

JENKS MIDDLE SCHOOL STAFF HANDBOOK 2020-2021



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FOREWORD

Teachers are asked to become thoroughly familiar with this handbook. The purpose for it is to affect still higher standards of work, inspire more efficiency, encourage greater professional growth, and inculcate higher standards of professional ethics.

Motto

“A Tradition of Excellence with a Vision for Tomorrow”

Jenks Public Schools Vision Statement

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

Jenks Public Schools Mission Statement

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

Aim Statement of Jenks Middle School

A school where lifelong learning is valued, excellence is expected, and improvement is continuous.

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INSTRUCTIONAL RESPONSIBILITIES

ATTENDANCE PROCEDURES

Attendance is taken hourly. It is essential for District and state records, safety purposes, and for reporting purposes to parents/guardians that each site's attendance procedures be followed consistently and accurately.

BACK-TO-SCHOOL NIGHTS

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

SITE INTERVENTION TEAMS

Rationale

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

When a student exhibits academic or behavioral difficulties, it is vital that a process for intervention is immediately available to both the student and teacher. 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 one of the Site Intervention Team leaders.

Procedures

Team membership, meeting times, and specific procedures will be determined at each site. The process may have 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 that the child needs to be referred for a multidisciplinary assessment.

CERTIFIED WORK DAY

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

4. Teachers are responsible for being on time to assigned duty. Proper execution of duties will be considered part of certified staff responsibilities.

CHILD ABUSE, NEGLECT, EXPLOITATION, AND TRAFFICKING REPORTING AND INVESTIGATION

Oklahoma law requires teachers, nurses, and all other school personnel to report any suspected case of the physical abuse, neglect of a child, child exploitation, or suspected child trafficking. Failure to report such information promptly is a misdemeanor. The law also grants immunity from any civil or criminal liability to any person who, in good faith, makes such a report.

Definitions

Certain terms used in this policy have the following definitions:

- "Abuse and neglect" means harm or threatened harm through action or inaction to a child's health or welfare, including non-accidental physical pain or injury, or mental injury or safety, sexual abuse, sexual exploitation, or negligent treatment or maltreatment, including but not limited to the failure or omission to provide adequate food, clothing, shelter or medical care or protection from harm or threatened harm, by a person responsible for the child's health or welfare.
- A "person responsible for a child's health, safety or welfare" includes a parent, a legal guardian, a custodian, a foster parent, a person 18 years of age or older with whom the child's parent cohabitates or any other adult residing in the home of the child, an agent or employee of a public or private residential home, institution or facility, or an owner, operator or employee of a child care facility as defined by OKLA. STAT. tit. 10 § 402.
- "Sexual abuse" includes but is not limited to rape, incest and lewd or indecent acts or proposals, as defined by law. "Sexual exploitation" includes but is not limited to allowing, permitting or encouraging a child to engage in prostitution, as defined by law, or allowing, permitting, encouraging or engaging in the lewd, obscene or pornographic photographing, filming or depicting of a child in those acts as defined by state law.
- "Exploitation" means an unjust or improper use of the resources of a child for the profit or advantage, pecuniary or otherwise, of a person other than the child, through the use of undue influence, coercion, harassment, duress, deception, false representation or false pretenses.
- "Trafficking" is defined by the Oklahoma Statutes at OKLA. STAT. tit. 21 § 866.
- "Parent" refers to parents, guardians or others who have legal responsibilities for specific children.

Reporting Suspected Child Abuse, Neglect Exploitation or Trafficking

Any District employee having reasonable cause to believe that a student under the age of eighteen (18) years is a victim of abuse, neglect, or exploitation shall, immediately, with the assistance from the school nurse, immediately report this matter to:

1. Oklahoma Department of Human Services ("DHS") through the hotline designated for this purpose (1-800-522-3511); AND
2. Jenks Campus Police

Additionally, any District employee must report suspected child trafficking to:

1. Oklahoma Bureau of Narcotics and Dangerous Drug Control ("OBNDCC") at 1-800-522-8031
2. DHS through the hotline designated for this purpose (1-800-522-3511); AND
3. Jenks Campus Police

After a report is made to DHS or OBNDCC via the hotline or to law enforcement, the reporting party will prepare a written report which contains the confirmation number of the report (if applicable), the date and time of the telephone contact, the name of the person to whom the District employee made the oral report, the names and addresses of the student, the parents, and any other responsible persons, the student's age, the nature and extent of injuries, any previous incidents, and any other helpful information. A copy of this report will be furnished to the principal or, if the reporter believes the principal is not an appropriate individual, to the superintendent or designee.

Local law enforcement shall keep confidential and redact any information identifying the reporting District employee unless otherwise ordered by the court. A District employee with knowledge of a report made to DHS and/or local law enforcement shall not disclose information identifying the reporting District employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or DHS.

Revised by the Board of Education June 2001

Revised July 2014

Revised January 2015

Revised February 2018

Revised January 2019

Revised May 2020

After a report is made to DHS or OBNDDC the nurse or appropriate administrator will complete the "Child Abuse Report" of the telephone contact, the name of the person to whom the District employee made the oral report, the names and addresses of the child, the parents, and any other responsible persons, the child's age, the nature and extent of injuries, any previous incidents, and any other helpful information. A copy of this report will be retained by the school nurse or administrator.

Information Concerning Child Abuse, Neglect Or Exploitation

In any instance in which the District receives a report from DHS regarding any confirmed report of sexual abuse or severe physical abuse concerning the child, the superintendent or designee will forward to a subsequent school in which the child enrolls all confirmed reports of sexual abuse and severe physical abuse received from DHS, and the superintendent or designee will notify DHS of the child's new school and address, if known.

All information or documents generated or received by the District in regard to the matter are confidential and shall not be disclosed except to investigators of DHS, the District's attorneys, the District attorney's office, a subsequent District in which the child enrolls, a person designated to assist in the treatment of or with services provided to the child or other state or federal officials in connection with the performance of their official duties. The information or documents shall be maintained and transmitted by the District in the same manner as special education records. Such records shall be destroyed when the child reaches the age of eighteen (18).

Investigating Child Abuse, Neglect Or Exploitation

At the request of appropriately identified investigators of DHS, OBNDDC or the District attorney's office, the superintendent, principal or other school official shall permit the investigators access to a student about whom the agency received a report. The interview will be arranged in a manner that minimizes embarrassment to the child. The superintendent, principal, or other school official will not contact the parent, guardian or other person responsible for the child's health or welfare prior to or following the interview, unless permission for parent contact is provided by law enforcement authorities. No District employee will be present during the interview. However, a District employee may be present prior to the interview if the employee believes that his or her temporary presence will make the child more comfortable or if the representatives request the presence of a District employee during the interview.

CLASSIFIED EMPLOYEE WORK DAY

1. Providing that assigned duties and professional responsibilities related to the proper functioning of school do not require otherwise, classified employees shall report to work on a schedule established by their supervisor.
2. Classified employees are not to leave the school grounds during the day without notifying the office.
3. Classified employees are responsible for being on time to assigned duty.

DAILY PROCEDURES

Teachers should make every effort to be available to students before and after school.

1. Teachers leaving the school grounds during the day should notify the building administrative assistant or an administrator.
2. Teachers are to supervise the area outside their doors during passing times.
3. Conference hours are to be used to prepare themselves for class presentations, grade papers, make lesson plans, confer with parents/guardians, and to take care of extracurricular activities and other school business.
4. Teachers are encouraged to attend school functions such as school plays, concerts, games, etc.
5. Any time a teacher takes a class to an alternate location; the teacher should leave a note posted on the door and notify the main office and attendance office.
6. Teachers should begin class when the tardy bell rings and use the full period for instruction since the highest positive correlation to academic achievement is time-on-task.
7. Teachers should never leave a class unattended. If a staff member notices that a teacher does not show up for a class, he/she should notify the office immediately.

DISTRICT WIDE PARENTAL INVOLVEMENT (Parents' Bill of Rights)

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

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

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

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

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

1. The District will promote parent participation at the site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:
 - Parent teacher conferences
 - Back to school/meet the teacher/curriculum nights
 - District sponsored webpages with class information available to parents
 - School newsletters
 - Access to academic performance data via the online parent portal.
2. The District will inform parents about their children's course of study by disseminating this information:

- During annual enrollment
- In student handbooks
- On the District's webpage.

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

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

on the District's website.

- F. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in the course planning guide and on the Oklahoma State Department of Education's website (www.ok.gov/sde/).
- G. Acquired Immune Deficiency Syndrome (AIDS) prevention education will be taught a minimum of once during grades seventh/eighth/ninth and ten/eleven/twelve. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the District's AIDS education program will be permitted to study in the school media center or other designated location during the scheduled instruction.
- H. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by accessing the online parent portal or contacting their child's teacher. Parents may review the results of state-wide testing by contacting their child's building principal.
- I. Qualifying students have the right to participate in the District's gifted and talented program in accordance with the District's policy regarding the program. A copy of the policy is available on the District's website.
- J. Parents have the right to review teachers' manuals, audiovisual resources, or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the office of Teaching and Learning.
- K. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications. Copies of individual student report cards can be viewed via the online parent portal or by contacting the school site.
- L. Students are required to attend school regularly, and the District is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The District will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences.
- M. Parents have the right to review the District's courses of study and textbooks. Arrangements for this review can be made through the office of Teaching and Learning.
- N. Students may be excused from school for religious purposes provided the parent contacts the site principal to request such an absence.
- O. Parents have the right to review all District policies, including parental involvement policies. Copies of these policies are available on the District's website.
- P. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups, and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.
- Q. Parents may opt out of selected District level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the superintendent's office.

