the Site Intervention Team Leaders.

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

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

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 Personaly 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.

**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.

- specially designed instruction in the classroom (regular classroom with support services, part-time special education classroom, full-time special education classroom, and special day school);
- specially designed instruction in the home, hospital, institution, or other setting;
- speech-language pathology services;
- physical education with modifications;
- vocational education with modifications;
- related services such as transportation, speech-language pathology, physical and occupational therapy, and therapeutic counseling.
- Regular classes (full-time) inside the general class more than 80% of the school day (examples of services in this placement include modifications, consultations, supports for school personnel, supplementary aids and services).
• Special class (part-time) inside the regular class 40-80% of the school day.
• Special class (full-time) inside the general class less than 40% of the school day.
• Public/private, separate day schools.
• Public/private residential facility.
• Home instruction/hospital environment.
• Correctional facility.
• Parentally placed in private schools.
• Instruction in other settings.

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.

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 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.

GIFTED PROGRAM

Jenks Public Schools provide programs which serve middle school students living in the District. Student participants are served through differentiated curriculum in the classroom. Student participants must qualify for the program by meeting certain criteria in compliance with Oklahoma State Law and District policy. An advocacy procedure has been developed which permits teachers and parents/guardians to recommend students for further evaluation and possible placement in the program. Contact a school principal or gifted coordinator if you have questions in relation to the program.

HOMEBOUND PROGRAMS

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

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.

COUNSELORS

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 Oklahoma 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 Oklahoma 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 ten. 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 seven, nine and ten. 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 location 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 material 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 follows the site procedure for reporting 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

PARENT/GUARDIAN 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. College or other postsecondary education recruitment, military recruitment;
   b. Book clubs, magazines, and programs providing access to low-cost literary products;
   c. Curriculum and instructional materials used by elementary and secondary schools;
   d. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic clinical, aptitude, or achievement information about students and the subsequent analysis and public release of the aggregate data from such tests and assessments;
   e. The sale by students of products or services to raise funds for school-related or education-related activities; and
   f. Student recognition programs.

2. The administration of any survey containing one or more items described above in the Surveys section of this policy; and

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

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) affords 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 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.

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

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

Directory Information
The Family Educational Rights and Privacy Act requires that the District, with certain exceptions,
obtain your written consent prior to the disclosure of personally identifiable information from your 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.

**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 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, Associate Superintendent, the Superintendent and the School Board.

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

1. Matters concerning individual students and their teachers or coaches should first be addressed with the teacher or coach.
2. Unsettled matters from (1) above, or matters concerning individual sites, should be addressed with the principal or athletic director.
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.

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.

COST OF SCHOOL SUPPLIES

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.
LOST/DAMAGED BOOKS

Books that have been lost or damaged must be paid for. Students will assess the condition of their books when books are distributed. This record will be used to determine damages. Students should keep their receipt in case their book is found.

ACTIVITIES & ARTS

CLASSES, CLUBS, ORGANIZATIONS

Specific organization guidelines are available in the Assistant Principal's Office in charge of organizations.

Equal Access Policy
The Board of Education of the Jenks Public Schools is committed to the proposition that student participation in student activities and organizations can advance educational goals and otherwise be of benefit to students, and that the policies of this District should further students' opportunities for participation. In allowing and furthering student activities and organizations, the Board is mindful of the dictates of the United States Constitution and the Federal Equal Access Act, 20 U.S.C. 4071, et seq. This policy is adopted to implement these goals.

School Sponsored Student Organizations
The District may sponsor and conduct activities and organizations for students that the Board determines are in furtherance of and consistent with educational objectives of the District or reasonably related to the District’s curriculum (“school sponsored student organizations”).

School sponsored student organizations shall have a faculty sponsor, whose teaching field, education, background or other expertise is reasonably related to the purpose and goals of the group, and who may receive extra duty compensation.

Application for District sponsorship shall be made by the proposed faculty sponsor and at least twenty (20) students who intend to participate in the organization. Each building principal shall establish application forms and procedures, and guidelines for membership requirements, organizational structure, and provisions of a constitution or other organizational rules, subject to approval by the Superintendent.

After the proposed organization and its constitution have received preliminary approval from the Superintendent, the Board of Education shall review and approve or disapprove the organization for sponsorship based on the standards set out in this policy.

Independent Student Organized Groups
In addition to school sponsored student organizations, the secondary schools of this District shall have a limited open forum for meetings of independent student organized groups.

Meetings of independent student organized groups may be held before or after the school day. No student may attend a meeting when he or she has a scheduled class or is required by school rules or schedules to be elsewhere. All meetings shall be student initiated and open to all students in the school. All student attendance at independent student organized group meetings shall be voluntary.

No meeting may include any activity that is unlawful or that materially and substantially interferes with the orderly conduct of educational activities within the school.

An adult monitor, who may or may not be a school employee, shall be present at all meetings. A
school employee may be present at a meeting of a student religious group only in the capacity of monitor. Neither school nor non-school adult monitors may direct, conduct, or control activities of student meetings.

Independent student organized groups may invite outside speakers to their meetings.

If students wish to meet in independent student organized groups under this policy, they must file a request to meet with the principal which lists: a) the room in which they wish to meet and the time during which they will meet; b) the name of one (1) student who will serve as the contact between the group and the school authorities; and c) the monitor who will be present. The principal shall approve a meeting if it meets the requirements of this policy and shall notify the student contact person of his/her approval or, if it does not meet the requirements of this policy, his/her reasons for disapproval within two (2) days of the submission of the request to meet. Once permitted to do so, an independent student organized group may continue meeting for the remainder of the school year, unless it subsequently violates this or any other school policy.

In assigning meeting rooms to student organizations, the school shall not arbitrarily discriminate between or among school sponsored and independent organizations. However, in assigning meeting rooms the school may consider the number of persons expected to attend and the needs of the organization.

Meetings of independent student organized groups may be announced by notices posted on bulletin boards in the school. Such notices may contain only the name of the organization, the date, time, and place of the meeting, and a brief identification of the subject of the meeting or a list of agenda items. Signs should be produced by students and contain letters and numbers only. No graphic representations should be included on the poster. There will be one designated bulletin board in each High School building for these notices to be posted. All notices must be approved by the principal prior to posting.

Nothing shall be construed to limit the authority of the school, its agents or employees, to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

It is understood that the content of these independent student organized group meetings is not approved or disapproved by the District. The District is neutral as to the content of these meetings.

EXTRACURRICULAR ACTIVITIES CONTRACT

To be eligible to participate in any extracurricular activity, a student must read and sign a contract acknowledging his/her understanding of Jenks Public Schools’ policies concerning the possession or use of tobacco, alcohol and other illegal drugs, and agree to be bound by the violation provisions. These policies in their entirety may be found in the student handbooks and Policies and Regulations of the Board of Education.

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.

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, team/group/work, 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 Associate Superintendent, or the Chief Human Resources Officer, if so desired. Decisions made at the superintendent level are final and nonappealable.
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 consideration. 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.

EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

Jenks Middle School is a member of the Oklahoma Secondary School Activities Association and subject to the rules and regulations set forth by that organization. Some of the basic requirements are:

1. Parents/guardians must reside within the boundaries of the District.
2. A student must be doing satisfactorily in academic studies as prescribed by the O.S.S.A.A.
3. A student must not be beyond the age of fifteen (15) before September 1.
4. A student must be in attendance a mini- mum of ninety percent of the school days.
5. Each participant will be required to sign an eligibility contract at the start of that activity.
6. A student will not be eligible for participation in school activities during the year when repeating either the seventh or eighth grades, even though the student came from a non-member school.

Participation
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 and/or by that organization. This includes academic standing, ninety percent attendance, and proper attire and conduct.
Failure to do so may result in removal from that activity or disqualification from being eligible to receive any organizational or school honor. Students who are suspended for drug and/or alcohol infractions will be allowed to participate in school activities for the remainder of that semester and/or the following semester. When a student’s behavior results in disciplinary action, he may lose participation rights in some or all activities for that semester and/or the following semester. Students must be in attendance one-half of the school day to participate in afterschool activities. In case of conflicting activities, performance takes precedence over practice. Some organizations have rules and regulations in addition to those in the Middle School Handbook.

ATHLETICS

EXTRACURRICULAR ACTIVITIES CONTRACT

To be eligible to participate in any extracurricular activity, a student must read and sign a contract acknowledging his/her understanding of Jenks Public Schools’ policies concerning the possession or use of tobacco, alcohol and other illegal drugs, and agree to be bound by the violation provisions. These policies in their entirety may be found in the student handbooks and Policies and Regulations of the Board of Education.
JENKS SCHOOL DISTRICT STUDENT EXTRACURRICULAR ACTIVITIES
PARTICIPANT ALCOHOL AND ILLEGAL OR PERFORMANCE ENHANCING DRUGS
CONTRACT

2018 to 2019 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.

<table>
<thead>
<tr>
<th>Student's Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Grade</th>
<th>Student ID Number</th>
</tr>
</thead>
</table>

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
Date

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

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
STUDENT ALCOHOL AND DRUG TESTING POLICY FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES AND/OR PARKING ON SCHOOL DISTRICT PROPERTY

(See also Student Behavior Policy; Extracurricular Activities Contract; Student use of Alcohol, Illegal Drugs; Testing Students – Alcohol, Illegal Substances)

The Board of Education of the Jenks District (the “District”), in order to protect the health and safety of students and to educate and direct students away from drug and alcohol use and abuse, adopts the following Policy for testing students for the use of illegal drugs, alcohol and performance enhancing drugs. This policy shall apply to students participating in extracurricular activities and/or students who apply for and are granted a parking permit to park on District property.

Statement of Purpose and Intent

It is the desire of the Board of Education, administration and staff that every student in the District refrains from using or possessing alcohol and illegal or performance enhancing drugs. Therefore, except as provided below, the sanctions of this Policy shall relate solely to limiting the opportunity of any student determined to be in violation of this Policy to participate in extracurricular activities and/or park on District property. This Policy is intended to supplement and complement all other policies, rules and regulations of the District regarding possession or use of alcohol and illegal or performance enhancing drugs.

Participation in school-sponsored extracurricular activities is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship, and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.

