

2022-2023

JENKS PUBLIC SCHOOLS



Elementary

STUDENT HANDBOOK

jenksps.org

Motto

“A Tradition of Excellence with a Vision for Tomorrow”

Vision Statement

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

Mission Statement

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

Jenks Public Schools

ELEMENTARY SCHOOLS

District mailing address: 205 East B Street - Jenks, OK 74037
Elementary school hours: **Pre-Kindergarten** 8:05am-2:50pm **Kindergarten-4th Grade** 8:30am-3:10pm

District phone number 918-299-4415

EAST ELEMENTARY

8925 S. Harvard Ave., Tulsa

Site Principal

Ryan Glaze
ryan.glaze@jenksps.org
Ext. 5500

Building Principals

Heather Zemanek (Pre-K & K)
heather.zemanek@jenksps.org
Ext. 5512

Jennifer Baker (1st & 2nd)
jennifer.baker@jenksps.org
Ext. 5543

Jennifer Bradshaw (3rd & 4th)
jennifer.bradshaw@jenksps.org
Ext. 5519

Counselors

Laura Niemann (PreK & K)
Bldg A/B - Ext. 5093

Holly Davis (1st & 2nd)
Bldg F - Ext. 5218

Patricia Johnson (3rd & 4th)
Bldg D/E - Ext. 5204

Office/Attendance

Cathy Swadener
Bldg A - Ext. 5512

Kathy Deshane
Bldg B - Ext. 5509

Denise Hill
Bldg C - Ext. 5501

Kendra Easter
Bldg D - Ext. 5549

Cathy Miner
Bldg E - Ext. 5519

Deann Hutton
Bldg F - Ext. 5543

Nurse

Ext. 5503

NORTHWEST ELEMENTARY

7625 S. Elwood, Tulsa

Site Principal

Lynette Talkington
lynette.talkington@jenksps.org
Ext. 1701

Building Principals

Tara Hairrell (PreK-1st)
tara.hairrell@jenksps.org
Ext. 1703

Angie Salamat (2nd-4th)
angelia.salamat@jenksps.org
Ext. 1704

Counselors

Alicia Schwabe (PreK-1st)
Ext. 1808

Lauren Alvarez (2nd-4th)
Ext. 1746

Attendance

Anna Rath - Ext. 1815

Administrative Office

Myra Baker - Ext. 1709
Dana Sykes - Ext. 1815

Nurse

Becky Tyler - Ext. 1811

SOUTHEAST ELEMENTARY

10222 S. Yale, Tulsa

Site Principal

Lindy Risenhoover
Lindy.Risenhoover@jenksps.org
Ext. 5801

Building Principal

Kim McDaniel
kim.mcdaniel@jenksps.org
Ext. 5803

Counselors

Kristen Young (PreK-1st)
Ext. 5815

Amy Berkinshaw (2nd-4th)
Ext. 5708

Attendance

Jeannie Hotson - Ext. 5800

Administrative Office

Mary Ames - Ext. 5807

Nurse

Brooke Beguin - Ext. 5805

WEST ELEMENTARY

900 N. Adams, Jenks

Site Principal

Amanda Moore
amanda.moore@jenksps.org
Ext. 5601

Building Principals

Dr. Courtney Pruner (PreK)
courtney.pruner@jenksps.org
Bldg B - Ext. 5650

Carla Pugh (K-4th)
carla.pugh@jenksps.org
Bldg A - Ext. 5652

Ashley Rubey (K-4th)
ashley.rubey@jenksps.org
Bldg D - Ext. 5615

Hannah Maness (1st-4th)
hannah.maness@jenksps.org
Bldg F - Ext. 6101

Counselors

Amy LaGere
Bldg A - Ext. 5610

Sara Wilson
Bldg B/GLC - Ext. 5941

Heather Allen
Bldg D - Ext. 5659

Sandy Powers
Bldg F - Ext. 6117

Attendance

Cananda McGuffin - Ext. 5618

Administrative Office

Sandra Kelvington - Ext. 5601

Nurse

Becky Galligher
Bldg D - Ext. 5614

Lorna Spencer
Bldg F - Ext. 6106

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SITE INTERVENTION TEAMS

Rationale

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

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

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

Procedures

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

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

COUNSELORS

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

DISTRICT PARENTS' BILL OF RIGHTS

(BOE Policy 1.34 revised June 2022)

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

Parents have the right to 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:
 - a. Parent teacher conferences;
 - b. Back to school / meet the teacher/parent engagement events
 - c. District's Learning Management System with class information available to parents
 - d. School newsletters
 - e. 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:

- a. During annual Back-to-School Registration
 - b. In student handbooks
 - c. On the District's Website
 - d. 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 ten. Parents who object to their minor child participating in the District's sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Students who are not participating in the District's sex education program will be permitted to study in the school media center or other designated location during sex education instruction.
 5. If a teacher is going to provide instruction or presentations regarding sexuality in a course apart from healthy living curriculum, the teacher will send written notice to parents at least five (5) days in advance of the presentation. Parents who object to their minor child's participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school media center or other designated location during the presentation.
 6. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the District's website.
 7. Parents have numerous rights and decision-making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the Oklahoma 2014 Parents' Bill of Rights, the District has compiled the following information for parents:
 - a. The District provides sex education via the healthy living curriculum to students in grades seven, eight, nine, and ten. Parents may opt their student out of the District's sponsored sex education program by following the procedures established in item 4 above.
 - b. Parents who are not residents of the District may enroll their minor children in the District's schools in accordance with the District's transfer policy. A copy of that policy is available on the District's website.
 - c. The District utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.
 - d. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the District. This requirement may be waived if the parent submits an exemption certificate from the minor child's physician stating that the child should be excused from the immunization for health reasons or if the parent submits an exemption certificate objecting to the immunization of the child.
 - e. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the District will take in order to help students become successful readers – by reviewing the District's policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available on the District's website.
 - f. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in the course planning guide and on the Oklahoma State Department of Education's website (www.ok.gov/sde/).
 - g. The District provides AIDS education for students in grades seven, nine, and ten. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the District's AIDS education program will be permitted to study in the school media center or other designated location during the scheduled instruction.
 - h. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by accessing the online parent portal or contacting their child's teacher. Parents may review the results of state-wide testing by contacting their child's building principal.
 - i. Qualifying students have the right to participate in the District's gifted and talented program in accordance with the District's policy regarding the program. A copy of the policy is available on the District's website.
 - j. Parents have the right to review teachers' manuals, audiovisual resources, or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the Office of Teaching and Learning.
 - k. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications. Copies of individual student report cards can be viewed via the online parent portal or by contacting the school site.
 - l. Students are required to attend school regularly, and the District is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The District will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the District attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences.
 - m. Parents have the right to review the District's courses of study and textbooks. Arrangements for this review can be made through the Office of Teaching and Learning.

- n. Students may be excused from school for religious purposes provided the parent follows the site procedure for reporting an absence.
- o. Parents have the right to review all district policies, including parental involvement policies. Copies of these policies are available on the District's website.
- p. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups, and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.
- q. Parents may opt out of selected district level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the superintendent's office.
- r. The District will not procure, solicit to perform, arrange for the performance of, perform surgical procedures or perform a physical examination upon a minor student or prescribe any prescription drugs to a minor student without first obtaining a written consent for the proposed assessment or treatment. The written consent will be effective for the school year for which it was granted and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site.
- s. The District will not procure, solicit to perform, arrange of the performance of or perform an assessment for mental health therapy on a minor student without first obtaining consent of a parent or legal guardian of the minor. The written consent will be effective for the school year for which it was granted and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site. However, a student shall not be seen without consent.
- t. A student shall not be vaccinated at school or on school grounds or receive a vaccine as part of the mobile vaccination effort without prior written authorization, including the signature of the parent or legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.

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

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

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

Qualified Individual with a Disability

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

The term "major life activities" includes, but is not limited to, functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A "major life activity" also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. Also, an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

Mitigating Measures

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

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

2. use of assistive technology;
3. reasonable accommodations or auxiliary aids or services; or
4. learned behavioral or adaptive neurological modifications.

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

Appropriate Education

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

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

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

Nonacademic and Extracurricular Services and Activities

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

Educational Setting

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

Evaluation and Placement

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

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

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

Section 504/Title II Plan

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

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

Procedural Safeguards

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

Retaliation

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

ENGLISH LANGUAGE DEVELOPMENT PROGRAM (ELD)

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

The amount of time an English Learner (EL) student spends in ELD class is dependent on the student's need for services, which is determined by the English language proficiency test score. As students gradually acquire English language proficiency, the amount of ELD instruction is reduced. An EL student is exited from the ELD program when the EL student scores at the proficient level on the state mandated English language proficiency test *or* when the EL student scoring within a specified proficiency level band on the state mandated assessment has been approved for exit based meeting on state-specified criteria. The EL student is monitored for four years upon meeting exit criteria. A Parent Waiver form must be signed if the student is not to receive ELD services.

The ELD Program staff will comply with the following:

- notify parents when there is a change in an EL student's language proficiency designation and/or the services for which a student qualifies.
- assess annually the English proficiency of all EL students.
- base the ELD Program on scientifically based research regarding teaching EL students.
- enable EL students to speak, read, write, and comprehend the English language.
- enable EL students to meet state academic content and student academic achievement standards.
- abide by state laws, including the state constitutional law regarding the education of EL students, legal authority, and civil rights laws.

EVALUATION OF ACADEMIC PROGRESS

1. The school year is divided into four 9-week grading periods for which a progress report is made to parents/guardians. A student must be enrolled for the entire nine (9) weeks to receive a report for that period.
2. Progress reports will be sent to the home at the end of the fourth (4) week of each nine (9) week period when a student has exhibited a significant change in performance. Reports may be sent home for satisfactory and commendable work as well as when there is a notable change in performance. Additional progress reports may be sent at any time during the year.
3. Pre-kindergarten students receive a report card at the end of each semester. Students in grades kindergarten through four receive report cards every nine (9) weeks.
4. In pre-kindergarten through fourth grade, the following evaluation scale will be used:
 - 3 consistently successful
 - 2 progressing
 - 1 area of concern
 - X not evaluated at this time

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

5. The teacher is responsible for clarifying all modifications to the parent/guardian. The asterisk (*) denotes significant modifications for students receiving services i.e., identified gifted, IEP, 504, Title I, RSA, ELD.
6. A separate special area report card will be used to report student progress in art, music, and physical education.
7. Family conferences will be held in the fall and spring (see school calendar). Additional conferences may be scheduled if requested.

GIFTED SERVICES

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

HOMEBOUND PROGRAMS

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

PARENTS/GUARDIANS RIGHT TO KNOW

According to federal law, schools that receive federal funds shall provide to each parent/guardian the information about their student's level of achievement in each of the state academic assessments;

Further, parents/guardians have a right to request information regarding the professional qualifications of the student's classroom teachers as follows: If the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; if the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria has been waived and if the teacher is teaching in the field of discipline of the certification of the teacher. In addition, if the student is provided access to paraprofessionals, the parent has the right to request their qualifications.

The parent has the right of timely notice that the student has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Requests for professional qualifications of teacher or paraprofessional should be directed to the site principal.

NON-ACCREDITED HOME SCHOOL ADMISSIONS

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

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

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

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

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

A parent/guardian who disagrees with the placement decision of the school may present a written objection for inclusion in the student's permanent folder and may ask the Superintendent or designee to review those objections. Any review

of a placement decision by the Superintendent or designee shall be limited to determining compliance with this policy; then the student's placement will be remanded to the administration for compliance with this policy. The decision of the Superintendent shall be final and non-appealable.

PROFICIENCY BASED PROMOTION

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

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

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

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

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

RETENTION AND PROMOTION OF STUDENTS

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

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.

Appeals Process

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

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

Third-Grade Retention for Reading Sufficiency Act

Students who do not meet the Oklahoma State criteria on the Reading Comprehension and Vocabulary portions of the Grade 3 statewide assessments and who have not met the required benchmark on the reading screener used in the District 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. English learners who have had less than two (2) years of instruction in an English Language Development program and are identified as Limited English Proficient on an approval screening tool.
2. Students with disabilities whose individualized education program (IEP) indicates they are to be assessed 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 teacher developed portfolio they can read on grade level.
5. Students with disabilities who participate in the Oklahoma School Testing Program (OSTP) and who have an individualized education program that reflects that the student has received intensive remediation in reading and has made adequate progress toward IEP goals.
6. Students who have received intensive remediation in reading for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained. for academic reasons.
7. Students. facing exceptional emergency circumstances that prevent them from being assessed during the testing window and have been approved for this exemption through the Oklahoma State Department of Education.

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 did not meet criteria on the reading portion of the Grade 3 statewide assessment and 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. Students who are probationary promoted will continue to be monitored each year until reaching grade level scores on the district reading screener.

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 reading screener score meets the required benchmark assigned by the district. 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.

SPECIAL EDUCATION

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

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

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

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

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

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

TITLE I

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

East Elementary, Northwest Elementary, and East Intermediate operate school-wide Title I programs. Title I is the largest federally funded program for supplementary services designed to improve the educational performance of students working below grade level. East Elementary, Northwest Elementary, and East Intermediate offer programs in reading and

math. Students may be served through pull-out labs and/or by the specialist going into the classroom. Great effort is given to coordination between regular classroom instruction and the Title I program, giving students the support needed for success throughout the day.

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

STUDENT RECORDS

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

TESTING

District assessments are administered each semester to diagnose and prescribe instruction.

The Oklahoma State Testing Program is designed to provide information on specified areas of knowledge, skills, and content and is used to measure state mandated curriculum in the core subjects and/or skill areas of mathematics and reading. State-mandated assessments in reading and mathematics are administered to third and fourth grade students during the spring semester.