Parents requesting information outlined in this policy should submit written requests for information through the site principal or office of Teaching and Learning, as noted in the respective section. Appropriate school personnel

will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the Board of Education. The Board will include an item on its next public meeting agenda (or the following meeting, if time does not permit inclusion of the item on the agenda) to allow the Board to formally consider the parent's request.

OKLA. STAT. tit. 25 § 2001

DOCUMENT RETENTION

The district will maintain all documents and records in a manner consistent with current legal requirements and administrative best practices. School employees are required to treat confidential information appropriately and to take reasonable precautions to ensure that private information is not unnecessarily disclosed to those who do not need such access. Health records will always be stored separately from other student and employee files.

Paper records will be stored in secure locations based on the sensitivity of the information. Electronic records will be properly secured and will be archived with adequate safeguards implemented to ensure technological advancements do not cause the records to become inaccessible. The Chief Information Officer will regularly evaluate the district's overall document retention program to determine whether the district's retention practices are current. The Chief Information Officer is responsible for making recommendations regarding the program as needed to the superintendent.

No document will be destroyed if it pertains to a pending claim, even if the document was otherwise scheduled for destruction.

Student Records

All student education records will be maintained in compliance with the district's policy regarding FERPA. In addition to those standards, school personnel will comply with the following document retention standards:

Student Transcripts

The Printing/Warehouse Director is responsible for maintaining student transcripts for 80 years from the student's last day of enrollment in the district. The transcript shall contain the following information:

- Name
- Address
- Telephone listing
- Date / place of birth
- Inventory of courses taken, with grades
- GPA and/or class rank

Medical

The Student Programs Director is responsible for maintaining medical records. Medical records include items such as immunization verifications, allergy or diabetes plans, and child abuse reports. These records will be maintained 5 years from the student's last date of enrollment.

Special Education

The Student Programs Director is responsible for maintaining special education records. All special education records will be retained for 5 years from the student's last date of special education services. Sixty days prior to destroying any special education record, the district will notify parents and eligible students of their right to retrieve the records rather than having the records destroyed.

Other

All other student records will be retained for 5 years from the student's last day of attendance in the district. The Printing/Warehouse Director is responsible for overseeing maintenance and destruction of these records. Thirty days prior to destroying these records, the district will notify parents and eligible students of their right to retrieve

the records rather than having the records destroyed. This notification will occur by notice to the parent/student's last known email or physical address.

Board Records and District Financial Records

The Clerk of the Board is responsible for permanently maintaining all board agendas and minutes. The Executive Administrator for School Operations is responsible for maintaining the deeds and titles to all district owned real property.

The Chief Financial Officer is also responsible for maintaining records related to the district's banking transactions and all federal and state program expenditures. The duration of records retained under this section will be determined by the schedule maintained in the Business and Financial Services office.

Employee Records

The Chief Human Resources Officer is responsible for retaining employee records. These records include wage and hour information, routine personnel records, and drug/alcohol testing records. The duration of records retained under this section will be determined by the schedule maintained in the Human Resources office.

Electronic Records

All district emails will be retained as long as is practical given the district's technology constraints.

DRESS CODE

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

DUTIES & RESPONSIBILITIES OF A TEACHER

Ideal Teacher

1. Flexible
2. Fair and impartial
3. Friendly in and out of class
4. Neatly and professionally dressed
5. Sense of humor
6. Knowledgeable in content area
7. Firm, fair, and consistent in discipline
8. Reasonable in regard to homework
9. Understands and likes students
10. Continual self-evaluation and improvement

Each teacher is under the general direction of the Superintendent and immediately responsible to the principal for carrying out the Board of Education policies as they relate to the school, the classroom, the students, and the parents/guardians. Specifically, each faculty member's responsibilities are as follows:

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

1. To direct and evaluate the learning experiences of the pupil in both curricular and extracurricular activities.
2. To form and implement instructional plans appropriate to the needs of assigned students.
3. To monitor students' conduct wherever they are on campus or attending activities.
4. To administer the classroom program as outlined by department members and administrators.
5. To assess and report student progress as outlined in department and District procedures.
 - a. Semester tests will be administered on the last two or three days of the semester.
 - b. Approval to make-up semester final exams must be given by the principal ahead of time. Arrangements for the make-up final exam will be determined by the student's teacher.
6. To be responsible for student attendance records as set forth in school policies.

7. To maintain necessary communications with parents/guardians.
8. To perform assigned duties by being on time and supervising students and areas as outlined. (See separately published duty stations.)
9. To cooperate with administrators in participating in and planning and evaluating the school program.
10. To provide for the care and protection of school property at all times.
11. To provide guidance which will promote the student's welfare and his/her proper educational development.
12. To take part in in-service educational programs.
13. To maintain cordial working relationships with all colleagues.
14. To address questions, suggestions, and complaints to principals so that proper action can be determined.
15. To know the content of the Student Handbook, Curriculum Guides, the Teachers' Handbook, and to be familiar with District policy books.
16. To participate in the activities of the faculty.
17. To secure permission from the person in charge before borrowing materials or equipment.
18. To provide assignments and materials for students in in-house intervention and out-of-school suspension, make-up work for absences, and homebound students.
19. To perform other specific duties as assigned.

EMPLOYEE ETHICS

The Board of Education expects employees to adhere at all times to recognized standards of professional ethical behavior. All District employees are role models and must exemplify ethical behavior and establish an example of acceptable behavior for students. Employees shall conduct themselves professionally when communicating and interacting with students, parents, and other staff members. Verbal and electronic communication shall be professional and respectful. Employees must not engage in conduct which detracts from a positive learning environment.

Inappropriate exploitation of employee/student relationships will not be tolerated. Additionally, an employee may not interact with a student for personal gain. Exploitation of a student may result from an improper personal relationship encouraged by the teacher/administrator. Employees should be aware private communication, gestures, and physical conduct, even though innocent and properly motivated, may be misinterpreted by students and parents/guardians. Therefore, employees must avoid any conduct that might be characterized as evidencing an improper and unprofessional personal involvement with a student.

In their capacity as role models, employees are expected to establish an example of acceptable behavior standards for students. Employees are expected to encourage respect for the law and the institutions of our democratic society. Employees are expected to refrain from comments or statements (written, oral, or electronic), even in jest, reflecting adversely on any person or group with reference to race, religion, gender, age, national origin, veteran status or disability. Use of ethnic slurs constitutes unprofessional conduct.

Employees of Jenks Public Schools are expected to recognize the District is funded through tax dollars and other public funds. As such, employees are not to utilize the property, time, or resources of the District for private purposes.

FIELD TRIP POLICY

1. District funded field trips
The Jenks School District recognizes that there are occasions when it would be beneficial to the students to take District funded field trips. In view of the District's size, it is also recognized that it would be a major expense for an unlimited number of trips to be taken during the school year. District funded activity/field trips will be limited to within the state or a 130 mile radius for approved out-of-state trips. Approved out-of-state trips beyond the 130 mile radius and non- District funded field/activity trips will be billed at the rate of \$1.00 per mile and \$10.00 per hour for the driver for school buses or the full cost for the charter bus. District funded field trips should be limited to those trips that can be completed between 9:30 a.m. and 2:00 p.m. Out-of-state travel requires the Superintendent's approval at least thirty (30) days in advance of

the initial day of travel. In the interest of safety for students and staff, the Superintendent has the responsibility and authority to make the final decision as to whether or not a trip shall take place. There may be situations which will necessitate a last-minute cancellation of a trip, EVEN IF THE SUPERINTENDENT HAS PREVIOUSLY APPROVED SUCH TRAVEL. This could result in parents and students losing deposits, airfare costs, and other expenditures made prior to the travel. If a decision is made which results in money being lost, the School District will not be responsible for reimbursing students and/or parents. Funds which have been deposited for a trip in a school activity account, but have not been spent or committed, may be refunded. Therefore, budget permitting, the following guidelines will be used:

- a. The requesting faculty member must complete a Field Trip Request Form, Field Trip/Activity Transportation Request, and Student Activity Roster. The faculty member must also contact the activity host and receive permission to attend.
- b. There must be at least one certified Jenks' school faculty member on each bus. Any adult who is not a certified Jenks' school faculty member traveling with the group must be an authorized sponsor approved by the site principal. Sponsors must be in control of the students on the bus or the bus will return.
- c. All students and teachers must return by the same mode of transportation in which they left.
- d. Bus drivers are not responsible for discipline.
- e. If school transportation is provided, traveling in private vehicles is prohibited.
- f. Field trips will not be approved during the last two (2) weeks of school.
- g. Administrators or designees will be responsible for maintaining field trip records, i.e., number of trips, destinations, dates, and curriculum connections.
- h. Students may not be charged for transportation or entry fees.
- i. Each classroom teacher will be allowed one
 - (1) District-funded field trip per year within a fifty (50) mile radius. Teachers are to coordinate their requested trip with another teacher. Buses will transport a minimum of two (2) classes per trip. This will count as each of the two (2) teacher's free field trip.