Parking on the property of the District is also a privilege, not a right. Students who park on District property operate vehicles in close proximity to other students and faculty and may also have passengers in their vehicles. Because of this, the potential harm from misjudgment or impaired judgment due to alcohol or illegal drugs is great. Accordingly, students who park on District property carry a responsibility to themselves, their fellow students, their parents and the public to operate their vehicles in a safe and reasonable manner that includes avoiding the use or possession of alcohol or illegal drugs. The use of alcohol and illegal drugs impairs the ability of a student to meet this responsibility.

The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the District for an environment free of alcohol and illegal or performance enhancing drug possession or use. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of students to participate in extracurricular activities or to park on campus when they are found to be in violation of this policy. There will be no academic sanction solely for a violation of this policy. Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the District’s Student Behavior Policy.

Definitions

- “Extracurricular” means any District sponsored team, club, organization or activity in which student participation is voluntary and in which students represent the District in competitions.

- “Student extracurricular activities participant” means any student participating in any competitive extracurricular activity.

- “Student Athlete” means a 7th-12th grade member of any District sponsored interscholastic sports team, including athletes, cheerleaders, and Pom participants.
• “Coach/Sponsor” means any person employed by the District to coach athletic teams of the District, to
act as a sponsor or coach of a cheerleader team of the District, or to serve as sponsor for any other
extracurricular activity.

• “Athletics” and “athletic activity” means participation by a student athlete on any athletic team,
cheerleader team or Pom team sponsored by the District.

• “In-season” means anytime during the day, night, weekends or holidays, including all time in and away
from school during the entire school year for all student extracurricular activities participants.

• “Permit Holder” means a student who currently holds a permit to park on District property.

• “Alcohol” means ethyl alcohol or ethanol and any alcoholic beverage and includes “low-point beer” as
defined by Oklahoma law.

• “Illegal drugs” means any substance which an individual may not sell, possess, use, distribute or
purchase under either federal or Oklahoma law. “Illegal drugs” includes, but is not limited to, all
scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all
prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being
used for an abusive purpose, and paraphernalia to use such drugs.

• “Performance enhancing drugs” include anabolic steroids and any other natural or synthetic substance
used to increase muscle mass, strength, endurance, speed or other athletic ability. The term
“performance enhancing drugs” does not include dietary or nutritional supplements such as vitamins,
minerals and proteins that can be lawfully purchased in over-the-counter transactions.

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

• “Random selection basis” means a mechanism for selecting student extracurricular activities
participants for drug and/or alcohol use testing that:
• results in an equal probability that any student extracurricular activity participant from a group of
student extracurricular activity participants subject to the selection mechanism will be selected, and
• does not give the District discretion to waive the selection of any student extracurricular activity
participant selected under the mechanism.

• “Positive” when referring to an alcohol or drug use test administered under this Policy means a
toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a
performance enhancing drug or the metabolites thereof using the standards customarily established by
the testing laboratory administering the drug or alcohol use test.

• “Reasonable suspicion” means a suspicion based on specific personal observations concerning the
appearance, speech or behavior of a student extracurricular activity participants and reasonable
inferences drawn from those observations in the light of experience. Information provided by a reliable
source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of
performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size,
strength, weight or other athletic abilities.

• “Games/competitions” mean regular season, tournament and playoff games/competitions and do not
include practice games and scrimmages.

• “School Day(s)” means a day when school is in session and students are required to report to school.
By way of example only and not as a limitation, school days does not include snow days, holidays, or
parent-teacher conference days.
“District Property” means any property owned by or under the control of the District.

**Participation – Extracurricular Activities**

Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the District. For the safety, health and well-being of the student extracurricular activity participants of the District, the District has adopted this Policy for use by all participating students at the 7th-12th grade level. Any student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.

Each student extracurricular activity participant shall be provided with a copy of this Policy via the Student/Parent Handbook and the “Student Extracurricular Activity Participant Alcohol and Illegal or Performance Enhancing Drugs Contract” (the “Extracurricular Activities Contract”), which shall be read, signed and dated by the student, parent or custodial guardian and a coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Extracurricular Activities Contract.

The principal and sponsor, or, in the case of student athletes only, the athletic director or designee and applicable coach, shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a student extracurricular activity participant has been reported. If a violation of the Policy is determined to have occurred by a student extracurricular activities participant other than a student athlete, a principal will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. If a violation of the Policy is determined to have occurred by a student athlete, the athletic director or designee will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained.

The Extracurricular Activities Contract for alcohol and illegal or performance enhancing drug and/or alcohol use testing shall be to complete a drug test for student athletes, as part of the annual physical examination. The District will set a fee charge to be collected from each student when the Extracurricular Activities Contract is signed and returned to the coach. Student athletes who have physical examinations performed by their personal physicians must nonetheless sign the Extracurricular Activities Contract and comply with all Policy requirements. For all student extracurricular activity participants, tests will be done as chosen by the random selection basis; or at any time a student extracurricular activities participant is requested by the principal, athletic director, athletic trainer or by the sponsor or coach, based on reasonable suspicion (see Policy for Testing Students with regard to the use of Alcohol and Illegal Chemical Substances), to be tested for alcohol and illegal or performance enhancing drugs.

Drug and/or alcohol use testing for student extracurricular activities participants will be chosen on a random selection basis weekly from all student participants. The District will determine a weekly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.

In addition to the drug and alcohol use tests required above, any student extracurricular activities participant may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.

**Participation – Parking Permits**

Alcohol and illegal drug possession or use is incompatible with operating a motor vehicle on property of the District. For the safety, health and well-being of the students and Permit Holders of the District, the District has adopted this Policy for use by all Permit Holders. Any student found to be in possession of, or having used alcohol or illegal drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.

All students who park on District property must have a proper parking permit issued by the District.

Each Permit Holder shall be provided with a copy of this Policy via the Student/Parent Handbook, and the
“Parking Permit Application and Alcohol and Illegal Drug Contract” (the “Parking Permit Contract”), which shall be read, signed and dated by the student, parent or custodial guardian before such student shall be eligible to apply for a parking permit. No application for a parking permit will be considered until the student has returned the properly signed Parking Permit Contract.

The principal or his/her designee shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a Permit Holder has been reported. If a violation of the Policy is determined to have occurred by a Permit Holder, the principal will contact the student and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained, including the beginning date of any suspension of the parking permit.

The Parking Permit Contract for alcohol and illegal drug and/or alcohol use testing shall be to provide a urine sample as chosen by the random selection basis; or at any time a Permit Holder is requested by the principal or his/her designee, based on reasonable suspicion, to be tested for alcohol and illegal drugs.

Drug and/or alcohol use testing for Permit Holders will also be chosen on a random selection basis weekly from a list of all Permit Holders. The District will determine a weekly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal drugs.

In addition to the drug and alcohol use tests required above, any Permit Holder may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.

The District will set a fee to be collected from each student when the Parking Permit Contract is signed and returned to the administration, to cover the expense of these testing procedures.

Testing Procedures
Any alcohol or drug use test required by the District under the terms of this Policy will be administered by or at the direction of a professional laboratory chosen by the District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, if a urine sample is collected, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal, athletic director, or athletic trainer shall designate a sponsor or coach or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal, athletic director, or athletic trainer who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this Policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use any scientifically accepted method. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a
specimen that tested positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a period of six (6) months.

If the alcohol or drug use test for any student has a positive result, the laboratory will contact the principal, the athletic director, or a designee with the results. In the case of student extracurricular activities participants who are not athletes, a principal will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. In the case of student athletes, the athletic director or athletic trainer will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. In the case of Permit Holders, a principal will contact the student and the parent or custodial guardian of the student and schedule a conference.

At the conference, a principal or the athletic director or designee will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. If the student and his/her parent or custodial guardian desires another test of the remaining portion, if any, of the specimen, the principal, the principal, athletic director, or athletic trainer will arrange for another test at the same laboratory or at another laboratory agreeable to the principal or athletic director or designee. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian.

If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the principal or to the athletic director. The District will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug.

A student who has been determined by the appropriate school administrator to be in violation of this Policy shall have the right to appeal the decision to the Superintendent or the Superintendent’s designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any extracurricular activities and/or park on District property. The Superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the Superintendent’s decision and such decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be the sole and exclusive judgment and discretion of the Superintendent, which shall be final and non-appealable.

Before a student who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity and/or park on District property after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The District will rely on the opinion of the laboratory that performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by more recent use.

All documents created pursuant to this Policy with regard to any student will be kept in a confidential folder and will never be made a part of the student’s cumulative folder nor be considered a “disciplinary” record.

**Violations of Alcohol and Drug Testing Policy**

Any student who is determined by observation or by alcohol or drug use tests to have violated this Policy shall subject to the loss of the privilege to participate in extracurricular activities and/or loss of the privilege to park on School District property. Such student shall be offered educational and support assistance to stop using alcohol or illegal or performance enhancing drugs.

**First Offense**

1. Suspension from participation in all scheduled extracurricular activities (including all meetings, practices, performances and games/competitions) and suspension of the parking permit for 30 school days, which may be reduced by 15 school days (five school days reduced for professional drug/alcohol evaluation/assessment and ten school days reduced for participating in and successfully completing at least four (4) outpatient counseling sessions when recommended by the provider conducting the assessment. If additional counseling is recommended outside of the initial four (4) outpatient sessions, the student must
fulfill those recommendations. 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 provided by the District.

2. An extracurricular activity participant (including athletes) must miss a minimum of 40% of the allowable number of regular season contests/performances which may be reduced to 20% upon completion of the assessment and substance abuse education counseling. If the student is not competing in an activity during any suspension period due to injury, academic ineligibility or the games, competitions, or performances are finished or have not begun for that school year and, therefore, does not miss a minimum of 40% of the games/competitions during the suspension period, then the student will be required to miss a minimum of 40% of the games/competitions/performances after he or she returns from the injury, becomes eligible or the games, competitions, or performances resume in the following school year or begin later in the same school year. These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding competition season if necessary to fulfill the suspension.

Second Offense
3. Complete suspension from participation in all extracurricular activities including all meetings, practices, performances and competition and/or suspension of the parking permit for eighteen (18) continuous and successive school weeks from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this Policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses occurring during the seventh and eighth (7-8) grades shall be cumulative for the duration of the student's middle school career. Offenses occurring in grades nine through twelve (9-12) shall be cumulative throughout the student's high school career. Extracurricular activity participants will be required to miss a minimum of 40% of regular season contests/performances, whenever scheduled.

