

# **JENKS ELEMENTARY/INTERMEDIATE STAFF HANDBOOK 2017-2018**

## **East Elementary**

Ryan Glaze, Site Principal  
Jennifer Baker, Building Principal

Jennifer Bradshaw, Building Principal  
Heather Zemanek, Building Principal

## **West Elementary**

Suzanne Lair, Site Principal  
Amanda Moore, Building Principal  
Jazzman Peaden, Building Principal  
Kim Wilson, Building Principal

## **Grace Living Center**

Suzanne Lair, Site Principal

## **Northwest Elementary**

Lynette Talkington, Site Principal  
Tara Hairrell, Assistant Principal  
Angie Salamat, Intern Assistant Principal

## **Southeast Elementary**

Lindy Risenhoover, Site Principal  
Kim McDaniel, Assistant Principal

## **East Intermediate**

Linda Reid, Site Principal  
Catrina Thomas, Intern Assistant Principal

## **West Intermediate**

Michelle Sumner, Site Principal  
Mollie Mills, Assistant Principal

## **MOTTO (VISION)**

“A Tradition of Excellence with a Vision for Tomorrow”

## **Mission Statement of Jenks Public Schools**

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

Revised by the Board of Education, June 1996.

## **FOREWORD**

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

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

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

## **PURPOSE**

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

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# PROFESSIONAL RESPONSIBILITIES

## ATTRIBUTES OF ALL EMPLOYEES

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

## BACK-TO-SCHOOL NIGHTS

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

## SITE INTERVENTION TEAMS

### RATIONALE

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

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

Although these actions should still be taken, the team process affords a teacher the opportunity to utilize educational resources available within the local educational setting. Interventions can be attempted and documented in the regular classroom. This process must take place before a student can be referred to special education.

### PROCEDURES

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

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

## DISTRICT WIDE PARENTAL INVOLVEMENT (Parents' Bill of Rights)

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

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

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

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

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

1. The District will promote parent participation at the site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:
  - Parent teacher conferences
  - Back to school/meet the teacher/curriculum nights
  - District sponsored webpages with class information available to parents
  - School newsletters
  - Access to academic performance data via the online parent portal.
2. The District will inform parents about their children's course of study by disseminating this information:
  - During annual enrollment
  - In student handbooks
  - On the District's webpage.Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the Office of Teaching and Learning.
3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class.
4. The District offers a healthy living curriculum that includes sex education in grades seven, eight, nine, and eleven. Parents who object to their minor child participating in the District's sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Students who are not participating in the District's sex education program will be permitted to study in the school media center or other designated location during sex education instruction.
5. If a teacher is going to provide instruction or presentations regarding sexuality in a course apart from healthy living curriculum, the teacher will send written notice to parents at least five (5) days in advance of the presentation. Parents who object to their minor child's participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school media center or other designated location during the presentation.
6. Parents may learn about the nature and purpose of clubs and activities which are part of the school

curriculum by reviewing student handbooks and the District's website.

7. Parents have numerous rights and decision making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the District has compiled the following information for parents:
  - A. The District provides sex education via the healthy living curriculum to students in grades seven, eight, nine, and eleven. Parents may opt their student out of the District's sponsored sex education program by following the procedures established in item 4 above.
  - B. Parents who are not residents of the District may enroll their minor children in the District's schools in accordance with the District's open transfer policy. A copy of that policy is available on the District's website.
  - C. The District utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.
  - D. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the District. This requirement may be waived if the parent submits an exemption certificate from the minor child's physician stating that the child should be excused from the immunization for health reasons or if the parent submits an exemption certificate objecting to the immunization of the child.
  - E. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the District will take in order to help students become successful readers – by reviewing the District's policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available on the District's website.
  - F. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in the course planning guide and on the Oklahoma State Department of Education's website ([www.ok.gov/sde/](http://www.ok.gov/sde/)).
  - G. The District provides AIDS education for students in grades five and twelve. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the District's AIDS education program will be permitted to study in the school media center or other designated 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 contacts the site principal to request such an absence.
  - O. Parents have the right to review all District policies, including parental involvement policies. Copies of these policies are available on the District's website.

- P. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups, and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.
- Q. Parents may opt out of selected District level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the Superintendent's office.

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

OKLA. STAT. tit. 25 § 2001

## **DRESS CODE**

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

## **DUTIES AND RESPONSIBILITIES OF THE TEACHER**

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

1. To direct and evaluate the learning experiences of the pupil.
2. To provide guidance which will promote the student's welfare and proper educational development.
3. To be responsible for student attendance records.
4. To maintain necessary communication with parents/guardians by returning phone calls and requests within a twenty-four (24) hour period.
5. To plan, administer, and evaluate the school programs.
6. To provide for the care and protection of school property at all times.
7. To participate in the activities of the faculty.
8. To participate in continued learning through professional development.
9. To maintain a cordial and professional working relationship with all colleagues.
10. To follow Site Improvement Plan, site goals, and District goals.
11. To perform other specific duties as assigned.
12. To maintain a sense of humor, cultivate cheerfulness, and be enthusiastic.
13. To maintain confidentiality with respect for colleagues and students in all matters; the "need to know" criteria should govern all information you have within your knowledge.
14. To give courteous and civil compliance to all regulations, even when they are unpopular or seemingly unfair.
15. To address questions, suggestions, and complaints to the administration so that proper action can be determined. Complaints about equipment, conditions, or decisions should not be made to students or patrons.
16. To speak proudly, not disrespectfully, of the profession and school. There is no greater profession than teaching!

