

**To: District Employees**  
**Date: September 1, 2017**  
**Re: Policies & Procedures Manual 2017-2018**

The Policies and Procedures Manual will be available on the District website. Printed copies will not be distributed. Please refer to the Jenks Public Schools website for policies and procedures. It is the responsibility of the employee to read, understand, and be familiar with these policies and regulations.

Listed below is a brief summary of policy additions or revisions for the 2017-2018 school year. This list is not a substitute for reading and knowing the policies of the District and is provided as a summary only.

## **Policy and Procedure Changes for 2017-2018**

**Policy 1.02** – Page 1 – **ATTENDANCE AREAS** – Updated boundary information for students attending elementary and intermediate sites.

**Policy 1.07** – Page 7 – **CHARTER SCHOOL PROPOSALS** – Addition of Oklahoma statute that indicates sponsorship authorization of charter school proposals as well as steps for approval if charter proposal is denied by local school board.

**Policy 1.17** – Page 14 – **FACILITY RENTAL AND USAGE** – Updated to include regular rentals will not be to groups providing direct competition to JPS organizations; however, rental opportunities may be provided on a temporary, as-needed basis.

**Policy 1.41** – Page 47 – **SANCTIONING FOR STUDENT ACHIEVEMENT PROGRAMS, PTA, PTAG, AND BOOSTER CLUBS** – Removal of wording formerly listed as “Plan B”.

**Policy 1.52** – Page 56 – **VIDEO SURVEILLIANCE** – Addition of wording to indicate that school buses may be equipped with audio/visual recordings.

**Policy 1.52.1** – Page 57 – **BODY WORN CAMERAS (BWC)** – New policy.

**Policy 1.54** – Page 61 – **WELLNESS** – Addition of wording that Nutrition education will be offered and integrated into the core curriculum for all grades (PK-12), only foods and beverages that meet the USDA’s Smart Snacks standards may be marketed in schools, membership for each school site’s Healthy and Fit School Committee, and that 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.

**Policy 1.56** – Page 64 – **SAFETY DRILLS** – Update on drills that will be conducted each school year.

**Policy 2.09** – Page 69 - **CLASSIFIED (SUPPORT) EMPLOYEE SUSPENSION, DEMOTION, TERMINATION, OR NON-REEMPLOYMENT** – Updated wording to include hand delivered mail for delivery.

**Policy 2.20.1 – STUDENT ACADEMIC GROWTH** – Removed to reflect updates to the TLE law.

**Policy 2.25** – Page 83 – **FRINGE BENEFITS** – Updated coverage amounts for Worker’s Compensation, and Employee Liability Insurance.

**Policy 2.26** – Page 84 – **HIRING** – Removed the last paragraph regarding coverage under Worker’s Compensation, and an Employee Liability Insurance which covers any civil action, \$300,000.00 limit, resulting from the performance of job responsibilities.

**Policy 2.28.8** – Page 90 – **MILITARY** – Updated wording to include that eligible employees may be approved under the provisions of the school laws of Oklahoma without loss of pay during the first thirty (30) days of regularly scheduled work days if such leave of absence in any federal fiscal year.

**Policy 2.28.12** – Page 91 – **SICK LEAVE** – Updated unused sick day leave from 165 days to 170 days.

**Policy 2.31** – Page 96 – **OVERTIME AND COMPLIANCE WITH WAGE AND HOUR LAWS** – Addition of information for compliance with wage and hour laws.

**Policy 2.36** – Page 98 – **PROFESSIONAL DEVELOPMENT** – New Policy.

**Policy 2.39** – Page 102 – **RESIGNATIONS** – Has now been renumbered as Policy 2.40.

**Policy 2.46** – Page 104 – **TEMPORARY CONTRACTS** – Has now been renumbered as Policy 2.47.

**Policy 3.01** – Page 123 – **ACADEMIC CREDIT** – New policy.

**Policy 3.02 – ALTERNATE ASSESSMENT PROGRAM** – Removed.

**Policy 3.03** – Page 123 – **ASSESSMENT OF STUDENTS WITH DISABILITIES** – Replacement of former Policy 3.02 ALTERNATE ASSESSMENT PROGRAM.

**Policy 3.03** – Page 124 – **ATTENDANCE WAIVERS** – Has now been renumbered as Policy 3.04.

**Policy 3.04** – Page 124 – **CHILD FIND/IDENTIFICATION, LOCATION, AND EVALUATION** – Has now been renumbered as Policy 3.05.

**Policy 3.11** – Page 130 – **DISTRIBUTION OF FLIERS/POSTERS – OTHER** – Has now been renumbered as Policy 3.15.

**Policy 3.13** – Page 128 – **DISPROPORTIONALITY** – New policy.

**Policy 3.14** – Page 133 – **ELECTRONIC WIRELESS DEVICES/CELL PHONES** – Has now been renumbered as Policy 3.18.

**Policy 3.16** – Page 131 – **DRESS CODE** – Changed wording from the principal make the decision in accordance with site policy to instead based on the student/parent handbook.

**Policy 3.17** – Page 131 – **EDUCATIONAL SERVICES FOR STUDENTS UNDER SECTION 504 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT** – New policy.

**Policy 3.21** – Page 140 – **INTRA-DISTRICT TRANSFERS** – Has now been renumbered as Policy 3.26.

**Policy 3.23** – Page 136 – **GUIDELINES FOR MINIMIZING THE USE OF PHYSICAL RESTRAINT WITH STUDENTS WITH DISABILITIES** – New policy.

**Policy 3.32** – Page 155 – **STUDENT BEHAVIOR** – Has now been renumbered as Policy 3.38.

**Policy 3.32.1** – Page 157 – **DISCIPLINARY OPTIONS** – Has now been renumbered as Policy 3.38.1.

**Policy 3.35** – Page 147 – **SECLUSION OF STUDENTS WITH DISABILITIES** – New policy.