Self-Reporting: As an option to the consequences for a first offense only, a student may self-report to the principal, athletic director, athletic trainer or to a coach, director, or sponsor before being questioned about or notified of a Policy violation or prior to being asked or required to submit to an alcohol or drug use test. A student who self-refers will be allowed to remain active in all extracurricular activities and retain his or her parking permit after the following conditions have been fulfilled: a conference has been held with the student, the principal, athletic director, athletic trainer, the sponsor, director, or coach, and the parent or custodial guardian of the student to discuss the Policy violation; an alcohol or drug use test is provided by the student that is not positive, and a participation commitment by the student and parent for four (4) hours of substance abuse education/counseling provided by the school or an outside agency. Documentation of successful completion of this commitment must be provided to the principal, athletic director, athletic trainer, or their designee by the student or parent. A student who self-refers will, however, be considered to have committed his/her first offense under this Policy. A self-referral may be used only once in a student's time in the School District.

Refusal to Submit to Alcohol or Drug Use Test
If a student refuses to submit to an alcohol or drug use test authorized under this Policy, such student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances and competition, or park on campus for eighteen (18) continuous and successive school weeks. Extracurricular activity participants will be required to miss a minimum of 40% of regular season contests, whenever scheduled. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

SCHOOL SPONSORED/APPROVED ACTIVITIES

Extracurricular Eligibility Requirements
Jenks Middle School is a member of the Oklahoma Secondary School Activities Association and subject to the rules and regulations set forth by that organization. Some of the basic requirements are:
Parents/guardians must reside within the boundaries of the District.
1. A student must be doing satisfactorily in academic studies as prescribed by the O.S.S.A.A.
2. A student must not be beyond the age of fifteen
3. (15) before September 1.
A student must be in attendance a minimum of ninety percent of the school days.

4. Each participant will be required to sign an eligibility contract at the start of that activity.

5. A student will not be eligible for participation in school activities during the year when repeating either the seventh or eighth grades, even though the student came from a non-member school.

Participation

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 and/or by that organization. This includes academic standing, ninety percent attendance, and proper attire and conduct.

Failure to do so may result in removal from that activity or disqualification from being eligible to receive any organizational or school honor. Students who are suspended for drug and/or alcohol infractions will not be allowed to participate in school activities for the remainder of that semester and/or the following semester. When a student’s behavior results in disciplinary action, he may lose participation rights in some or all activities for that semester and/or the following semester. 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. Some organizations have rules and regulations in addition to those in the Middle School Handbook.

ATTITUDE (SAFETY)

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. False reports, false calls, or misrepresentation of facts
12. Fighting
13. Forgery, fraud, or embezzlement
14. Gambling
15. Gang related activity, action, or attire
16. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication, or physical acts
17. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
18. Immorality
19. Inappropriate attire, including violation of dress code
20. Inappropriate behavior or gestures
21. Indecent exposure
22. 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)
23. Obscene language
24. Physical or verbal abuse
25. Plagiarism
26. Possession or distribution of a caustic substance
27. Possession, distribution, or viewing of obscene materials, including electronic possession, distribution or viewing (sexting)
28. Possession, threat or use of a dangerous weapon and related instrumentalities, i.e., bullets, shells, gun powder, pellets
29. 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: (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)
30. Possession or claimed possession of illegal and/or drug related paraphernalia
31. Possession or claimed possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
32. Purchasing, selling, and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
33. Profanity
34. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
35. Theft
36. Threatening behavior (whether involving written, verbal, electronic, or physical actions)
37. Truancy
38. Use of a wireless telecommunications device without prior authorization.
39. 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
40. 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.

TOBACCO POSSESSION AND USE

Students are not permitted to possess or use any form of tobacco or tobacco paraphernalia on school property, including school buses, and at school-sponsored functions. This policy is in effect 24 hours a day, seven (7) days a week. “Tobacco” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes e-cigarettes/vaping devices or any other product packaged for smoking or the simulation of smoking. Products will be confiscated and parents/guardians will be notified each time a student is found in violation of this policy. Violation of this policy may result in a report being filed with the Oklahoma Alcoholic Beverage Laws Enforcement (ABLE) Commission. Consequences associated with the filing of this report will be determined by the ABLE Commission, authorized by the Prevention of Youth Access to Tobacco Act: Oklahoma State Statute Title 37, Section 600.4A. Violation of this policy will also result in school disciplinary actions:

First Offense
Completion of Tobacco Education Program and three (3) days of in-school intervention. A letter will be mailed to the parent/guardian which explains the Tobacco Policy. Use of tobacco in the classroom and/or failure to attend the Tobacco Education Program may result in additional consequences.

The student will be suspended from participation in the next two (2) scheduled competitions, contests or performances for all extracurricular activities in which the student is currently involved.

Second Offense
Ten (10) days of in-school intervention. A letter will be mailed to the parent/guardian. Students will be suspended from participation in all extracurricular activities (including meetings, practices, performances, games, and competitions) during the time of In-School Intervention. An athlete will be required to miss a minimum of two (2) games/competitions. The District Student Athlete Contract is supplemental to this policy.

Third Offense
Ten (10) day suspension from school.

Fourth Offense
Long-term suspension from school up to the remainder of the current semester and/or the following semester.

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 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 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 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 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:

1. Observable phenomena, such as:
   a. 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
   b. the direct observation of alcohol or drug use while on school property, at a school sponsored event.
event, in school vehicles, or going to or from a school sponsored event;
2. 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;
3. Evidence that a student has tampered with an alcohol or drug test;
4. 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. 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 District under this Policy shall be at 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 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 District will not report on or disclose to the 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 District from disciplining any student in the absence of an alcohol or drug use test of the student.

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

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

**Persons Authorized to Order Alcohol or Drug Testing**
The 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 District’s policy on student behavior.

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

**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 school District” means any student being in possession or control of a weapon on property owned, leased or rented by the District, including, but not limited to, school buildings, parking lots, and motor vehicles and any student who is in possession or control of a weapon at any District sponsored function regardless of whether such function is conducted on District property.
Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities.

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

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

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

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

This policy applies only to students who are determined to have brought a weapon to school under the jurisdiction of the District, as defined above; current District policy on student suspensions for non-weapon violations are unaffected by this policy.

WEAPONS

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

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

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

For purposes of this policy, “possession of a dangerous weapon” includes, but is not limited to, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

A dangerous weapon includes, but is not limited to, firearms as defined in Section 922 of Title 18 of the United States Code; air gun or spring gun; BB gun; hand grenades; fireworks; slingshot; bludgeon; blackjack; brass knuckles or artificial knuckles of any kind; nun-chucks; dagger; bowie knife; dirk knife; butterfly knife; shotgun shell knife; any knife, regardless of the length or sharpness of the blade; any knife the blade of which can be opened by a flick of a button or pressure on the handle; any pocketknife, regardless of the length or sharpness of the blade; any pen knife; “credit card” knife; laser light; garrote; razor; dart; ice pick; explosive; smoke bomb; incendiary device; sword cane; hand chains; firearm shells or bullets and any replica or facsimiles of any the foregoing items; or any item or instrumentality which is used to threaten harm or is used to harm any person. The foregoing list of “dangerous weapons” is descriptive and by way of example only and is not to be considered an exclusive or limiting list of dangerous weapons.
Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy will receive the minimum consequences as defined below up to the maximum suspension authorized by law.

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

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

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

1. Immediately investigate the matter and contact the campus police, if appropriate.
2. If not already confiscated by an employee of the District and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
3. Notify the student’s parents/guardians.
4. Cooperate fully with the campus police.
5. Attempt to transfer confiscated weapon to the police department, if feasible.
6. Notify the Superintendent 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/guardian and teacher input, and other relevant circumstances may be considered in determining disciplinary consequences.

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

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

**VIOLENT OFFENSES**

If the School 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.

**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 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.

**Second and Subsequent Offenses**
Ninety (90) days off-campus suspension, 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.

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

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.
• First offense: Verbal warning
• Second offense: One (1) After School Detention
• Third offense: Friday School Service (FSS)
• Fourth offense: Friday School Service (FSS) and parent pick up of phone
• Fifth offense: In-School Intervention (ISS) and parent pick up of phone

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 non-traditional 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 3.26 – Internet Based Instruction: Supplemental Online Courses.

Network And Internet Acceptable Use

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

44
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 (email) is not a private communication. The District and system administrators have access to email, email accounts, and network activity. Accessing personal home email accounts, social media or any other personal electronic account, should not interfere with the performance or 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**: System users 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**: System 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 use personal equipment to access the network agree to waive any right to privacy which may exist in any file, data, email, 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:

<table>
<thead>
<tr>
<th>Class and Club Web Page Content……………………………………………………………………………….Site Principal</th>
<th>Department Web Page Content…………………………………………………………………………………………Reporting Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site and District Web Page Content………………………………………………………………………………………………Superintendent</td>
<td></td>
</tr>
</tbody>
</table>

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 Webmaster 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 Email 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.

**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, intimidation, bullying 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 and 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.

SEXUAL HARASSMENT

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

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

General Prohibitions

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

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

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

For the purposes of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing.

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

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

Specific Prohibitions

It shall be a violation of District policy for administrators, faculty, staff and/or students to engage in sexual
harassment as defined above. It is sexual harassment for an employee or student to subject another such employee or student to any unwelcome conduct of a sexual nature.

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

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

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

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

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

**Procedure**

Employees who have a complaint alleging sexual harassment should report their complaint to the Administrator of Human Resources or designee, who will initiate an investigation. A report will be made to the Superintendent 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.

**CORPORAL PUNISHMENT**

Corporal punishment is not permitted in Jenks Public Schools.

**DAMAGE TO SCHOOL PROPERTY**

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

**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.

Students who demonstrate a pattern of violent behavior will receive additional consequences to ensure the safety of others. Individuals who incite or encourage a fight (including pushing, cheering, filming, and posting to the internet, etc.) may receive consequences up to or including suspension from school.

**STEALING**
Stealing, destroying, or defacing school property or personal property at school may result in both legal authorities and parents/guardians being notified.