## **FIELD TRIPS**

1. District-Funded Field Trips

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

- a. Each school site will determine field trip opportunities that enhance the curriculum. District-funded trips will be limited to one trip per year per grade level.
- b. Site principals will be responsible for maintaining field trip records i.e., number of trips, destinations, dates and curriculum connections.
- c. District funded field trips may only be taken between 9:30 a.m. and 2:00 p.m.
- d. Students may not be charged for transportation or entry fees.

2. Non-District-Funded Field Trips:

- a. Additional field trips may be considered if funding is provided by school-related organizations, grants, community organizations or corporate sponsorships. No request for funding may be made to any organization without prior approval of the site principal.
- b. Students may not be charged for transportation or entry fees. Reasonable fees may be requested for food as part of the field trip.
- c. Departure and return times for non-District-funded trips may be flexible depending on the need for the vehicle.

3. Intra-District Field Trips

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

- a. The requesting teacher must contact the activity presenter and receive permission to attend before scheduling the field trip.
- b. The school will provide the transportation.
- c. Permission forms are required.
- d. Appropriate request forms must be completed.

4. Out of state travel requires the Superintendent's approval at least thirty (30) days in advance of the initial day of travel. In the interest of safety for students and staff, the Superintendent has the responsibility and authority to make the final decision as to whether or not a trip shall take place. There may be situations which will necessitate a last-minute cancellation of a trip, EVEN IF THE SUPERINTENDENT HAS PREVIOUSLY APPROVED SUCH TRAVEL. This could result in parents/guardians and students losing deposits, airfare costs, and other expenditures made prior to the travel. If a decision is made which results in money being lost, the District will not be responsible for reimbursing students and/or parents/guardians. Funds which have been deposited for a trip in a school activity account, but have not been spent or committed, may be refunded.

5. The classroom teacher must accompany his/her class on the bus unless prior approval has been granted by the site principal and the transportation director.

6. Steps to be taken

Certain procedures must be followed in setting up and taking ALL field trips.

- a. All field trips must be approved by the building principal.
  - (1) No field trip will be approved where students are transported in private automobiles. (Commercial, insured buses will be allowed.)
  - (2) No field trip requiring buses will be approved for the last two (2) weeks of school.
- b. A Teacher Field Trip Request form must be completed two (2) weeks in advance and signed by the building principal before any trips are finalized.
- c. An Activity Transportation Request form must also be completed two (2) weeks in advance by the teacher and signed by the building principal.
- d. All field trip-related communication is the responsibility of the teacher arranging the field trip. If a long distance phone call is necessary, it must be cleared through the office and recorded on the telephone log.
- e. Teachers must secure a signed standard permission form from each student's parent or guardian before taking the student on ALL field trips. Permission forms are available in each building's office.
  - (1) Telephone permission for a field trip will only be allowed when contact is made by the principal (or designated homeroom teacher when principal is unavailable).
  - (2) Teachers must take one copy of the signed permission slip with them on the field trip. The other

copy is to be left at the building office.

(3) Field trip permission slips must be kept by the teacher for one (1) calendar year.

- f. A list of all students and sponsors must be prepared and provided to the attendance office before a group leaves on a field trip.
- g. The teacher must notify all personnel affected by the field trip (cafeteria, media directors, art, music teachers, nurse, physical education teachers, and lab teachers) at least two (2) days prior to departure. Classes missed during a regular school day due to a field trip will not be made up.
- h. All students and teachers must return by the same mode of transportation in which they left.
- i. For purposes of discipline, teachers should position themselves throughout the bus.
- j. It is the responsibility of the teacher to provide the bus driver with clear directions to the destination.

## **FINANCES AND PURCHASES**

1. Never leave money on or in your desk or room. Instruct students never to leave money in desks or lockers. Issue individual receipts for any and all monies collected.
2. All school money collected must be deposited *daily* with the treasurer of the activity account, who will give a receipt and credit the amount to the proper fund. Deposits are to be made through the school Administrative Assistant.
3. No teacher, organization, or activity is to make purchases without authorization by an administrator.
4. Money raised by activities such as plays, carnivals, etc., is to be used for the general welfare of the school. The only exception is when the money is raised for a specific purpose and is so advertised.
5. Collections among the students for flowers, charities, etc., must be approved by the principal.
6. Each deposit with the activity treasurer must be accompanied by a transmittal sheet showing an itemized listing of all monies collected.
7. Fund-raising Projects: All projects must be scheduled and approved by the principal in advance.
8. All items purchased or donated or premiums/coupons received totally or in part by any students, parent/guardian support group, vendor or outside agency shall become the property of Jenks Public Schools. Outside contributions will be accepted monthly by the Board of Education.
9. Book Orders: We may offer parents/guardians and students the opportunity to purchase books at a low cost; however, we do not endorse the products. Parents/guardians should review the materials offered before ordering. No book orders will be accepted after April 1.
10. Any purchase made from the general fund, building fund, or bond fund must be initiated by a purchase requisition, authorized by your principal's signature, PRIOR to the purchase of any goods or services.