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

ACTIVITIES

PARTIES/GIFTS/TREATS

1. Parties must conform to the guidelines in Administrative Regulation: Board Policy 1.63 Wellness which is posted on the District web site.
2. There will be no official school parties except those approved by the principal.
3. Students will not be permitted to attend or participate in any school-related activity during the dates assigned to In-School Intervention (ISI).
4. Class parties must have prior approval of the teacher and principal.
5. In an effort to be sensitive to all children, party invitations may be passed out if every boy is invited to a boy party, or every girl is invited to a girl party, or every student is being invited to a class party.
6. Flowers, balloons and any other gifts to children at school are not allowed and will be held at the office until the end of the day*.
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

ATTENDANCE

ABSENCE POLICY/PROCEDURE

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

1. The principal is responsible for monitoring attendance for the campus. Parents/Guardians should call the Administrative Assistant in the appropriate office listed below by 10:00 a.m. the day your child is absent, or is going to be absent from school. Attendance office telephone numbers are as follows:

East A	5513	Northwest	1708	West A	5618
East B	5509	Southeast	5800	West B	5650
East C	5502			West D	5601
East D	5549			West F	6101
East E	5519				
East F	5543				

2. If a student arrives after the first 30 minutes of the school day or departs prior to the last 30 minutes of the school day, a half-day absence will be recorded.
3. Chronic Absenteeism is defined as missing more than ten percent (10%) of the school year, which equates to missing more than eight days in a semester or 17 days in a school year. Students who, for any reason other than school-sponsored activities, miss more than seventeen (17) days per year may jeopardize promotion to the next grade. The first notification letter to parents/guardians will be mailed on or before the tenth absence, and the second school notification on or before the fifteenth absence. Whenever possible, it is helpful to submit written documentation for your child's absence to the attendance administrative assistant promptly upon the child's return to school. If a student is chronically absent due to a significant medical condition which is defined as a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma, a form may be obtained from the school site to consider whether the condition meets the criteria for exemption. The Jenks Board of Education and/or administration may require a doctor's verification to certify that any student is physically and/or mentally able to attend classes or unable to attend classes. If a student transfers from another school, his/her absences at that school count toward the total percentage of days in attendance at Jenks Schools.
4. Students who are absent for ten (10) consecutive days will be withdrawn from the District. Students must be re-enrolled prior to returning to school.
5. Students with an excused absence will have the same number of days to make-up work as they were absent. It is the student's responsibility to make arrangements for any make-up work to be done. Make-up work will be available upon request.

EARLY ARRIVAL/DISMISSAL

Students should not arrive each morning before 7:45 a.m. for pre-kindergarten or 8:10 a.m. for grades K-4. All parents arriving in personal vehicles for school drop-off or pick-up are expected to use the carline.

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

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

TARDIES

If students arrive after 8:05 a.m. for Pre-Kindergarten or 8:30 a.m. for grades K-4, they must get a tardy pass from the office. Medical issues or emergencies will be handled individually.

TRUANCY

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

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

A student with excessive absences in a class during a semester, may not receive credit. Chronic Absenteeism is defined as missing more than ten percent (10%) of the school year, which equates to missing more than eight days in a semester or 17 days in a school year. If a student is chronically absent due to a significant medical condition which is defined as a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma, a form may be obtained from the school site to consider whether the condition meets the criteria for exemption. The Jenks Board

of Education and/or administration may require a doctor's verification to certify that any student is physically and/or mentally able to attend classes or unable to attend classes. If a student transfers from another school, his/her absences at that school count toward the total percentage of days in attendance at Jenks Schools.

CONDUCT

BEHAVIOR

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

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

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

1. Classroom
 - a. Be a good listener; follow directions carefully.
 - b. Think before you speak.
 - c. Keep a neat and clean desk/work area.
 - d. Show care for all property.
 - 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. The playground rules that are specific to particular playgrounds will be reviewed by homeroom teachers.
5. Damage To School Property-All school property belongs Jenks Public Schools and is constructed to be used by and for the benefit of all students; therefore, when a student intentionally destroys or damages school property, he/she is personally liable financially and subject to discipline by school authorities.

STUDENT APPEARANCE

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

1. Attire for all students should be reasonable, modest, and in such style as will not cause distraction and will be appropriate at all times.
2. All students are expected to be neatly groomed. Shoes must be worn. Clothing and/or jewelry should not display pictures, lettering or numerical figures that are profane, repulsive or obscene or that advertise or promote weapons, tobacco or alcohol, drugs, drug related items or drug paraphernalia. Any display of nudity or any manner of dress or grooming which is offensive or disruptive shall be corrected immediately. Included in this

policy is the prohibition of sagging and clothing and/or athletic uniforms worn in a manner which is revealing, disruptive, or inappropriate for the school setting. Hot weather should not be a reason for dressing scantily since all schools in the Jenks Public School system are air conditioned.

3. Midriffs, halters, boxer shorts, bicycle shorts, spaghetti straps, muscle shirts, and other similar attire are not considered appropriate for school and will not be permitted. The student's torso, chest, or undergarments should not show at any time.
4. Extreme hairstyles which distract or disrupt the learning environment will not be permitted.
5. Hats are not to be worn inside the buildings.
6. For physical education class, students are expected to wear clothing and shoes conducive to participation in physical education activities.
7. The responsibility for upholding and enforcing this code rests with those students, parents/guardians, teachers, and principal concerned. Where there is a judgment to be made, the site principal will make the decision.

STUDENT BEHAVIOR

(See also Penalties to Parent for Child with Firearm at School, Harassment and Bullying)

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

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

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

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

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by (a) making or transmitting or causing or allowing to be transmitted, any telephonic, computerized, or electronic message or (b) broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
5. Cheating
6. Conduct that threatens or jeopardizes the safety of others
7. Cutting class or sleeping, eating, or refusing to work in class
8. Disruption of the education process or operation of the school
9. Extortion
10. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval
11. Failure to comply with state immunization records
12. False reports, false calls, or misrepresentation of facts
13. Fighting
14. Forgery, fraud, or embezzlement
15. Gambling
16. Gang related activity, action, or attire
17. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication, or physical acts
18. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
19. Immorality
20. Inappropriate attire, including violation of dress code
21. Inappropriate behavior or gestures
22. Indecent exposure

23. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism, or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
24. Obscene language
25. Physical or verbal abuse
26. Plagiarism
27. Possession or distribution of a caustic substance
28. Possession, distribution, or viewing of obscene materials, including electronic possession, distribution, or viewing (sexting)
29. Possession of synthetic urine, a warmer, or any other item with the intent to use that item to tamper with a drug or alcohol test
30. Possession, threat, or use of a dangerous weapon and related instrumentalities, i.e., bullets, shells, gun powder, pellets
31. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute, or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, medications used outside their intended therapeutic purpose, or products containing cannabidiol (CBD), (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content
32. Possession or claimed possession of illegal and/or drug related paraphernalia
33. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine, and/or non-prescription medicine while at school and school related functions without prior district approval
34. Profanity
35. Purchasing, selling, and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
36. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
37. Theft
38. Threatening behavior (whether involving written, verbal, electronic, or physical actions)
39. Truancy
40. Use of bathroom different than student's sex
41. Use of a wireless telecommunications device without prior authorization
42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
43. Use, possession, claimed possession, distribution, or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the District's policy on Medical Marijuana/ Cannabidiol (CBD) Products
44. Use, possession, claimed possession, distribution, or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container, or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product
45. Using racial, ethnic, sexual, gender, or disability-related epithets
46. Using skateboards, rollerblades, skate shoes, or scooters on school property or at school events
47. Vandalism
48. Violation of the Board of Education policies, rules, or regulations or violation of school rules and regulations, or violation of state statutes including but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
49. Vulgarity
50. Willful damage to school property
51. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

DISCIPLINARY OPTIONS

Instructor or Administrator Intervention

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

Detention

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

School Service

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

In-School Intervention

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

Alternative In-School Placement

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

Alternative Out-Of-School Placement

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

Out of School Suspension

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

Behavior Or Conduct Which May Result In Suspension

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

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

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

Immediate Out-Of-School Suspension Without A Pre-Out-Of-School Suspension Conference

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

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

Conferences with Parents/Guardians

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

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

Out-Of-School Suspension Requirements

In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm in which case an out-of-school suspension for up to one (1) calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the District's Gun-Free School Policy. Out-of-school suspensions should have a definite commencement and ending date: indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions of eleven (11) or more days be imposed only in serious situations.

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

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

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

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

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

Records And Reports

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

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

Right Of Appeal

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

Attendance At School Pending Appeal Hearing

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

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

Method Of Appeal To The Site Committee

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

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

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

Method Of Appeal To The Superintendent Of Schools, Designee, Or District Committee.

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

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

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

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

Method of Appeal To The Board Of Education

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

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

Hearing the Appeal

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

Reasonable efforts will be made to accommodate the work schedule of parents/guardians.

Each side will be told that they are required to hold their "total time" to one and one-half (1-1/2) hours. This should

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

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

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

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

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

Right Of Appeal

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

Method Of Appeal To The Site Committee

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

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

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

Method Of Appeal To The Superintendent, Designee, Or District Committee

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

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

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

Student Restrictions During Out-Of-School Suspension Or During Other Disciplinary Or Correctional Measures

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's

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

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

Education Plan For Suspended Students

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

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

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

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

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

POLICY FOR THE SUSPENSION OF STUDENTS WITH DISABILITIES

Short-Term Suspension

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

Long-Term Suspension

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

Emergency Suspension

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

GUN-FREE SCHOOLS STUDENT SUSPENSION POLICY

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

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

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

1. The term “weapon” means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.

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

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

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

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

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

Consistent with Oklahoma law, for an out-of-school suspension under this policy, no education plan shall be implemented during the term of the suspension. This policy applies only to students who are determined to have brought a weapon to school under the jurisdiction of the District, as defined above; current District policy on student suspensions for non-weapon violations are unaffected by this policy.

WEAPONS

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

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

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

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

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

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who

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

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

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

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

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

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

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

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

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

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

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

GENERAL INFORMATION

AFTER SCHOOL

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

All parents arriving in personal vehicles for after school pickup are expected to use the carline. Parents who wish to meet students walking or biking home must use designated meeting areas at each elementary site.

Students are to be picked up by 3:25 pm. Students who miss the bus or are not picked up by parents/guardians will stay in the main office of the campus until parent contact is made.

ASBESTOS HAZARD

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

ADVENTURE CLUB (COMMUNITY EDUCATION BEFORE AND AFTER SCHOOL CHILD CARE ENRICHMENT PROGRAM)

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

The following programs are available:

- All elementary sites (pre-k through grade 4) offer before and after school programs from 6:30 a.m. until classes start and after school until 6:00 p.m.
- East Intermediate and West Intermediate students (grades 5-6) may attend before school programs from 6:30am until classes start and after school until 6:00 p.m.

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

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

BICYCLES, SKATEBOARDS, ROLLERBLADES, PERSONAL BELONGINGS

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

BOOK ORDERS/FLIERS

We may offer parents/guardians and students the opportunity to purchase books at a low cost; however, we do not endorse the products. Parents/guardians should review the materials offered before ordering. The Director of Communications will disapprove any attempts by outside agencies, profit or nonprofit, to exploit students of the District through the use of advertising or fund-raising campaigns. It should be understood that some advertising and sales, when in connection with school-related activities, can be beneficial to the District and its students. Therefore, advertising and book sales may be permitted in the District if they are directly related to approved school clubs or related activities that benefit District students. Such activities may include, but not be limited to, school newspapers, yearbooks, athletic clubs, cheerleading clubs, YMCA, and scouting activities. All school-sponsored fund-raising projects will be considered permissible.

CHILD FIND/IDENTIFICATION, LOCATION, AND EVALUATION

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

Child Find/Identification

The district will identify, locate, and evaluate students suspected of having a disability, ages 3 through 21, who may need special education and related services, regardless of the severity of the disability or whether the student is advancing from grade to grade. The district will coordinate with other agencies, private, and charter schools within the district

geographical boundaries. Some private schools may qualify for federal funds. Public awareness of the opportunities available to home schooled or highly mobile or homeless students will be promoted as well.

Referral

Students pre-kindergarten through twelfth grade who are suspected of having disabilities which may require special and related services may be referred for evaluation through the local schools. Local Districts coordinate with the Sooner Start Early Intervention Program in referrals for eligible students beginning at three (3) years of age.

Evaluation

Under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and Title II of the Americans with Disabilities Act evaluation is defined as procedures used in accordance with federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education services and/or accommodations that the child may need.

Written consent of the parent/guardian for such evaluation must be on file with the District prior to any child receiving an initial evaluation to determine eligibility for special education services. This evaluation denotes procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class.

Collection of Personally Identifiable Information

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

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

For further information, contact the office of Student Programs.

CHILD NUTRITION

Breakfast (not available at the Southeast Campus) and lunch are served daily in the cafeteria. Food purchases may be made with cash or by using a cafeteria debit account. Students may place money on their debit account before school each morning by placing payments in the site Child Nutrition deposit box (check with the site to determine the box location). An on-line payment option is also available to parents/guardians at myschoolbucks.com.

Parents/guardians can manage their student's cafeteria account by creating a secure online account and make payments using their credit or debit card. Convenient options such as receiving low balance e-mail notifications, the ability to view the student's seven-day account history and view the account balance are offered through myschoolbucks.com at no charge. During lunch students access their accounts by entering the JPS student ID number on P.I.N. pads located at each cashier station.

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

School Meals Service through the National Lunch-Breakfast Program

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

- be appealing and attractive to children/young adults/staff of various ages and diverse backgrounds;
- be served in clean, pleasant and supervised settings;
- be accessible to all children and young adults;
- be designed to feature fresh fruits and vegetables from local sources to the greatest extent possible, including the Farm to School Program;
- include the provision of clean, unflavored, cool drinking water available and accessible without restriction and

- at no charge throughout the school day; and
- include food high in fiber, free of added trans-fat, low in added fats, sugar, and sodium, and served in appropriate portion sizes consistent with the USDA standards.