Disciplinary action may include, but not be limited to:
1. In-school intervention
2. Detention
3. Restriction of privileges
4. Suspension from school and school activities
5. Payment for damages and loss

HALL COURTESY

The student should:
1. keep the halls open to traffic by walking on the right side and not standing in groups. Running in the halls is never appropriate.
2. pass through halls quietly and be considerate of others.
3. discard trash in the containers provided and keep the school clean.

PUBLIC DISPLAY OF AFFECTION

No public display of affection will be allowed at school. Offending students will have their attention called to the matter, and appropriate disciplinary action will be taken if the problem occurs again.

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 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 child nutrition, 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 will be acceptable. Identification cards are issued free of charge to all students at the time of enrollment. If the card is lost, the student must have a replacement card made. There is a five dollar ($5.00) replacement charge for any identification card.

If a student does not wear his/her identification card as described above:

c. Third Offense: Parent/guardian is notified. One (1) hour of detention is assigned.
d. Fourth Offense: Parent/guardian is notified. Two (2) hours of detention are assigned.
e. Fifth Offense: Parent/guardian is notified. Friday School Service is assigned.
f. In excess of five (5) temporary identification stickers issued, a principal will assign appropriate discipline.

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/her peers, attire for students must be reasonable, modest, and in such style
that it will not cause distraction.

1. Short-shorts, bicycle and boxer shorts, are not permitted. Skirt, dress and shorts hemlines, 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 footwear. No house shoes are allowed.

4. Mesh clothing, midriffs, shirts, halters, low riders, tank tops, clothes with inappropriately placed holes or tears and other similar attire are inappropriate 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, bandanas, 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 assistant 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”, bandanas, 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.

The penalty for violation of the dress code is a referral to the assistant principal, change of clothes obtained or placement in In-school Intervention for the remainder of the day. If a 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.

**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 and/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 and written notice from 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 Principal’s Office.
   e. Fifth Offense—Loss of bus privilege for a minimum of ten (10) days. Parent/guardian and student must attend a conference with the principal and a transportation supervisor to reinstate riding privilege. Parent/guardian contacted by phone and/or written notice from Principal’s Office.
   f. Sixth Offense—TERMINATION OF BUS RIDING PRIVILEGE for current semester and/or succeeding semester.
The discipline steps listed above are the ones normally followed to correct inappropriate behavior. However, discipline may begin at any level if the behavior merits a more severe disciplinary action to correct the behavior. The student management program is based primarily on the number of occurrences. Your cooperation and understanding are greatly appreciated.

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.

**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 gyms, schools, 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.

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.

**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.

**LUNCH DETENTION**
Lunch detention is a correctional measure used primarily to address students that are tardy to school or to his or her classes or are out of their assigned area during the recharge period.

**Rules for Lunch Detention**
1. Students must arrive at the beginning of the lunch period.
2. Students will write their names on the sign-in sheet.
3. A student will be considered a no-show for talking, sleeping, or any other type of disruption.
4. If a student is considered a no-show for any reason, administrators will assign a further consequence.

**PM 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 is a study period where a student 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. The student will be dismissed and considered as a “no show” if talking or misbehavior occurs. 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 considered as a “no show.”

**Failure to Attend Assigned Detentions**
First “No show”: Student is assigned Friday School Service.
Second “No show”: Student will be assigned further disciplinary action by administration.

In order to receive an excused absence from a detention assignment, a parent/guardian must call the assigning
teacher or principal on the day of the absence to explain the absence and reschedule the detention. **This is the only way a student will not be considered a “no show.”**

**FRIDAY SCHOOL SERVICE (FSS)**

Friday School Service is a community/schoolwork period held each Friday morning. It may be assigned to students for an unexcused absence from a detention assignment, or it may be assigned by the principal. The student will be given a form stating the time and date he/she is to report. The student should come pre-pared to do manual labor such as picking up trash, cleaning desks and dry-erase boards, etc., and/or writ-ten work. The school dress code is enforced. Tardies are not allowed and are considered as a “no show.” Misbehavior of any kind or failure to complete as-signed tasks will result in dismissal and further discipline.

**Failure to Attend Assigned Friday School Service**

Since the assignment will be made in collaboration with the parent/guardian, the student should not be absent except for illness or emergency. If either of these occur, the parent/guardian must notify the discipline office or the Attendance Office on Monday, following the absence on Friday, in order to excuse and reschedule the FSS. If the parent/guardian does not contact the office, the student will be assigned in school intervention.

**IN-HOUSE INTERVENTION**

In-house 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-house intervention is not considered by law to be out-of-school suspension and therefore is non-appealable. However, all in-house interventions of greater than 15 days, with the exception of those directed by Board policy, must be confirmed by the Superintendent or designee.

In-house intervention is used as a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school policy. During the suspension the student will be isolated from other students. The student will receive full credit for work completed in the supervised suspension.

1. Student will be expected to do all academic work before returning to regular classes.
2. Breaks and lunch will be taken under the super-vision of school staff and separate from other students.
3. Students will not be permitted to participate in curricular or extracurricular activities.

During an appeal process, students will be assigned to in-house intervention and will not be permitted to attend or participate in any school-related activity.

**OUT-OF-SCHOOL SUSPENSION**

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

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

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

1. violation of a school regulation;
2. immorality;
3. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, “violent offense” shall include those offenses listed as the exceptions to the term “non-violent 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, 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-school intervention including, but not limited to, placement in an alternative school setting, placement in an online program, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. Students identified as disabled under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 and who are suspended out of school or receive disciplinary removal from the classroom require additional procedural considerations.

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

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

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

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

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

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

In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been re-moved 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 a conference with 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 schoolwork 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 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-school” restrictions as the principal deems proper (and this time may or may not count against the total penalty time), except that in the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

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

Method of Appeal to the Site Committee

An appeal 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 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-appellable 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) calendar 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-appellable. 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-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline, unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student. An exception may be made by the suspending principal in collaboration with the Director of Community Education for the student to attend Community Education night or summer school classes.

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

Education Plan for Suspended Students
The 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.

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.

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.

STUDENT BEHAVIOR MANAGEMENT PLAN

The success of education is based on a positive and safe atmosphere which promotes learning. In order for this to occur, it is essential that schools adapt behavior management plans to help students learn appropriate behavior. Our staff, which is committed to the academic and behavioral education of its students, has adopted such a plan. The objective of this plan is to provide an environment where learning can take place, free from the distractions of inappropriate behavior. The levels of disciplinary consequences will aid students in learning responsibility, self-control, cooperation, and respect for others, all traits that will enhance their educational potential.

When a student is found in violation of a rule, there will be direct communication within the student and either written and/or phone notification to the parents/guardians. Consequences assigned will reflect the seriousness and frequency of the misbehavior. The chart below includes possible disciplinary outcomes.

<table>
<thead>
<tr>
<th>Level</th>
<th>Offenses</th>
<th>Possible Disciplinary Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Sleeping, eating, lack of class materials, not doing class work, chewing gum, violating dress code.</td>
<td>Classroom management techniques: teacher/student conference, short-time-out, parent/teacher conference, teacher detention and other techniques. Before or after school detention or Friday School Service may be assigned if violations persist.</td>
</tr>
<tr>
<td>Two</td>
<td>Disruption of school, class, halls, or assemblies; inappropriate behavior or gestures; disrespect towards another student; loitering; away from assigned area; missing detention; unauthorized use of electronic devices; public display of affection</td>
<td>Classroom management techniques: teacher/student conference, short-time-out, parent/teacher conference. Teacher detention. Friday School Service.</td>
</tr>
<tr>
<td>Three</td>
<td>Refusal to follow the reasonable request of a school official, disorderly conduct, cheating, inappropriate cafeteria behavior, indecent material, profanity, vulgarity, jeopardizing the safety of others, “horseplay,” misuse/waste of school materials, equipment, or property.</td>
<td>Before school, during lunch, or after school detention. Friday School Service. In-School Intervention.</td>
</tr>
<tr>
<td>Four</td>
<td>Graffiti, gambling, false calls, forgery, falsifying records, lying, spitting, minor vandalism (with restitution), minor theft (with restitution). Minor is defined as anything less than $50.00</td>
<td>In-School Intervention. Friday School Service.</td>
</tr>
<tr>
<td>Five</td>
<td>Possession/use or tobacco or other tobacco products including e-cigarettes, matches, or lighters.</td>
<td>First Offense: Suspension from participation in the next two (2) scheduled competitions, contests, or performances for</td>
</tr>
</tbody>
</table>
extracurricular activities. In addition to extracurricular activity suspension, completion of tobacco education program and three (3) days In-School Intervention.

**Second Offense:** (10) days In-School Intervention. And suspension from participating in all extracurricular activities during In-School Intervention and for a minimum of two (2) games/competitions.

**Third Offense:** Ten (10) day Out-of-school suspension.

**Fourth Offense:** Long-term suspension from school up to the remainder of the current semester and/or the following semester.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Six</strong></td>
<td>Harassment, incitement, intimidation, or threatening behavior toward another student; harassment which is sexual, cultural, or makes reference to a disability; gross behavior; truancy; disrespect or insubordination to a faculty member or failure to correctly identify oneself to a school employee.</td>
<td>Assignment to In-School Intervention or Suspension depending on the severity of the offense and/or the number of times the offense has been committed.</td>
</tr>
<tr>
<td><strong>Seven</strong></td>
<td>Defiance of authority; fighting; hitting, kicking, or any other physical act used with the intention to inflict pain or cause bodily injury.</td>
<td>Short-term suspension of three (3) to ten (10) days.</td>
</tr>
<tr>
<td><strong>Eight</strong></td>
<td>Indecent exposure, battery of another student, possession/use of fireworks, major vandalism (with restitution), major theft (with restitution). Major is defined as anything over $500.00.</td>
<td>Long-term suspension of eleven (11) or more days.</td>
</tr>
<tr>
<td><strong>Nine</strong></td>
<td>Weapons; alcohol, drugs, or substances portrayed to be drugs, drug paraphernalia; threatening behavior toward a school employee (written, verbal, or physical); extortion, false fire alarms; emergency false calls; possession of a caustic substance.</td>
<td>Long-term suspension up to and including maximum suspension allowed by law: current and succeeding semesters. Possible prosecution. Drug/alcohol possession and/or distribution consequences per District policy.</td>
</tr>
<tr>
<td><strong>Ten</strong></td>
<td>Firearm, arson, bomb threat, battery against school personnel.</td>
<td>Maximum suspension allowed by law. Prosecution.</td>
</tr>
</tbody>
</table>
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).