## **GRANT PROPOSALS/RECEIPT OF GRANTS OR DONATIONS**

The District recognizes the importance of securing new funding in the form of grant monies or donations for programs. However, District-wide coordination and alignment are paramount. Any individual staff member or group must begin the process of applying for grant funds or soliciting donations by first securing approval from the site principal or designee. The process for securing approval for the application of any grant or donation which affects a significant number of classrooms or multiple school sites must include approvals from the Teaching and Learning Department, Human Resources Department, and Finance Department. Applications for grant approval shall be submitted through the Associate Superintendent. Approval must be secured before a grant proposal or donation request is submitted to the funding organization or posted to online donation sites.

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

### **Process for Obtaining New Grants or Donations**

1. Obtain approval from site principal.
2. If the scope of the proposal requires District-level approval, send grant information, the proposal narrative, and the planned budget to the Associate Superintendent. If the concept of the proposal is approved, then the proposal will be forwarded to the Chief Human Resources Officer and the Chief Financial Officer.

3. Upon preliminary site and/or District approval, the grant or donation request may be written.
4. Submit the completed grant or donation request for final review to the site principal and to the Associate Superintendent who approved the initial concept, if applicable. Upon approval, the District-approved grants will be forwarded to the Finance Office for final authorization and grant monitoring purposes.
5. After receiving all required approvals, the grant or donation request may be submitted to the funding agency for a final decision.

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

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

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

## **INTERN TEACHERS**

All intern teachers will be assigned through the site principal's office. Teachers will not be assigned an intern teacher unless they agree to accept the assignment. A teacher will only be assigned one intern teacher per year. The supervising teacher assigned to an intern teacher will receive the credit hours or remuneration from the university issuing it.

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

## **MAIL**

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

## **MASTER CALENDAR**

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

## **MOVING CLASSROOMS**

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

1. For all moves:
  - a. The District will move District furniture, equipment, supplies, and materials which are packed by teachers.
  - b. The District will move small packable personal items of the teacher without liability to the District. Personal items may only be moved to a different room, site, or building upon approval of the principal.
2. For moves foreseeable and planned in advance:
  - a. The District will provide timelines and target dates.
  - b. Teachers will be permitted to pack during the contract day as long as the packing does not detract from student instruction and other District activities.

## **NON-DISCRIMINATION STATEMENT**

Jenks Public Schools 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.

## **PARENT/GUARDIAN RELATIONS**

Good communication with parents/guardians is essential. Teachers are encouraged to send home timely

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

### **PARENT/GUARDIAN COMPLAINT**

1. When a principal is contacted by a parent/guardian regarding a complaint, if the principal deems it appropriate, the initial action will be to request the parent/guardian contact the teacher for a conference to discuss the complaint.
2. Before deciding that official written documentation or the removal of a child from class is necessary due to a parental/guardian complaint, or that the complaint may impact upon the teacher's assignment, the principal shall discuss the complaint with the teacher.
3. If the principal determines that official written documentation is warranted, the principal must give the teacher an opportunity to respond to the parental/guardian complaint before such written documentation is issued.

### **PARENT-TEACHER CONFERENCES/STUDENT- LED CONFERENCES**

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

### **PROFESSIONAL DEVELOPMENT**

The District's certified personnel must earn a minimum of fifteen (15) professional development points during each school year and accumulate a minimum of seventy-five (75) points during a five-year period. These points will be authorized by prior approval of the activity by the superintendent or designee and will follow the guidelines as established by the Professional Development Committee and the Board of Education. The District shall keep records of professional development activities through the online system maintained by the Professional Development Center.

Employees shall access the online professional development system to monitor progress toward meeting the professional development requirement described above. Prior to the professional day offered by the District during the second semester of each school year, the District's Professional Development Center will notify all certified employees in the fifth year of their five-year professional development cycle of the total points accumulated toward the required seventy-five (75) points and of any deficiencies in required professional development.

Classified employees must earn a minimum of six (6) professional development points during each school year. The District shall keep records of professional development points earned by classified employees using the tracking system designated for that employee's site or department.

Professional development that is completed by June 30 will apply to the local professional development plan requirements for fiscal year ending on that date. Points earned while teaching at another school may be transferred for credit at this institution.

Employees must attend all meetings called or approved by the superintendent or designee. Teachers are expected to attend those professional meetings for which they are granted professional business leave to attend. Local staff meetings will be called as needed by the superintendent or designee.

In addition to these requirements, all teachers will be required to participate in individual growth goals in accordance with the programs and guidelines established by the Oklahoma State Department of Education. These growth goals will be established in conjunction with a teacher's evaluation (regardless of whether a teacher is evaluated during a school year) but will not increase the required number of professional development points needed under this policy.

Reference: OAC 210:20-19-3

## **PROFESSIONAL MEETINGS**

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

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

## **REFERRAL FOR SPECIAL SERVICES**

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

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

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

## **SCHOOL TELEPHONE**

The school telephone will be used primarily for school business. Any personal calls which a teacher needs to make should be short. In addition, teachers should avoid cell phone use during class time. Students who use the phone must have permission from their classroom teacher.