2. Steps to be taken

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

- a. Before announcing an event, staff members must:
 - (1) Receive permission from the site principal to schedule the event.
 - (2) Check the master calendar in the site Main Office for conflicts.
 - (3) The following forms need to be sent to the site principal at least fourteen (14) days in advance for in-state travel and forty (40) days in advance for out-of- state travel: Field Trip Request Form, Field Trip/Activity Transportation Request, and Student Roster. **Students must be listed alphabetically by grade with student identification number.**
 - (4) Before leaving campus the following procedures must be followed:
 - (a) The faculty member in charge must leave the yellow copies of the completed Field Trip Permit Forms in his/her box or desk. The white copies will be carried with the sponsor in case the emergency medical release is needed.
 - (b) The faculty member in charge must call roll and notify the Attendance Office of students who are absent. If a group leaves before the Attendance Office is open, the faculty member in charge will phone the school to give this information at the earliest possible time.
 - (c) Any adult who is not a Jenks' school faculty member traveling with the group must be an authorized sponsor approved by the site principal.
 - (d) Staff members scheduling the field trip will assume responsibility for maintaining student behavior consistent with the conduct section of the student handbook.

3. Non-District funded field trips

Additional field trips may be considered if funding is provided by school-related organizations, grants, community organizations, or corporate sponsorships. No request for funding may be made to any organization without prior approval of the site principal.

- (a) Students may not be charged for transportation or entry fees. Reasonable fees may be requested for food as part of the field trip.
- (b) Trips should be limited to those trips that can be completed between 9:30 a.m. and 2:00 p.m. Out-of-state trips approved by the Superintendent and other trips requiring a longer period may be approved upon special request if transportation is available.

- (c) On overnight trips, bus drivers will be provided a private room by the group sponsoring the trip.
 - (d) There must be at least one certified Jenks' school faculty member on each bus. Any adult, who is not a certified Jenks' school faculty member traveling with the group, must be an authorized sponsor approved by the site principal. Sponsors must be in control of the students on the bus, or the bus will return.
 - (e) All students and teachers must return by the same mode of transportation in which they left.
 - (f) If school transportation is provided, traveling in private vehicles is prohibited.
 - (g) Field trips will not be approved during the last two (2) weeks of school.
4. Intra-District funded field trips
- a. Trips taken between the campuses may be available in addition to the District funded and non-District funded trips.
 - b. The school will provide the transportation.
 - c. The requesting faculty member must complete a Field Trip Request Form, Field Trip/Activity Transportation Request, and Student Activity Roster. The faculty member must also contact the activity host and receive permission to attend.

FINANCES AND PURCHASES

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

GRANT PROPOSALS/RECEIPT OF GRANTS OR DONATIONS

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

online donation sites.

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

Process for obtaining new grants or donations:

1. Obtain approval from site principal.
2. If the scope of the proposal requires District- level approval, send grant information, the proposal narrative, and the planned budget to the Associate Superintendent. If the concept of the proposal is, then the proposal will be forwarded to the Chief Human Resources Officer and Chief Financial Officer.
3. Upon preliminary site and/or District approval, the grant may be written.
4. Submit the completed grant or donation request for final review to the site principal and to the Associate Superintendent who approved the initial concept, if applicable. Upon approval, the District-approved grant will be forwarded to the Finance Office for final authorization and grant monitoring purposes.
5. After receiving all required approvals, the grant or donation request may be submitted to the funding agency for a final decision.

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

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

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

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

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

INTERN PLACEMENT

1. Assignments

Intern teachers who apply to do their student teaching at Jenks Schools may be interviewed by the respective department chairperson before they are accepted. Intern teachers will be assigned through the department chairperson or administrator. Teachers will not be assigned an intern teacher unless they agree to accept the assignment.

2. Responsibilities of Intern Teacher

Intern teachers will be expected to follow all guidelines for the regular classroom teachers as set forth in the Teachers' Handbook and the Board Policy Book.

- a. Duties should be performed with the supervising teacher.
- b. Absences should be reported to the supervising teacher.
- c. Lesson plans must be approved by the supervising teacher. A copy is to be turned in to the supervising teacher.
- d. Interns must obtain a temporary parking decal from the principal's administrative assistant.
- e. Interns may purchase their lunch in the faculty cafeteria, but are not allowed to make any charges.
- f. All grades given to the students are subject to approval of the supervising teacher.
- g. Interns will be provided with a packet containing the Board Policy Book, Teachers' Handbook, Student Handbook and Curriculum Guide.

3. Responsibilities of supervising teacher

- a. Assure that the intern teacher becomes a part of the faculty and feels comfortable in the assignment.
- b. Report to the principal and the university coordinator any problems that may arise.
- c. Provide opportunities to plan and work cooperatively with the intern. The intern should have the responsibility of planning and teaching the class for approximately two weeks of the internship. This should follow a period of observation and cooperative planning.
- d. Require the intern to follow all guidelines for intern teachers. The supervising teacher assigned to an intern teacher will receive the credit hours or remuneration, if offered, from the university. All other placements of university interns shall be made through the Office of Curriculum and Instruction.

MAIL

School mail services are to be used for school business. Employees may not use mail for personal business, association business, or to receive personal items.

1. All envelopes sent in the school's name should be typewritten.
2. All incoming first class mail should be addressed to the respective site, 205 East B Street, Jenks, Oklahoma 74037-3900. All other mail, such as packages or equipment, should be addressed to Warehouse, Jenks Public Schools, 2065 N. Elm, Jenks, Oklahoma 74037.
3. A yellow tracking card must be attached to outgoing first-class school mail.
4. A team, department, or organization needs to contact the Mail Shop for instructions regarding the mailing of a large number of items.

MEETINGS

1. Faculty meetings will be held as announced. All faculty members are expected to attend if not on assigned duty.
2. Department meetings will be held as announced on a day designated by each department chairperson.
3. Professional meetings—Only personnel designated by the principals and staff development committees shall represent the Jenks School District at meetings, seminars, workshops, etc. Authorized personnel will receive per diem expenses and travel allowances as outlined in the Policies and Regulations of the Board of Education. Other staff members may attend these meetings, outside of school hours, without remuneration from the District general fund.

MOVING CLASSROOMS

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

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

NON-DISCRIMINATION STATEMENT

Jenks Public Schools prohibits discrimination in the educational programs and activities, admission programs of students, recruitment, selection and/or employment on the basis of race, color, religion, gender, sex, age, national origin, veteran status or disability. The District complies with federal and state regulations for implementing Title IX of the Education Amendment of 1972, Title VI, Section 504, and Americans with Disabilities Act (ADA).

The District has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints concerning discrimination based upon race, color, religion, gender, sex, age, national origin, veteran status, or disability. Any person who believes he or she has been discriminated against based upon one (1) of these protected categories is encouraged to file a discrimination complaint. The office responsible for Section 504 complaints is the office of Student Programs, Education Service Center 918-299-4415, ext. 2400.

The office responsible for Title IX, Drug Free Work Place, Title VI, ADA, or discrimination complaints is the Department of Human Resources, Education Service Center 918-299-4415, ext. 2305.

PARENT RELATIONS

1. General communication

Teachers should initiate telephone or written communication with parents/guardians when noticing a change in a student's grades or behavior. Communication is also warranted when students have made improvements or have demonstrated exemplary work. Parent/teacher conferences may be set up by the team leader or individual teacher. A counselor or administrator may be requested to attend the meeting to assist or give additional information/input. Calls or emails should be returned to the parent/guardian as quickly as possible, typically within 24 hours. Teachers should document contacts between parents/guardians throughout the school year.
2. In conference
 - a. Remain calm; all conflicts have resolutions.
 - b. Bring whatever materials you think might be needed.
 - c. Introduce yourself and shake hands.
 - d. Promote active listening on your part. Try to perceive the feelings of the parent/guardian and mirror them back to them so they know you sense both their feelings and perceptions.
 - e. Maintain eye contact; speak carefully, patiently, and with respect.
 - f. Find out precisely what it is that the parents/guardians want to see happen.
 - g. Do not make promises of solutions you cannot keep; agree to or suggest reasonable, achievable

solutions.

- h. End the conference if hostilities are so strong that a constructive conference cannot be held, or call an administrator for help. If an administrator is present, he/she will close the conference.
- i. See an administrator immediately to determine follow up.
- j. Follow up on information you have agreed to.

PERSONAL WIRELESS DEVICES AND ELECTRONIC ACCOUNTS

(See also Electronic Wireless Devices/Cell Phones)

The District requires that all individuals devote their full attention to education while at school or during education activities. Accordingly, the District expects both employees and students to limit their use of personal wireless devices (including, but not limited to, hand-held mobile telephones) and personal electronic accounts at school or when engaged in district-related activities. Wireless devices include, but are not limited to, cell phones, laptops, cameras, GPS systems, any type of device capable of intercepting or recording a conversation, any type of device capable of providing visual surveillance or images, recorders, Google Glass, etc. Electronic accounts include, but are not limited to, accounts that allow digital communication such as email and social media accounts.