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 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. 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 under FERPA.

For further information, contact the office of Student Programs.

HEALTH SERVICES

NURSE’S CLINIC

A Registered Nurse and a Health Assistant are on duty every day. The Nurses’ Office is located between the east classroom wings.

It is the parent’s/guardian’s responsibility to communicate health-related information, including chronic or new illness, to the site nurse and/or administrator to ensure proper care of the student. Parents are encouraged to access the Health Portal to monitor student’s school health visits and treatments. If needed, help in using the Portal is available.

ALLERGIES (NUT AND LATEX)

Nuts and latex are the most common 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 only snacks that are commercially prepared and which do not contain peanut butter or nut products on the ingredient label.
3. Refrain from the use of latex gloves or latex balloons anywhere in the District.
4. Encourage communication between parent/guardian, child, teacher and Health Services as to the nature of the allergy and individual symptoms. Jenks Public School recommends the use of an allergy alert identification bracelet.
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. Document the student’s food allergies 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.
4. Access 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. 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.

MEDICATION AT SCHOOL

All medication taken at school including over the counter medications must be kept in the Nurse's Office, regardless of the student’s age. This is for the safety of all students. If possible, parents/guardians are advised to give medication at home on a schedule other than during school hours. If it is necessary, a medication may be given during school hours, these regulations must be followed:
1. Complete and Sign a Request to Give Medication for each prescription and nonprescription medication to be given at school. It is strongly recommended that a parent/guardian deliver the medication to the Nurse's Office.
2. Prescription and Nonprescription Medications: Prescription and/or nonprescription medicine MUST be brought to the Nurse's Office in its original container with the original label intact. Prescription medication will be given ONLY if the student’s name is on the original label and ONLY in the dosage listed. Dosage changes MUST be approved by the child’s physician in writing. Expired medications will not be administered. Original prescription bottles will be sent home with the student when empty unless the parent/guardian requests otherwise. If a student forgets his medication, the school nurse will try to contact that student’s teacher to remind him/her. It is sometimes difficult to locate students due to their schedules. A written record will be kept of times and dates medication is taken. It is the student's and parent's/guardian's responsibility to ensure compliance. Parents/guardians and teachers are encouraged to check on the student's compliance on the parent Health Portal.
3. Medication will not be sent home with the student. Any remaining medication (from prescription change, etc.) must be picked up by a parent/guardian. Exceptions to this policy will be made at the discretion of the principal and/or school nurse. All medication not picked up by the last day of school will be discarded.
4. Asthma or Anaphylaxis Medication: In accordance with Oklahoma Statutes, the Board of Education permits the self-administration of inhaled medication by a student for treatment of asthma and 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. Complete the Request to Give Medication with a physician’s signature and return to the Nurse Clinic.

“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's 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 their diabetes under the guidance of the school nurse 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, an 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: The Consulting Physician for the District has approved administration of Acetaminophen (Tylenol) and Ibuprofen (Advil, Motrin, etc.) for pain or fever. These may be available upon request by students if parent/guardian permission was given on the Enrollment Form.

7. Aspirin: Aspirin is not offered at school and is not recommended for persons under twenty-one (21) years of age. If a student’s doctor advises aspirin for specific conditions, the nurse will administer the aspirin as
directed upon receiving the doctor’s written order.

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

9. Any medication remaining in the nurse’s office at the end of the school year must be picked up by a parent or guardian by the last day of school. If it is not, the medication will be discarded.

**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. Oklahoma State Law requires students entering seventh grade to provide documentation of having received a Tdap vaccine.

If a student is “in process” and but has not completed these immunizations, he/she will be allowed to attend school. However, the parent/guardian is required to provide documentation, signed by a licensed physician or public health authority, as each subsequent immunization is received. The immunization schedule must be followed or the student will be excluded from school.

**ILLNESS AT SCHOOL**

Except for an emergency or routine medication, a pass from a teacher will be required before a student goes to the nurse. The nurse will determine if a student is to be sent home due to illness and if so, will notify the parents/guardians and the Attendance Office. Contact with the parent/guardian will be initiated from the Nurse’s Office.

1. Students with temperatures of 100.4° F or above must be sent home. Parents/guardians are requested to keep students who have elevated temperatures home twenty-four (24) hours after the temperature returns to normal without medication.
2. Students who vomit due to illness must be sent home. Parents/guardians are requested to keep students at home twenty-four (24) hours after the last time of vomiting without medication.
3. Parents/guardians are to transport students who become ill at school.
4. Parents/guardians are requested to report any contagious health condition to the Nurse’s Office. Chickenpox requires a written release from the nurse for a student to return to class.

**HEAD LICE PROCEDURES**

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 as indicated. If a student has siblings in the Jenks Public Schools, they will also be examined by the school nurse.

1. Parents/guardians whose children have an active case of head lice will be notified. Students found to have active head lice will be sent home for treatment.
2. Parents/guardians will be offered information on treatment, egg (nit) removal, and cleaning of the environment. Children who do or do not have head lice are not specifically identified to anyone other than the parent/guardian and the teacher, due to the confidentiality required by law.
3. Students who have been sent home for treatment of head lice, must be examined by the nurse and given written permission to return to class.
4. When an active head lice is identified in a school environment, written notice will be distributed electronically to alert families.
5. Information pertaining to the treatment of head lice is available.

**HEALTH EDUCATION AND SERVICES**
The District offers the following health services and education at the middle school level:
Vision and Hearing Screening.
1. The school health program will provide vision and hearing screenings for students upon teacher referral or request from parent/guardian. After screening, parents/guardians will receive a written notice if the student’s screening results indicate the need for medical evaluation. Screening results are within normal limits will be noted on the student’s health record and parents/guardians will not be contacted.
2. Any parent/guardian who does not wish to have a child participate in a screening, must request in writing for the student to be excused. Send the request to the principal and the school nurse each year.

SEVERE WEATHER
1. The condition of the roads on the Jenks Public School bus routes is the determining factor for whether or not school will be in session.
2. The bus routes throughout the District are checked by transportation personnel in the evening (before 10:00 p.m.) and early morning (6:00 a.m.).
3. An attempt will be made to notify news media (TV and radio stations) if school is going to be dismissed or cancelled.
4. No notification is made if school is to be in session.
5. Prior to severe weather, students who ride buses will be notified by their bus drivers where to meet the bus when minor adjustments are necessary due to snow or ice.
6. Things to consider:
   a. Road conditions are not the same in all Districts. Therefore, some Districts will dismiss when others will not.
   b. The Jenks Public School buses have heavy motors that sit over the rear wheels and give better traction than the average automobile.
   c. Since many parents/guardians work and may make arrangements for children to be met at bus stops or homes at specific times, it is impractical to dismiss school early. If school is to be dismissed early, all news media will be notified.
   d. Bus time schedules will vary more than normal when bad road conditions exist.
   e. All school days missed due to bad weather must be rescheduled by adding additional days at the end of the school term or deleting scheduled vacation days.

DISASTER DRILLS
Fire Drill
1. When the fire alarm sounds, the staff will gather students in their assigned area, hallways and restrooms. Staff will also collect and review class/office roster, JPS Emergency Procedure Guide and emergency evacuation color cards.
2. Wait for instructions from the intercom. The building will be evacuated as quickly as possible after the approval to leave your room. If no announcement occurs in 60 seconds, evacuate using the safest route. As you exit, unlock and close your classroom door behind you.
3. Never move towards fire or smoke. Turn around and move towards the safest exit route. The fire exit routes should be posted in all rooms.
4. Students will not linger to get books or personal items, run, shove, or talk excessively.
5. Students will be evacuated 500 feet away from the evacuated building and stay with their teacher at the designated area. If the designated evacuation area is not safe (smoke, emergency operations or the like), move to a safe area, then notify your administrator(s).

Tornado Drill
1. Tornado watches and warnings will be announced over the intercom system and may direct individuals on the next steps to take. Staff members should collect and review class/office roster, JPS Emergency Procedure Guide, and emergency evacuation color cards.
2. When the tornado alarm sounds, students will move away from the windows to the designated shelter area for that class. If a designated shelter area is not available, move to another shelter area. Building shelter areas should be posted in all rooms.
3. Students will assume the position as instructed with their hands and arms covering their heads and necks.
4. Students and staff will remain in shelter areas until given further instructions.

**Emergency Alert And Lockdowns**

1. The procedure will be initiated by an intercom announcement.
2. Students will be instructed to either remain in the classroom or be directed to another area by a teacher or other staff member, as the situation dictates.
3. Students are to remain in the assigned shelter area until an “all clear” announcement is given.

**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.

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.

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.

CLOSED CAMPUS

A student wishing to leave campus with his/her parent/guardian for lunch must have the parent/guardian sign him/her out in the office. Students returning after the end of the lunch period must be accompanied by their parent or guardian and will be issued a tardy if they return within the first ten minutes of the class period. Students returning more than ten minutes late will be recorded as absent. Students are not allowed to go off campus for lunch with the parent/guardian of another student. All other students are restricted to the school campus from time of arrival in the morning until time of departure in the afternoon.

DECORATIONS – BALLOONS

While deliveries to individual students are not allowed, special events and occasions may include the use of balloons for decoration. For health reasons, latex balloons are not allowed. Mylar balloons and other non-latex balloons are acceptable. Balloons shall not be released into the environment at any time.

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 nuts or peanut products. Vending machines are not to be used during class time. Any outside food delivery for students must occur during the lunch period. Students will be allowed to eat these meals in the counseling office or with their parents in an outdoor location. No food deliveries are allowed in the cafeteria.

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.

GENERAL SCHOOL INFORMATION

ATTENDANCE

A student with excessive absences in a class during a semester may not receive credit. Chronic Absenteeism is defined as missing more than ten percent of the school year, which equates to missing more than 8 days in a semester or 17 days in a school year. If a student is chronically absent due to serious illness or injury, the administrator must determine 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 percentage of days in attendance at Jenks Schools. A student who is chronically absent in the previous semester may not be allowed to participate in school activities.