## **STAFF ABSENCES**

1. Staff members must notify the principal, or designee, of any absence in advance.
2. Staff member must enter leave on the appropriate system (i.e., classified on iVisions and certified on Aesop).
3. Staff members requiring a substitute should request a substitute through Aesop at [www.aesoponline.com](http://www.aesoponline.com).
4. Except with approval of the Superintendent or designee, personal leave may not be used during the following times: last ten (10) days of school, on a professional day, the day(s) immediately following or preceding a holiday or vacation period, or the days when school remains in session despite adverse weather conditions.
5. Leave without pay may only be approved by the Board of Education.
6. Please refer to District Policy regarding other staff absences.

## **STAFF MEETINGS**

1. Meetings will be held on an as-needed basis. Most meetings will be held immediately before or after the school day. In addition, a number of professional days will be built into the calendar each year for professional development and preparation for the school year.
2. Faculty meetings will be held at the place and time announced by the principal. Arrange your engagements in advance when possible so conflicts will be minimal. If a conflict exists, contact the appropriate administrator.
3. Attendance at teacher staffing and IEP meetings is required. If a conflict exists, contact the appropriate chairperson.

## **SUBSTITUTE TEACHER'S FOLDER**

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

## **TEACHER/ADMINISTRATOR EVALUATION**

### **PHILOSOPHY**

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

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

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

### **PURPOSES**

The purposes of evaluation are to provide:

1. A high standard of effective instruction in the District.
2. An opportunity to identify, recognize, and praise quality job performance.
3. A mechanism for identifying staff development needs.

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

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

1. Provide a written policy and, if and when needed, any alterations to all teachers and administrators.
2. Evaluations will be made in writing and all evaluation documents and responses thereto are to be maintained in a personnel file for each teacher and administrator.
3. Every probationary teacher shall be evaluated two (2) times per year, once in the fall semester and once in the spring semester. Every career teacher shall be evaluated at least once annually.
4. The Board of Education authorizes the Superintendent of Schools to appoint certified
5. Evaluators to evaluate all certified personnel except the Superintendent of Schools who shall be evaluated by the Board of Education.
6. A true copy of the evaluation report of each teacher or administrator shall be presented to such teacher or administrator and receipt of such evaluation shall be acknowledged by his/her signature thereon.
7. Within two (2) weeks the teacher may respond to the evaluation and such response shall be made a part of the evaluation record. Evaluation records shall be confidential, and access to such records shall comply with state and federal privacy acts, including the provisions of these acts, which specify that such records shall be available to the teacher, court, Board of Education, administrative staff making the evaluation, to another school board and administrative staff to which the teacher seeks employment, hearing panel, as provided in these acts, and such other persons as are specified by the teacher in writing.
8. All evaluations will be documented on an instrument approved by the Board of Education.

#### **CERTIFIED WORK DAY**

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

#### **CLASSIFIED EMPLOYEE WORK DAY**

Providing that assigned duties and professional responsibilities related to the proper functioning of school do not require otherwise, classified employees

1. Classified Employees are to report to work on a schedule established by their supervisor.
2. Classified employees are not to leave the school grounds during the day without notifying the office.
3. Classified employees are responsible for being on time to the assigned duty.

#### **TEMPORARY EMPLOYMENT**

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

## **TOBACCO-FREE ENVIRONMENT**

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

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

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

## **TUTORING**

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

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

Teachers will not be involved in academic tutoring, screenings, counseling or any other therapeutic activity with students enrolled in their classes during the regular school year when financial remuneration is received. This does not include vocal and instrumental music lessons or workshops where group instruction is utilized. Teachers utilizing school facilities for tutoring or non-school sponsored group instruction will be responsible for the supervision of the students. Exceptions must be Board approved.

## **UNIVERSAL PRECAUTIONS**

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

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

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

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

## HEALTH SERVICES

### NURSE'S CLINIC

A registered school nurse is on duty every day. The Nurse's Office for West Intermediate is located in the area just south of the cafeteria; for East Campus it is located in the Cafeteria Building; for West Campus it is in Building D; for Southeast it is in the classroom building, just south of the Principal's Office; and at East Intermediate it is located in the Cafeteria Building. The school health program will provide vision and hearing screenings for students in designated grades, or upon request. After screening, the nurse will contact parents/guardians if the student's screening results indicate the need for referral to a doctor. If the screening results are within normal limits that will be noted on the student's health record and parents/guardians will not be contacted. Parents/guardians may request that no screenings be done by notifying the nurse in writing each year. It is the parent's/guardian's responsibility to communicate health-related information, including chronic illness, to the site nurse and/or administrator to ensure proper care of the student. Health-related communication should be initiated by nurses rather than classroom teachers.

### MEDICATION AT SCHOOL

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

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

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

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

- a. The District licensed physician consultant will write a prescription for stock injectors at each school health office. The licensed physician will incur no liability from injury arising from the use of prescribed injectors.
  - b. The School Nurse will maintain at least two current injectors for each school health office.
  - c. A School Nurse or other school employee trained in correlation with State Department of Health standards may administer an epinephrine injection when they believe in good faith that the student is having an anaphylactic reaction. In addition, EMS services will be contacted.
  - d. Student parents/guardians grant permission for emergency health care and waive liability from injury annually with a signature on the enrollment forms.
  - e. The District will provide annual training in managing food allergies/anaphylaxis.
5. Diabetes: The Diabetes Management in School Act (Section 1210.196.2 of Title 70) states that each student with diabetes will have a Diabetes Medical Management plan that describes the health services that may be needed by the student while at school. In accordance with the diabetes medical management plan, the school shall permit the student to attend to the management of 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 & hyperglycemia;
  - d. Possessing on the person of the student at any time any supplies or equipment necessary to monitor and care for the diabetes of the student;
    - e. Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity;
    - f. Jenks Public Schools' nurses will educate students who have diabetes in proper disposal of any "sharps" used while at school or at school activities. This will include lancets, needles for insulin pens, and insulin syringes. Proper disposal is always in the sharps container located in the nurse's office at each site. Sharps containers are disposed of at biohazardous waste sites per OSHA regulations.

