

# JENKS ALTERNATIVE CENTER STAFF HANDBOOK 2016-17

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Amie Hardy, Principal

## 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 (Vision)

“A Tradition of Excellence with a Vision for Tomorrow”

## Mission Statement of Jenks Public Schools

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

Revised by the Board of Education, June 1996

## TABLE OF CONTENTS

<b>Professional Responsibilities ..... 3</b>	
Attendance Procedures ..... 3	Tardies ..... 15
Back-to-School Night ..... 3	ROARS Program ..... 16
Certified Work Day ..... 3	Information Regarding Non-Attendance Procedures ..... 16
Classified Employee Work Day ..... 3	Make-Up Work ..... 16
Daily Procedures ..... 3	Withdrawal ..... 16
Dress Code ..... 4	<b>Student Evaluation ..... 17</b>
Duties & Responsibilities of a Teacher ..... 4	Confidential Special Education Files ..... 17
Field Trip Policy ..... 4	English Language Learners ..... 17
Finances and Purchases ..... 6	Grading Policy ..... 17
Grant Proposals ..... 6	Student Progress Evaluations ..... 17
Process for Obtaining New Grants ..... 6	<b>Student Supervision ..... 18</b>
Guidelines for School Activity and Athletic Uniforms, Costumes, Attire, and Performances 7	Assemblies ..... 18
Intern Teachers ..... 7	Confiscated Property ..... 18
Mail ..... 8	Corporal Punishment ..... 18
Meetings ..... 8	Discipline ..... 18
Moving Classrooms ..... 8	Student Possession, Use, or Distribution of Alcohol, and Illegal Drugs Policy ..... 19
Non-Discrimination Statement ..... 8	Excusing Students ..... 19
Parent Relations ..... 8	Gun-Free Schools Student Suspension Policy ..... 19
Special Duties ..... 9	Student Appearance ..... 20
Sponsors’/Chaperones’ Responsibilities ..... 9	Search Policy ..... 20
Staff Absences ..... 9	Video Surveillance ..... 20
Student Teacher Observer ..... 9	Violent Offenses ..... 21
Substitute Folder ..... 9	Weapons Policy ..... 21
Supplies ..... 9	<b>Student Information/Services ..... 23</b>
Tutoring and Other Services ..... 10	Campus Police ..... 23
Visitors ..... 10	Counselors ..... 23
Weather Dismissal Notification ..... 10	Health Services ..... 23
Wellness Policy ..... 10	Health Services AED Program ..... 26
<b>Instructional Responsibilities ..... 12</b>	Homebound Program ..... 26
Lesson Plans ..... 12	Student Records ..... 27
Library Media Center ..... 12	<b>Other Information ..... 27</b>
Outside Resources ..... 12	Administrative Regulation: Board Policy 1.35 Religion ..... 27
Copyright Policy ..... 12	Disaster Drills ..... 28
Instructional Materials Selection and Review ..... 13	District Wide Parental Involvement (Parents’ Bill of rights) ..... 28
Printing and Copying ..... 13	IOC Alert ..... 30
Digital Media Use Guidelines ..... 14	Referral to Special Services ..... 30
<b>Student Attendance ..... 14</b>	
Absence Code ..... 14	
Attendance Policy ..... 14	

## 2016-2017 School Calendar

New Teachers Report.....	Aug. 11
All Teachers Report.....	Aug. 15
Work Day for Teachers.....	Aug. 18
Classes Begin for Students .....	Aug. 19
End of First Quarter .....	Oct. 14
End of First Semester.....	Dec. 20
End of Third Quarter .....	Mar. 10
End of Second Semester .....	June 1
Tentative Last Day of Classes for Students .....	June 1
Work Day for Teachers.....	June 2

### Classes will not be in Session

Labor Day.....	Sept.5
Fall Break .....	Oct.20-21
Parent-Teacher Conf.....	Oct. 19, Mar 3
Thanksgiving Break.....	Nov. 23-25
Martin Luther King Jr. Day .....	Jan. 16
Holiday Break.....	Dec. 21-Jan. 3
Professional Days .....	Aug. 15, 16, 17, Sept. 2, Feb. 20
Spring Break.....	Mar. 13-17

## PROFESSIONAL RESPONSIBILITIES

### ATTENDANCE PROCEDURES

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

### BACK-TO-SCHOOL NIGHT

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

### 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.

### 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

1. Teachers should make every effort to be available to students before and after school.
2. Teachers leaving the school grounds during the day, except during the lunch hour should notify the building administrative assistant or principal.
3. Teachers are encouraged to supervise the area outside their doors during passing times. Conference hours are set to give teachers opportunities to prepare themselves for class presentations, grade papers, make lesson plans, confer with parents/guardians and salespeople, take care of extracurricular activities and other school business that might take a teacher from the teaching post.
4. Teachers are encouraged to attend school functions such as school plays, concerts, games, etc. Any time a teacher takes a class to an alternate location, the teacher should leave a note posted on the door and, if possible, notify the office in the building.
5. Teachers should begin class promptly and use the full period for instruction since the highest positive correlation to academic achievement is time-on-task.
6. 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.