ABSENCE POLICY

1. Any student who misses more than ten (10) minutes of any class is recorded absent for that period.
2. Students who have excessive absences may not receive credit for the class.
3. All exceptions to this rule must be requested in writing to the Attendance Office by the parents/guardians with documentation for medical reasons of consecutive absences, or family emergencies, no later than two (2) weeks after the close of the semester. Exceptions will be determined by the administrator. If the administrator denies the waiver, the parents/guardians may request a review by the attendance committee composed of the assistant principal, a school nurse, a teacher, and a counselor.
4. Absences that are due to vacation may not be waived.
5. After a student’s fifth absence, the parents/guardians may be asked to sign an agreement stating their intention for the student to attend school and their acknowledgment of the attendance policy. Remediation may be encouraged to prevent further absenteeism.
6. A letter will be sent to the student’s parents/guardians stating that credit may not be granted for the class(es) for which the student was excessively absent.
7. Students who are absent for ten (10) consecutive days will be withdrawn from the District. Student must be re-enrolled prior to returning to school.

Absence Procedure

1. The Attendance Office is in the Middle School main office area. If assistance is needed, please go to the counter in the Attendance Office or call 299-4415, ext. 5301.
2. All absences must be explained by a parent/guardian contact to the Attendance Office on the day or days of absence. Parental verification must be made either in person or by telephone.
3. Parents/guardians are asked to call anytime to either talk to the attendance personnel or leave a message.
explaining the absence. If a parent/guardian contact is not made within twenty-four (24) hours, the absence will be considered a truancy.

4. All unaccounted absences require an admission slip from the Attendance Office.

5. Arriving to school late
   a. A student reporting to school after 9:10 a.m. must use the following procedure:
   b. If a student arrives before 9:25 they proceed to their first class. The teacher will mark them tardy.
   c. If a student arrives after 9:25 a pass from the attendance office is required. The student is considered absent for the first class.
   d. Student must not go to class without checking in.
   e. Failure to follow proper procedure when checking in will result in disciplinary action against the student.

6. Leaving school early
   A student leaving during the school day, after 9:10 a.m. and before 3:55 p.m., must use the following procedure:
   a. Parent/guardian must show proper identification and sign the student out at the attendance counter. Parent/guardian must sign the student back in if the student returns on the same school day or provide documentation with the student at the time the student signs back in.
   b. All early dismissals for doctor’s appointments will require a doctor’s note or receipt upon the student’s return to school.
   c. Failure to follow proper procedures for reporting to and leaving school will result in disciplinary action against the student.

7. Nurse
   A student going to the nurse must obtain a pass from the teacher.

The nurse will determine if a student is to be sent home due to illness and in all cases will notify the parents/guardians and the Attendance Office before the student is permitted to leave school. Failure to follow the proper procedures for going to the nurse will result in disciplinary action against the student.

Types of Absences

1. Excused—All excused absences require a parent/guardian phone call to the Attendance Office the day of the absence. Examples of excused absences include illness and family bereavement. Even though these reasons are excused by the school and allow the student to make up missed work, these excused absences still count toward the 89% attendance requirement by Jenks Board Policy in accordance with Oklahoma State Law. After the fifth (5th) absence, a letter will be sent from the site attendance principal. After the 10th absence, a letter will be sent from the site and/or the appropriate principal or designee will contact the parent via telephone.
   a. Students with an excused absence will have approximately 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 semester, a principal must approve a student’s absence for reasons other than illness.

2. Unexcused—An absence is unexcused for any reason other than for school-sponsored activities, excused absences, and truancies. Examples of unexcused absences include missing the bus, missing class because of discipline problems, or dress code violations.

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 does 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 skip days or walk-out absences. Truancies are cumulative for the school year. A student’s parking privileges may be revoked for a truancy.
4. 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 10 of the Oklahoma statutes.

   a. First offense: one (1) Friday School Service
   b. Second offense: Student given option of
      1) Two (2) Friday School Service or
      2) One (1) day In-School Intervention
   c. Third offense: Three (3) days In-School Intervention
   d. Fourth offense: Five (5) days In-School Intervention
   e. Fifth and subsequent offenses: Determined by the principal up to and including short-term suspension from school.

5. 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.

BEFORE AND AFTER SCHOOL CHILD CARE ENRICHMENT PROGRAM

Jenks Community Education offers Before and After School Child Care Enrichment programs for students from Pre-K through the 8th grade throughout the District. Caring teachers offer a wide range of activities in safe environments so children can learn, spend time with friends and prepare for academic success.

The following programs are available:

- All elementary sites (pre-k through grade 4) offer before and after school programs from 6:30am until classes start and after school until 6:00pm.
- East Intermediate and West Intermediate students (grades 5-6) may attend before school programs from 6:30am until classes start and after school until 6:00pm.
- Middle School students (grades 7-8) may attend before and after school programs from 6:30am until classes start and after school until 6:00pm. The before school program is hosted at Jenks Middle School and the after school program is hosted at East Intermediate (with shuttle service).

On some days when District classes are not in session, parents can enroll their child(ren) in our non-school day care and/or Collaboration Day options.

In emergency situations when parents do not pick up their children after the normal school day, the school office will send the child to the site’s Before and After School Child Care Enrichment program. The current daily rate will be charged to parents/guardians, with an additional $1 per minute fee after 6:00pm and $5 per minute fee after 6:05pm.

For more information including costs and enrollment procedures for our before and after school care, non-school day and Collaboration Day options, visit jenkscommunityed.com (under Child Care) or call 918-298-0340.

TARDIES

A student is tardy if not in his/her assigned chair in the classroom at the start of class. A student who is tardy to class in excess of ten (10) minutes will be charged with an absence for that period and required to have an admit from the Attendance Office before being permitted to class.

Excused Tardies
If a student arrives at school after the start of the first period and the parent/guardian has contacted the school
before the student signs in verifying that the student will be coming in late, three (3) tardies per semester will be waived. If the parent/guardian has not contacted the school prior to the time of student’s sign in or does not accompany the student to the attendance counter, it will be recorded as an unexcused tardy. Exceptions may be handled individually by a principal for extenuating circumstances such as medical issues or other emergencies. Students tardy to class because they have been detained by office personnel must have a tardy slip or pass signed by that person.

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

Unexcused Tardies
An unexcused tardy to school is defined as any tardy after the student has used his/her three (3) waived tardies per semester. After first period, all tardies are unexcused. The only exception to this would be that a student has a pass from the office, or the nurse, or a prearranged pass from both teachers. For all unexcused tardies the student will receive discipline. Student tardies will be recorded by each teacher for each class and will be cumulative for each semester.

1. First unexcused tardy – One (1) Lunch Detention
2. Second unexcused tardy – Two (2) Lunch Detentions or (1) After School Detention
3. Third unexcused tardy – FSS
4. Fourth unexcused tardy – Two (2) FSS
5. Fifth unexcused tardy – three (3) Days In-School Intervention
6. In excess of five (5) unexcused tardies, ADMINISTRATOR will assign appropriate discipline.

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**

All instructional materials, including teacher’s manuals, audio visual, 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 or students in the School District. However, teacher lesson plans and tests are confidential records under the Oklahoma Open Records Act. After request by a parent, review of instructional materials shall be at a time mutually convenient to the teacher involved and the parent. Any complaint by a parent regarding the parent’s inability to inspect any instructional material shall initially be addressed to the principal of the school where the parent’s child attends. If the parent is dissatisfied with the principal’s decision, then the parent may request review by the Superintendent, or his or her designee, who shall have final authority over the matter.

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

**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.

**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.

DELIVERIES

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

MESSAGES

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

INSURANCE

Student accident insurance is available to all students on a twenty-four (24) hour basis which includes coverage
for all sports except football, or an at-school policy which covers the student during school hours. Athletic insurance will be made available to all students at the student’s expense. The Jenks Board of Education does not assume responsibility for any athletic injuries to students. Any student participating in athletics must sign an insurance waiver or purchase the policy made available at the school.

**PROMOTION OF NON-SCHOOL-SPONSORED 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). 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.
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.

**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.

**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.

**BEFORE SCHOOL**

Students will not be permitted in the building until 8:45 a.m. or in team hallways until 8:55 a.m. unless they have a
scheduled conference with a teacher or a counselor. Those students must have a pass from a teacher/parent/guardian. Students will report to 1st Hour class at 9:00 for Academic Prep Time.

AFTER SCHOOL

Students are to be out of the building within fifteen (15) minutes after school dismissal unless they are participating in a supervised activity.

BELL SCHEDULES

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45 a.m.</td>
<td>Entry Bell</td>
</tr>
<tr>
<td>9:03 a.m.</td>
<td>Hallway Entry</td>
</tr>
<tr>
<td>9:10 a.m.</td>
<td>Academic Prep Time</td>
</tr>
<tr>
<td>9:15 a.m.</td>
<td>Tardy Bell</td>
</tr>
<tr>
<td>3:55 p.m.</td>
<td>School Dismissed</td>
</tr>
</tbody>
</table>

These times are subject to change.

CHILD NUTRITION

Breakfast is served at 8:45 a.m. each morning in the Main Cafeteria. A hot plate and a cold cereal breakfast, 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. During lunch, students access their accounts by entering their JPS student ID number on P.I.N. pads located at each cashier station.

All students must have a valid school ID or a valid temporary school ID to access their cafeteria account. Students may place money on their debit accounts before school each morning in the cafeteria, or they can give it to the cashier when they come through the line. Money may also be placed on cafeteria accounts only at: my schoolbucks.com. 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.

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.

Cafeteria Use

Except under special circumstances all students will eat in the cafeteria or other designated location.
Guests must follow District procedures for check-in prior to joining a student in the cafeteria.

**Meal Costs**
The Board of Education will establish the cost for meals prior to the beginning of each school year. Meal costs will be widely publicized and posted on the District website.

**Free and Reduced Price Meals**
All families will have the opportunity to submit an application for free and/or reduced priced meals. This application must be completed each year. The district will utilize federal guidelines in determining eligibility for free and/or reduced price meals, and those guidelines will be publicized with other notices regarding the district’s child nutrition program. The Director of Child Nutrition Services is responsible for reviewing applications and determining eligibility. He or she is responsible for promptly notifying families whether their application has been approved and following up with families who have submitted incomplete applications.

Any family who wishes to appeal a decision regarding their eligibility may make an appeal to the Executive Director of Student Services. If an appeal is filed, the individual will be notified of the date and time for an appeal hearing. Individuals may bring a representative with them to any appeal hearing.