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

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

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

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

according to the directions on the manufacturer's label. Written permission from the student's parent/guardian must accompany the request for medication administration. All other herbal or homeopathic medications (non-FDA approved) must be ordered by a physician (M.D., D.O. or Chiropractor).

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

## **IMMUNIZATIONS**

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

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

## **ILLNESS AT SCHOOL**

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

1. Students with temperatures of 100.4°F or above must be sent home. Parents/guardians are asked to keep students who have elevated temperatures home twenty-four (24) hours after the temperature returns to normal.
2. A student who vomits during the evening should not be sent to school the next day.
3. Parents/guardians are to transport students who become ill at school.
4. Parents/guardians are requested to report any contagious health condition to the Nurse's Office. Chickenpox requires a written release from the nurse for a student to return to class.

## **HEAD LICE PROCEDURES**

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

## **HEALTH EDUCATION**

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

## **AUTOMATED EXTERNAL DEFIBRILLATOR PROGRAM (AED)**

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

## **HEALTH SERVICES**

The District provides the following health services:

1. Vision and hearing screening and rechecks as designated.
2. Developmental education for fourth and fifth grade girls\*\*
3. Developmental education for fifth grade boys\*\*
4. AIDS Parent/Guardian Information Meeting—a minimum of thirty (30) days following parent/guardian information meeting, AIDS education for fifth grade.

\*\*Developmental films reviewed at parent/guardian request.

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

## **ALLERGIES (NUTS AND LATEX)**

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

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

the allergy alert identification bracelet.

## **FOOD ALLERGIES**

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

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

## **WELLNESS**

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

### **Healthy Living**

#### **Health and Nutritional Education**

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

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

#### **School Practices**

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

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

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

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

### **Nutritional Guidelines**

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

### **School Meals Service through the National Lunch-Breakfast Program**

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

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

### **Physical Education and Physical Activity**

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

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

### **Monitoring and Policy Review**

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

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

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

## **INSTRUCTIONAL RESPONSIBILITIES**

### **INSTRUCTIONAL MATERIALS SELECTION AND REVIEW**

In order to promote transparency in the education process, the District's instructional materials will be available for parent review. 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/guardians of students in the District.

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

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

### **LESSON PLANS**

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

### **LIBRARY MEDIA CENTER**

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

Teachers are responsible for all materials checked out in their names from the library media centers. Teachers are financially responsible for all lost or damaged materials. The teacher end-of-the-year checklist

will not be signed by the principal until all materials are returned or replacement cost is paid.

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

## **MATERIALS**

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

## **OUTSIDE SPEAKERS**

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

## **TEACHER ASSISTANTS**

1. The assistants will report student discipline problems in the cafeteria and on the playground to the homeroom teachers.
2. Paraprofessionals may be assigned to special education classrooms/students. They can assume other duties as assigned by the principal.

## **DIGITAL MEDIA USE GUIDELINES**

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

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

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

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

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

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

# **STUDENT ATTENDANCE**

## **ABSENCE POLICY/PROCEDURE**

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

1. The principal is the person in charge of attendance for the campus. Parents/guardians should call the Administrative Assistant in that office by 10:00 a.m. the day your child is absent, or is going to be absent from school.
2. Students who, for any reason other than school-sponsored activities, miss more than twenty (20) days per year (ten per semester) may not receive credit. The first notification letter to parents/guardians will be mailed on or before the tenth (10) absence and the second notification on or before the fifteenth (15) absence.
3. All exceptions to this rule must be submitted in writing with documentation for medical reasons or family emergencies by the parent/principal. Exceptions will be determined by the principal. If the principal denies the request for the waiver, the parent/guardian may request a review by the attendance committee composed of the principal, a school nurse, a teacher and a counselor.
4. All teachers are expected to record one-half (1/2) days when they occur and to account for only half-day attendance for such pupils in the reports. The pupil must be in attendance for at least two (2) hours in the morning or two (2) hours in the afternoon to be recorded present for that one-half (1/2) day.

## **EARLY ARRIVAL/DISMISSAL**

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

East Elementary	8:10 a.m.
Northwest Elementary	8:10 a.m.
Southeast Elementary	8:10 a.m.
West Elementary	8:10 a.m.
East Intermediate	7:25 a.m.
West Intermediate	7:25 a.m.

NOTE: These times are subject to change.

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

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

## **MAKE-UP WORK**

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

Make-up work will be available upon request.

## **TARDIES**

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

East Elementary	8:30 a.m.
Northwest Elementary	8:30 a.m.
Southeast Elementary	8:30 a.m.
West Elementary	8:30 a.m.
Grace Living Center	8:05 a.m.
East Intermediate	7:45 a.m.
West Intermediate	7:45 a.m.