## **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. Neat and attractively 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:

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 administrator.
5. To assess and report student progress as outlined in site and District procedures.
6. To be responsible for student attendance records as set forth in Jenks Alternative Center 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 administrator and participate in 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 on suspension, make-up work, and homebound students.
19. To perform other specific duties as assigned.

## **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 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 Request for Student Activity/Field Trip Form, Field Trip/Activity Transportation Request, and Student Activity Roster. The faculty member must also contact the activity presenter 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 and have in his/her possession the Jenks Public School's Official Sponsor Form. 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 semester test week or the last two weeks of school.

## 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 Principal's 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: Request for Student Activity/Field Trip Form, Field Trip/Activity Transportation Request, and Student Activity Roster. **Students must be listed alphabetically by grade with identification number on the Activity Roster.**
- b. Before leaving campus the following procedures must be followed:
  - (1) 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.
  - (2) 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 collect to give this information at the earliest possible time.
  - (3) Any adult, who is not a Jenks' school faculty member traveling with the group, must be an authorized sponsor approved by the site principal and have in his/her possession the Jenks Public School's Official Sponsor Form.

- (4) 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 funds are raised by students or donated by school-related organizations, parents/guardians, or other sources. No request for funding may be made to any organization without prior approval of the site principal.

- a. Donations may be accepted by teachers or specified volunteers.
- b. No mandatory fee will be assessed to individual parents/guardians.
- c. 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's Office, and other trips requiring a longer period may be approved upon special request if transportation is available.
- d. On overnight trips, bus drivers will be provided a private room by the group sponsoring the trip.
- e. 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 and have in his/her possession the Jenks Public School's Official Sponsor Form. Sponsors must be in control of the students on the bus, or the bus will return.
- f. All students and teachers must return by the same mode of transportation in which they left.
- g. If school transportation is provided, traveling in private vehicles is prohibited.
- h. Field trips will not be approved during semester test week or the last two weeks of school.

## 4. Intra-District funded field trips

- a. Trips taken among 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 Request for Student Activity/Field Trip Form, Field Trip/Activity Transportation Request, and Student Activity Roster. The faculty member must also contact the activity presenter and receive permission to attend.

## FINANCES AND PURCHASES

1. Never leave money on or in your desk or room. Instruct students never to leave money in desks or lockers. Issue individual receipts for any and all monies collected.
2. All school money collected must be deposited **daily** with the treasurer of the activity account, who will give a receipt and credit the amount to the proper fund. Deposits are to be made through the school administrative assistant.
3. No teacher, organization, or activity is to make purchases without authorization by an administrator.
4. Money raised by activities such as plays, carnivals, etc., is to be used for the general welfare of the school. The only exception is when the money is raised for a specific purpose and is so advertised.
5. Collections among the students for flowers, charities, etc., must be approved by the principal.
6. Each deposit with the activity treasurer must be accompanied by a transmittal sheet showing an itemized listing of all monies collected. 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 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, building fund, or bond fund must be initiated by a purchase requisition authorized by your principal's signature **prior** to the purchase of any goods or services.

## GRANT PROPOSALS/RECEIPT OF GRANTS OR DONATIONS

The District recognizes the importance of securing new funding in the form of grant monies or donations for programs. However, District-wide coordination and alignment are paramount. Any individual staff member

(or group) must begin the process of applying for grant funds or soliciting donations by first securing approval from the site principal or designee. The process for securing approval for the application of any grant or donation which affects a significant number of classrooms or multiple school sites must include approvals from the Teaching and Learning Department or Student Services Department, Human Resources Department, and Finance Department. Applications for grant approval shall be submitted through either the Assistant Superintendent for Teaching and Learning or the Assistant Superintendent for Student Services. 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 either the Assistant Superintendent for Teaching and Learning or the Assistant Superintendent for Student Services depending upon the subject matter and level. If the concept of the proposal is approved by one or both of the aforementioned, then the proposal will be forwarded to the Assistant Superintendent of Human Resources and Business Services and the 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 Assistant 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 appropriate Assistant 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 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 Assistant Superintendent for Student Services, or the Assistant Superintendent of Human Resources, 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 Alternative Center may be interviewed by the lead teacher before they are accepted. Intern teachers will be assigned through the lead teacher. 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. Coffee drinkers must contribute to the coffee fund.
- g. Interns will be asked to fill in for an absent teacher only in an emergency. Every effort will be made to find a regular substitute.
- h. All grades given to the students are subject to approval of the supervising teacher.
- i. Interns will be provided with a packet containing the Board Policy Book, Teachers’ Handbook, Student Handbook and Curriculum Guides.