Cafeteria Use

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

Meal Costs

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

Free and Reduced Price Meals

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

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

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

Collecting Debt

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

Charging Policy

Charging of USDA reimbursable meals is allowed on a limited basis. No á la carte items may be charged. Parents will be contacted when meal charges occur.

CLASSROOM VISITATION BY OTHERS

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

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

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

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

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

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

For further information, contact the office of Student Programs.

COMMUNICATION BETWEEN HOME AND SCHOOLS

The school and individual teachers strive to provide regular communication regarding the students and school activities i.e., newsletters, principal and District bulletins, phone messages, E-mail, and Web sites. Thursday folders will contain all weekly information.

CONFISCATED PROPERTY

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

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

COPYRIGHT POLICY

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

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

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

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

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

District Copyright Policy

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

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

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

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

Copyright © 20__ Jenks Public Schools

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

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

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

COST OF SCHOOL SUPPLIES

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

CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS

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

DELIVERY OF FLOWERS, GIFTS, BALLOONS, ETC.

Sending items i.e., flowers, gifts, balloons to students at school is often a disruption and can cause problems among students. Items should not be delivered to school. If items are delivered, the items will not be delivered to students in classrooms and may not be transported on school buses. Balloons on campus may never be latex.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act requires that the District, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless the District is advised to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications. Examples include:

1. A playbill, showing the student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

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

1. The student's name;
2. The names of the student's parents/guardians;
3. The student's address;
4. The student's telephone listing;
5. The student's electronic mail address;
6. The student's date and place of birth;
7. The student's dates of attendance;

8. The student's grade level (i.e., first grade, tenth grade, etc.);
9. The student's participation in officially recognized activities and sports;
10. The student's degrees, honors and awards received;
11. The student's weight and height, if a member of an athletic team;
12. The student's photograph; and
13. The most recent educational agency or institution attended.

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

EMERGENCY DRILLS

A variety of emergency drills are conducted each school year in compliance with state law. Required Emergency Drills:

1. Two fire drills, one per semester within the first 15 days
2. Four security drills, one each semester within the first 15 days and two at other times throughout the year
3. Two tornado drills completed during the months of September and March.
4. One additional drill of choice conducted during the school year.

The purpose of these drills is to prepare staff and students to respond appropriately in the event of an emergency. Teachers should review the JPS emergency procedures guide early in the school year to prepare students for emergency drills or actual events.

DISTRIBUTION OF FLIERS/POSTERS

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

ELECTRONIC WIRELESS DEVICES/CELL PHONES

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

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

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

ENROLLMENT AGE REQUIREMENTS

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

year-old program). Students must be five (5) years old on or before September 1 to enroll in Jenks kindergarten. Students must be six (6) years old on or before September 1 to enroll in first grade at Jenks Public Schools.

Reference: OKLA. STAT. tit. 70 § 1-114

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

1. Birth certificate (kindergarten and first grade only)
2. Immunization records
3. The following phone numbers:
 - a. Parents'/guardians' work numbers
 - b. Friends or relatives (emergency)
 - c. Doctors
4. Address of school last attended
5. Evidence of residence in the District
6. Child's social security number
7. The child's legal name must be recorded on all school documents.
8. Documentation of court ordered custody.

ETHNIC AND RACE RELATIONS POLICY

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

Definitions

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

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

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

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

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

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

Staff to Staff

Employees who have a complaint alleging racial discrimination or a racially hostile environment should report the matter to the principal or department supervisor within ten (10) days of when the complainant knew or should have known about the violation. The principal or department supervisor will initiate an investigation of the complaint. Within five (5) working days of receipt of the report, the principal or supervisor will schedule a meeting with the complainant to report the findings and decision. The principal or department supervisor shall submit his/her decision in writing within five (5) working days of the meeting. If the complainant feels that a satisfactory resolution has not been achieved with the principal or department supervisor, a Grievance Form must be completed and returned to the Human Resources Office

within five (5) working days of receipt of the written decision of the site principal or department supervisor. A committee of two administrators and the Administrator of Human Resources will schedule a hearing within ten (10) working days of the receipt of the grievance. This committee shall submit its decision in writing within five (5) working days after the hearing. A report will be made to the Superintendent of Schools regarding allegations, investigative procedures, and reconciliation of complaints.

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

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

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

Staff to Student

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

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

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

Student to Student

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

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

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

EVALUATION

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

FIELD TRIPS

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

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

Adults who attend volunteer and confidentiality training can sponsor field trips. However, because sponsors must provide their undivided attention to the students under their supervision, siblings may not accompany the sponsor to the event.

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

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

GRACE/JENKS WEST ELEMENTARY

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

HOMEWORK/MAKEUP WORK

Homework is used primarily for independent practice, preparation, and/or extension of classroom assignments. Daily expectations will usually include reading and some mathematics practice. Homework may also include makeup work and/or completion of unfinished classroom assignments. Teachers will follow these timeframe guidelines in assigning homework.

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

Completion of homework is the student's responsibility; however, students may seek help, if needed, from family members. It is also helpful to have a designated place for completing homework assignments.

If the student is absent from school, it is the student's responsibility to complete the work upon return to school. The student will have at least the same number of days to complete makeup work as the number of days absent. 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.

INSPECTION OF DATA COLLECTION INSTRUMENTS

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

INSTRUCTIONAL MATERIALS SELECTION AND REVIEW

The Board of Education of Jenks Public Schools is legally responsible for all matters relating to the operation of the District including the selection and purchase of all print and non-print materials. The Board and the professional staff adhere to the philosophy and objectives of the District and the principles stated in the American Library Association's

Library Bill of Rights as the basis for their materials selection policies. Instructional and resource materials should be provided for the interest, information, and enlightenment of all the students the school serves. Various points of view on current and historical issues should be included in District collections without regard to the origin, background, or views of those contributing to their creation.

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

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

Definitions are as follows:

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

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

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

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

Requirements for Review, Development, and Adoption

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

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

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

The materials for the school library media centers shall be selected by the library media specialist and approved by the building principal. Selection will be a cooperative, continuing process in which the library media specialist, administrators, teachers, and students participate. The basic factors influencing selection shall be the District curriculum as well as the interests, abilities, and backgrounds of the students using the library media center and the quality and accuracy of available materials.

Criteria

1. Textbooks and other instructional materials will be selected to meet the objectives of the scope and sequence. Underlying materials selection for both classrooms and library media centers is the idea that a wide range of materials enhancing the curriculum should be provided on varied levels of difficulty, with a diversity of appeal, and with presentations of different points of view.
2. Library media materials will be of high artistic/literary quality and superior form. Selection of these materials will consider stimulating presentation including imagination, vision, creativity, and style appropriate to the idea. Selection of materials will be made by consulting standard review sources and recommendation lists.
3. All non-print audiovisual materials, including digital and streamed content, must be previewed by professional staff prior to purchase.
4. Gift materials may be accepted with the understanding that these materials must meet the same selection criteria as materials purchased with District funds and that the school will use the gift materials in accordance with the decisions of the appropriate personnel. Gift materials, once accepted, become the property of the Jenks Public Schools.

INSURANCE

Student accident insurance is available to all students on a twenty-four (24) hour basis which includes coverage for all sports except football, or an at-school policy which covers the student during school hours. Families also have the opportunity to purchase Chromebook insurance to cover theft or accidental damage to devices.

NETWORK AND INTERNET ACCEPTABLE USE

Purpose Statement

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

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

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

Acceptable use

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

Parental/Guardian Consent for Students

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

Privilege of Use

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

Inappropriate or Excessive Use

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

- 1. Appropriate Language:** Do not use abusive language in messages to others. Be polite. Do not use obscene or profane language, vulgarities, and rude or disrespectful language. Do not engage in personal attacks or activities intended to distress or annoy another user.
- 2. Student Safety Usage:** Do not reveal personal contact information. This information includes telephone numbers and addresses. Do not use the Internet to arrange meetings with persons met on line. Users will promptly disclose to the teacher, District system administrator, or to any other member of the faculty or staff messages considered to be inappropriate.
- 3. Electronic Mail:** Electronic mail (e-mail) is not a private communication. The District and system administrators have access to e-mail, e-mail accounts, and network activity. Accessing personal, home e-mail accounts, social

- media, or any other personal electronic account, should not interfere with the performance of an employee's duties.
4. **Network Resources:** System users should not use the network in a way that will disrupt the use of the network for other users.
 5. **Non-Educational Media:** System users are prohibited from transferring non-educational media through the District network. This includes, but is not limited to: software, games, video, and music (MP3 files). The downloading or use of software products that are used for data capturing is strictly prohibited.
 6. **Personal Equipment:** System users are not allowed to use personal equipment (including laptop computers) to access the District's network without prior permission from the Information Technology Department. However, guest network access will be available to students enrolled in online courses or other visitors attending professional meetings. Individuals who use personal equipment to access the network agree to waive any right to privacy which may exist in any file, data, email, or other information that may be contained on the hardware.
 7. **Servers:** There are many servers available for customers throughout Jenks Public Schools. When server use is appropriate, customers will be advised as to how to access the server and will be given appropriate credentials. **It is a violation of law to access or attempt to access servers without authorization. Violations will be criminally prosecuted.**

Limitation of Liability

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

Security

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

Vandalism

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

Inappropriate Material

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

1. Obscene to minors, meaning material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors and when an average person, applying contemporary community standards would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
2. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
3. Vulgar, lewd, or indecent material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
4. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
5. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religion, gender, age, national origin, veteran status or disability. This includes racial and religious epithets, slurs, insults and abuse.
6. Disruptive to school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Application and Enforceability

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

Home Page and Web sites

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

LOST AND FOUND

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

LOST/DAMAGED BOOKS

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

MEDIA CENTERS

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

MINUTE OF SILENCE

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

MONEY

When it is necessary to send money to school, please put it in an envelope with the child's name, the amount enclosed, and how the money is to be used. Send correct change if possible.

NON-DISCRIMINATION STATEMENT

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

NOTIFICATION AND OPT-OUT

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

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. These

activities do not include information for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, such as:

- a. College or other postsecondary education recruitment, military recruitment;
 - b. Book clubs, magazines, and programs providing access to low-cost literary products;
 - c. Curriculum and instructional materials used by elementary and secondary schools;
 - d. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic clinical, aptitude, or achievement information about students and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - e. The sale by students of products or services to raise funds for school-related or education-related activities;
 - f. Student recognition programs.
2. The administration of any survey containing one or more items described above in the Surveys section of this policy; and
 3. Any non-emergency, invasive physical examination or screening that is (a) required as a condition of attendance; (b) administered by and scheduled by the school in advance; and (c) not necessary to protect the immediate health and safety of the student or other students. This provision does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screening that is permitted without parental notification.

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.
Parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or in violation of student rights.

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

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

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school District in which a student seeks or intends to enroll. Disclosures may also be made related to some judicial orders or lawfully issued subpoenas.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW
Washington, D.C. 20202-5920
1-800-USA-LEARN (1-800-872-5327)

PARENT/GUARDIAN CONCERNS

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

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

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

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.

PLEDGE OF ALLEGIANCE

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

PROHIBITION ON RACE AND SEX DISCRIMINATION IN CURRICULUM AND INSTRUCTION

Race and Sex Discrimination Prohibited

Jenks Public Schools does not engage in and prohibits discrimination based on race or sex in the form of bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex. The District does not and shall not be engage in race or sex-based discriminatory acts by utilizing these methods, which can result in treating individuals differently based on race or sex or the creation of a hostile environment. As an accredited State of Oklahoma public school, the District is required to teach students history, social studies, English language arts, biology, and other subject matter areas consistent with the Oklahoma Academic Standards as adopted and approved by the State Board of Education and Oklahoma Legislature. In the performance of this obligation, no teacher, administrator, or other employee of the District shall require, or make part of a course, the following concepts or principles. (the "Prohibited Concepts"):

Prohibition Concepts

No teacher, administrator or other school employee shall require or make part of any course offered in the District the following discriminatory principles:

1. One race or sex is inherently superior to another race or sex,
2. An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
3. An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
4. Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
5. An individual's moral character is necessarily determined by his or her race or sex,
6. An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
7. Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
8. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Importantly, none of the Prohibited Concepts shall prevent the teaching of principles that align to the Oklahoma Academic Standards.

Further Prohibitions to Ensure Compliance

Additionally, the District does not and shall not:

- Provide or contract to provide, or sponsor any course that includes, incorporates, or is based on discriminatory practices.
- Using any monies, property, or any other assets or resources to engage in race or sex-based discrimination, including discriminatory practices.
- Adopt programs or utilize textbooks, instructional material, curriculum, classroom assignments, orientation, interventions, or counseling that include, incorporate or are based on the Prohibited Concepts.
- Executing contracts or agreements with internal or external entities, persons, companies or businesses to provide services, training, professional development, or any other assistance that includes, incorporates or is based on the Prohibited Concepts.
- Receive or apply to receive monies that require, as a condition of receipt, the adoption of a course(s), policies, curriculum, or any other instructional material that includes, incorporates or is based on the Prohibited Concepts.
- Adopt diversity, equity, or inclusion plans that incorporate the Prohibited Concepts. Diversity officers in public schools shall be prohibited from providing any service or performing duties that include, incorporate, or are based on discriminatory practices identified in the Prohibited Concepts.
- Mandate diversity training that includes, incorporates or is based on the Prohibited Concepts. This includes providing such training to employees, contractors, staff members, parents, students, or any other individual or group.
- Adopt policies, including grading or admissions policies, or provide any other benefit or service that applies to students or any school employee differently on the basis of race or sex, unless specifically permitted by Title IX of the Educational Amendments of 1972. This prohibition includes segregated classes, programs, training sessions, extracurricular activities, or affinity groups.

Parents Rights

Parent and legal guardians of students shall have the right to inspect curriculum, instructional materials, classroom assignments, and lesson plans to ensure compliance with this policy. This right of inspection is subject to any applicable limitations contained in existing law, including Oklahoma's Open Records Act (OKLA. STAT. tit. 51 §§24A. 1-24A.32).