Google Glass and similar technology is prohibited on campus by all individuals at all times. Regardless of the type of technology used, no individual may make any type of surreptitious recording of others on district property. Additionally, no person may use any type of technology to remotely monitor, listen to, or view actions occurring at school or school activities. Personal wireless devices not otherwise prohibited shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. ("private areas"). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal, or other administrator.

Students

It is the District's policy that students who possess a personal wireless device at school must keep that device turned off and out of sight during class time. No student will be permitted to access his/her personal wireless device during class time except with teacher permission. Beyond 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.

Employees

Personal wireless devices may only be used during work time if the use of the device furthers the employee's performance of his/her professional responsibilities. No employee may use work time to engage in any personal electronic or digital communication, Internet activity, gaming, etc.

Employees will make reasonable efforts to use district resources rather than personal wireless devices or personal electronic accounts for electronic or digital communications with other employees, parents, and students and for tasks related to their employment. By using personal wireless devices or personal electronic accounts to communicate with other employees, parents, and students or to perform tasks related to their employment, employees acknowledge that they are creating records that may be subject to Oklahoma's laws related to Open Records (51 OKLA. STAT. § 24A.1 *et seq.*). Employees consent to retain and provide access to such communications or records to school district administration upon request. This consent survives any changes in the employment relationship.

Except for authorized transportation employees, no individual may use any personal wireless device while operating a district vehicle or while conducting school business in a personal vehicle.

Authorized Transportation employees are permitted to utilize cell phones for business reasons to make or receive

voice calls while operating a school bus or van, provided: the employee is using “hands free” technology to make the calls; or the employee has safely pulled the vehicle to the side of the road or is otherwise stopped and not impeding the flow of traffic;

Transportation employees are not permitted to text or otherwise use a personal wireless device while operating a district vehicle except as necessary to communicate with law enforcement officials, emergency services, or to and from the district’s transportation department.

Personal wireless devices may not be used to photograph or record conversations or events outside private areas without first obtaining consent to record from all parties. In the case of students, permission from the building principal must be obtained. Administrative approval for recordings of students will take into consideration whether prior approval has been granted from parents/guardians and whether the recording would identify a specific category of students such as special education students.

Personal wireless devices may only be shared with students for emergency use.

No employee may use a personal wireless device to engage in conduct which is illegal or which could be construed as inappropriate conduct with a student or students. In the event an employee receives an inappropriate electronic or digital communication from a student or parent, the communication must be promptly reported to the employee’s supervisor.

The District fully acknowledges that personal wireless communications devices are the personal property of the employee. Unless an administrator has reasonable suspicion that an employee’s personal equipment contains prohibited content, an administrator may not inspect an employee’s personal equipment without the employee’s express consent.

Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

Approved by the Board of Education May 2020

PROFESSIONAL DEVELOPMENT

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

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

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

Professional development that is completed by June 30 will apply to the local professional development plan

requirements for fiscal year ending on that date. Points earned while teaching at another school may be transferred for credit at this institution.

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

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

Reference: OAC 210:20-19-3

SOCIAL MEDIA

(See *also* 1.11 Copyright in Board Policy)

The Jenks School District ("District") encourages the appropriate use of social media as a method for communicating ideas and information, and as part of the educational mission of the District. The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (such as email, texting, blogging, social media posting, etc.) but is intended to cover any form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

Official Use of Social Media

The Superintendent or designee has overall responsibility for creating the District's official online presence. Unless specifically authorized by the Superintendent or designee, no District employee may create an official District presence on any form of social media, now in existence, or created in the future, or represent themselves as a spokesperson or authorized representative of the District.

The District may utilize social media to present information and content to the public and receive feedback from the public. Content and information released on social media is equivalent to content and information released to the media and the public in any other format, including press release, letter to the media, open letter to the public, etc. Care must be taken that content and information released to the public over social media is accurate, does not violate applicable laws (including, but not limited to, copyright, trademark and defamation law) or District policy.

In general, the District invites discussion of important ideas and issues through social media. However, the District reserves the right to remove posts or comments that are obscene, defamatory, offensive, contain threats of violence, abusive, spam or advertising, or unrelated to the content or information. The District also reserves the right to remove posts or comments that violate applicable laws including, but not limited to, copyright and trademark laws.

Professional Conduct

The District is committed to maintaining an environment in which all persons can interact together in an atmosphere free of all forms of harassment, exploitation or intimidation. Therefore, when communicating via social networks, employees are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, and properties of others. By doing so, employees will be abiding by applicable laws, District policy and the core values of the District. The District prohibits abusive or offensive online behavior of employees at work or when engaged in work-related activities; likewise, District resources are not to be used in abusive or offensive ways. Also, the District discourages out-of-school online abusive or offensive behavior because of its potential to interfere with and disrupt working and student relationships.

Employees of the District are responsible for the material they publish online, as well as the messages sent via computers and wireless telecommunication devices. Any conduct that negatively reflects upon the District or consists of inappropriate behavior on the part of an employee may expose that employee to disciplinary action up to and including termination. Inappropriate behavior includes, but is not limited to, any activity that harms students, compromises an employee's objectivity, undermines an employee's authority or ability to maintain control of students, places the District in a false light, causes a likelihood of confusion as to whether the employee is speaking personally or as a District employee, or is illegal.

Expectations of Staff

District employees are role models and must exemplify ethical behavior in their relationships with students, clients, and other staff members. Online activity, including personal online activity, is public and is therefore a reflection on the District as an organization. Employees must exercise good judgment and common sense, maintain professionalism, and address inappropriate behavior or activity discovered on these networks. Inappropriate behavior or activity should be immediately communicated to a direct supervisor.

1. The line between professional and personal relationships can become blurred; therefore, District employees must exercise discretion and maintain professionalism when communicating with students via computers or electronic devices. Employees must limit this type of communication with students to matters concerning a student's education or extra-curricular activities for which the staff member has assigned responsibility. Excessive messaging or other social media communication to an individual student must be avoided.
2. Photos of and videos featuring students must not be posted on social media without the informed consent of a parent/guardian via the District Media Release Form.
3. Student photos may be submitted to the Director of Communications or designee for possible inclusion on official District social media accounts.
4. Externally communicating any confidential information or information related to the District not intended for public dissemination is always forbidden and may be grounds for termination and legal action. Public information will be released through the Superintendent or designee.
5. Copyright and fair use laws must be respected at all times. Trademarks such as logos, slogans, and digital content such as art, music, or photographs, may require permission from the copyright owner. It is the responsibility of the employee to seek the permission for any such trademarked content.
6. District employees are discouraged from sharing content or comments containing the following when it is directed at a colleague, parent, student, or citizen of the State of Oklahoma:
 - a. Obscene sexual content or links to obscene sexual content;
 - b. Abusive and bullying language or tone;
 - c. Conduct or encouragement of illegal activity; and
 - d. Disclosure of information which an agency and its employees are required to keep confidential by law, regulation or internal policy.
 - e.

Content or comments of the type listed above are especially concerning when directed at or exchanged with a student and, as a result, may result in disciplinary action up to and including termination of employment and, in some instances, referral to law enforcement or licensing bodies.

Approved by the Board of Education June 2018
Revised January 2019
Revised May 2020

SPECIAL DUTIES

A schedule of special duties will be posted each semester. Each teacher will receive a personal copy of this schedule. It is permissible to exchange duties with another teacher if the Principal's Office is notified. Proper execution of duties is considered essential to satisfactory job performance. Any change of duty on a permanent basis must be reported to the principal in charge of duty assignments.

SPONSORS'/CHAPERONES' RESPONSIBILITIES

1. Only Jenks students from the approved grade levels will be admitted to any school functions.

Sponsors/chaperones will consult an approved list to determine who is a Jenks student. Students leaving early will not be allowed to re-enter. A roster of students will be made available to the sponsoring group at the group's expense.

2. Sponsors/chaperones will enforce all school policies as listed in the student handbook and appropriate behavior will be expected, regardless of time or day of the function.
3. Sponsors/chaperones must have a plan for monitoring the behavior of students and for safely removing students who do not conform to school policy.
4. There must be one sponsor/chaperone for every 25 students expected at a function.
5. Sponsors/chaperones shall be stationed at each exit door at all times and monitor isolated areas.
6. It is the responsibility of the sponsor/chaperones to be knowledgeable of school policy.
7. Functions will not mix students from different school levels, such as high school and middle school.
8. Fliers must be submitted to the Director of Communications ten days in advance of the function and must include name of organization/group, sponsor, planned events, times, dates, etc.

STAFF ABSENCES

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

STUDENT TEACHER OBSERVER

Teachers will be notified by the principal or department chairperson of college and university students who wish to observe classes.

TUTORING AND OTHER SERVICES

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

Teachers engaged in tutoring or providing other educational services for remuneration, such as screenings, counseling, or any other therapeutic activity will be expected to pay the prevailing facilities use charge when the use of the classroom extends beyond 6:00 p.m. on regular school days. The use of classrooms during the summer, holidays or weekends, when additional utility charges will be incurred, will be at the prevailing facilities use fee.