### **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 student 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 student 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 Teaching and Learning.

## MAIL

1. A yellow tracking card must be attached to outgoing first-class mail.
2. All envelopes sent in the school's name should be typewritten.
3. All incoming first class mail should be addressed to the respective site, 205 East B Street, Jenks, Oklahoma 74037-3900. All other mail, such as packages or equipment, should be addressed to Warehouse, Jenks Public Schools, 2065 N. Elm, Jenks, Oklahoma 74037.
4. Any first class school mail being sent should have a yellow tracking card before being placed in the outgoing mail.
5. 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.
2. Professional meetings—Only personnel designated by the principals 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 District furniture, equipment, supplies, and materials that are packed by teachers.
  - b. The District will move small packed personal items of the teacher without liability to the District. Personal items may only be moved to a different room, site, or building upon approval of the principal.
2. For moves foreseeable and planned in advance
  - a. The District will provide timelines and target dates.
  - b. Teachers will be permitted to pack during the contract day as long as the packing does not detract from student instruction and other District activities.

## NON-DISCRIMINATION STATEMENT

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

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

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

## PARENT RELATIONS

### 1. General communication

Initiating telephone or written communication with parents/guardians at the first sign of difficulty may save time later. Also, communicate when the student has done something commendable. An administrator or counselor is available when requested. Calls from parents/guardians should be returned as quickly as possible. Documentation should be made of all parent/guardian contacts.

### 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 can feel you sense both their feelings and perceptions.
- e. Maintain eye contact; speak carefully, patiently, and softly.
- f. Find out precisely what it is that the parents/guardians want to see happen. If the expectancy is incomprehensible, do not give it too much support.

- g. Do not make promises of solutions you cannot keep; agree to or suggest reasonable, achievable solutions.
- h. Work at ending the conference once everyone has expressed his/her concerns and points of view. If alone, close 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 promised.

### **SPECIAL DUTIES**

A schedule of special duties will be posted. 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.

### **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 reenter. 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 expelling 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](http://www.aesoponline.com).
- 4. Except with approval of the Superintendent or designee, personal leave may not be used during the following times: last ten (10) days of school, on a professional day, the day(s) immediately following or preceding a holiday or vacation period, or the days when school remains in session despite adverse weather conditions.
- 5. Leave without pay may only be approved by the Board of Education.
- 6. Please refer to District Policy regarding other staff absences.

### **STUDENT TEACHER OBSERVER**

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

### **SUBSTITUTE 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. This folder should be returned to the principal's administrative assistant in your building by the end of the second week of each block.

### **SUPPLIES**

#### Principal's Administrative Assistant

- Keys
- Purchase Requisitions
- Printing Requisitions
- Warehouse Requisitions
- Letterhead Stationery
- Envelopes (letter/manila)
- Lesson Plans Sheets
- Personal Leave Request Forms
- Receipt Books
- Transmittal Sheets
- Activity Trip Request Form

Duplication  
Requisitions for Activity Account  
Field Trip Permits  
Scratch Pads  
Bus Transportation Requests  
Leave Affidavits  
Information regarding Activity Account  
Erasers & Cleaning Supplies  
Pencil Sharpeners

## **TUTORING AND OTHER SERVICES**

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

Teachers engaged in tutoring or providing other educational services for remuneration, such as screenings, counseling, or any other therapeutic activity will be expected to pay the prevailing facilities use charge when the use of the classroom extends beyond 5:00 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.

## **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.

### **Healthy Living**

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

The aim of the Jenks Public Schools pre-kindergarten through twelfth grade health and wellness curriculum is to empower students to develop healthy, positive behaviors, skills, and attitudes by providing a variety of fitness and health awareness opportunities while establishing school community partnerships that encourage healthy lifelong choices. All students will have education to foster lifelong habits for healthy living including the development of nutritionally sound habits.

#### **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**

Meals served through the National School Lunch and Breakfast Programs will meet the United States Department of Agriculture's (USDA's) requirements. In addition all meals will:

- Be appealing and attractive to children/young adults/staff of various ages and diverse backgrounds;
- Be served in clean and pleasant 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 safe, unflavored, cool drinking water throughout the school day at no cost to students;
- 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 Assistant Superintendent for Student Services.