Reporting, Complaint, and Investigation Procedure

The *Prohibition of Race and Sex Discrimination in Curriculum Jenks Public Schools Complaint Process and Complaint form* will be available in each school's main office or by email upon request. Any parent, student, teacher, District employee, or member of the public may file a complaint alleging a violation of this policy, which addresses the provisions of OKLA. STAT. tit. 70 O.S. §24-157 and regulations regarding it adopted by the State Department of Education. To be accepted for investigation, the Complaint must:

- be submitted in writing.
- be dated.
- contain the handwritten or electronic signature of the complainant.
- identify the date(s) the alleged discriminatory act occurred; and
- explain the alleged violation(s) / discriminatory conduct and how Section 24-157 or an administrative regulation thereto has been violated.

While not mandatory, a complainant is encouraged to also identify witnesses to the alleged violation(s)/ discriminatory conduct so that such witnesses can be interviewed by the District.

The District has designated the following individual to receive reports of alleged violations discriminatory conduct (referred to as the Section 24-157 Coordinator):

Cathryn McCarthy
Lead Section 24-157 Coordinator
Executive Director of Teaching and Learning
Jenks Public Schools
205 E B Street
Jenks, OK 74037
(918) 299-4415, ext. 2292

Within ten (10) days of receiving the complaint, the Executive Director of Teaching and Learning will notify the complainant that the complaint has been received, whether it is legally sufficient (i.e., contains the mandatory information set forth above) and whether it will be investigated. All investigations to determine whether a violation has occurred shall be completed within 90 days of receipt of the complaint. The complainant shall be notified in writing of a final determination, including the findings of whether a violation has occurred. Within 30 days of resolution of each complaint, the Executive Director of Teaching and Learning shall report to the State Department of Education.

Options for Filing Complaint

In lieu of filing a complaint with the District, a complainant may file a complaint directly with the State Department of Education. A complainant may not file a complaint simultaneously with the District and State Department of Education. Additionally, a complainant who believes that the District has incorrectly refused to investigate a Complaint or has evidence that the District has reached an incorrect determination may file a Complaint with the State Department of Education upon conclusion of the District-based complaint process.

Anti-Retaliation

No individual shall be retaliated against for (1) filing a Complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Department of Education, or (2) the purpose of interfering with any right or privilege secured by federal civil rights laws and regulations. Any school employee who retaliates against a complainant shall be subject to disciplinary action by the District, in accordance with district employee disciplinary policies, and the State Department of Education and State Board of Education

Whistleblower Protection

Any teacher who files a complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Board of Education, or otherwise discloses information the teacher reasonably believes evidences a violation of Section 24-157 or any regulation related thereto shall be entitled to the Whistleblower Protections in applicable laws, including those at OKLA. STAT. tit. 70, § 6- 101.6b.

False Reporting

Any teacher who willfully, knowingly and without probable cause makes a false complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related thereto with the District or the State Board of Education shall be subject to disciplinary action in accord with the District's employee conduct policies and by the State Department of Education and State Board of Education.

Complaints by School Staff

Any school employee who is discriminated against by the district in the form of race or sex-based harassment, bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex in violation Section 24-157, may file an employment discrimination complaint with the Oklahoma Attorney General's Office of Civil Rights Enforcement.

References: OKLA. STAT. tit. 70, § 24-157 (effective July 1, 2021) OKLA. ADMIN. CODE § 210: 10-1-23 (emergency rule) OKLA. STAT. tit. 70, § 24A.16(A).

PROMOTION OF TRIPS AND TRAVEL

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

1. Groups or individuals who take responsibilities for planning and carrying out non-school sponsored trips consisting of groups of students and/or teachers must make parents/guardians aware such trips are not school-sponsored and that the schools assume no responsibility for the trip in any way whatsoever.
2. District facilities, the school name, the District, and District employees shall not be involved, directly or indirectly, in any way to promote or advertise private or commercial non-school-sponsored travel activities for District personnel, students, or parents/guardians of students during the school day (except as provided below).
3. District employees are prohibited from distributing, during the school day or at a school facility, printed materials to District personnel, students, or parents/guardians of students promoting or advertising such travel activities (except as provided below). The advertising or promotion of such travel activities for District personnel, students, or parents/guardians of students through classroom discussion is prohibited. No school time, instructional or otherwise, will be consumed by the distribution of written and/or oral communications regarding non-sponsored trips.
4. Organizational meetings held for the purpose of discussing private or commercial non-school-sponsored travel activities for District personnel, students, or parents/guardians of students shall not be conducted at a District facility during the school day and will only be permitted at District facilities during non-school hours in accordance with the District's policies and procedures regarding the use of school facilities. Non-school-sponsored trips will not be taken during school hours.
5. Upon authorization from the building principal, District employees may promote or advertise private or commercial non-school-sponsored tours and travel activities at a District facility by posting printed notices on a general information bulletin board. Such notices must contain the name, address, and telephone number of the sponsoring District employee. The building principal shall designate the location where the notices may be

placed and the length of time that notices may be displayed. Notices, forms and information concerning such trips will not be circulated through the school's communication system.

PROTECTION OF PUPIL RIGHTS AMENDMENT

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

"Instructional material" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the internet). The term does not include academic tests or academic assessments.

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

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

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

"Survey" includes an evaluation.

PSYCHIATRIC OR PSYCHOLOGICAL EXAMINATIONS

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

REFERRAL

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

SEARCH POLICY

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

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

The search should be as follows:

1. Held in a place as private as practical.
2. Conducted by a school representative of the same gender as the person to be searched.
3. Conducted before an adult witness of the same gender when practical.

4. Conducted so that only cold weather outer wear is removed for the person searched.
5. Conducted so that if additional clothing needs to be removed, legal authorities and/or a search warrant is obtained. (In no circumstances will a strip search be conducted by a Jenks Public Schools representative.)
6. Related to the object of the search, not unduly intrusive in light of the age and sex of the person searched.

The search will be documented by a written statement including:

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

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

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

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

SERVICE ANIMALS

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

Definitions

- “Service animal” is defined by the Americans with Disabilities Act (ADA) as any service dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual’s disability. Service animal is limited to the animals defined under the ADA and does not include any other species of animal, wild or domestic, trained or untrained. Service animal does not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.
- “Employee” is defined as a person who is employed by the District on a part or full-time basis, with or without compensation, and elected or appointed members of the District’s board of education.
- “Student” means a child who is currently enrolled at the District and includes the parents and guardians of a child who is (a) under the age of 18, or (b) otherwise unable to manage their own affairs.

Procedures/Requirements

The use of service animals by employees and students with disabilities is subject to the following procedures and requirements:

1. The employee or student will submit a notification of the intent to use a service animal to the Director of Student Programs. The notification will identify whether the service animal is required because of the person’s disability, and, if so, identify and describe the manner in which the service animal will meet the individual’s particular need(s).
2. Notifications for the use of service animals on District property will, whenever possible, be made at least one week prior to the proposed use of the service animal.
3. As part of the District’s consideration of the use of a service animal, the District may require certification of proper vaccinations verified by a veterinarian.
4. The District’s review of use of a service animal may include consideration of a student’s IEP or Section 504 records. The District may also request a meeting with the employee or student.
5. The use of a service animal on District property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the District. The District’s approval of the use of a service animal on District property is subject to periodic review, revision, or revocation by District administration.
6. Service animals will always be on a leash or other form of restraint mechanism. It is recommended that service animals have proper identification. It is the responsibility of the employee or student who uses a service animal pursuant to this policy to serve as the handler or arrange for a third-party handler to provide proper handling of

the service animal. Any cost incurred to handle the service animal will be the responsibility of the employee or student who uses the service animal.

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

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

Pursuant to federal law, the District retains discretion to exclude or remove a service animal from District property and transportation if:

- a. The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior;
- b. The service animal is not housebroken;
- c. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
- d. Permitting the service animal would fundamentally alter the nature of the service, program, or activity.

The employee or student will be responsible for any damage to District or personal property and any injuries to individuals caused by the service animal. The employee or student who uses a service animal on District property will hold the District harmless and indemnify the District from any such damages.

Any visitor requiring the accompaniment of a service animal for purposes of this policy is welcome in all areas of District facilities and programs that are open to the public (except in situations determined to apply under item I. in the Procedures/Requirements section, above).

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

Requirements for Service Animals

1. Vaccination: Service animals must be immunized against diseases common to that type of animal. [Okla. Admin. Code 310:599-3-9.1] All vaccinations must be current. Dogs must wear a rabies vaccination tag.
2. Licensing: All service dogs must be licensed as may be required by state and/or local law.
3. Owner ID and Other Tags: Dogs may be required to wear a current dog license and rabies-vaccination tag, unless the dog is permanently and uniquely identified with a microchip implant or tattoo.
4. Leash: Service animals must be on a leash or tether at all times, unless impracticable or unfeasible due to the disability of the employee or student.
5. Collar: A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [Okla. Stat. tit. 7, § 19.1(C)]
6. Under Control: The owner/handler of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/handler.
7. Cleanup Rule: The handler of the service animal, whether it be the employee, student or a third party, must clean up after the animal defecates or urinates, as well as follow any municipal ordinance applicable thereto.
8. Grooming: All service animals must be treated for, and kept free of, fleas and ticks. All service animals must be kept clean and groomed to avoid shedding and dander.

SEVERE WEATHER

Procedure for dismissing school due to severe weather:

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

homes at specific times, it is impractical to dismiss school early. If school is to be dismissed early, all news media will be notified.

- d. Bus time schedules will vary more than normal when bad road conditions exist.
- e. All school days missed due to bad weather must be rescheduled by adding additional days at the end of the school term or deleting scheduled vacation days.

SEXUAL HARASSMENT

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

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

General Prohibitions

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

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

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

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

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

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

Specific Prohibitions

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

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

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

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

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

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

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

Procedure

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

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

STUDENT RESIDENCY

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

Definitions

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

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

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

Basic Residency Requirements

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

Procedures for Resolving Residency Disputes

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

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

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

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

1. The student's parent, guardian, or person having legal custody of the child must notify the District Residency Officer in writing of the review request within five (5) calendar days from the date of written denial of admittance or from the date of written notification that the student is considered not to be a resident of the District. Upon receipt of a request for review, the District Residency Officer shall allow the parent, guardian or person having legal custody to provide additional pertinent information in accordance with the District's criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.
2. The District Residency Officer must render a decision and notify the student's parent, guardian, or person having legal custody of the child of the decision and reasoning therefore in writing within five (5) calendar days of the receipt of the request for review.
3. In the event the student's parent, guardian, or person having legal custody of the child disagrees with the District Residency Officer's decision, such person shall notify the District Residency Officer in writing within five (5) calendar-days of his or her receipt of the District Residency Officer's decision. The District Residency Officer will submit his/her findings and all documents reviewed to the Superintendent or designee. The Superintendent or designee will review the decision and the documents submitted on behalf of the District and the student and will render a decision within five (5) calendar-days of receipt of the documents. If the student's parent, guardian, or person having legal custody of the child disagrees with the Superintendent's decision, such person shall notify the Superintendent in writing within five (5) calendar days of his or her receipt of the Superintendent's decision. The Superintendent will submit his/her findings and all documents reviewed to the District's Board of Education. The Board of Education will review the decision and the documents submitted on behalf of the District and the student and will render a decision no later than the next regular Board meeting. The decision of the Board of Education shall be final.
4. In an effort to place students in school as quickly as possible, timelines shall be followed unless due to emergency circumstances both parties agree to an extension of timelines.

Other Policy Provisions

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

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

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

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

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

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

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

Students in Foster Care

The District Foster Care Education Liaison will collaborate with child welfare agencies and tribal child welfare agencies to ensure stability in education for students in foster care as outlined in Title I of the Every Student Succeeds Act (ESSA). Students in foster care have the same access to free, appropriate public education as other children and that students in foster care are not separated from the mainstream school environment because of foster care placement.

Enrollment of Students in Foster Care

Foster care parents, social workers or other legal guardians will be allowed to immediately enroll children in the District. The District understands that all necessary paperwork (birth certificates, shot records, academic records, special education records, etc.) may not be immediately available and wants to provide a smooth transition for the student into the District. The District will contact the child's home school District for records and make adaptations as needed. The District will work with the Foster Care Liaison and the foster care parent/guardian to enroll the student.

Homeless Children and Youth

The *McKinney-Vento Homeless Assistance Act* (the "Act") applies to all children and youth who lack a fixed, regular, and adequate nighttime residence, such as a children living in homeless shelters, domestic violence shelters, runaway and homeless youth shelters, transitional living facilities, cars, campgrounds, motels or children and youth living doubled up, and homeless and migratory children.

The Act provides that homeless children and youth:

- do not need a permanent address to enroll in school;
- have a choice of school placement;
- cannot be denied school enrollment because school records or other enrollment documentation are not immediately available;
- have the right to participate in all federal, state, or local programs and activities for which they are eligible;
- cannot be isolated or separated from the mainstream school environment; and
- have the right to receive prompt resolution of any dispute regarding educational placement.

Therefore, in accordance with the Act, the District shall make reasonable efforts to identify homeless children, encourage their enrollment, and eliminate existing barriers to their education that may exist. The District will not stigmatize or segregate homeless students and youth, and these students shall have access to the same public school programs available to other students of the District. The District will identify and provide equal access to secondary education and support systems for homeless students, runaway youths and youths separated from public schools. The District will also work to identify and remove those barriers which prevent youths from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school.