School personnel will use discretion in handling applications, and the names of students eligible for free/reduced price meals will not be published, posted, announced, or publicized.

**Collecting Debt**
The district must work to ensure that its child nutrition services are run in a fiscally responsible manner. Families will be notified when their child’s account balance is low so that the account can be replenished.

**Charging Policy:**
Students will be allowed to accumulate up to 1 breakfast and 1 lunch charge. No charging a la carte items. Parents will be called on the first day of charging and when any additional charges are incurred thereafter.

**LUNCH PERIODS**
No student is to be in any classroom other than the cafeteria during the lunch period unless the teacher has made special arrangements to allow students to come to his/her room for lunch and be supervised by that teacher.

Students whose parents/guardians check them out for lunch need to be aware and make their parents/guardians aware that they have thirty (30) minutes for lunch plus five (5) minutes passing time. Students signing in after their allotted lunch time will receive an unexcused tardy to class. Students are not allowed to go off campus for lunch with the parent/guardian of another student.

Lunch is to be eaten in the cafeteria during the lunch period, not during class.

**LOCKERS**
Each student will be given the opportunity to request a locker with a combination lock. Students should use only the locker assigned. Students will be required to use the combination locks issued by the office. Any student needing assistance with a locker should ask at the Main Office. Periodic locker checks will be made throughout the year. The locker is school property and may be inspected or searched at any time without prior notification to the student if there are reasonable grounds to believe that drugs, counterfeit drugs, alcoholic or non-intoxicating beverages, stolen property, or other contraband might be present in that locker. Students are never to leave valuables in desks or unlocked lockers. Lost or stolen articles are not the responsibility of the school. Lost locks have to be replaced and paid for by the student. Replacement cost for locks is $5.00.

**LOST AND FOUND**
Students who have lost personal or school-owned articles may look for them in the designated Lost & Found area. Students finding articles in or around the school are encouraged to bring them to the Lost & Found. The school is not responsible for personal belongings left at school, even in a locked compartment or room.

FORGOTTEN ITEMS

Students are responsible for checking with the school attendance office for all “forgotten items” (lunch money, lunches, etc.) brought to the school during the school day. “Forgotten items” will not be delivered to the classrooms after the school day begins.

MEDIA CENTER

Using the material in Jenks Middle School’s Media Center is a privilege and a responsibility. Books may be checked out for a two (2) week period. When students have overdue materials, they may not check out additional materials until the overdue materials have been returned or paid for. If a student loses a book, full replacement cost will be charged. A student will not receive a report card until outstanding books are returned or payment is received for the replacement of lost materials. A student transferring to another school must have returned or paid for all media materials before a transcript will be released.

MINUTE OF SILENCE

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

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.

SERVICE ANIMALS

The purpose of this policy is to establish procedures for the use of service animals in the District, including school buildings, school vehicles and other school property. The District acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a service animal in its facilities and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by District employees and students with disabilities.

Definitions

• “Service animal” is defined by the Americans with Disabilities Act (ADA) as any service dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Service animal is limited to the animals defined under the ADA and does not include any other species of animal, wild or domestic, trained or untrained. Service animal does not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.

• “Employee” is defined as a person who is employed by the District on a part or full-time basis, with or without compensation, and elected or appointed members of the District’s board of education.

• “Student” means a child who is currently enrolled at the District and includes the parents and guardians of a child who is (a) under the age of 18, or (b) otherwise unable to manage their own
Procedures/Requirements
The use of service animals by employees and students with disabilities is subject to the following procedures and requirements:

1. The employee or student will submit a notification of the intent to use a service animal to the Director of Student Programs. The notification will identify whether the service animal is required because of the person’s disability, and, if so, identify and describe the manner in which the service animal will meet the individual’s particular need(s).

2. Notifications for the use of service animals on District property will, whenever possible, be made at least one week prior to the proposed use of the service animal.

3. As part of the District’s consideration of the use of a service animal, the District may require certification of proper vaccinations verified by a veterinarian.

4. The District’s review of use of a service animal may include consideration of a student’s IEP or Section 504 records. The District may also request a meeting with the employee or student.

5. The use of a service animal on District property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the District. The District’s approval of the use of a service animal on District property is subject to periodic review, revision, or revocation by District administration.

6. Service animals will always be on a leash or other form of restraint mechanism. It is recommended that service animals have proper identification. It is the responsibility of the employee or student who uses a service animal pursuant to this policy to serve as the handler or arrange for a third-party handler to provide proper handling of the service animal. Any cost incurred to handle the service animal will be the responsibility of the employee or student who uses the service animal.

7. Service animals will be allowed in District vehicles when:
   a. The inclusion of the service animal is documented as required on District transportation forms; and
   b. The service animal is under the control of the handler at all times, including entering and exiting the vehicle.

8. The responsibility for the care and supervision of the service animal rests solely on the employee or student. The District is not responsible for providing any staff member to walk the service animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

9. Pursuant to federal law, the District retains discretion to exclude or remove a service animal from District property and transportation if:
   a. The service animal is out of control and/or the service animal’s handler does not effectively control the service animal’s behavior;
   b. The service animal is not housebroken;
   c. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
   d. Permitting the service animal would fundamentally alter the nature of the service, program, or activity.

The employee or student will be responsible for any damage to District or personal property and any injuries to individuals caused by the service animal. The employee or student who uses a service animal on District property will hold the District harmless and indemnify the District from any such damages.
Any visitor requiring the accompaniment of a service animal for purposes of this policy is welcome in all areas of District facilities and programs that are open to the public (except in situations determined to apply under item I. in the Procedures/Requirements section, above).

Any person dissatisfied with a decision concerning a service animal can file a grievance, using the District’s grievance procedures.

**Requirements for Service Animals**

1. **Vaccination:** Service animals must be immunized against diseases common to that type of animal. [Okla. Admin. Code 310:599-3-9.1] All vaccinations must be current. Dogs must wear a rabies vaccination tag.

2. **Licensing:** All service dogs must be licensed as may be required by state and/or local law.

3. **Owner ID and Other Tags:** Dogs may be required to wear a current dog license and rabies-vaccination tag, unless the dog is permanently and uniquely identified with a microchip implant or tattoo.

4. **Leash:** Service animals must be on a leash or tether at all times, unless impracticable or unfeasible due to the disability of the employee or student.

5. **Collar:** A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [Okla. Stat. tit. 7, § 19.1(C)]

6. **Under Control:** The owner/handler of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/handler.

7. **Cleanup Rule:** The handler of the service animal, whether it be the employee, student or a third party, must clean up after the animal defecates or urinates, as well as follow any municipal ordinance applicable thereto.

8. **Grooming:** All service animals must be treated for, and kept free of, fleas and ticks. All service animals must be kept clean and groomed to avoid shedding and dander.

**STUDENT RESIDENCY**

The purpose of Jenks Public Schools is to serve the educational interests of students residing within the district boundaries. This includes homeless students, students who are not documented citizens, and students whose parents/guardians are not documented citizens. The district will not inquire into a student or parent/guardian’s citizenship status as a part of enrollment and will only use information regarding a student’s living situation to better serve the student.

**Definitions**

For purposes of this policy, the terms listed below have the following meanings:

“Residence,” “residency” and “legal residence” mean the student’s present place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence that may be submitted to establish residency is identified below.

“Person having legal custody” means a person who is legally responsible for the care of the child pursuant to: the order of a court or placement by a governmental agency responsible for making custody determinations and/or placements.

As used in this policy, the phrase “permanent care and custody” means a person who has assumed the care and custody of the child on a continuous and ongoing basis with the intent not to relinquish such care and custody until the child reaches age 18.

**Basic Residency Requirements**
State law provides that a child’s residence for school purposes is the District in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children who are foster children are granted residency in the district if they attended the district prior to entering foster care, if their current/prior foster family is/was a resident of the district, or if another child in their current foster home attends school in the district pursuant to a transfer. The district does not permit students to establish residency based on the mere affidavit of a person who has assumed permanent care and custody of the child under OKLA. STAT. tit. 70§ 1-113 or based on an attorney in fact affidavit under OKLA. STAT. tit. 10§ 700.

Procedures for Resolving Residency Disputes
The District recognizes there may be occasions when there is a dispute regarding residency. Upon enrollment in the school system the District will verify the student is a resident of the District or is otherwise entitled to attend school in the District for any reason authorized by law. As a part of this verification process, the District will obtain an address from each student or the student’s parent, guardian, person having legal custody of the child. In providing an address to the District that is within the District’s boundaries the student and student’s parent, guardian, or person having legal custody of the child or host family for the homeless student represent that this address is the student’s residence. The District may also require, in order to verify residency, certified copies of court orders, guardianship documents, written agreements and any other information deemed relevant by the District.

If at any time an administrator of the District has a reasonable belief that the reported residence may not be the residence of the child for purposes of school attendance, the administrator shall notify the student's parent, guardian, or person having the care and custody of the child that there is a question regarding the legal residency of the student. The student's parent, guardian, or person having legal custody of the child shall be given an opportunity to submit information regarding the student's residency to the District's Residency Officer. All notices required by this policy shall be in writing. Additionally, reasonable alternative arrangements for documenting communications will be made for those persons who are visually impaired or otherwise unable to communicate in writing.

Information or documentation to prove student residency in the District shall include but not be limited to proof of provisions of utilities, payments of ad valorem taxes, local agreements or contracts for purchasing/leasing housing, driver's licenses, income tax returns, notes, mortgages, divorce decrees, contracts and any other source of proof which is not in conflict with statutory provisions relating to the residence of students.

Any question or dispute as to the residence of a student not deemed to be a “homeless student” shall be determined by the District Residency Officer, the Superintendent or designee, or the District’s Board of Education pursuant to the following procedures:

1. The student’s parent, guardian, or person having legal custody of the child must notify the District Residency Officer in writing of the review request within five (5) calendar days from the date of written denial of admittance or from the date of written notification that the student is considered not to be a resident of the District. Upon receipt of a request for review, the District Residency Officer shall allow the parent, guardian or person having legal custody to provide additional pertinent information in accordance with the District’s criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.

2. The District Residency Officer must render a decision and notify the student's parent, guardian, or person having legal custody of the child of the decision and reasoning therefore in writing within five (5) calendar days of the receipt of the request for review.