## **INSTRUCTIONAL RESPONSIBILITIES**

### **LESSON PLANS**

It is the responsibility of the teachers to keep lesson plans. 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 cannot be taken over the phone.

### **LIBRARY MEDIA CENTER**

The High School library media center is open 7:00 a.m. to 6:00 p.m. Monday through Thursday and 7:00 a.m. to 3:30 p.m. on Friday. Cooperative planning between the classroom teacher and the library media specialist is essential to develop and implement units that meet both subject area and information skills learner outcomes. Students need opportunities to access a wide variety of information sources in order to expand their resources beyond textbook materials. Teachers are encouraged to schedule class activities in advance and to send individual students to work on independent projects in the media center. **TEACHERS SHOULD NOT SCHEDULE THEIR CLASSES IN THE MEDIA CENTER WHEN THEY KNOW THEY WILL HAVE A SUBSTITUTE. IN ORDER FOR STUDENTS TO USE THE INTERNET IN THE MEDIA CENTER, TEACHERS MUST SEND STUDENTS' SIGNED INTERNET AGREEMENT FORMS TO THE MEDIA CENTER.**

Teachers are asked to assist the library media staff in getting students to return or renew library materials. Teachers may not give semester exams to any student who does not clear all library obligations prior to the test day.

Audiovisual sources are available for checkout to teachers to use in the classroom. Because equipment is limited, teachers are encouraged to request both the audiovisual material and the necessary equipment by completing a Media Request Form several days in advance of the desired usage. Teachers who desire to show audiovisual materials that are not owned by the District must complete an Outside Resource Request Form with approval from the lead teacher and the principal and must follow the guidelines as set forth in the District's copyright policy.

### **OUTSIDE RESOURCES**

Only guests approved by department chairperson and principal may visit classes. This request must be in

writing on the Outside Resource Request Form, available in the workroom in each building, and attached to the lesson plan or given to the principal before the invitation is made. The form must be approved by the principal or lead teacher. Materials such as supplementary texts and audiovisuals obtained outside District resources must be approved in writing by the lead teacher and that approval attached to the lesson plan if possible.

### **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 its copyright.

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

## **INSTRUCTIONAL MATERIALS SELECTION AND REVIEW**

In order to promote transparency in the education process, the District's instructional materials will be available for parent review. All instructional materials including teacher 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.

## **PRINTING AND COPYING**

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

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 it. 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. Do not send originals to copy shop unless you keep a copy for yourself. 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.

content required in the curriculum and/or to teach or clarify a concept more effectively than a given textbook. In addition, teachers must preview digital media for appropriateness before use in the classroom.

### DIGITAL MEDIA USE GUIDELINES

For digital media 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;
3. The use of the video must be directed by students or teachers of the institution; and
4. The use of the video must be in the course of face-to-face teaching activities.

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

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

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

Unless approved by a principal, digital media will be shown in 15-20 minute segments to reinforce specific

## STUDENT ATTENDANCE

### ABSENCE CODE

(DAILY ADMIT REPORT)

Absence Code Y = Yes N = No

<b>EXCUSED ABSENCE</b>		<b>ADA</b>
B	Process of Being Withdrawn	Y
C	Court Cases	Y
D	Doctor/Dental Appointments/Hospital	Y
E	Excused Tardies – Doctor/Dental	N
F	Funerals or Deaths	Y
G	Religious Holidays	N
H	Homebound	N
I	Illness	Y
N	Nurse	N
O	Out-of-town	Y
P	Pull-Out	N
Q	Parental Emergency	Y
S	School Activity (Curricular)	N
T	Excused Tardies – General	N
V	On Camera-TV/Assemblies/Test	N
W	In-School Intervention with Credit	N
X	Explained Absence	Y
Y	In-School Intervention without Credit	N
Z	Administrative – Excused	N
I	Tardies Unexcused	N
2	Truant	Y
3	Suspension Off Campus	Y
4	Transportation	Y
5	Improper Check Out	Y
6	Unexcused – General	Y
8	Unexcused Absence (5 <sup>th</sup> , etc., tardies)	N
9	Administrative – Unexcused	N
U	Unaccounted	Y
R	Remove Absence	--
K	Non-suspension Tues./Thurs. Program	N

### ATTENDANCE POLICY

In order to pass a class, a student must miss no more than four (4) days in a block. If a student misses more days due to serious illness or injury, the principal 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 of four (4) at JAC. If more than four (4) days are missed in the previous semester, the student may not be allowed to participate in school activities.