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

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

Appeals Procedures for Homeless Children and Youth

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

1. At the time a homeless student seeks enrollment, the District will notify the student or his/her family of these procedures and provide the student/family with a copy of this policy.
2. The District will promptly notify the District's Homeless Liaison that a homeless student seeks enrollment, and will seek to involve the Homeless Liaison in decisions regarding the student's education.
3. Students/families who disagree with a decision regarding the student's education may meet with the Homeless Liaison for an informal resolution. The Homeless Liaison will notify the student/family that a written complaint may be submitted within five (5) calendar days (or longer if agreed upon by the parties).
4. If the Homeless Liaison receives a written complaint, the Homeless Liaison will prepare a decision (plan of action) and provide it to the student/family within five (5) calendar days of receipt of the written complaint. The Homeless Liaison will also notify the student/family of the right to appeal to the superintendent.
5. Students/families who are still dissatisfied with a decision regarding the student's education may file a written appeal with the Superintendent or designee within five (5) calendar days of receipt of the Homeless Liaison's plan. The Superintendent or designee will meet with the student/family within five (5) calendar days of receipt of the appeal. The Superintendent or designee will issue a decision within five calendar (5) days of the meeting.

with the student/family. The Superintendent or designee will also notify the student/family of the right to appeal to the board of education.

6. Students/families who are still dissatisfied with a decision regarding the student's education may file a written appeal with the board of education by submitting a written notice to the superintendent within five (5) days of the superintendent's decision. The appeal will be placed on the next agenda (or the following agenda, if the appeal is received after the agenda posting deadline) and the board's decision is final at the District level. Students/families who are still dissatisfied with a decision regarding the student's education may file an appeal with the Oklahoma State Department of Education utilizing the procedures established by the OSDE.

Students with Active-Duty Military Parents or Legal Guardians and Transitioning Military Children

Definitions:

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

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

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

"Military installation" means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the Department of Defense or the United States Coast Guard.

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

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

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

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

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

Establishing Residency

A student shall be considered in compliance with residency provisions of this policy and state law if a student whose parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. The parent or legal guardian of such a student must provide proof of residence in the school District within ten (10) days after the published arrival date provided on their official documentation. The following may be used to establish proof of residency:

1. a temporary on-base billeting facility,
2. a purchased or leased home or apartment, or
3. federal government or public-private venture off-base military housing.

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

Enrollment

For a student whose parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order, the District shall accept applications by electronic means, including enrollment in a specific school or program within the District and course registration. The District will promptly accept unofficial or "hand-carried" educational records and transcripts in lieu of official education records and transcripts for transitioning military children. Upon receipt of such records, the District will promptly enroll the transitioning military

child. However, upon enrollment, the District will request official educational records and transcripts from the school in the sending state. The District's residency officer will determine whether a student is a transitioning military student for purposes of establishing residency and promptly advise the parent or other person standing in loco parentis of the decision, both orally and in writing, if possible. A parent or other person standing in loco parentis who disagrees with the residency officer's determination may appeal the decision to the Board of Education under the procedure identified above.

Grade Level Placement

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

Course Level and Educational Program Placement

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

Extracurricular Activities

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

Immunizations

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

Tuition

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

Reference: 42 U.S.C. §11301 et seq., Okla. Stat. Tit. 70 § 1-113, 70 Okla. Stat. §510.1., OKLA. STAT. tit.70, § 8-103.1

SOONERSTART

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

STUDENT ENROLLMENT

Children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have not attended a public school kindergarten may be enrolled in either a half-day or full-day (if offered) non-compulsory, early childhood program (Pre-K) free of charge.

No child shall be enrolled in Kindergarten unless the child has reached five (5) years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six (6) on or before September 1 of the school year.

Reference: OKLA. STAT. tit. 70 § 1-114

STUDENT REFERRAL FOR INITIAL ASSESSMENT

A parent/guardian is to be notified at any time a student discloses or is suspected of suicidal intentions or of causing harm to others. The crisis assistance team or a team representative will meet as soon as possible with the student to make an assessment concerning the severity of the situation and to provide information to the student's parent/guardian. In order to ensure the safety of the student and other students, the team or representative may advise the parents/guardians to seek assistance outside of school. A list of agencies and emergency numbers will be made available. The District is not responsible for providing these services. The District shall provide staff with required training in suicide awareness and prevention, and in the reporting of student drug abuse in compliance with OKLA. STAT. tit. 70, § 24-100.7.

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

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

SURVEYS

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

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

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

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

TELEPHONE

1. If you know the extension number: call 918-299-4415 and the extension number. If you do not know the extension number, or require other information, dial 918-299-4411 for all campuses and the switchboard operator will direct your call.
2. Students will not be allowed to make/receive phone calls except in case of emergency. The administrator or a designee will define the emergency.
3. Students will only be allowed to use the phone if the teacher/administrator gives permission.

TOBACCO-FREE ENVIRONMENT

The entire school environment and all of its District property and buildings are tobacco free. Smoking, chewing, and any other use of tobacco (and tobacco paraphernalia) by staff, students and members of the public is prohibited on, in or upon any school property 24 hours a day 7 days a week. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes e-cigarettes/vaping devices or any other product packaged for smoking or the simulation of smoking. 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.

TRANSFERS

Intra-District Transfers

Requests for transfers between schools within the District for resident students will be considered annually on a space available basis. Transfers are contingent upon the maintenance of a satisfactory discipline and attendance record and may be canceled at any time. Parents/guardians will be responsible for transportation, if required.

Requests for transfer within the District must be made on a District form, which can be found and completed on the District website under "Enrollment". The receiving school's site principal may approve or disapprove the transfer and communicate in writing to all parties involved no later than August 1st.

Inter-District Transfers

For families who reside outside the Jenks Public School boundaries who wish to inquire about transferring into Jenks Public Schools, please refer to JPS Policies and Procedures, 3.50 Transfers for the most current information.

TRANSPORTATION POLICY

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

Students who ride a bus other than the one assigned to them must have a bus pass completed in full, signed by their principal. Bus passes will be issued for students 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, babysitters or other similar reasons.

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

1. **Safety and Behavior Code for Bus riders**

Permission for any pupil to ride a bus is conditioned on his good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules will be reported to the school principal and can be denied permission to ride to and from school. School rules apply to students while on buses.

 - a. The emergency door may only be opened at the direction of the bus driver. If the door is opened in non-emergency situations, it could endanger the lives of the passengers.
 - b. Students should remain seated while the bus is in motion.
 - c. While on the bus, all students are under the direct supervision of the bus driver. Students should obey the driver's suggestions promptly.
 - d. The use of profane or abusive language or gestures and disruptive behavior will not be allowed.
 - e. Students should keep all parts of their body inside the bus at all times.
 - f. No food or drink will be permitted on the bus.
 - g. Students should not run toward a school bus while it is in motion. (In bus loading zones, after the door closes, it will not be reopened.)
 - h. Pupils who must cross the road after leaving the bus should pass in front of the bus at the direction of the bus driver. Pupils are not to cross behind the bus. The "danger zone" is an area around the bus that extends ten (10) to fifteen (15) feet. This is the area where most accidents occur and all students need to be aware of this "danger zone."
 - i. Students should enter and exit the bus at their designated bus stop only.
 - j. Good behavior and manners are expected at the designated bus stop.
 - k. Rules for bus behavior will be posted on each bus.
2. Jenks Public Schools students are required to respect the property of the District. Any incidents of vandalism, defined as a deliberate action that results in damage to school property, including but not limited to graffiti, damage to busses, facilities, other District property, may result in disciplinary action. Furthermore, students may be held liable for the cost of the repair or the cost of cleaning the vandalized District property.
3. Only principals have the authority to suspend transportation services. The Director of Transportation may suspend services in emergency situations.
 - a. A student whose behavior is such that it directly jeopardizes the safe operation of the school bus, or who refuses to follow the directions of the driver will lose his bus riding privilege without receiving previous warnings. Immediate loss of riding privilege can result from vandalism, fighting, abusive language or gestures directed toward school personnel, failure to cooperate with driver, possession and/or use of drugs, weapons, etc., throwing/spitting objects or any other actions that jeopardize the safety of student passengers or school personnel.
 - b. Bus discipline procedures involving identified special education students are determined individually.
4. **Consequences for Violations of Bus Rules**
 - a. First Offense (Minor)—Assigned seat by the bus driver and placed on probation.
 - b. Second Offense (Minor)—Assigned seat and placed on probation. Parent/guardian contacted by phone and written notice from the Transportation Office.
 - c. Third Offense—Loss of bus privilege for a minimum of two (2) days. Parent/guardian contacted by phone and written notice from Principal's Office.
 - d. Fourth Offense—Loss of bus privilege for a minimum of five (5) days. Parent/guardian and student must attend a conference with the principal and a transportation supervisor to reinstate riding privilege. Parent/guardian contacted by phone and written notice from Principal's Office.
 - e. Fifth Offense—Loss of bus privilege for a minimum of ten (10) days. Parent/guardian and student must attend a conference with the principal and a transportation supervisor to reinstate riding privilege. Parent/guardian contacted by phone and written notice from Principal's Office.
 - f. Sixth Offense—TERMINATION OF BUS RIDING PRIVILEGE for current semester and/or succeeding semester.

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

1. East
 - a. There are two areas available for parent/guardian/visitor parking. In the north lot off of Harvard, parking is available in designated parking spaces. There is also fifteen (15) minute parking along the curbs (with the exception of designated fire lanes). In the south lot off of 91st street, visitors may park in designated parking spaces.
 - b. Northwest
 - c. Parking is available except for the north oval marked reserved for buses.
2. West
 - a. Since it is necessary for the safety of our students that we keep the bus parking area as free of cars as possible, we ask that parents/guardians who transport their children to and from school use the following parking areas:
 - b. Building B/C - Parking area north of Bldg. B Building D - East end of large oval, nearest the north entrance of Bldg. D and east end of Bldg. D. Oval parking lot will be closed prior to the beginning of school and after 2:50 p.m.
 - c. Building F – Parking available except for west oval reserved for buses.
3. Southeast
 - a. Parents/guardians picking up students after school should do so in the north oval and south oval.

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

1. Bus Passes

Only under “emergency” situations will the student be given permission to ride a bus different from his/her own. To obtain a bus pass, the student must have a note from the parent/guardian and present it to the personnel in the Attendance Office before class begins. Final approval lies with the administrator.
2. Bus ovals are closed to all other traffic during drop-off and pick-up times.

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

TITLE IX

Policy and Purpose

Jenks Public Schools will address all incidents of sex discrimination and sexual harassment reported to the District’s Title IX Coordinator in compliance with Title IX of the Education Amendments of 1972, as amended. The Title IX Coordinator, Chief HR Officer Dana Ezell, is located in the Jenks Public Schools Educator Service Center, 211 East A Street, Jenks, Oklahoma, 74037, in Human Resources, phone number (918)299-4415, or email dana.ezell@jenksps.org.

This policy informs all students and all District employees of policies and procedures regarding sex discrimination and sexual harassment to which all students, instructional staff, and non-instructional personnel are expected to adhere. In addition, comprehensive information is provided regarding the reporting of sex discrimination and sexual harassment and avenues to seek immediate assistance.

The District seeks to create a positive educational environment on and off campus through our academic programs, services, activities, policies, and procedures aimed at providing protection against sex discrimination and harassment. To that end, the District condemns discrimination in its education programs and activities based on sex or gender, sexual orientation, gender identity or expression, sexual harassment, sexual violence, dating violence, and stalking. Notice of sex discrimination or a sexual harassment incident to the District’s Title IX Coordinator charges the District with actual knowledge and triggers its response obligations.

Scope of the Policy

The District must respond when sex discrimination and harassment occur in the school’s education programs or activities. Education programs and activities include locations, events, or circumstances in which the District exercises substantial control over both the respondent and the context in which the discrimination or harassment occurred. Title IX applies to all of the District’s education programs or activities, whether such programs or activities occur on-campus or off-campus, including online instruction.

Any person may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment. Reports may be made in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator,

or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

Individuals are responsible for immediately reporting any knowledge or information concerning sexual harassment to the District's Title IX Coordinator. The District encourages victims of sexual harassment to talk with a counselor. Different employees within the scope of the District's resources have different abilities to maintain a victim's confidentiality.

1. Employees hired as Licensed Professional Counselors are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." Disclosures to these employees will not trigger an investigation into an incident against the complainant's wishes.
2. District Employees are required to report all the details of an incident (including the identities of both the complainant and respondent) to the Title IX Coordinator. A report to district employees (called "responsible employees") constitutes a report to the District and places the District on notice to take appropriate steps to address the situation.

This policy also applies to retaliation by the District or any person against any other person for the purpose of interfering with Title IX rights, or because the person has participated or refused to participate in any manner in a proceeding under Title IX that is prohibited.

Assistance Following an Incident of Sexual Harassment

Immediate Assistance:

Persons who have complaints of sexual harassment may file their complaints with the Title IX Coordinator, Chief HR Officer Dana Ezell, located in the Education Service Center, 211 East A Street, Jenks, Oklahoma, 74037, in Human Resources, phone number (918)299-4415, or email dana.ezell@jenksps.org.

Victims of sexual violence should get to a place of safety and call Police. Obtain necessary medical treatment; time is a critical factor for evidence collection and preservation. An assault should be reported directly to a law enforcement officer, and District officials will assist in facilitating this process. Filing a police report will not obligate the complainant to prosecute, nor will it subject the reporting party to scrutiny or judgmental opinions from officers. Filing a police report will ensure that a victim of sexual violence receives the necessary medical treatment and tests, at no expense to the complainant to the extent provided for by Oklahoma law, and provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later.

Complainant or Witness: Call JPS Police (918)607-0142 or 911 for immediate assistance.

Ongoing Assistance:

In order to ensure the safety and well-being of the complainant, The District may take interim measures such as changing academic schedules, work schedules, extracurricular activity modifications, addressing transportation issues, withdraw from/retake a class without penalty, academic support (e.g., tutoring), leaves of absence, counseling, campus escort services, distance learning arrangements, or similar measures. In addition, while an investigation is pending, the District may initiate a "no contact order" between the parties that carries a sanction of short- or long-term suspension if violated.