3. In the event the student’s parent, guardian, or person having legal custody of the child disagrees with the District Residency Officer’s decision, such person shall notify the District Residency Officer in writing within five (5) calendar days of his or her receipt of the District Residency Officer’s decision. The District Residency Officer will submit his/her findings and all documents reviewed to the Superintendent or designee. The Superintendent or designee will review the decision and the documents submitted on behalf of the District and the student and will render a decision within five (5) calendar days of receipt of the documents. If the student’s parent, guardian, or person having legal custody of the child disagrees with the Superintendent's decision, such person shall notify the Superintendent in writing within five (5) calendar days of his or her receipt of the Superintendent’s decision. The Superintendent will submit his/her findings and all documents reviewed to the
District’s Board of Education. The Board of Education will review the decision and the documents submitted on behalf of the District and the student and will render a decision no later than the next regular Board meeting. The decision of the Board of Education shall be final.

4. In an effort to place students in school as quickly as possible, timelines shall be followed unless due to emergency circumstances both parties agree to an extension of timelines.

**Other Policy Provisions**

Hearings involving more than one (1) student where students are related or residing in the same household may, at the discretion of the District Residency Officer and the Board of Education, be consolidated.

In the event the residency dispute involves an eighteen (18) year old student, all notices will be delivered to the student because at eighteen (18) the student ceases to be a minor.

If already enrolled and attending school in the District, a student or students involved in a dispute related to the student’s residency may remain in school until available appeals are exhausted, unless the appeal has not been filed in the manner and within the time permitted by this policy.

The District Residency Officer shall be in charge of maintaining the files related to a residency dispute, ensuring that the principals or others directly involved in such a dispute forward their records of the dispute following their involvement, and otherwise keeping all communications involving the dispute intact. The Residency Officer of the District is the Executive Director for Student Services.

The Board of Education understands that there may be some instances where residency may be established on a date other than the date the student was enrolled in the District. For any period during which a student is enrolled in the District, but is not a resident of the District, the District may charge tuition if it is established that the student’s parent, guardian, or person having the care and custody of the child knew or should have known that the child or children who are the subject of the residency dispute were not residents of the District. The tuition shall be based on a per capita cost of educating a student in the District during the preceding year. This issue may be raised along with other issues related to the residency dispute and shall be heard in the same manner.

The district reserves the right to require reverification of student residency at the beginning of each school term.

A copy of this policy shall be provided to the student’s parent, guardian, or person having legal custody of the child as soon as possible following the inception of any residency dispute.

**SPECIAL DEFINITIONS AND PROCEDURES APPLICABLE TO HOMELESS CHILDREN AND YOUTH**

**Definitions**

"Homeless children and youth" means students who lack fixed, regular and adequate nighttime residence, and includes:

1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or abandoned in hospitals; or are awaiting foster care placement;

2. children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. children and youths who are living in cars, parks, public spaces, buildings, substandard housing, bus or train stations, or similar settings; and

4. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless.
Enrollment, Records and Immunizations
Federal law provides that homeless children and youth, individually or through a parent or guardian, may choose to attend the school in the area in which they are currently living. The district’s residency officer will determine whether a student is a homeless child or youth for purposes of establishing residency and promptly advise the parent, guardian or person having legal custody of the child of the decision, both orally and in writing, if possible. If there is no such person, the residency officer will advise the student. The district will enroll each homeless student and permit his or her full participation in all school programs, whether or not the student is accompanied by a parent, guardian or person having custody of the child, and without proof of residence, current immunizations and traditional enrollment documentation, such as school records and medical/immunization records. The district's homeless liaison may assist the student and school in obtaining those items. A parent, guardian or person having legal custody of the child who disagrees with the residency officer’s determination may appeal the decision to the District Residency Officer under the procedure identified in this policy. If there is no parent, guardian or person having legal custody of the child available, the student may appeal the decision.

The District shall provide for educational services for homeless children to the extent required by Public Law 100-77, Title VII, Subsection B.

Appeals Procedures
The district will make every effort to resolve disputes regarding homeless children at the lowest level possible by utilizing the following process:

1. At the time a homeless student seeks enrollment, the district will notify the student or his/her family of these procedures and provide the student/family with a copy of this policy.
2. The district will promptly notify the district’s homeless coordinator that a homeless student seeks enrollment, and will seek to involve the coordinator in decisions regarding the student’s education.
3. Students/families who disagree with a decision regarding the student’s education may meet with the coordinator for an informal resolution. The coordinator will notify the student/family that a written complaint may be submitted within five (5) calendar days (or longer if agreed upon by the parties).
4. If the coordinator receives a written complaint, the coordinator will prepare a decision (plan of action) and provide it to the student/family within five (5) calendar days of receipt of the written complaint. The coordinator will also notify the student/family of the right to appeal to the superintendent.
5. Students/families who are still dissatisfied with a decision regarding the student’s education may file a written appeal with the superintendent or designee within five (5) calendar days of receipt of the coordinator’s plan. The superintendent or designee will meet with the student/family within five (5) calendar days of receipt of the appeal. The superintendent or designee will issue a decision within five calendar (5) days of the meeting with the student/family. The superintendent or designee will also notify the student/family of the right to appeal to the board of education.
6. Students/families who are still dissatisfied with a decision regarding the student’s education may file a written appeal with the board of education by submitting a written notice to the superintendent within five (5) days of the superintendent’s decision. The appeal will be placed on the next agenda (or the following agenda, if the appeal is received after the agenda posting deadline) and the board’s decision is final at the district level. Students/families who are still dissatisfied with a decision regarding the student’s education may file an appeal with the Oklahoma State Department of Education utilizing the procedures established by the OSDE.

SPECIAL DEFINITIONS AND PROCEDURES APPLICABLE TO TRANSITIONING MILITARY CHILDREN

"Children of military families” means a school-aged child(ren), enrolled in kindergarten through twelfth grade, in the household of an active duty member.

"In loco parentis” means an individual who assumes parental status and responsibilities for a person under the age of 18 without formally adopting that person.

"Active duty” means full-time duty status in the active uniformed service of the United States, including members of the National Guard and Military Reserve on active duty orders pursuant to Title 10, Sections 1209 and 1211 of the United States Code.

"Military student” means the child of a military family for whom the local education agency receives public funding
and who is formally enrolled in kindergarten through twelfth grade.

“Transition” means (a) the formal and physical process of transferring from school to school or (b) the period of time in which a student moves from one school in the sending state to another school in the receiving state.

“Sending state” means the state from which a child of a military family is sent, brought, or caused to be sent or brought.

“Receiving state” means the state to which a child of a military family is sent, brought, or caused to be sent or brought.

“Uniformed service(s)” means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Services.

Establishing Residency
State law provides that transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis, may attend school in the school district in which the noncustodial parent or person standing in loco parentis to the transitioning military child holds legal residence. Similarly, transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis may continue to attend the school in which the student was enrolled while residing with the custodial parent. A special power of attorney relating to the guardianship of a military child and executed under applicable law shall be sufficient for purposes of enrollment and all other actions requiring parental participation and consent.

Enrollment
The District will promptly accept unofficial or “hand-carried” educational records and transcripts in lieu of official education records and transcripts for transitioning military children. Upon receipt of such records, the District will promptly enroll the transitioning military child. However, upon enrollment, the District will request official educational records and transcripts from the school in the sending state. The District’s residency officer will determine whether a student is a transitioning military student for purposes of establishing residency and promptly advise the parent or other person standing in loco parentis of the decision, both orally and in writing, if possible. A parent or other person standing in loco parentis who disagrees with the residency officer’s determination may appeal the decision to the Board of Education under the procedure identified above.

Grade Level Placement
Transitioning military children, including children entering kindergarten, shall be able to enroll in the same grade level in which they were enrolled in the sending state, regardless of age, time of transfer or age requirements of the receiving state.

Course Level and Educational Program Placement
To the extent that this district is in a receiving state, the district may subsequently perform course placement and educational program evaluations of a transitioning military student. However, the district will initially place the transitioning military student in courses and programs comparable to those in which the student was a participant while in the sending state.

Extracurricular Activities
When appropriate, the district will provide transitioning military children the opportunity to participate in extracurricular participation, regardless of application deadlines.

Immunizations
Transitioning military children shall have thirty (30) days from the date of enrollment to obtain any immunizations required by Oklahoma law. For a series of immunizations, such children must obtain initial vaccinations within thirty (30) days.

Tuition
The District may not charge tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a school district other than that of the custodial parent if the parent or other person standing in loco parentis lives within the boundaries of this district.

RESTROOMS

Restrooms may be used before and after school, between class periods, and at the beginning or end of the lunch period. Students are expected to keep these areas clean. Students are not to loiter, smoke, little, write on the walls, or damage the facilities in any way.

TELEPHONES

The school phone is for business purposes only. Students will not be called out of class to answer a call except in cases of emergency. Students paging parents/guardians must leave the message in the office.
RESOURCE NUMBERS FOR STUDENTS AND PARENTS

Emergency ................................................................. 911

Helpline ........................................................................ 211
(Referrals for free and low-cost community services)

OK Suicide Hotline (24 hours) .................. 1-800-273-TALK (8255)

National Dating Violence Abuse ..................... 1-866-331-9474 Reach out Hotline .................. 1-800-522-9054
(Referrals for free and low-cost community services)

National Domestic Violence Hotline .......... 1-800-799-7233

Boys/Girls Town Crisis Hotline (24 hours) .... 1-800-448-3000

National Runaway Switchboard (24 hours) .... 1-800-786-2929

National Youth Crisis Hotline (24 hours) ...... 1-800-442-4673

HIV/AIDS hotline (24 hours) ......................... 1-800-535-2437

Youth Services of Tulsa (24 hours) ............ 918-582-0061

Rape Crisis (24 hours) .............................. 918-744-7273
(Including domestic and dating violence)

Conexion ................................................................. 918-585-5551
(Helping Latino students achieve academic success)

Crime stoppers .............................................. 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) .................. 1-866-942-6824

Parents:
Have you joined Safe Homes?

SAFE HOMES
Drug free * Violence free

If you would like more information on Safe Homes Project or would like to become part of the Safe Homes Network, visit the JPS web-site at www.jenksps.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