## ABSENCE POLICY

1. Any student who is more than twenty (20) minutes late to class is recorded absent.
2. Students who, for any reason other than school-sponsored activities, miss more than four (4) periods or the equivalent thereof of a class during a block, may not receive credit for the class.
3. All exceptions to this rule must be requested in writing by the parent/guardian with documentation for medical reasons of consecutive absences, or family emergencies, no later than one (1) week after the close of the block. Exceptions will be determined by the principal.
4. Absences that are due to vacation, truancy, or suspension may not be waived.
5. After a student's third absence, the student and parent/guardian may be asked to sign an attendance contract which states that the student may not pass the block and acknowledges the four (4) day attendance policy. Suspension may occur after the sixth (6) absence and/or remediation may be taken to prevent further absenteeism.

## TYPES OF ABSENCES

1. Excused—any reason the student is out of school other than for school-sponsored activities, truancy, and unexcused absences. The parent/guardian must call the office the day of the absence.

**DURING THE LAST WEEK OF THE BLOCK THE PRINCIPAL MUST APPROVE ABSENCES FOR REASONS OTHER THAN ILLNESS.**

2. Unexcused—An absence is unexcused for any reason other than for school sponsored activities, excused absences, and trancies.
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. Jenks Public Schools do not consider skip days or walk-outs as sanctioned activities. Participation in these activities constitutes truancy, and appropriate disciplinary action will be taken. A parent/guardian call-in will not excuse

these absences. **Truancies are cumulative for the school year.** A student's parking privileges may be revoked for truancy.

- a. First offense—student given option of two (2) hours of detention hall and one (1) additional hour for each hour truant or a minimum of four (4) hours of detention.
  - b. Second offense—student given option of a maximum of eight (8) hours of D-Hall. Chronic truancies may result in suspension and/or removal from the Alternative Center.
  - c. Third offense—student will be suspended off campus for two (2) days.
  - d. Fourth offense—student will be suspended for the remainder of the block and/or the following block.
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.

## TARDIES

A student is tardy if not in the Commons prior to the saying of the Pledge of Allegiance or in his/her seat prior to the class starting time. A student who is tardy to class in excess of twenty (20) minutes will be charged with an absence for that period and required to have an admit from the office before being permitted to class.

If the parent/guardian has not contacted the school prior to the time of student sign-in or does not accompany the student into the building, it will be recorded as an unexcused tardy. The student will not earn a break privilege for any day that the student comes to school late. **THESE ARE NOT SUBJECT TO CHANGE!**

### 1. Excused Tardies

If the parent/guardian has contacted the school at the time of sign-in, **one tardy per block will be waived.** Medical issues or emergencies will be handled individually.

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

## 2. Unexcused Tardies

All unexcused tardies accumulate for each block and each class.

- 1st Tardy Loss of break privilege.
- 2nd Tardy Teacher assigns one hour of D-Hall and will contact parent/guardian.
- 3rd Tardy Teacher assigns two hours of D-Hall and a copy of the Discipline Report Form will be sent home with the student requiring a parent/guardian signature.

The fourth and fifth tardies are unexcused absences and treated as such. Students should be sent to the office for every tardy beginning with the fourth. Discipline will increase with each offense. The sixth (6) tardy may result in the student's removal from class with a failing grade.

## ROARS PROGRAM

Students initially given long-term suspensions may be assigned to a short-term suspension and enter the ROARS program. Teachers of core subjects are required to collaborate with the program coordinator to determine the student's required course work.

## INFORMATION REGARDING NON-ATTENDANCE PROCEDURES

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

1. The 10 day attendance four (4) for Alternative School rule per Board policy, which requires that all absences be considered, excused or unexcused, in determining whether a student receives credit; and--
2. The Oklahoma Compulsory Education law, which considers absences **without a valid excuse**, including 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 5<sup>th</sup> absence a letter (computer generated) is sent from the site attendance principal.
2. No later than the 10<sup>th</sup> 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 5<sup>th</sup> absence, the other copies (white and yellow) of the Notice of Non-Attending Student letter should be forwarded to the Director at the Office of Student Programs in the Administration building. The director will notify the District Attorney's office for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

## 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 exceptions to this rule are assignments or tests that have been scheduled in advance. In these cases, the tests or assignments are still due on the scheduled date. If the student is absent on that date, he/she is expected to take the test or hand in the assignment on the day of his/her return to class.