The District offers internal counseling options. District officials and representatives are available to facilitate access to support services. Several service organizations in Oklahoma have provided telephone numbers and made available other services for students, staff and campus community members. District will assist any interested person, needing assistance, in contacting these agencies.

Support Services:

Oklahoma Safeline: 1-800-522-7233 (SAFE)

Oklahoma Safeline: Oklahoma City Metro Area - 405-522-7233 (SAFE)

National Domestic Violence Hotline: 1-800-799-7233 (SAFE)

Rape, Abuse & Incest National Network Hotline: 1-800-656-4673 (HOPE)

Communication Services for the Deaf (TTY): 1-800-252-1017 (TTY)

Communication Services for the Deaf (Voice): 1-866-845-7445 (Voice)

Oklahoma Coalition Against Domestic Violence/Sexual Assault: 405-524-0700

Title IX Coordinator and Staff

The Title IX Coordinator has primary responsibility for overseeing the process of coordinating the District's compliance efforts, receiving complaints, investigations, hearing, sanctions, appeals, and education and training associated with this policy. To file a complaint or submit questions concerning actions governed by this policy contact the Title IX Coordinator.

The Deputy Title IX Officers have the secondary responsibility and assist with the duties of the Title IX Coordinator. Deputy

Title IX Officers include Director of Personnel Mark Rubey, (918)299-4415, mark.rubey@jenksps.org, and Executive Director of Student Services Amy Hudson, (918) 299-4415, amy.hudson@jenksps.org.

Title IX Investigators may include but not be limited to district administration. The primary responsibility of the investigator relates to formal complaints. The investigator is to collect statements and any evidence directly related to any allegations of a Title IX policy violation as directed by the Title IX Coordinator. Investigators will receive appropriate Title IX training.

Title IX Hearing Officer (decision-maker) may include a district administrator, legal counsel or specially designated officer. The primary responsibility of the hearing officer is to ensure both parties receive due process in the event allegations of a Title IX policy violation are directed to a hearing by the Title IX Coordinator. Hearing Officers will receive appropriate Title IX training.

Definitions

The District defines sex discrimination and sexual harassment broadly to include any of three types of misconduct on the basis of sex (or gender), all of which jeopardize the equal access to education that Title IX is designed to protect:

1. Any instance of quid pro quo harassment by a school's employee;
2. Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; and
3. Any instance of sexual assault, dating violence, domestic violence, or stalking as defined by Federal law.

Offenses prohibited under the District's policy include, but are not limited to: sex discrimination (including sexual orientation discrimination and gender identity or gender expression discrimination), sexual harassment, sexual violence to include nonconsensual sexual contact, nonconsensual sexual intercourse, sexual coercion, domestic/dating violence, stalking, and sexual exploitation.

- A. **Sex Discrimination:** includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their education or employment, or school-related benefits, on account of sex or gender (including sexual orientation, gender identity, and gender expression discrimination). It may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
 - B. **Sexual Harassment:** is unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or is sexual in nature and is so severe, pervasive, or persistent, objectively, and subjectively offensive that it has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional, or employment access, benefits, activities, or opportunities. Students, vendors, and visitors who are subject to or who witness unwelcome conduct of a sexual nature are encouraged to report the incident(s) to the Title IX Coordinator or any district employee. District employees who witness or learn of such conduct are required to report it to the Title IX Coordinator.
1. **Hostile Environment:** Sexual harassment includes conduct that is sufficiently severe, pervasive, or persistent, objectively, and subjectively offensive that it alters the conditions of education or employment or institutional benefits of a reasonable person with the same characteristics of the victim of the harassing conduct. Whether conduct is harassing is based upon examining a totality of circumstances, including but not limited to the following:
 - The frequency of the conduct;
 - The nature and severity of the conduct;
 - Whether the conduct was physically threatening;
 - Whether the conduct was deliberate, repeated humiliation based upon sex;
 - The effect of the conduct on the alleged victim's mental or emotional state from the perspective of a reasonable person;
 - Whether the conduct was directed at more than one person;
 - Whether the conduct arose in the context of other discriminatory conduct;
 - Continued or repeated verbal abuse of a sexual nature, such as gratuitous suggestive comments and sexually explicit jokes; and
 - Whether the speech or conduct deserves constitutional protections.
 2. **Quid Pro Quo Sexual Harassment** exists when individuals in positions of authority over the complainant engage in the following behaviors:
 - Make unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
 - Indicate, explicitly or implicitly, that failure to submit to or the rejection of such conduct will result in adverse educational or employment action or where participation in an educational program or district activity or benefit is conditioned upon the complainant's submission to such activity.

Examples of Harassment:

- A teacher insists that a student have sex or engage in sexual acts with him/her in exchange for a good grade. This is harassment regardless of whether the student agrees to the request.
 - A student repeatedly sends sexually oriented jokes around in an email list he or she created, even when asked to stop, causing one recipient to avoid the sender on campus or in connection with classes or school sponsored events in which both are involved.
 - The teacher's assistant probes for explicit details of a student's sexual history, and demands that the student respond, though the student is clearly uncomfortable and hesitant.
 - An administrator asks a student for nude or semi-nude pictures to be sent via Snapchat or other social media.
 - The coach provides explicit details of his sexual past or describes his sexual relationship with his spouse or girlfriend.
 - An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to his clear discomfort and embarrassment.
- C. Sexual Violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age, school status, or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties.
1. Nonconsensual Sexual Contact is any intentional touching, however slight, whether clothed or unclothed, of the victim's intimate body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part, without consent and/or by force. It also includes the touching of any part of a victim's body using the perpetrator's genitalia and/or forcing the victim to touch the intimate areas of the perpetrator or any contact in a sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth or other orifice. This definition includes sexual battery and sexual misconduct.
 2. Nonconsensual Sexual Intercourse is defined as any sexual intercourse or penetration of the anal, oral, vaginal, genital opening of the victim, including sexual intercourse or penetration by any part of a person's body or by the use of an object, however slight, by one person to another without consent or against the victim's will. This definition includes rape and sexual assault, sexual misconduct, and sexual violence.
 - a) Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
 3. Sexual Coercion is the act of using pressure (including physical pressure, verbal pressure or emotional pressure), alcohol, medications, drugs, or force to have sexual contact against someone's will or with someone who has already refused. This includes rape, sexual assault, sexual exploitation and sexual misconduct.
 4. Dating Violence is violence between individuals:
 - The party is or has been in a social relationship of a romantic or intimate nature with the victim;
 - The existence of such a relationship shall be determined based on a consideration of the following factors:
 - o Length of the relationship
 - o Type of relationship
 - o Frequency of interaction between the persons involved in the relationship
- D. Advisor: a person who has agreed to assist a complainant or respondent during the Title IX process. The advisor may be a person of the student's choosing, including but not limited to a district faculty or staff member, a friend or an attorney.
- E. Complainant: an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- F. Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sex discrimination or sexual harassment.
- G. Formal complaint: a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation(s) of sexual harassment and stating the date, time, place, name(s) of person(s) involved (e.g., the accused, witnesses) and sufficient details to make a determination regarding basic elements of the formal complaint process.
- H. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed.
- I. Supportive measures: individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

Consent

Consent is the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and the absence of “No” may not mean “Yes.”

- A. Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
- B. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.
- C. Previous relationships or consent does not imply consent to future sexual acts.
- D. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity.
- E. In order to give effective consent, one must be of legal age and have the capacity to consent. Incapacity may result from mental disability, intellectual disability, unconsciousness/sleep, age, or use of alcohol, drugs, medication, and/or other substances. Consent given by someone who one should know to be, or based on the circumstances, reasonably should have known to be, mentally or physically incapacitated, is not consent. Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks capacity to give knowing consent. Note: indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of the other person.

Examples of when a person should know that another is incapacitated include, but are not limited to the following:

- The amount of alcohol, medication or drugs consumed,
 - Imbalance or stumbling,
 - Slurred speech,
 - Lack of consciousness or inability to control bodily functions or movements, or vomiting, or
 - Mental disability or incapacity.
- F. Use of alcohol, medications, or other drugs will not excuse behavior that violates this policy.

Reporting

A. Mandatory Reporting

All district employees are responsible for taking all appropriate action to prevent sex discrimination or sexual harassment, to correct it when it occurs, and must promptly report it to the Title IX Coordinator. Failure to do so may result in disciplinary action up to and including termination. All district employees are considered responsible employees with a duty to report any incident to the Title IX Coordinator. The only exception to the mandatory duty to report is a licensed counselor for whom the report is considered a privileged exchange.

B. Confidential Reporting

Resources are available through staff and counselors. The Trojan Tipline is available for any person who wishes to report an incident and remain anonymous. All forms of sexual harassment should be reported, no matter the severity. In addition, the District should be made aware of possible threats to the campus community in order to issue timely warnings.

C. Reporting to the Police

The District strongly encourages anyone to report sexual violence and any other criminal offenses to the police. This does not commit a person to prosecution, but will allow the gathering of information and evidence. The information and evidence gathered preserve future options regarding criminal prosecution, district disciplinary actions and/or civil actions against the respondent.

- If the incident happened on campus, it can be reported to the Jenks Public Schools Police Department at (918)607-0142. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it occurred. Please know that the information you report can be helpful in supporting other reports and/or preventing further incidents.
- Reporting for Faculty and Staff (Non-Student) Instances: Faculty and staff shall report any instances of sexual harassment by another faculty or staff member to the Title IX Coordinator. As stated above, The District also strongly encourages reporting any instances to the police.
- Employee Obligation to Report (Student Instances): In compliance with Title IX, employees who become aware of a student instance of sexual harassment shall immediately report such instance to the Title IX Coordinator, including the name(s) of the persons involved.

D. Student Reporting

Students shall report any instances of sex discrimination or sexual harassment to any district employee and/or the Title IX Coordinator. Only victims or their parents or guardians can file a formal complaint of sexual harassment. A complaint should be filed as soon as possible. If either the complainant or the respondent is a student, the incident will be addressed through the Title IX process. The report can be made in person, by phone, mail, or email using the contact information listed for the Title IX Coordinator or by any other means that result in the Coordinator receiving the report. The report can be made any time, even during non-business hours.

After receiving a report or notice of an incident, the Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. A complainant's wishes with respect to whether the District investigates will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

The District will promptly take necessary steps to protect the complainant and ensure safety as necessary, including taking interim steps before the final outcome of any investigation once a report or knowledge of sexual harassment has occurred. In some instances, the District may implement an emergency removal of a student when a safety and risk analysis indicate that an imminent threat exists to the physical health or safety of a party. A party subject to an emergency removal shall have an opportunity to challenge the decision immediately following the removal. An employee may be placed on administrative leave or suspended during the pendency of the grievance process. Periodic updates on the status of the investigation will be provided to the complainant. If the school determines that sexual violence occurred, the District will continue to take steps to protect the complainant and ensure safety at school or related activities. The District will provide the complainant with available resources, such as victim advocacy, academic support, counseling, disability services, health and mental health services, and assistance in reporting a crime to local law enforcement.

Written Notice of Complaint

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. Written notice includes:

- a. Notice of the grievance process, including any informal resolution process;
- b. Notice of the allegations, including sufficient detail (i.e., names of known parties, the conduct alleged to be sexual harassment, and the date and location of the conduct, if known) to allow the respondent to prepare a response;
- c. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
- d. Notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence; and
- e. Notice that knowingly making false statements or providing false information in the grievance process is a violation of the code of conduct of students or a violation of performance and conduct standards for employees.

Investigation

An investigator will be designated to investigate the allegations contained in the complaint or which are developed in the course of the investigation. The burden of gathering evidence and burden of proof must remain on the District—not on the parties.

An investigation will be conducted by a district Title IX official. This investigation will include:

- Meeting personally with the complainant (unless extraordinary circumstances prevent a personal meeting),
- Meeting personally with the respondent (unless extraordinary circumstances prevent a personal meeting),
- Presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made,
- Collecting any physical evidence,
- Meeting personally with any witnesses (unless extraordinary circumstances prevent a personal meeting with one or more witnesses),
- Reviewing any documentary evidence, and
- Preparing a report of the investigation.

The investigation of complaints will be adequate, reliable and impartial. The investigation process can take up to 60 days. When investigating a complaint and throughout the grievance process, the District must do the following:

1. Ensure that the burden of proof and of gathering evidence rests on District rather than the parties;
2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party's ability to discuss the allegations or gather and present evidence;
4. Provide the parties with the same opportunities to have others present during interviews or related proceedings, including an advisor;
5. Provide, to a party who is invited or expected to attend, written notice of the date, time, participants, purpose, and location of any investigative interview, hearing or other meeting with enough time to allow the party to prepare and participate;
6. Provide both parties and their advisors an equal opportunity to review all evidence directly related to the allegations in the formal complaint (both exculpatory and inculpatory) at least 10 days prior to the completion of the final investigation;
7. Ensure that if The District obtains additional information from or about the respondent or complainant, during the course of the investigation, that was not included in the original notice to the parties—both parties will be provided written notice of additional allegations and a reasonable opportunity to respond in writing to the new

information or documents;

8. Prepare a written report that fairly summarizes the relevant evidence and provide the report to both parties and their advisors for review and written response at least 10 days before a hearing or determination of responsibility; and
9. Ensure that parties will have 10 calendar days to respond to the investigator's report; any response will be considered in connection with any hearing that is conducted.

The Title IX Coordinator will determine if a Title IX hearing is necessary. In making this determination, the Coordinator will consider whether both parties request or consent to a hearing and will agree to participate in a hearing. If it is determined that the District will proceed with a hearing, the complainant and the respondent will be notified in writing of the hearing.

Mandatory or Permissive Dismissal

Mandatory dismissal must occur when it is determined in the course of the investigation that allegations in a formal complaint: (1) did not occur in the District's program or activity; (2) did not constitute sexual harassment as defined, or (3) did not occur against a person within the United States. Both parties must receive written notice of a mandatory dismissal and reasons.