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

VISITORS

LobbyGuard is a computerized visitor management program designed to screen visitors, parents, contractors, and volunteers entering Jenks Schools. The system runs instant background checks against databases in all fifty states and immediately alerts appropriate personnel, as needed. The LobbyGuard system gives school personnel the ability to have instant access to information regarding building visitors, volunteers and their hours of service, and parental custody.

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

WEATHER DISMISSAL NOTIFICATION

Radio and TV stations will be notified if school is to be dismissed; they are not notified if school is going to be in session. Teachers desiring to be called for individual notification may participate in a phone network.

INSTRUCTIONAL RESPONSIBILITIES

COPYRIGHT POLICY

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

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

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

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

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

District Copyright Policy

Jenks Public Schools recognizes the importance of protecting its intellectual property rights in original works from unauthorized reproduction, distribution and public display or performance. It is the policy of the Board of

Education to implement a copyright, ownership, and licensing policy as follows:

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

Institutional works may include, but are not limited to, curriculum guides, curriculum materials, video or audiovisual productions, and works that depict interscholastic athletic, music, or other activity events, games, meets, matches, and performances. Institutional works shall have the following notice attached to each authorized copy:

Copyright 20__ Jenks Public Schools

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

The District may retain ownership of the institutional works as defined herein, but it may convey that ownership and shall have the exclusive right to retain or convey 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 noncommercial or educational purposes. Any request for profit must be approved by the Board of Education.

DIGITAL MEDIA USE POLICY

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

1. The digital media must be legally made or acquired;
2. The use of the digital media must take place in a classroom or other place of instruction i.e., Canvas, virtual course.;
3. The use of the digital media must be directed by students or instructors of the institution.
4. The use of the digital media must be in the course of instruction.

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

1. Non-streamed digital media, including those labeled "For Home Use Only," may be shown
 - if they are shown in settings that meet the four (4) criteria listed above
2. The use of streaming media subscription services must follow the end user license agreement, which overrides fair use guidelines and may vary between services. If allowed by the license, the streamed digital media resource must be shown in settings that meet the four (4) criteria listed above. (Note: Most digital media services restrict use to personal viewing and do not offer licensing for use in an educational setting, due to the limits of copyright permissions they have been granted by the creators of the works.)

Other recommendations:

- Digital media is best shown as a 15-20 minute segment to reinforce specific content ad/or teach or clarify a concept.
- Decisions around use of a digital media resource should include preview of the material to determine appropriateness for the age level of the students and connections to the teaching content.

INSTRUCTIONAL MATERIALS SELECTION AND REVIEW

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

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

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

LESSON PLANS

It is the responsibility of the teachers to keep lesson plans. Effective lesson plans include location of materials, objectives to be met, appropriate time allocation, and steps to accomplish the objectives. Teachers may be asked to turn in lesson plans at any time upon the principal's request. Teachers should have a set of emergency plans for substitutes who are asked to teach out of their field. Lesson plans should not be called in over the phone.

LIBRARY MEDIA CENTER

Teachers are encouraged to collaborate with the library media specialist and to utilize the library media center resources. The library media specialist can help teach meaningful lessons about research, reading, and writing as well as give booktalks to students. Teachers are encouraged to sign up for library use in advance. Teachers are responsible for all materials checked out in their names from the library media centers.

PRINTING AND COPYING

A requisition for printing must accompany each printing request. This must be completed by the teacher and signed by a principal before the printer will accept the requisition. Work will be completed on first-come basis except for emergencies.

Copy machines in the libraries are coin operated for student use. Faculty should see the librarian for the key. Teachers may not use the copier in the Counselors' Office.

All copy shop orders should be sent directly to the copy shop. Order blanks must be filled out completely or the copy shop will return them. Each printed sheet equals one original; one sheet printed front and back equals two originals. "Number of copies" should be number needed per page, not the total number needed. Do not multiply number of originals times number per page. At least 48 hours are needed for turnaround time. Originals should be clear and legible. Accidental loss or damage is always a possibility. When ordering for other teachers, list each teacher separately with the number of copies listed beside the teacher's name. Only 8 1/2 x 11 and 8 1/2 x 14 can be printed at the copy shop. Any odd size or any copy that needs changes must go through the print shop. If you want copies printed on front and back, mark duplex. If you want copies printed on scrap paper, mark at bottom. To have collated or sorted, orders must be a minimum of three and a maximum of 100 copies.

OUTSIDE SPEAKERS AND GUESTS

Only guests approved by the principal may visit classes. This request must be in writing to the supervising principal (email is acceptable) and include the lesson plan before the invitation is made.

SUBSTITUTE TEACHER'S FOLDER

Each teacher will make a substitute teacher's folder for the convenience of the substitute teacher. This folder should contain a roll sheet or seating chart, the teacher's schedule, an alternative lesson plan, title of texts and/or workbooks, the name of a dependable student in each class, and any information pertinent to the classes.

TEXTBOOKS

Textbooks should be checked out by number to each student. Each book should be numbered by the teacher with heavy ink or magic marker on the inside of the cover and each student's name initialed by the teacher. A record should be kept showing the student's name, title, number of book, teacher's name, and condition of the book. The teacher should keep the record until the end of the year. If a student loses or damages a book, he/she should be sent to the Guidance Office administrative assistant. If a student loses a book, a replacement book will be issued upon proof of payment for the lost book. Teachers, under the direction of department chairpersons, are responsible for issuing and collecting all textbooks and for seeing that all textbooks are covered with a book cover within the first week. Teachers are responsible for random book checks.

STUDENT ATTENDANCE

ATTENDANCE POLICY

In order to pass a class, a student may not be absent more than 10 days in a semester. If a student misses more than 10 days due to serious illness or injury, the administrator must concur that the illness or injury is serious enough to prevent the student from attending school. The Jenks Board of Education and/or administration may require a doctor's verification to certify that any student is physically and/or mentally able to attend classes or unable to attend classes. If a student transfers from another school, his/her absences at that school count toward the total percentage at Jenks Schools. If a student is absent more than 10 days, in the previous semester, the student may not be allowed to participate in school activities.

Absence Policy

1. Teachers are responsible to take attendance each hour. Teachers are only to use the code "U" for Unaccounted Absence or "1" for Unexcused Tardies. The office personnel is in charge of any other coding.
2. Any student who is more than ten (10) minutes late to class is recorded absent. The office personnel is in charge of any other coding.
3. Students who, for any reason other than school-sponsored activities, miss more than the allowed percentage or the equivalent thereof in a class during a semester may not receive credit for the class.
4. All exceptions to this rule must be requested in writing to the Attendance Office by the parents/guardians with documentation for medical reasons of consecutive absences, or family emergencies, no later than two (2) weeks after the close of the semester. Exceptions will be determined by the administrator. If the administrator denies the waiver, the parents/guardians may request a review by the attendance committee

composed of the assistant principal, a school nurse, a teacher, and a counselor.

5. Absences that are due to vacation, truancy, or suspension may not be waived.
6. After a student's fifth absence, the parents/guardians may be asked to sign an agreement stating their intention for the student to attend school and their acknowledgment of the attendance policy. This agreement will be mailed to the parents/guardians to review and sign. Remediation may be encouraged to prevent further absenteeism.
7. A letter will be sent to the student's parents/guardians stating that credit may not be granted for the class(es) which the student did not attend 89% of the time.

Types Of Absences

1. Excused—All excused absences require a parent/guardian phone call to the Attendance Office the day of the absence. Examples of excused absences include illness and family bereavement. Even though these reasons are excused by the school and allow the student to make up missed work, these excused absences still count toward the 89% attendance requirement by Jenks Board Policy.
2. Unexcused—An absence without a valid excuse, to be determined by the administrator.
3. Truancy—A student is truant when his/her absence has not been approved by the school and a parent/guardian prior to or at the time of the absence. Examples include being absent from class without permission, obtaining a pass to go to a certain place and not reporting there, and becoming ill and staying in the restroom instead of reporting to the Nurses' Office. Truancies are cumulative for the school year. **Disciplinary action will be taken for truancies** according to the student handbook and the discipline pyramid.
4. Activity Absence—School-sponsored activities must be cleared through the Principal's Office.
 - a. Students will be allowed no more than TEN (10) ABSENCES in any class period PER SCHOOL YEAR for school-sponsored activities, i.e., choir, debate, sporting events. Excluded from the ten (10) absences are state and national levels of school-sponsored contests for which a student must earn the right to compete.
 - b. Class assignments are to be completed at the discretion of the teacher.
 - c. Exceptions to the above must have approval of a principal.

INFORMATION REGARDING NON-ATTENDANCE PROCEDURES

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

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

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

Non-Attendance Procedures with a Valid Excuse Secondary

1. No later than the 5th absence a letter (computer generated) is sent from the site attendance principal.
2. No later than the 10th day, a letter (computer generated) is sent from the site with the appropriate principal's signature, and/or the appropriate principal or designee will contact the parent via telephone.