## WITHDRAWAL

For students withdrawing from school, a form will be sent to the teacher. The grade the teacher gives the student should be the cumulative semester grade (not the nine weeks grade). Write the title of the book or any other fees owed. After the student has withdrawn from your class (for any reason), make a note in your grade book, for example L2 on (date). 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, Central Administration Building.

### 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 7<sup>th</sup>-12<sup>th</sup> Grade

ELLs Modified Grading Scale

A=100-85

B=84-75

C=74-65

D=64-60

F=Below 60

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 letter grades A, B, C, D, F, I, W, N, and P will be used to indicate the level of achievement of all students in Jenks Alternative Center. Along with scholarship,

such factors as initiative, attitude, cooperation, attendance, and individual improvement may be taken into consideration when determining the student's final grade. Any grade reduction due to these factors must be documented in the teacher's grade book and the student notified at the time the reduction is made. The letter grades used will indicate the following degree of achievement:

Percentage	Letter Grade	Description
100-90	A	Excellent: A superior quality of work
89-80	B	Above average; A good quality of work
79-70	C	Average: Satisfactory quality of work or satisfactory progress in terms of ability.
69-60	D	Below expected quality of work.
59-below	F	Failure to meet a minimum quality of work
	I	Incomplete: The student is granted an extension of time to complete course requirements.
	P	Passing: Special services students may be placed in regular classes on a Pass-Fail basis through an IEP or by a placement team.
	W	Students withdrawing from a class after the first 10 days of a semester will receive a <u>W</u> , and a zero will be averaged into their GPA.
	N	No credit – will not be averaged into GPA.

Semester tests will be administered in all classes, counting no less than 15% and no more than 25% of the semester grades. The following classes are not required to test: Instrumental Music, Vocal Music, Fine Arts, Athletics, Special Services, and those classes considered to be activities. Grading is cumulative by block. Grades are given at the end of each block.

### STUDENT PROGRESS EVALUATIONS

Student progress evaluations are due for each student every third week. The evaluations will be discussed at a faculty meeting to assure that all teachers have input. This report is an important instrument in the tracking of a student's academic and behavioral progress in the program.

# STUDENT SUPERVISION

## ASSEMBLIES

Teachers must attend all assemblies and/or activities with their class.

## CONFISCATED PROPERTY

Will be turned in to the principal.

## CORPORAL PUNISHMENT

Corporal Punishment is not allowed in Jenks Public Schools.

## 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. Pupils sent to the office must be accompanied by a misconduct report from the teacher stating the nature of the problem. Do not send students to the Commons 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 weaken the teacher's control. Always keep in mind that the principal welcomes 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 confession of weakness. All major cases should be reported to the office by the teacher on a properly filled out discipline slip.
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 revert 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. Keep students busy as a busy student is usually not a problem.
9. 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. 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 principal. The student will be given a minimum of 24 hours notification. The student will be given a detention form stating the time and date he/she is to report.

## Failure to Attend Assigned Detentions

First "No-Show." Detention is doubled and student is reassigned.

Second "No-Show." This may result in suspension.

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

## Suspension of Students

When a student has been suspended, this information will be reported to the teacher on a daily basis. If the suspension is for ten (10) days or less, work will be

made up upon the return of the student to class. If the suspension is more than ten (10) days, the student may be served via the online program, where work will be provided, assistance will be given, and quizzes and tests will be monitored by the online supervising teacher.

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 (I.D.E.A. and 504) will be dealt with according to state and federal laws governing the education of these students.

### **STUDENT POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL, AND ILLEGAL DRUGS POLICY**

Possession, use, administration, distribution sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages and/or controlled substances is illegal and will not be tolerated at Jenks Public Schools or at any school-related functions. 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 pass permit from the teacher in charge that hour.
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, order lunches, check the lost and found, etc., during class time.
4. Students should not be allowed to go off campus for any reason without first securing permission from a principal and parent/guardian.
5. Teachers should not ask for students to be excused from classes unless it is an absolute necessity and prior permission is obtained.

### **GUN-FREE SCHOOLS STUDENT SUSPENSION POLICY**

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

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

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

1. The term “weapon” means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
2. The term “chief administrative officer” means the Superintendent or the Board of Education of the District.
3. The term “determined to have brought a weapon to a school under the jurisdiction of the school district” means any student being in possession or control of a weapon on property owned, leased or rented by the District, including, but not limited to, school buildings, parking lots, and motor vehicles and any student who is in possession or control of a weapon at any District sponsored function regardless of whether such function is conducted on District property.

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

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

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

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

violations of this policy.

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

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

## **STUDENT APPEARANCE**

See student handbook.

## **SEARCH POLICY**

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

Students may be detained or searched under the following circumstances:

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

The search should be as follows:

1. Held in a place as private as practical.
2. Conducted by a school representative of the same

gender as the person to be searched.