Permissive dismissal may occur at any time during the investigation or hearing when: (1) a complainant notifies the Title IX Coordinator in writing that they would like to withdraw; (2) the respondent is no longer enrolled or employed by the District; or (3) specific circumstances prevent the District from gathering evidence sufficient to reach a determination. Both parties must receive written notice of a permissive dismissal and reasons.

The District may still address allegations of misconduct under the Student Code of Conduct or employee disciplinary procedures.

District Action

- A. Informal resolution is available in some circumstances. Informal resolutions are unavailable unless a formal complaint of sexual harassment is filed. Informal resolution may include conflict resolution or a restorative agreement between the parties with a trained Title IX Officer presiding over the informal resolution conference. Participation in informal resolution is never mandatory, and will only take place with the full consent of both parties involved. Informal resolution may only be used:
 1. When a formal complaint of sexual harassment is filed;
 2. Prior to a Notice of Hearing being issued;
 3. When a Title IX Officer determines this is a suitable option for resolving the concern, and both the complainant and respondent agree to use the process;
 4. When the complaint does not involve sexual violence as defined in the Title IX Policy; and
 5. When both parties acknowledge receipt of written notice of their rights under this policy and both parties provide written, voluntary consent.

Informal resolution is not available when the complaint alleges a district employee sexually harassed a student.

Because the outcomes of voluntary resolution conversations are mutually developed and agreed upon by parties involved, an appeal of the process and its result is not permitted. However, either the Complainant or the Respondent may withdraw from informal resolution at any time prior to the entry of a voluntary resolution agreement and proceed with the Title IX hearing. If the parties are unable to agree on a voluntary resolution, the matter will be referred by the Title IX Coordinator to a Title IX Hearing. No offers to resolve the conflict that were made or discussed during the informal voluntary resolution process may be introduced during the Title IX Hearing.

B. Title IX Hearing

The District has determined that, unless extraordinary circumstances are present, the hearing process will be conducted through written exchanges but a live hearing will not be conducted.

The Title IX Hearing Officer's responsibilities include but are not limited to the following, regardless of whether a hearing is conducted through written exchanges or a live hearing:

- Read and understand the Title IX Policy and Procedures, which include the hearing process;
- Read and understand all of the information of the Title IX case provided by the Coordinator prior to the hearing as part of a hearing packet;
- Read and understand the procedures of the Title IX hearing (live or non-live) provided by the Coordinator prior to the hearing as part of a hearing packet;
- Have a clear understanding of the incident(s) in question before making a decision;
- Decide the outcome and sanctions if needed based on the information presented, hearing notes, and the District Title IX Policy;
- Maintain copies of all notes made. The hearing officer will inform the parties of the decision at the live hearing and send a letter as described in this policy;
- Ensure that parties have had ample time and opportunity to ask questions and obtain responses before the

- hearing officer renders a decision (live or non-live); and
- Ensure that the determination (decision) includes a statement of and rationale as to each allegation, a determination of responsibility, any disciplinary sanctions, and whether remedies to restore equal access to the District's educational programs or activities will be provided to the complainant.

Complainant's Rights:

- Be given a written explanation of the allegations and the hearing process;
- Have access to evidentiary material in advance of the hearing;
- Be present during the entire live hearing or fully aware of the process used in a non-live hearing;
- Be accompanied by an advisor during the hearing. The advisor is limited to advising the student and may not present the case, or make statements during the proceedings. Students should provide the District with the name and contact information for the student's advisor as soon as practical but at least three (3) calendar days prior to the hearing;
- Be given a timely live or non-live hearing;
- Be assured of exclusion of evidence of the victim's past sexual history from discussion during the hearing. The past sexual history of the victim with persons other than the respondent shall be presumed irrelevant;
- Be permitted to clarify that evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent (remember students cannot consent to sexual harassment) or preclude a finding of sexual harassment;
- Be provided written notification of the outcome of the hearing including any sanctions, remedies/ accommodations for the complainant, additional remedies for the school community;
- Be provided written notification of any external counseling services that may be available;
- Be provided written notification of options for changing academic, extracurricular, transportation, school-site, or work-site situations, if reasonable;
- Be provided written notification of an avenue for appeal.

Respondent's Rights:

- Be given written notice of the allegations and the hearing process;
- Be given access to evidentiary material in advance of the hearing;
- Be present during the entire hearing;
- Have no violation presumed until found responsible;
- Be given a timely hearing;
- Be accompanied by an advisor during the hearing. The advisor is limited to advising the student and may not present the case, or make statements during the proceedings. Students should provide the District with the name and contact information for the student's advisor as soon as practical but at least three (3) days prior to the hearing;
- Be informed that evidence of the victim's past sexual history will be excluded from discussion during the hearing or hearing process. Similarly, the past sexual history of the victim with persons other than the respondent shall be presumed irrelevant;
- Be provided written notification of the outcome of the hearing including any sanctions, remedies/ accommodations for the complainant or respondent, additional remedies for the school community;
- Be provided written notification of external counseling services that may be available;
- Be provided written notification of options for changing academic, extracurricular, transportation, school-site, or work-site situations, if reasonable; and
- Be provided written notification of an avenue for appeal.

Live Hearings

A live hearing will not be conducted unless students who are parties to the complaint are at least 18 years of age or extraordinary circumstances are present. The complainant and respondent will be notified in writing of the hearing date, the alleged policy violation(s) and issued a notice to appear at the hearing. The Notice of Hearing will be hand-delivered or mailed to the physical or electronic addresses of the parties. Parties are responsible for ensuring that a current physical and electronic mail address is included in district records. The live hearing will include opening statements, each party's evidence and witnesses, cross-examination, and closing statements. Students are permitted to have an advisor accompany the Student throughout the disciplinary hearing. Students should provide the District with the name and contact information for the Student's advisor at least 3 calendar days prior to the hearing. Parties are present during the disciplinary hearing (except during deliberations of the hearing officer). Parties are permitted to make statements, present witnesses and present evidence during the hearing which has been previously collected and approved during the investigative process.

Non-Live Hearings

Non-live hearings will have similar rights and responsibilities, except that the hearing officer will conduct the hearing via written or oral exchanges officer and neither the complainant nor the respondent will confront one another; no cross-examination will occur. However, both parties will be invited to submit questions, receive answers, and present relevant written arguments in connection with the claims and defenses. Parties will have at least 10 days to respond to the receipt of information or documents to which they wish to respond. The investigator's report, all submissions by the parties, the exchange of information, documents and arguments will provide the basis for the hearing officer's decision.

All Hearings

Witnesses and evidence need to be directly related to the claims. Parties will be notified in any instance in which responses, information or documents are not available because of a privilege (not waived by the party who asserts the privilege) or irrelevant information is involved (e.g., information involving prior sexual behavior or sexual predisposition is irrelevant; a privilege such as an attorney-client or doctor-patient or other privilege bars introduction of certain evidence). The standard of proof used in district Title IX Hearings is the preponderance of the evidence, which means the determination to be made is whether it is more likely than not a violation occurred. This is significantly different than proof beyond a reasonable doubt, which is required for a criminal prosecution.

Outcomes

If it is determined under the preponderance of evidence standard (more likely than not to have occurred) that the respondent is not responsible for a Sexual Harassment policy violation the complaint will be dismissed.

If it is determined under the preponderance of evidence standard that the respondent is responsible for a Sexual Harassment policy violation the following sanctions will be considered. The listing of sanctions below is not intended to be exclusive; actions may be imposed singularly or in combination when a violation of this policy is found.

Discrimination (includes gender discrimination) may include the following sanctions on the student(s) found responsible:

- Restriction: A limitation on a student's privileges for a period of time and may include but not be limited to, the denial of the use of facilities or access to parts of campus, denial of the right to represent the District, or denial of participation in extracurricular activities.
- Service Project: Community service or an education class or project beneficial to the individual and campus or community.
- Probation: A specified period of time during which the student is placed on formal notice that he/she is not in good social standing with the District and that further violations of district policies will subject the student to suspension from school.
- Suspension: If warranted by the severity of the incident, removal from classes and other privileges or activities for a definite period of time not to exceed the remainder of the semester in which the incident occurred and the following semester and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from the District are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by the Site Principal or designee. Conditions to conclude a suspension and reinstatement process will be stated in the written notification. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record.

Sexual Harassment may include the following sanctions on the student(s) found responsible.

- Restriction: A limitation on a student's privileges for a period of time and may include but not be limited to the denial of the use of facilities or access to parts of campus, denial of the right to represent the District.
- Service Project: Community service or an education class or project beneficial to the individual and campus or community.
- Behavioral Change Requirement: Required activities including but not limited to, seeking academic counseling, substance abuse assessment, decision making class, writing a reflection paper, etc.
- Probation: Students are prohibited from participating in any extracurricular activities not directly associated with academics (e.g., intramural sports, attending athletic events, student organizations/clubs/associations, leadership positions or other organizations). Students must apply to be removed from probation by submitting documentation of their significant proactive efforts to become good citizens of the community and engage in responsible, productive behavior.
- Suspension: If warranted by the severity of the incident, removal from classes and other privileges or activities for a definite period of time not to exceed for the remainder of the semester in which the incident occurred and the following semester and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from the District are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by the Site Principal or designee. Conditions to conclude a suspension and reinstatement process will be stated in the written notification. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record.

Sexual Violence may include the following sanction on the student(s) found responsible.

- Long-term Suspension: Suspension of student status for an indefinite period not to exceed the maximum period permitted by law. The conditions for readmission, if any, shall be stated in the hearing outcome letter. In addition, a student, though readmitted to the school by operation of law, may be denied the opportunity to participate in extracurricular activities for as long as the student is enrolled in the District. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record. Removal should be reserved and used only in cases involving the most severe instances of misconduct.

Both parties will be notified of the outcome in writing at the same time by certified mail or other agreed upon form of notice within five business days after the hearing. Both parties have the right to appeal the decision reached through the hearing process within five days after the hearing.

Appeal Procedures

An appeal is not a new hearing, but is a review of the record of the original hearing. It serves as a procedural safeguard for the student or other party. The burden of proof shifts from the District to the party found responsible for the policy violation. The appealing party must show one or more of the listed grounds for an appeal.

- A. Appeals must be submitted in writing to the Superintendent within five (5) district working/calendar days of receiving the decision. Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.
- B. The appeal must cite at least one of the following criteria as the reason for appeal and include supporting argument(s):
 1. The original hearing was not conducted in conformity with prescribed procedures and substantial prejudice to the complainant or the respondent resulted.
 2. The evidence presented at the previous hearing was not "sufficient" to justify a decision against the student or group.
 3. New evidence which could have substantially affected the outcome of the hearing has been discovered since the hearing. The evidence must not have been available at the time of the original hearing. Failure to present information that was available is not grounds for an appeal.
 4. The sanction is not appropriate for the violation. This provision is intended to be utilized when a determined sanction is inherently inconsistent with district procedures or precedent. Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision.
- C. The Superintendent will review the record of the original hearing, including documentary evidence. It is the Superintendent's discretion to convert any sanction imposed to a lesser sanction, to rescind any previous sanction, or to return a recommended sanction to the original hearing officer for review/or reconsideration. If there is new evidence (unavailable at the time of the hearing through no fault of the parties) which is believed to substantially affect the outcome, or evidence presented at the previous hearing was "insufficient" to justify a decision against the student or group, or a finding that a substantial procedural error resulting in prejudice occurred, the matter may be remanded to either a rehearing of the entire matter or reconsideration of specific issues. If remanded to the original hearing officer, either or both students may appeal the hearing officer's decision to the Superintendent and the procedures set out above shall control the appeal.
- D. The final decision will be communicated in writing by the Superintendent to both parties. The decision will be communicated within ten (10) calendar days of receiving the hearing officer's decision.
- E. The decision of the Superintendent on appeal shall be final.

Retaliation

The Federal civil rights laws, including Title IX, make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. This means that if an individual brings concerns about possible civil rights problems to the District's attention, including publicly opposing sexual harassment or filing a sexual harassment complaint with the District or any State or Federal agency, it is unlawful for the District to retaliate against that individual for doing so. It is also unlawful to retaliate against an individual because he or she testified, or participated in any manner, in an OCR or district's investigation or proceeding. Therefore, if a student, parent, teacher, sponsor, coach, or other individual complains formally or informally about sexual harassment or participates in an OCR or district investigation or proceedings related to sexual harassment, the District is prohibited from retaliating (including intimidating, threatening, coercing, or in any way discriminating against the individual) because of the individual's complaint or participation. Individuals who, apart from official associations with the District, engage in retaliatory activities will also be subject to the District's policies insofar as they are applicable to third party actions.

The District will take steps to prevent retaliation against a student who filed a complaint on his or her own behalf or reported on behalf of another student, or against those who provided information as witnesses. Complaints of retaliation will follow the same process of investigation, hearing, and appeal.

If it is determined under the preponderance of evidentiary standard (more likely than not to have occurred) that a student is responsible for retaliation the following sanction will be imposed.

- **Suspension:** Removal from classes and other privileges or activities for a definite period of time not to exceed the maximum period permitted by law and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from the District are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by the Site Principal or designee. Conditions to conclude a suspension and reinstatement process will be stated in the written notification. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student's record.

District Officers and Designees

The designation of a district official responsible for prescribed actions shall automatically include the official's designee in instances where an official is unable, unavailable or it appears that the official may have a conflict of interest that causes the official to recuse from involvement in the matter. The official's designee shall have the same authority as the

official in matters involving this policy. In connection with an appeal the Superintendent may appoint a neutral individual, not employed by the District, to consider and decide the appeal.

Timelines

Unless otherwise stated, a reference to days, refers to calendar days. The intent of this policy is to complete the grievance process within 60 days of the filing of a formal complaint; however, the timeline can be affected by one or both parties' right to at least 10 days to review and respond, consistent with the procedural protections provided both parties. An extension of timelines by agreement or to ensure one or both parties' opportunity to respond will not violate this policy even if the timeline for resolution of a grievance through appeal, for good cause, exceeds 60 days.