## **TRUANCY**

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

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

## **INFORMATION REGARDING NON-ATTENDANCE PROCEDURES**

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

1. The 89% attendance rule per board policy, which requires that all absences be considered, excused or unexcused, in determining whether a student receives credit; and
2. The Oklahoma Compulsory Education law, which considers absences without a valid excuse, including truanancies.

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

### **Non-Attendance Procedures with a Valid Excuse - Elementary**

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

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

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

## **WITHDRAWAL**

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

## **STUDENT EVALUATION**

### **CONFIDENTIAL SPECIAL EDUCATION FILES**

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

### **ENGLISH LANGUAGE LEARNERS**

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

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

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

### **Secondary ELLs 7<sup>th</sup>-12<sup>th</sup> Grade**

ELLs Modified Grading Scale

A=100-80

B=79-70

C=69-60

D=59-50

F=Below 50

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

**Fluent English Proficient (FEP)**

District grading scale, no modifications or accommodations.

## EVALUATION OF ACADEMIC PROGRESS

1. The school year is divided into four 9-week grading periods for which a progress report is made to parents/guardians. A student must be enrolled for the entire nine (9) weeks to receive a report for that period.
2. Progress reports will be sent to the home at the end of the fourth (4) week of each nine (9) week period when a student has exhibited a significant change in performance. However, it is expected that every child receive a progress report at the end of the first four (4) week period. Reports may be sent home for satisfactory and unsatisfactory work as well as when there is a notable change in performance. Additional progress reports may be sent at any time during the year.
3. Pre-kindergarten students receive a report card at the end of each semester. Students in grades kindergarten through fourth receive report cards every nine (9) weeks. Students in fifth and sixth grades receive report cards each semester. Academic progress for students in fifth and sixth grades can be monitored throughout the year via the online parent portal.
4. In pre-kindergarten through sixth grade, the following evaluation scale will be used:

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

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

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

## HOMEWORK / MAKEUP WORK

1. Students should have a designated procedure for recording daily assignments i.e., agendas.
2. Homework is used primarily for practice, preparation, and/or extension of classroom assignments. Homework may also include makeup work and/or completion of unfinished classroom assignments.
3. The District has a strong focus on reading and mathematics. Homework expectations primarily include reading time and mathematics practice. The following guidelines are generally appropriate time frames for daily homework:

K-2 <sup>nd</sup>	15-20 minutes
3 <sup>rd</sup> -4 <sup>th</sup>	20-30 minutes
5 <sup>th</sup> -6 <sup>th</sup>	30-45 minutes (The total amount of time assigned between the student's two core teachers)

4. Class time should be allowed for introduction and exploration of the assignment. The teacher can assist those who need extra help in understanding, thus minimizing frustration when work is attempted at home.
5. Completion of homework is the student's responsibility. Students may share this work with their parents/guardians and seek their help when needed.
6. Helpful parent/guardian involvement includes:

- Provide a designated place to complete homework.
  - Provide support and monitor as needed.
7. When homework is assigned, it deserves comments by the teacher(s).
  8. Students should have an opportunity to redo homework on which they do poorly.
  9. If the student is absent from school, it is the student's responsibility to complete the work upon return to school. If the student will be absent for an extended period of time, it is the parent/guardian's responsibility to contact the teacher regarding assignments.
  10. Make-up work will be available upon request.

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

## **PERMANENT RECORD**

1. A permanent record for each student is kept on file in the school office. These records may be checked out by staff members, but must not be taken from the building.
  - a. Each classroom permanent record set will contain a form to be signed and placed in the file in place of the record by the staff member removing the file.
  - b. All records should be returned to the file before the office closes each day.
  - c. All permanent records must be kept in a locked file.
2. Parents/guardians are permitted access to the records kept on their children according to the policy adopted by the Jenks Public Schools Board of Education.
3. Information kept in these records must be the type which would be beneficial in planning an educational program for the student.
  - a. To be kept in permanent records
    - (1) Test results: Use labels if available (achievement, group ability); learning styles inventories; achievement test individual skills profiles; keep front page of tests such as reading tests, etc. (all demographic and score information should be on the front page); kindergarten screening profile.
    - (2) Copy of birth certificate or birth record.
    - (3) Copy of residence verification.
    - (4) Elementary reading record sheet and/or Reading Sufficiency Record (only kept during elementary years).
    - (5) Records from previously attended schools (only relevant information such as is listed above is to be retained).
  - b. Not to be kept in permanent records
    - (1) Personal notations or opinions concerning a student.
    - (2) Children's work samples (except when teacher deems essential).
    - (3) Entire test booklets (i.e., reading tests).
    - (4) Confidential testing data related to special education or any information regarding special education.
4. The following instructions should be followed when filling out permanent records and reading records.
  - a. All records must be filled out in black ink.
  - b. Grade, name of teacher, and campus must be filled in on each.
  - c. Report cards will be kept in a locked file cabinet in the office throughout the school year. At the end of the school year, or at the time of withdrawal, the report card will be placed in the permanent record.
  - d. Permanent records are to be returned to the office file cabinet before leaving each day. The office files will be open when the Administrative Assistant arrives each morning and closed fifteen (15) minutes before she/he leaves at the end of the day.
  - e. Permanent records should be returned to the files arranged alphabetically.
  - f. The Cognitive Abilities Test (CogAT)/ Oklahoma Core Curriculum Test (OCCT), and norm referenced test scores are to be posted in the space provided. Principals, or their designee, will see that appropriate information is maintained. All extraneous material is to be removed from the cumulative folder before it is passed on to the next school building.