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

The search will be documented by a written statement including:

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

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

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

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

## **VIDEO SURVEILLANCE**

### **Policy**

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 and grounds. Video surveillance **shall not** include audio 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 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.

## **WEAPONS POLICY**

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

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

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

For purposes of this policy, "possession of a dangerous weapon" includes, BUT IS NOT LIMITED TO, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

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

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

Because Jenks School District has zero tolerance for weapons being brought, used, or possessed at school, on school property, or at school related functions an automatic minimum disciplinary consequence will be given to the following grade levels: elementary students (K-4) will be placed a minimum of one (1) day in the In-School Intervention Program, intermediate students

(grades five [5] and six [6]) will be placed a minimum of two (2) days in the In-School Intervention Program, and middle school and high school students will be placed a minimum of three (3) days in the In-School Intervention Program. In cases where Campus Police are notified, they will send a report to the district attorney's office who will then decide if charges will be filed.

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

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

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

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

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

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

or severity of any punishment for violation of this policy.

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

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

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

## STUDENT INFORMATION/SERVICES

### CAMPUS POLICE

Campus police may be reached by phone during the school day at extension 2356 or 5701. At night, in order to directly contact security, the Jenks Police Department must be contacted at 918-299-6311. 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 for 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

The Nurses' Office is located at the northwest end of the Math/Science Center. Registered school nurses are on duty every school day. The nurses' clinic is closed daily from 1:00 to 1:30 p.m. except for 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 Nurses' Office, regardless of the student's age. This is for the safety of all students. If possible, parents/guardians are advised to give medication at home on a schedule other than during school hours. If it is necessary that a medication be given during school hours, these regulations must be followed:

1. A "Request to Give Medication" Form must be completed and signed by the parent/guardian on each prescription and nonprescription medication to be given at school and kept on file in the Nurses' Office. It is strongly recommended 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 schedules. A written record will be kept of times and dates medication is taken. It is the student's and parent's/guardian's responsibility to ensure compliance. Parents/guardians and teachers are encouraged to check on the student's compliance as often as needed.
3. Medication will NOT be sent home with the student. Any remaining medication (from prescription change, etc.) must be picked up by the parent/guardian. All medication not picked up by the last day of school will be discarded.
4. Asthma 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 or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements of this section. The nurse's office has a form which the parent or guardian may use to fulfill the above requirements.

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

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

- a. The district licensed physician consultant will write a prescription for stock injectors at each school health office. The licensed physician will incur no liability from injury arising from the use of prescribed injectors.
  - b. The School Nurse will maintain at least two current injectors for each school health office.
  - c. A School Nurse or other school employee trained in correlation with State Department of Health standards may administer an epinephrine injection when they believe in good faith that the student is having an anaphylactic reaction. In addition, EMS services will be contacted.
  - d. Student parents/guardians grant permission for emergency health care and waive liability from injury annually with a signature on the enrollment forms.
  - e. The District will provide annual training in managing food allergies/anaphylaxis.
5. Diabetes: The Diabetes Management in School Act (Section 1210.196.2 of Title 70) states that each student with diabetes will have a Diabetes Medical

Management plan that describes the health services that may be needed by the student while at school. In accordance with the diabetes medical management plan, the school shall permit the student to attend to the management of his/her diabetes which may include:

- a. Performing blood glucose level checks;
- b. Administering insulin through the insulin delivery system used by the student;
- c. Treating hypoglycemia and hyperglycemia;
- d. Possessing on the person of the student at any time any supplies or equipment necessary to monitor and care for the diabetes of the student;
- e. Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity.
- f. Jenks Public Schools' nurses will educate students who have diabetes in proper disposal of any "sharps" used while at school or at school activities. This will include lancets, needles for insulin pens, and insulin syringes. Proper disposal is always in the sharps container located in the nurse's office at each site. Sharps containers are disposed of at biohazardous waste sites per OSHA regulations.

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

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

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

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

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

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

### **Immunizations**

All students are required to keep complete immunization records on file in the 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, permission from the principal, lead teacher or counselor will be required before a student goes to the nurse. The nurse will determine, along with the parent, if a student is to be sent home due to illness or injury. In all cases, the parents/guardians and the Attendance Office will be contacted by the Nurses' 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 (Nut and Latex)**

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

1. Refrain from the use of any 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. No 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

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

## Health Education

AIDS (Acquired Immunodeficiency Syndrome) Education is required by Oklahoma State Law and will be provided for high school students at least once during their high school education. The curriculum developed by the Oklahoma State Department of Education is used, as required. An informational meeting for parents/guardians is provided, as required, at least thirty (30) days prior to the implementation of the curriculum. All curriculum and materials used to teach AIDS education will be available for inspection by parents/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.