Non-Attendance Procedures without a Valid Excuse (Including Truancies) K-12

1. If a student is absent without a valid **excuse** four or more days or parts of days within a four-week period, or for ten or more days or parts of days within a semester, the parents will be notified by the site via the pink copy of the Notice of Non-Attending Student form letter through certified mail.
2. Receipt of this letter should occur within a reasonable amount of time, typically five business days. Sending the letter by certified mail helps to insure receipt. After allowing a reasonable time for receipt, the site will track continued absences. Upon the 5th absence, the other copies (white and yellow) of the Notice

of Non-Attending Student letter should be forwarded to the Director at the Office of Student Programs in the Sooner Building. The director will notify the District Attorney's office for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

WITHDRAWING

For students withdrawing from school, an e-mail will be sent from the Guidance Office for grades and holds information. The grade the teacher gives the student should be the **cumulative semester grade** (not the nine weeks grade). Write the title of the book the student has checked out or note any monetary obligations the student must complete before withdrawing. After the student has withdrawn (for any reason), make a note in the grade book. Any student who withdraws from school after the first two weeks of a semester must have a grade on the withdrawal slip. Grades must be given in both percentage and letter form, e.g., A/92%.

STUDENT EVALUATION

CONFIDENTIAL SPECIAL EDUCATION FILES

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

ENGLISH LANGUAGE LEARNERS

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

Non-English Proficient (NEP)
Limited English Proficient (LEP)
Fluent English Speaking (FEP)
District report card, modified instruction and
accommodated assignments identified with *;
Refer to individual student ELD Accommodation Document.

Secondary ELLs 7th-12th Grade

ELLs Modified Grading Scale

A=100-85

B=84-75

C=74-65

D=64-60

F=59 and Below

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

Fluent English Proficient (FEP)
District grading scale, no modifications or accommodations.

GRADING POLICY

The teacher's grading policy should reward hard work, responsibility, persistence, teamwork, and problem solving. Grades should reflect the attitude that learning is not always linear, that mistakes are part of the learning process, and that different students learn new skills and content at different rates.

It is the teacher's responsibility to have well prepared and meaningful lessons. Teachers will set reasonable due dates for assignments allowing for adequate time to complete each lesson and associated projects. As a courtesy and means of student support, it is expected that teachers regularly communicate due dates for major projects and tests to parents.

Time Frame for Retakes

When a student scores below 70% on a major class assignment or test, the teacher will determine the Retake date, typically within one week from the time of the failing grade.

MAKE-UP WORK

Students with an excused absence will have approximately the same number of days to make up their work as days they were absent. Receiving of assignments and make-up work is the student's responsibility to initiate. For example, if a student is ill Monday, Tuesday, and Wednesday, he/she has Thursday, Friday, and Monday to complete his/her assignments to hand in Tuesday. A student absent for a school activity may make up his/her assignment or test the day before or after the activity at the time and place the teacher determines. The exception to this rule is assignments or tests which have been scheduled in advance. In these cases, the test or assignment is still due on the scheduled date. If the student is absent on that date, he/she is expected to take the test or hand in the assignment on the day of his/her return to class.

STUDENT SUPERVISION

ASSEMBLIES

Teachers must attend all assemblies with their class.

ELECTRONIC WIRELESS DEVICES/CELL PHONES

Please see Jenks Middle School Student/Parent Handbook.

CONFISCATED PROPERTY

Confiscated property will be turned in to the principal in charge of discipline.

CORPORAL PUNISHMENT

Corporal punishment is not allowed in Jenks Public Schools.

DISASTER DRILLS

Fire Drill

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

Tornado Drill

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

Emergency Alerts and Lockdowns

(Staff Handbook only)

1. When an Emergency Alert or Lockdowns announced, the staff will collect students in their assigned area, hallways and restrooms. Staff will also collect and review their class/office roster, JPS Emergency Procedure Guide and emergency evacuation color cards.
2. The signal for Emergency Alert or Lockdown will be announced to the staff. Lock your doors and windows, with you and your students inside.
3. If the threat is outside of the building, move students/staff where they cannot be seen through windows or other areas. If the threat is inside the building, move students/staff through windows or other areas. If the threat is inside the building, move students/staff through windows or other areas. If the threat is inside the building, move students/staff where they cannot be seen from hallways or other internal areas.
4. Do not open the door for anyone until you have been notified over the intercom that the alert is rescinded.

DISCIPLINE

One of the most important lessons of education is discipline. While it does not appear as a subject, it is the foundation for the entire educational structure. It is the training that develops self-control, character, efficiency, and good citizenship. It is a key to good conduct and proper consideration of other people. With an understanding of the purposes of discipline in the school, a student will form a proper attitude, and not only help to make the school an effective place of learning, but also will develop the habit of self-restraint which will make the student a better person.

Classroom Teachers Are Expected To:

1. Take care of all minor discipline problems. When sending a student to the office, a teacher must fill out a Discipline Referral Form or E-mail the administrator stating the nature of the problem. Do not send students to the Media Center as a form of discipline. If possible, consult the principal regarding any discipline problem with which you are unable to cope. Perhaps some method of handling the situation

without bringing the student to the office can be suggested. Frequent dismissals from a class weakens the teacher's control. Always keep in mind that the principals welcome the opportunity to assist a teacher at any time regarding a problem. It is to a teacher's credit to seek such advice and is in no way a confession of weakness. All major cases should be reported to the office by the teacher on a properly filled out Discipline Referral Form.

2. Foster a policy of fairness, firmness and consistency in all matters of discipline.
3. Be firm but fair. Nothing can be accomplished within the classroom without order and discipline. Every student wants to know what is expected. Parents/guardians are deeply conscious of the child's interpretation of the teacher's fairness or unfairness.
4. Be ready to differentiate between the student and student reactions. Teachers have the responsibility to correct acts, actions, or behavior by the individual which do not facilitate group morale and individual growth.
5. Discipline and regulate conduct of students in assemblies, halls, school functions, and on the grounds as a part of their teacher's duty.
6. Use common sense as it is an important factor in dealing with students and their problems. The teacher should be willing and able to work with students on a teacher's level, not reverting to a student's level of thinking and acting.
7. Not place the student in the position in which he may feel that he must defend himself before his peer group.
8. Be aware that students with disabilities can have specific disciplinary actions written into the IEP or accommodation plan, including exclusionary time-out. Site special education coordinators are available to advise teachers.

Detention (D-Hall)

Detention is a study period where a student must bring books, paper, and pencil in order to be admitted. No talking or any form of misbehavior or violation of school rules will be allowed. The student will be dismissed and considered as a "no show" if talking or misbehavior occurs. Detentions may be assigned by teachers or principals. The student will be given a minimum of twenty-four (24) hours notification. The student will be given a detention form stating the time and date he/she is to report. Failure to serve detentions will result in further disciplinary action. If a student is tardy, he/she will not be admitted and considered as a "no show."

Failure to Attend Assigned Detentions

First "No show": Parent should be contacted to reassign the detention.

Second "No show": Student will be assigned further disciplinary action by administration.

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

Suspension of Students

A plan for pick-up and delivery of work will be developed by the parent/guardian and principal. During the suspension, the student's teachers will be notified to send assignments to the main office.

When a student is suspended from school, privileges and participation before and after the school day is revoked. The student is not allowed on school property or to attend a school-related function at any time during the suspension period. An exception may be made by the principal in collaboration with the Community Education staff for the student to attend extended or summer school courses.

Students with disabilities (IDEA and 504) will be dealt with according to state and federal laws governing the education of these students.

Alternative in-house intervention is In-House Intervention

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 a school representative. Only principals may assign in-school intervention.

Tests and assignments will be administered by the supervisor of the in-house intervention. On a daily basis,

teachers are required to review the progress of their students who have been assigned to in-house intervention. The in-house supervisor may also contact a teacher to assist a student with work. When the student finishes the work, the supervisor will return it to the teacher. All work done during the in-house intervention program should be completed before the student returns to class. Parents/guardians will be notified of the intervention assignment by telephone or by written notification.

DRUGS AND ALCOHOL

Possession, use, or distribution of any type of drugs or alcohol is illegal and will not be tolerated at Jenks Public Schools or at any school-related function. Any student exhibiting evidence of use or possession of a controlled or illegal drug, counterfeit or imitation drug, barbiturate, inhalant, alcoholic or low-point beer, any other abusable chemical substance or related paraphernalia should be reported to the administration.

EXCUSING STUDENTS

1. Students are excused from a classroom only in emergencies and must have a hall pass.
2. Students are to be excused one at a time to go to restrooms.
3. Students may not come to the office to use the telephone, check the lost and found etc., during class time.
4. Students are not allowed to go off campus for any reason without first securing permission from a principal.
5. Teachers should not ask for students to be excused from classes unless it is an absolute necessity and prior permission is obtained by personal contact between the teachers.

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 School 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 or the Board of Education of the District.
3. The term "determined to have brought a weapon to a school under the jurisdiction of the School District" means any student being in possession or control of a weapon on property owned, leased or rented by the School 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 School District sponsored function regardless of whether such function is conducted on School 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 School 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 School 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 School District, as defined above; current School District policy on student suspensions for non-weapon violations are unaffected by this policy.

STUDENT APPEARANCE

See student handbook.

SEARCH POLICY

Students shall not have any reasonable expectation of privacy in the contents of a school locker, desk, or other school property. All school personnel have access to school lockers, desks, and other school property in order to supervise properly the welfare of students. School personnel may utilize trained contraband dogs on school premises. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and without stating a reason for such search. 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. Students may be required to submit to metal detector searches and have their purses, book bags, briefcases, etc., searched with x-ray machines and/or metal detectors.