- g. Entry to permanent records must be documented by signing the outside of the folder.

## RETENTION

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.

### Elementary Grades (PK-6)

A child should be considered as a candidate for retention only after all other available options are considered. With the exception of retention decisions at the third-grade level which are prescribed by state law and described in more detail below, retention decisions will always take into account such additional factors as school adjustment, parental/guardian support, alternative programs, and teacher recommendations.

#### Procedures:

1. If a teacher and/or parent/guardian suspects a student is over-placed, he/she will complete a written referral which will include documentation supporting the referral. The referral will be given to the site principal. The classroom teacher will notify the parents/guardians of this referral.
2. The site principal/designee will gather data and/or convene a placement team as soon as possible upon receipt of the referral i.e., classroom teacher, counselor, principal, previous classroom teacher. Parent/guardian participation is optional. Data will include teacher observations, an achievement test, and other relevant information.
3. During the team meeting, the teacher will share documentation supporting the referral.
4. The team will determine:
  - a) further interventions recommended and/or more information needed;\*
  - b) retention recommended; or
  - c) retention not recommended.

\*If further interventions are recommended and the student still does not progress satisfactorily, the team will reconvene.
5. The classroom teacher will share the recommendation with the parents/guardians.
6. If retention is the recommendation the attitudes of parents/guardians are one of the foremost factors to be considered. A parent/guardian signature indicating acceptance or rejection of a retention recommendation is required.
7. Documentation of this recommendation will be placed in the student's cumulative record.

### Third-Grade Retention

Beginning with the 2013-2014 school year, students who score at the Unsatisfactory level on the Reading portion of the Grade 3 criterion-referenced test(s) may only be promoted to grade four if the student qualifies for a good cause or other statutory exemption pursuant to 70 O.S. § 1210.508C. "Good cause" exemptions include:

1. Limited-English-Proficient students who have had less than two (2) years of instruction in an English language learner program;
2. Students with disabilities whose individualized education program (IEP), consistent with state law, indicated that the student is to be assessed with alternate achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate, through a student portfolio, that the student demonstrates mastery of the state standards beyond the retention level. Jenks Public Schools will utilize the Tulsa Area Reading Initiative Portfolio Reading Rubrics to determine whether the student has met the criteria for good cause exemption via portfolio.
5. Students with disabilities who participate in the statewide criterion-referenced tests and who have an

individualized education program that reflects that the student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first grade, second grade, or third grade;

6. Students who have received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first grade, second grade, or third grade for a total of two (2) years.

#### Procedure for Good-Cause Exemption:

Requests to exempt students from the mandatory retention requirements based on one of the good- cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall consist of documentation of ELD services of less than two years, the student's prior retention history, alternative assessment results, student portfolio work, and/or the student's Individualized Education Plan (IEP) as applicable;
2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school District Superintendent or designee; and
3. After review, the school District Superintendent shall accept or reject the recommendation of the principal in writing.

#### Probationary Promotion

A student who has scored at the Unsatisfactory level on the Reading portion of the Grade 3 criterion- referenced test(s) who does not qualify for one of the good cause exemptions listed above may receive a probationary promotion to grade four through the unanimous agreement of a Student Reading Proficiency Team composed of the parent/guardian of the student, the student's third grade teacher, a fourth grade teacher, a principal, and a reading specialist. The recommendation of the Student Reading Proficiency Team must be approved by the Superintendent.

#### Mid-Year Promotion

A student retained in third grade in accordance with the Reading Sufficiency Act may be eligible for a mid- year promotion to fourth grade providing that the student demonstrates an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education or whose portfolio demonstrates proficient or advanced levels for each skill listed on the Tulsa Area Reading Initiative Rubric. In addition, the student must demonstrate beginning mastery of fourth grade state standards that are assessed by the Grade 4 Reading portion of the criterion-referenced test(s). A mid-year promotion shall be made prior to November 1 and only upon agreement of the parent or guardian of the student and the school principal.

#### Appeals Process

After receiving a decision to retain a student, a parent may request reconsideration of a retention decision by taking the following steps:

##### *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 the 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.

No appeals process is required by Oklahoma law as to the District's decision to promote a student when the parents desire that the student be retained in a grade. In addition, 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 SUPERVISION**

### **BEHAVIOR**

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

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

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

1. Classroom
  - a. Be a good listener; follow directions carefully.
  - b. Think before you speak.
  - c. Keep a neat and clean desk/work area.
  - d. Show care for all property.
  - e. Avoid disturbing others in your class or in other classes.
  - f. Leave everything in order at the close of the day.
  - g. Gum chewing is not permitted.
2. Hallways
  - a. Always keep to the right when moving in the halls.
  - b. Running inside the buildings is never allowed.
  - c. Respect others' space.
  - d. Keep your voice at a whisper, and keep your hands, feet, and objects to yourself.
  - e. Maintain a clean school environment by discarding trash properly.
3. Cafeteria
  - a. Practice good manners at all times.
  - b. Return your tray. Put all paper and plastic in the waste can. Leave the area by the proper exit.