## 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.

## 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 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 one (1) hour per day, three (3) days 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 coordinator of homebound services after consultation with 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.

## STUDENT RECORDS

A cumulative folder of student records is kept on file in the Jenks High School 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. Students eighteen (18) years of age or older must sign a release form themselves. This includes transcripts and entrance exam scores that are sent to colleges and universities as part of the college application process. Forms for release may be obtained in the Counselors' Office.

## OTHER INFORMATION

### ADMINISTRATIVE REGULATION: BOARD POLICY 1.38 RELIGION

Board Policy 1.38 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 1.38 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 1.38.

1. **Religious Music.** Board Policy 1.38 provides that

religious music, symbols, art or writings may be utilized in school programs, performances and celebrations if the religious content has an independent educational purpose which contributes to the stated objectives of the approved curriculum. Accordingly, school concerts during and prior to the holiday season may include religious music when performance of such music has an independent educational purpose, which contributes to the stated objectives of the approved curriculum. Religious music would not be appropriate at concerts or in any other school setting in the absence of an independent educational purpose. Concerts should not be dominated by religious music.

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

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

If any teacher or administrator has any questions or concerns as to whether a particular activity is proper under Board Policy 1.38 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 2<sup>nd</sup> day of June 2003.

## **DISASTER DRILLS**

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

### **Fire Drill**

1. The fire alarm is one long continuous blast or a series of short blasts.
2. When the fire alarm sounds, prepare to leave your room with your class rosters.
3. Wait until you are given approval and instructions to leave. If instructions are not received shortly (within 60 seconds), evacuate using the safest route.
4. Make sure that your door(s) are shut, not locked.
5. If you see smoke in the hall the direction that you are to exit, turn and move towards an alternate route. The fire exit routes should be posted in all rooms (if you need a copy, please Email the office).
6. The building will be evacuated as quickly as possible after the approval to leave your room.
7. Students will not linger to get books or personal items, run, shove, or talk.
8. Students will move away from the building, find the teacher at the designated area, and remain at that area until given further instructions.
9. Teachers need to take their grade book with them and check roll.
10. Teachers shall use color coded cards to verify student attendance during drills.

### **Tornado Drill**

1. The tornado alarm is a series of short blasts, fast warbled, or slow whoop sound on the horn.
2. Students will move away from the windows to the area designated for that class.
3. Students will assume the position as instructed with their hands and arms covering their head and neck.
4. Students will remain at that area until given further instructions.

## **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
  - 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

- C. The District utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.
- D. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the District. This requirement may be waived if the parent submits an exemption certificate from the minor child's physician stating that the child should be excused from the immunization for health reasons or if the parent submits an exemption certificate objecting to the immunization of the child.
- E. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the District will take in order to help students become successful readers – by reviewing the District's policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available on the District's website.
- F. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in the course planning guide and on the Oklahoma State Department of Education's website ([www.ok.gov/sde/](http://www.ok.gov/sde/)).
- G. The District provides AIDS education for students in grades five and twelve. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the District's AIDS education program will be permitted to study in the school media center or other designated location during the scheduled instruction.
- H. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by accessing the online parent portal or contacting their child's teacher. Parents may review the results of state-wide testing by contacting their child's building principal.
- I. Qualifying students have the right to participate in the District's gifted and talented program in accordance with the District's policy regarding the program. A copy of the policy is available on the

District's website.

- J. Parents have the right to review teachers' manuals, audiovisual resources, or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the Office of Teaching and Learning.
- K. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications. Copies of individual student report cards can be viewed via the online parent portal or by contacting the school site.
- L. Students are required to attend school regularly, and the District is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The District will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the District attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences.
- M. Parents have the right to review the District's courses of study and textbooks. Arrangements for this review can be made through the Office of Teaching and Learning.
- N. Students may be excused from school for religious purposes provided the parent contacts the site principal to request such an absence.
- O. Parents have the right to review all District policies, including parental involvement policies. Copies of these policies are available on the District's website.
- P. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups, and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.
- Q. Parents may opt out of selected District level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the Superintendent's office.

Parents requesting information outlined in this policy should submit written requests for information through the site principal or Office of Teaching and Learning, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any

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

OKLA. STAT. tit. 25 § 2001

### **INTRUDER ON CAMPUS (IOC) ALERT**

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

### **REFERRAL TO SPECIAL SERVICES**

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

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

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