Recordkeeping Protocol

The District will document all reports and complaints of sex discrimination and provide copies of those reports to the Title IX Coordinator. The District Title IX Office will maintain a secured electronic file system of all Title IX cases, reports, and complaints by academic year. The cases will include all information related to the individual case, which includes but is not limited to the initial complaint, letters sent to all parties, response from the respondent, immediate or other assistance, investigation notes, informal resolution agreement (if applicable), notice of hearing, committee selection, hearing notes, hearing decision, written notice of the outcome, and any recordings made of the live hearing or in the course of the investigation. The time period to maintain the case records will be no less than seven (7) years from the date of District's final action or decision (whether through report of the investigation, informal resolution, hearing, or appeal). The confidential reporting of the number of incidents and types will be sent to the Student Assistance Coordinator for the preparation of the Annual Crimes Report.

Prevention and Education

- A. Education: District requires all employees to take sexual harassment educational training courses on an annual basis. Failure to have a confirmation of this required training may result in appropriate disciplinary action. Additional in-person trainings are also offered periodically and upon request.
- B. Bystander Intervention: If you witness sexual harassment, or behaviors that may lead to sexual harassment (a violation of district policy), there are a variety of things you can do as a bystander:
 - Divert the intended victim (e.g., "help me; I don't feel well!")
 - Distract the perpetrator (e.g., "looks like your car is being towed; a police officer is on the way!")
 - Delegate to a person of authority (e.g., if at a party let a parent, or other adult know of the situation)
 - Direct, confront the perpetrator (e.g., "don't speak to her that way; you are in trouble")
- C. Risk Reduction Tips
Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to blame victims, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you reduce your risk of experiencing a nonconsensual sexual act.
 - Make your personal limits known as early as possible.
 - Be aware of your alcohol or drug intake. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
 - Never leave a party or event with a person you don't know.
 - Never consent to send another person a picture of any part of your body without clothing.
 - Take care of your friends or colleagues and ask that they take care of you.
 - Never leave a friend at a party or allow the friend to leave a party with someone not known to them. Contact trusted adults to intervene.
- D. Potential Aggressor
If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you reduce your risk of being accused of sexual misconduct:
 - Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
 - Understand and respect personal boundaries.
 - Don't make assumptions about consent; about age; about someone's sexual availability; about whether they are attracted to you; about how far you can go; or about whether they are physically and/or mentally able to consent.
 - If there are any questions or ambiguity, then you do not have consent.
 - Remember that students cannot consent to sexual behavior.

Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. You must respect the boundaries for sexual behaviors.

- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size.
- Don't abuse that power. Understand that consent to one form of sexual behavior (e.g., kissing) does not automatically imply consent to other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent.
- Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Training

Training on sexual misconduct: discrimination, harassment, and violence is included in the District's education program for students and the professional development program for staff members.

Free Speech and Academic Freedom

Members of the District community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This policy is intended to protect members of the District community from discrimination and is not designed to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic or literary expression of students in classrooms and public forums. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state antidiscrimination laws.

Availability of other Complaint Procedures

In addition to seeking criminal charges through local law enforcement, members of the District community may also file complaints with the following entities regardless of whether they choose to file a complaint under this procedure:

Office for Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline: (800) 421-3481
Email: OCR@ed.gov

Office for Civil Rights:
Kansas City Field Office: OCR.KansasCity@ed.gov, (816) 268-0550;
Washington D.C.: OCR@ed.gov 1-800-421-3481

Equal Employment Opportunity Commission:
Oklahoma City Field Office: 1-800-669-4000;
Washington D.C.: 1-800-669-4000, Eeoc.gov/contact

Distribution

The District shall: prominently display on its website the required contact information for the Title IX Coordinator; post training materials used to train Title IX Coordinators and related Title IX Officials, Investigators, and Hearing Officers on its website; and notify applicants for employment, parents or legal guardians of elementary and secondary school students, and employee organizations—of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

Approved by the Board of Education - May 2021

VIDEO SURVEILLANCE

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

General Procedures

Video surveillance devices may monitor school buildings, vehicles, and grounds. Video surveillance shall not include audio recordings, with the exception that school buses may be equipped with audio/visual recordings. Video surveillance may be placed in areas to monitor the safety and security of students, staff, and patrons and where surveillance has proven to be necessary as a result of threats, prior property damages, or other security incidents.

The site principal or department administrator designated by the Superintendent shall be responsible for managing and auditing the site use and security of video cameras, monitors and electronic images. Only the site principal/department administrator or individuals designated by the site principal/department administrator shall be permitted access to the video monitors or be permitted to operate the video system controls. Video monitors shall be located in controlled access areas.

The District shall inform students, staff, and parents/guardians at the beginning of each school year that the District will be conducting video surveillance on school property and explain the purpose for such surveillance.

The recording of actions of students, staff, and others may be reviewed or audited for the purpose of determining adherence to federal and state law, Board of Education policies, as well as District and school rules. The District may use video surveillance to detect, report, and/or deter criminal offenses. The District may monitor video surveillance and recordings from such surveillance to assure the safety and security of students, staff, and patrons. If deemed appropriate by the administration, further actions may be taken by the District as a result of video surveillance activities, including but not limited to disciplinary actions and reporting evidence of crimes to appropriate authorities. Disclosure of video records shall be done on a "need to know" basis. Copies of video records that have been used for any of the purposes of this policy shall be numbered, dated, and retained according to the camera site. When a copy of the video record is accessed or viewed, a log will be maintained that lists the date, place, names of the individuals accessing or viewing the video records, and the reason(s) for viewing the video records.

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

Covert Surveillance

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

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

VIOLENT OFFENSES

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

VISITATION BY PARENTS/GUARDIANS

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

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

Observations may occur within the following guidelines:

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

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

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

VISITORS

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

It is our desire to provide an ultimate degree of protection for your child and feel that one way of doing this is by controlling

the flow of visitors to the school. Please remain in the office area until your child has arrived or until a school staff member has met with you there.

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

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

WITHDRAWALS

Please notify your child's teacher and the building Administrative Assistant as soon as possible in the event that your child will no longer be attending Jenks Public Schools.

All books and materials must be returned or paid for before withdrawal can be completed.

All lunch charges are to be paid in the cafeteria.

A copy of the withdrawal form and the health record may be picked up by a parent/guardian at the school office.

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

WORKBOOKS

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

HEALTH SERVICES

NURSE'S CLINIC

A Registered Nurse and a Health Assistant are on duty every day. The Nurse's Office for East Campus is located in the Cafeteria Building; for Northwest Campus it is just east of the site principal's office; for West Campus it is in Building D; and at Southeast it is in the classroom building, just south of the Principal's Office.

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. Parents are encouraged to access the Health Portal to monitor student's school health visits and treatments. If needed, help in using the Portal is available.

ALLERGIES (NUT AND LATEX)

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

1. Refrain from the use of any nut/latex products in crafts, projects, experiments, or foods prepared or served at Jenks Public Schools.
2. Serve only snacks that are commercially prepared, and which do not contain peanut butter or nut products on the ingredient label.
3. Refrain from the use of latex gloves or latex balloons anywhere in the District.
4. Encourage communication between parent/guardian, child, teacher and Health Services as to the nature of the allergy and individual symptoms. Jenks Public School recommends the use of an allergy alert identification bracelet.

FOOD ALLERGIES

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

1. Document the student's food allergies 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](#).
4. Access the Cafeteria menu tab on [JPS Child Nutrition webpage](#). Call the site cafeteria manager for specific 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.

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. Complete and sign a [Request to Give Medication](#) for each prescription and nonprescription medication to be given at school. It is strongly recommended that a parent/guardian deliver the medication to the Nurse's Office.
2. Prescription and Nonprescription Medications: Prescription and/or nonprescription medicine *MUST* be brought to the Nurse's Office in its original container with the original label intact. Prescription medication will be given *ONLY* if the student's name is on the original label and *ONLY* in the dosage listed. Dosage changes *MUST* be approved by the child's physician in writing. Expired medications will not be administered. Original prescription bottles will be sent home with the student when empty unless the parent/guardian requests otherwise. If a student forgets his medication, the school nurse will try to contact that student's teacher to remind him/her. It is sometimes difficult to locate students due to their schedules. A written record will be kept of times and dates medication is taken. It is the student's and parent's/guardian's responsibility to ensure compliance. Parents/guardians and teachers are encouraged to check on the student's compliance on the [Health Portal](#).
3. Medication will not be sent home with the student. Any remaining medication (from prescription change, etc.) *must* be picked up by a parent/guardian. Exceptions to this policy will be made at the discretion of the principal and/or school nurse. All medication not picked up by the last day of school will be discarded.
4. Asthma or Anaphylaxis Medication: In accordance with Oklahoma Statutes, the Board of Education permits the self-administration of inhaled medication by a student for treatment of asthma and anaphylaxis according to the requirements as follows:
 - a. The parent or guardian of the student must authorize in writing the student's self-administration of medication.
 - b. The parent or guardian of the student provides to the school a written statement from the physician treating the student that the student has asthma or anaphylaxis, is capable of, and has been instructed in the proper method of self-administration of medication.
 - c. The parent or guardian of the student provides the school with an emergency supply of the student's medication to be administered pursuant to this policy.
 - d. The school informs the parent or guardian of the student, in writing, that the District and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - e. The parent or guardian of the student signs a statement acknowledging that the school shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - f. The permission for self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements of this section. Complete the [Request to Give Medication](#) with a physician's signature and return to the Nurse Clinic.

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

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

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

5. Diabetes: The Diabetes Management in School Act (Section 1210.196.2 of Title 70) states that each student with diabetes will have a Diabetes Medical Management plan that describes the health services that may be needed by the student while at school. In accordance with the [Diabetes Medical Management Plan](#), the school shall permit the student to attend to the management of their diabetes under the guidance of the school nurse which may include:
 - a. Performing blood glucose level checks;
 - b. Administering insulin through the insulin delivery system used by the student;
 - c. Treating hypoglycemia and hyperglycemia;
 - d. Possessing on the person of the student at any time any supplies or equipment necessary to monitor and care for the diabetes of the student;
 - e. Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity.
 - f. Jenks Public Schools' nurses will educate students who have diabetes in proper disposal of any "sharps" used while at school or at school activities. This will include lancets, needles for insulin pens, and insulin syringes. Proper disposal is always in the sharps container located in the nurse's office at each site. Sharps containers are disposed of at biohazardous waste sites per OSHA regulations.

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

 - a. Identifies the student who has diabetes;
 - b. Identifies potential emergencies that may occur as a result of the diabetes of the student and the appropriate response to emergencies;
 - c. Provides the telephone number of a contact person in case of an emergency involving the student with diabetes. Any school employee provided information as set forth in this section shall be informed of all health privacy policies.
6. Acetaminophen and Ibuprofen: The Consulting Physician for the District has approved administration of Acetaminophen (Tylenol) and Ibuprofen (Advil, Motrin, etc.) for pain or fever. These may be available upon request by students if parent/guardian permission was given on the Enrollment Form.
7. Aspirin: Aspirin is not offered at school and is not recommended for persons under twenty-one (21) years of age. If a student's doctor advises aspirin for specific conditions, the nurse will administer the aspirin as directed upon receiving the doctor's written order.
8. Homeopathic/Herbal Medication: Homeopathic and herbal medicines may be given by the nurse if the medication is FDA approved and if the medication and the requested dosage is age appropriate according to the directions on the manufacturer's label. Written permission from the student's parent/guardian must accompany the request for medication administration. All other herbal or homeopathic medications (non-FDA approved) must be ordered by a physician (M.D., D.O. or Chiropractor).
9. Any medication remaining in the nurse's office at the end of the school year must be picked up by a parent or guardian by the last day of school. If it is not, the medication will be discarded.

IMMUNIZATIONS

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

If a student is "in process" but has not completed these immunizations, he/she will be allowed to attend school. For school enrollment, a parent or guardian shall provide one of the following:

1. Current, up-to-date immunization records; or
2. A completed and signed exemption form.

The immunization schedule must be followed, or the student will be excluded from school.

ILLNESS

Symptoms Requiring Absence

1. Active vomiting or diarrhea and no fever or other respiratory symptoms. Students may return 24 hours after the last episode. If vomiting/diarrhea is accompanied by fever, abdominal pain, or cough, students should follow doctor's order for return.
2. Bacterial conditions (i.e., strep throat, pink eye). Students may return 24 hours after antibiotics are started.
3. Fever/chills/generalized body aches with no other respiratory symptoms. Students may return after being fever-free for 24 hours without the use of fever-reducing medication.

ILLNESS AT SCHOOL

Except for an emergency or routine medication, a pass from a teacher will be required before a student goes to the nurse. The nurse will determine if a student is to be sent home due to illness and, if so, will notify the parents/guardians and the

Attendance Office. Contact with the parent/guardian will be initiated from the Nurse's Office.

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

HEAD LICE PROCEDURES

Suspected cases of head lice are to be reported to the nurse. If a student is found to have head lice, the entire class will be examined by the school nurse as indicated. If a student has siblings in the Jenks Public Schools, they will also be examined by the school nurse.

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

HEALTH SERVICES AND EDUCATION

The District offers the following health services and education at the elementary level:

1. Vision and Hearing Screening. The school health program will provide vision and hearing screenings for students in designated grades or upon request. After screening, parents/guardians will receive a written notice if the student's screening results indicate the need for medical evaluation. Screening results within normal limits will be noted on the student's health record, and parents/guardians will not be contacted.
2. Developmental education for fourth grade girls. Developmental films may be reviewed by a parent/guardian on the [Health Services Canvas Page](#).
3. Any parent/guardian who does not wish to have a child participate in any of these activities must request in writing for the student to be excused. Send the request to the principal and the school nurse each year.
4. Specific dates of screening or health education will be available on the [Health Services Canvas Page](#), Site Canvas Pages or email communication from teachers.

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.

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.