- c. Each person is responsible for leaving tables and floor areas clean.
  - d. Cafeteria rules:
    - (1) Stay in your seat.
    - (2) Keep your hands to yourself.
    - (3) Use a quiet voice.
    - (4) Do not trade or throw food.
    - (5) Clean up your area.
4. Playground
- a. Any student who incites, encourages, promotes, and/or participates in acts determined by playground supervisor to be hazardous to the safety of others shall be subject to disciplinary action.
  - b. Tackle football and tackle rugby are not allowed.
  - c. Obscene language or obscene gestures will be grounds for disciplinary action.
  - d. Students must have permission from playground supervisor to go into buildings or to Nurse's Office.
  - e. Students must report problems to playground supervisor.
  - f. Students must not climb on electrical/air conditioning equipment, buildings, or sidewalk canopies.
  - g. Other playground rules that are specific to particular playgrounds will be reviewed by homeroom teachers.
5. Damage To School Property
- All school property belongs to the patrons of the Jenks School District and is to be used by and for the benefit of all students. Therefore, when a student intentionally destroys or damages school property, he/she is personally liable financially and subject to discipline of school authorities.

## **CORPORAL PUNISHMENT**

Corporal punishment is not allowed in Jenks Public Schools.

## **DISASTER DRILLS**

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

### **Fire Drill**

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

### **Tornado Drill**

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

## **EMERGENCY ALERT**

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

## **SCHOOL DISMISSAL**

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

## **SUPERVISION OF STUDENTS**

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

# **STUDENT INFORMATION SERVICES**

## **ELECTRONIC WIRELESS DEVICES/CELL PHONES**

Jenks Public Schools promotes an environment for instructional learning that is safe and secure. Therefore, in order to promote digital citizenship, students are urged to practice mature and responsible cell phone usage. The District establishes the following 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 in the classroom except when a teacher allows the use of the device for academic purposes.
3. Beyond the authorized classroom use, students may only use their electronic devices before or after school hours.
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.
4. 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.
5. Refusal by a student to give the device to school personnel when requested may result in the student being suspended from school.
6. 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.

## **VIDEO SURVEILLIANCE**

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/guardians at the beginning of each school year that the District will be conducting video surveillance on school property and explain the purpose for such surveillance.

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

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

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

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

### **Covert Surveillance**

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

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

### **VIOLENT OFFENSES**

If the school provides education services to a student at a District school facility who has been adjudicated for a

violent offense, the school shall notify any student or faculty victims of such student, when known, and shall ensure that the student will not be allowed in the general vicinity of or contact with a victim of the student, provided such victim notifies the school of the victim's desire to refrain from contact with the offending student.

## **PARTIES / GIFTS / TREATS**

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

\*No flowers or balloons are allowed on the bus.

## **PETS**

Live animals, with the exception of service animals, may not be brought to school without prior approval from the principal. Excluding service animals, all animals brought to the school must be on a leash or in a kennel at all times. Pets are not allowed on school grounds/playgrounds during school hours, including arrival and dismissal. To ensure a safe environment for students, classroom pets will not be allowed due to air quality and sanitation concerns

## **RELIGION, ADMINISTRATIVE REGULATION: BOARD POLICY**

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

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

program of instruction.

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

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

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

Issued this 2<sup>nd</sup> day of June 2003.

## **SCHOOL BUS PROCEDURE**

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

## **SCHOOL SECURITY**

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

## **SPECIAL SUBJECT CLASSES**

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

## **STUDENT HANDBOOK**

Each student who enrolls must be provided access to a handbook for students. Teachers should go over the

book with the students so that both may become familiar with the items. A parent/guardian and student signature are requested in the handbook. When completed, that page should be given to the child's homeroom teacher and filed in the cumulative folder.

### **UNDERAGE ENTRANCE**

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

# JENKS PUBLIC SCHOOLS 2017-2018 INSTRUCTIONAL CALENDAR

### Important Dates

New Teachers Report.....Aug. 10  
 All Teachers Report.....Aug. 14  
 Classes Begin for Students.....Aug. 18  
 End of First Quarter..... Oct. 13  
 End of First Semester.....Dec. 19  
 End of Third Quarter.....March 9  
 End of Second Semester..... May 31  
 Last Day of Classes for Students..... May 31

### Dates Classes will not be in Session

Labor Day.....Sept. 4  
 Fall Break..... Oct. 19-20  
 Parent-Teacher Conferences.....Oct. 18, March 2  
 Thanksgiving Break.....Nov. 22-24  
 Martin Luther King Jr. Day..... Jan. 15  
 Holiday Break.....Dec. 20 - Jan. 2  
 Spring Break.....March 19-23  
 Memorial Day..... May 28  
 Professional Days..... Aug. 14, 15, 16, Sept. 1, Feb. 19  
 Work Days for Teachers..... Aug. 17, June 1

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

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

First Quarter - Days Taught.....39  
 Professional Days .....4  
 Work Day for Teachers.....1  
 Second Quarter - Days Taught.....42  
 Professional Days .....0

Third Quarter - Days Taught..... 46  
 Professional Days ..... 1  
 Fourth Quarter - Days Taught..... 53  
 Professional Days ..... 0  
 Work Day for Teachers ..... 1  
 (Includes 5 Weather Days)