Students may be detained or searched under the following circumstances:

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

The search should be as follows:

1. Held in a place as private as practical.
2. Conducted by a school representative of the same gender as the person to be searched.
3. Conducted before an adult witness of the same gender when practical.
4. Conducted so that only cold weather outer wear is removed for the person searched.
5. Conducted so that if additional clothing needs to be removed, legal authorities and/or a search warrant is obtained. (In no circumstances will a strip search be conducted by a Jenks Public School representative.)
6. Related to the object of the search, not unduly intrusive in light of the age and sex of the person searched.

The search will be documented by a written statement including:

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

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

The school representative conducting the search may preserve any weapons, illegal substances, missing or

stolen property or other contraband found.

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

Strip searches of students are prohibited. Searching a student or his/her possessions requires reasonable cause. No students or his/her possessions should be searched without consulting an administrator first. It is best practice with any kind of search to have two adults present.

VIDEO SURVEILLANCE

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

General Procedures

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

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

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

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

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

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

The site principal or department administrator designated by the Superintendent insures that digital video records on a hard drive are maintained for a minimum of seven days and may be recorded over after this time. An incident-related copy of a video record may be recorded, and such copy of a video record is maintained for one year after it is created. After one year has expired, the copy of the video record shall be destroyed unless good cause exists not to destroy the video record at that time. A copy of the video record

not destroyed after one year shall be destroyed once there is no longer good cause to continue to maintain it.

Covert Surveillance

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

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

VIOLENT OFFENSES

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

STUDENT INFORMATION/SERVICES

CAMPUS POLICE

Campus police may be reached by phone during the school day at extension 2240. At night, in order to directly contact security, the Jenks Police Department must be contacted at 299-6311. They will communicate by radio with the Jenks School District Police Department.

COUNSELORS

Counselors may assist students with vocational, academic, personal, or emotional problems. A student desiring a conference with a counselor must sign up in the Counselors' Office requesting a conference and return to class immediately. The counselor will call the student in for a conference as soon as possible.

HEALTH SERVICES

Nurses' Clinic

Registered school nurses are on duty every day from 7:20 a.m. to 2:35 p.m. The nurses' clinic is closed daily from 1:00 to 1:30 p.m. except for student pick up and emergencies; i.e., asthma, serious cuts, diabetic reactions, seizures, possible fractured bones, or other true emergencies. It is the parent's/guardian's responsibility to communicate health-related information, including chronic illness, to the site nurse and/or administrator to ensure proper care of the student. Health-related communication should be initiated by nurses rather than classroom teachers.

Medication at School

All medication taken at school including over-the-counter medications must be kept in the clinic, regardless

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

1. A "Request to Give Medication" Form must be completed and signed by the parent/guardian on each prescription and nonprescription medication to be given at school, and kept on file in the Nurses' Office. It is required that a parent/guardian deliver the medication to the Nurses' Office and complete the above-mentioned form.
2. Prescription and Nonprescription Medications: Prescription and/or nonprescription medicine MUST be brought to the Nurses' Office in its original container with the original label intact. Prescription medication will be given ONLY if the student's name is on the original label and ONLY in the dosage listed. Dosage changes MUST be approved by the child's physician in writing. Expired medications will not be administered. Original prescription bottles will be sent home with the student when empty unless the parent/guardian requests otherwise. If a student forgets his medication, the school nurse will try to contact that student's teacher to remind him/her. It is sometimes difficult to locate students due to their schedule. A written record will be kept of times and dates medication is taken. It is the student's and parent's/guardian's responsibility to ensure compliance. Parents/guardians and teachers are encouraged to check on the student's compliance as often as needed.
3. Medication will NOT be sent home with the student. Any remaining medication (from prescription change, etc.) must be picked up by a parent/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. Asthmatic or Anaphylaxis Medication: According to the provisions of Section 1-116.3 of Title 70 of the Oklahoma Statutes, the Board of Education permits the self-administration of inhaled asthma medication by a student for treatment of asthma and the self-administration of anaphylaxis medication by a student for treatment of anaphylaxis according to the requirements as follows:
 - a. The parent or guardian of the student must authorize in writing the student's self-administration of medication.
 - b. The parent or guardian of the student provides to the school a written statement from the physician treating the student that the student has asthma, or anaphylaxis is capable of, and has been instructed in the proper method of self-administration of medication.
 - c. The parent or guardian of the student provides the school with an emergency supply of the student's medication to be administered pursuant to this policy.
 - d. The school informs the parent or guardian of the student, in writing, that the District and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - e. The parent or guardian of the student signs a statement acknowledging that the school shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - f. The permission for self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements of this section. The nurse's office has a form which the parent or guardian may use to fulfill the above requirements.

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

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

5. "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.
6. Acetaminophen and Ibuprofen: Acetaminophen (Tylenol) and Ibuprofen (Advil, Motrin, etc.) are available upon request by students if parent/guardian permission was given on the Enrollment Form.
7. Aspirin: Aspirin is not offered at school and is not recommended for persons under twenty-one (21) years of age. If a student's doctor advises aspirin for specific conditions, the nurse will administer the aspirin as directed upon receiving the doctor's written order.

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

Immunizations

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

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

Illness at School

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

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

Allergies (Nuts and Latex)

Nuts and latex are two of the main causes of anaphylactic (life-threatening) allergic reactions. In order to promote a safe environment Jenks Public Schools will:

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

Food Allergies

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

1. Be sure the student's food allergies are communicated on the enrollment record.
2. Each school year, provide the nurse's office with medical documentation of the student's life-threatening food allergies from a licensed physician.

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

Head Lice Procedures

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

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

Health Education

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

Screenings

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

Health Services AED Program

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

Wellness Policy

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 prekindergarten 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.

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 Nutrition Standards (see Jenks Public Schools Administrative Regulation-Nutritional Guidelines);
- The District allows school gardens on district property and dedicates related resources (e.g. land, water) for their implementation;
- 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 Nutrition Standards with the exception of two (2) events per school year in which healthy options are also available.

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

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:

- Students in grades pre-Kindergarten through five will participate in physical activity a minimum of 150

minutes per week through daily recess, integrated physical activity within the academic classroom and physical education 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.
- 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 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. Additionally, with input from the Healthy and Fit School Committee, each site will use the annual Comprehensive Local Education Plan (CLEP) process to set and measure goals related to students wellness. 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. Oversight for the District Wellness Policy will be maintained by the Executive Director of Student Services.

HOMEBOUND PROGRAM

The homebound program offered through Jenks Schools provides students who are residents of the District and currently enrolled the opportunity to complete academic subjects and advance in their efforts to obtain an education at their rate of development. These students must be unable to attend public school because of an illness which will keep them from attending school for at least two (2) weeks.

Students requesting homebound services must obtain the appropriate forms from the coordinator of homebound services and have them completed by a physician verifying the illness and the length of time they will be unable to attend school.

Homebound instruction covers a period of time beginning with the date of doctor's verification of an illness to the student's return to school. Any assignments or tests missed prior to the doctor's statement are not included in the homebound instruction.

Students on the homebound program are provided instruction by the homebound teacher three (3) hours per week. It is the responsibility of the homebound teacher to make arrangements with the student as to when the instructional sessions will take place. Homebound instruction will take place at whatever physical setting is necessary (home or hospital). The person assigning the work will grade it.

Homebound services will be provided only in the required subject areas of English, math, social studies, and science. IT IS THE RESPONSIBILITY OF THE CLASSROOM TEACHER TO PROVIDE ASSIGNMENTS AND TESTS.

Students who are on the homebound program for a period of fifteen (15) weeks or more of a semester will be assigned a grade by the homebound teacher. Students who are homebound for fewer than fifteen (15) weeks will be assigned a grade by the classroom teacher after consultation with the homebound

teacher.

Students with disabilities may receive homebound services through the IEP or accommodation plan.

ROARS PROGRAM

Students initially given long-term suspensions may be assigned to a short-term suspension and enter the ROARS program. The student's program of study will be determined in collaboration with the ROARS program director, a school representative and a parent/guardian.

STUDENT RECORDS

A cumulative folder of student records is kept on file in the Counselors' Office. Student records may be inspected according to provisions outlined in Public Law 93-380. In order for the school to release records concerning academic achievement, attendance, or standardized testing of any student, the parents/guardians of the student must sign a release form. Forms for release may be obtained in the Counselors' Office.

HEALTH SERVICES SCREENINGS

Screenings for vision, hearing, and scoliosis are available upon teacher referral or parent/guardian/student request.

Any parent/guardian who does not wish to have a child participate in any of these activities should write a letter to the principal. Parents are welcome to check with the Nurses' Office regarding screening procedures and/or health education at Jenks Middle School.

OTHER INFORMATION

ADMINISTRATIVE REGULATION: BOARD POLICY ON RELIGION

Board Policy 1.40 states that the proper role of religion in the public schools is in its educational value and not in religious observance or celebration. The policy recognizes that holidays, including religious holidays, provide opportunities for educating students about history, culture, and the traditions of particular religious groups within a pluralistic society. Board Policy 1.40 also mandates that teachers exercise special caution and sensitivity whenever discussion about religious holidays occurs. Teachers should be aware, to the extent possible, of the diversity of all religious beliefs or non-beliefs in their classrooms. Teachers must always be alert to the distinction between teaching about religious holidays, which is permissible, and celebrating religious holidays, which is not.

Many holidays, including Christmas, Thanksgiving, and Easter, have both a religious aspect and a secular aspect. Although schools may not celebrate or otherwise recognize the religious aspect of such holidays, it is permissible for schools to acknowledge the secular aspect of such holidays. This administrative regulation is issued to provide guidance regarding the type and scope of holiday activities that are appropriate under Board Policy 1.40.

1. **Religious Music.** Board Policy 1.40 provides that religious music, symbols, art or writings may be utilized in school programs, performances and celebrations if the religious content has an independent educational purpose which contributes to the stated objectives of the approved curriculum. Accordingly, school concerts during and prior to the holiday season may include religious music when performance of such music has an independent educational purpose, which contributes to the stated objectives of the approved curriculum.

Religious music would not be appropriate at concerts or in any other school setting in the absence of an independent educational purpose. Concerts should not be dominated by religious music.

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

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

If any teacher or administrator has any questions or concerns as to whether a particular activity is proper under Board Policy 1.38 or this administrative regulation, that teacher or administrator must bring that question or concern to the attention of the Superintendent or designee. The Superintendent or designee will provide the teacher or administrator with an appropriate response.

Issued this 2nd day of June 2003.

ADVISORY/RECHARGE PERIOD

The Advisory program is designed to give every student an opportunity to build an affiliation with a significant adult in his/her school life. "Recharge" offer students an opportunity to participate in extracurricular activities, tutoring sessions, clubs, peer socialization, or personal relaxation to energize them during the day. This period is considered a part of the teacher's instructional schedule. Teachers are expected to follow the scheduled activities during Advisory/Recharge. Supervision of students is required during Advisory/Recharge.

DISTRICT POLICY BOOK

Leave: Bereavement	Professional
Sick	Pregnancy
Military	Travel
Personal	Jury Duty

FRIDAY SCHOOL SERVICE

Friday School Service (FSS) is a study/school work period held each Friday afternoon. Only principals may assign FSS. The student will be given a form stating the time and date he/she is to report. The student should come prepared to do manual labor such as picking up trash, cleaning desks and whiteboards, etc., and/or classwork. The school dress code is enforced. Tardies are not allowed and are considered as a “no show.” Misbehavior of any kind or failure to complete assigned tasks will result in dismissal and further discipline.

REFERRAL TO SPECIAL SERVICES

The Student Intervention Form provides essential information for recording pre-referral data and student’s presenting concerns to assist in possible referral and planning of an appropriate, initial pre-placement evaluation. This form may also be used to initiate other services which may assist the child. The second page of this form reflects presenting concerns, information, and a description of efforts to assist the child in the regular classroom environment. It may serve to plan and summarize interventions, supplementary aids and services used to resolve the presenting problem. Building level staff confers and indicates resolution of the problem or further actions as necessary.

Level One of the SIT process is addressed in pages two and three of the Student Intervention Form. The second page of the form documents concerns of the teachers/parents/guardians. The third page proposed interventions which may include various services or assistance (e.g., consultation with specialists, counseling, support services in the classroom, referrals to other agencies. A SIT meeting is scheduled to determine further recommendations. If needed, the building staff could proceed to Level Two of Student Intervention process by completing the first three pages of the SIT form. In Level Two of the SIT process, the Assistant Principal, School Counselor and Team Leader meet to review student progress with interventions and consider additional interventions. If additional interventions are unsuccessful, the SIT team may recommend referral to Level Three for a Multidisciplinary Evaluation, which will require parent/guardian consent.

REPORT CARDS/PROGRESS REPORTS

It is the responsibility of the classroom teacher to determine and record each student’s grade at the end of each nine-week period and semester. The teacher will record grades by computer. It is imperative that the teacher follow the timeline and directions which will be distributed at grade recording time. The following scale will be used to determine letter grades:

A 90-100	N	No Grade
B 80-89	P	Pass
C 70-79	I	Incomplete
D 60-69		
F 0-59		

Report cards or progress report cards are distributed every nine (9) weeks to all students. Parents and students will have access to grades on an on-line system that is updated on a regular basis.

STUDENT BEHAVIOR MANAGEMENT PLAN

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

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

Level	Offenses	Possible Disciplinary Outcome
One	Sleeping, eating, lack of class materials, not doing class work, chewing gum, violating dress code.	Classroom management techniques: teacher/student conference, short-time-out, parent/teacher conference, teacher detention and other techniques. Before or after school detention or Friday School Service may be assigned if violations persist.
Two	Disruption of school, class, halls, or assemblies; inappropriate behavior or gestures; disrespect towards another student; loitering; away from assigned area; missing detention; unauthorized use of electronic devices; public display of affection	Classroom management techniques: teacher/student conference, short-time-out, parent/teacher conference. Teacher detention. Friday School Service.
Three	Refusal to follow the reasonable request of a school official, disorderly conduct, cheating, inappropriate cafeteria behavior, indecent material, profanity, vulgarity, jeopardizing the safety of others, "horseplay," misuse/waste of school materials, equipment, or property.	Before school, during lunch, or after school detention. Friday School Service. In-School Intervention.
Four	Graffiti, gambling, false calls, forgery, falsifying records, lying, spitting, minor vandalism (with restitution), minor theft (with restitution). Minor is defined as anything less than \$50.00	In-School Intervention. Friday School Service.
Five	Possession/use of tobacco or other tobacco products including e-cigarettes, matches, or lighters.	<p><u>First Offense:</u> Suspension from participation in the next two (2) scheduled competitions, contests, or performances for extracurricular activities. In addition to extracurricular activity suspension, four (4) hours of tobacco education program, or twelve (12) hours Friday School Service, or three (3) days In-School Intervention.</p> <p><u>Second Offense:</u> Ten (10) days In-School Intervention and suspension from participation in all extracurricular activities for eighteen (18) weeks.</p> <p><u>Third Offense:</u> Out-of-school suspension for the current and/or following semester.</p>
Six	Harassment, incitement, intimidation, or threatening behavior toward another student; harassment which is sexual, cultural, or makes reference to a disability; gross behavior; truancy; disrespect or insubordination to a faculty member or failure to correctly identify oneself to a school employee.	Assignment to In-School Intervention or Suspension depending on the severity of the offense and/or the number of times the offense has been committed.

Seven	Defiance of authority; fighting; hitting, kicking, or any other physical act used with the intention to inflict pain or cause bodily injury.	Short-term suspension of three (3) to ten (10) days.
Eight	Indecent exposure, battery of another student, possession/use of fireworks, major vandalism (with restitution), major theft (with restitution). Major is defined as anything over \$500.00.	Long-term suspension of eleven (11) or more days.
Nine	Weapons; alcohol, drugs, or substances portrayed to be drugs, drug paraphernalia; threatening behavior toward a school employee (written, verbal, or physical); extortion, false fire alarms; emergency false calls; possession of a caustic substance.	Long-term suspension up to and including maximum suspension allowed by law: current and succeeding semesters. Possible prosecution. Drug/alcohol possession and/or distribution consequences per District policy.
Ten	Firearm, arson, bomb threat, battery against school personnel.	Maximum suspension allowed by law. Prosecution.

SEATING

Students are to enter rooms in an orderly manner and go to their seats immediately. The time ending the period does not dismiss the students; the teacher does. Each class should leave the classroom in good order, including picking up paper and straightening chairs.

TARDIES

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

Excused Tardies

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

Unexcused Tardies

After first period, all tardies are unexcused. The only exception to this would be that a student has a pass from the office, or the nurse, or a prearranged pass from both teachers. For all unexcused tardies the student will receive discipline. Student tardies will be recorded by each teacher for each class and will be cumulative for each semester. Tardies will be assigned consequences based on Team/Teacher policy. Excessive tardies will be addressed by the Assistant Principal.

JPS 2020-2021 INSTRUCTIONAL CALENDAR

Important Dates

New Teachers Report Aug. 11
 All Teachers Report Aug. 13
 Classes Begin/Students Aug. 24
 End of First Quarter Oct. 14
 End of First Semester Dec. 18
 End of Third Quarter March 12
 End of Second Semester June 2
 Last Day of Classes/Students June 2

Dates Classes will not be in Session

Labor Day Sept. 7
 Fall Break Oct. 15-16
 Parent-Teacher Conferences Oct. 14, March 12
 Thanksgiving Break Nov. 25-27
 Holiday Break Dec. 21-Jan. 1
 Martin Luther King Jr. Day Jan. 18
 Spring Break March 15-19
 April Break April 5
 Memorial Day May 31
 Professional Days Aug. 13, 14, 17, 18, 19, & 20, Feb. 15
 Work Days for Teachers Aug. 21, June 3

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

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

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

First Quarter - Days Taught.....37
 Professional Days6
 Work Day for Teachers1
 Second Quarter - Days Taught.....42
 Professional Days0

Third Quarter - Days Taught.....48
 Professional Days1
 Fourth Quarter - Days Taught.....51
 Professional Days0
 Work Day for Teachers1

(Includes 5 Weather Days)

YEARLY TOTAL 185