

To: District Employees

Date: August 3, 2020

Re: Updated Policies & Procedures Manual 2020-2021 – Revised August 2020

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

Listed below is a brief summary of policy additions or revisions for the 2020-2021 school year. This list is not a substitute for reading and knowing the policies of the District and is provided as a summary only.

Please note in order to alphabetize within sections, some of the numbering has changed from last year.

Policy and Procedure Changes for 2020-2021 – Updated from August 3, 2020

Policy 1.15 – Page 17 – ELECTRONIC RECORDS, CONTRACTING, AND SIGNATURE – New Policy

1.22.1 – Page 33 – INTERFERENCE WITH THE PEACEFUL CONDUCT OF SCHOOL DISTRICT ACTIVITIES – New Policy

1.22.2 – Page 34 – PROTECTION FROM WORKPLACE HARASSMENT AND VIOLENCE - New Policy

1.27 – Page 42 – MEDICAL MARIJUANA, HEMP, AND CANNABIDIOL (CBD) – Wording updated to include definitions and updates to reference district and state law requirements.

1.29.1 – Page 50 – PERSONAL WIRELESS DEVICES AND ELECTRONIC ACCOUNTS (See also Electronic Wireless Devices/Cell Phones) – New Policy

1.30 – Page 52 – NON-DISCRIMINATION STATEMENT – Updated wording to reference federal law requirements and compliance contact information.

1.34 – Page 56 – DISTRICT-WIDE PARENTAL INVOLVEMENT (Parents' Bill of Rights) – Updates regarding curriculum grade levels and additional wording under parent rights and decision-making responsibilities.

1.36.1 – Page 61 – CONSTRUCTION MANAGER SELECTION – New Policy

1.49 – Page 80 – SERVICE ANIMALS – Additional definitions; wording for procedures/requirements for employees, students, and visitors; control and supervision of animals; and requirements for service animals.

1.51 – Page 86 – **SOCIAL MEDIA (See also Copyright)** – Additional wording for professional conduct and expectations of staff.

1.56 – Page 93 – **TRAVEL (See also Registration)** – Wording added related to approval of out-of-state travel, international travel, and bus driver pay for cancelled trips.

1.61.1 – Page 105 – **MASKS – New Policy**

1.61.2 – Page 104 – **SAFE AND HEALTHY SCHOOL COMMITTEES** – Updated wording regarding committee membership; what the committee studies and recommends; and the frequency of meetings.

2.07 – Page 117 – **CHILD ABUSE, NEGLECT, EXPLOITATION, AND TRAFFICING REPORTING AND INVESTIGATION** - Updated wording to reference state law requirement; reporting; and confidentiality.

2.09 – Page 126 – **CLASSIFIED (SUPPORT) EMPLOYEE SUSPENSION, DEMOTION, TERMINATION, OR NON-REEMPLOYMENT** – Updated wording for violations, rules, and regulations for classified employees to be suspended, demoted, terminated or non-reemployed.

2.12 – Page 133 – **DISTRICT VEHICLES** – Removed the following wording: “The Coordinator of Facilities Management may be provided a vehicle or monthly allowance.” Also clarified mileage distance requirement for mileage reimbursement.

2.19 – Page 138 – **EMPLOYMENT OF FAMILY MEMBERS (NEPOTISM)** – Removal of wording, “Employment of individuals who are directly related to District administrators (both classified and certified) will be placed in the personnel portion of the School Board meeting agendas, as individual action items.”

2.20 – Page 139 – **EVALUATION-CERTIFIED** – Updated wording regarding probationary teacher evaluations.

2.25 – Page 144 – **FRINGE BENEFITS** – Adjustment of wording to read: “All benefits will commence on the first day of the month following approval by the Jenks Board of Education, or the first day of the month following first day worked, whichever is earlier.” (The word *earlier* was changed from *later*.)

2.26 – Page 145 – **HIRING** – Updated wording as, “...employees may be reimbursed for certification exams with passing scores.”

2.28.3 – Page 151 – **HOLIDAYS** – Updated wording to include, “Holiday pay may not exceed forty (40) hours per week.”

2.28.9 – Page 154 – **PERSONAL BUSINESS LEAVE** – Wording revision to read: “Except with the approval of the Superintendent or designee, personal business leave may not be used during the following times: the last ten (10) days of the instructional calendar; on a professional day; the day immediately preceding or the day immediately following a holiday or vacation period and days when school remains in session despite adverse weather conditions.”

2.28.12 – Page 156 – **SICK LEAVE** – Updated wording for Classified and Certified employee pay for sick leave upon termination for consecutive years worked and removal of wording, “Sick leave shall not be provided under this section for any absence for which the teacher receives compensation pursuant to the Oklahoma Worker’s Compensation Act.”

2.28.18 – Page 162 – **LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT – New Policy**

2.39 – Page 172 – **REPORTING OF STUDENT POSSESSION OF ALCOHOLIC BEVERAGES OR DANGEROUS SUBSTANCES** – Removal of wording regarding low point beer, alcoholic beverages, and controlled dangerous substances. Updated wording to include: “Any employee who has reasonable cause to suspect that a student may be under the influence of, or has in his or her possession an alcoholic beverage, a controlled dangerous substance, or any counterfeit form of the items above shall immediately notify a principal or assistant principal, who will proceed according to Board Policy.”

2.45 – Page 176 – **SUBSTITUTES** – Updated wording regarding the number of possible employment days for substitutes during a school year and wording regarding substitute pay. Removal of wording regarding bank pay cards.

2.49 – Page 178 – **TESTING EMPLOYEES AND APPLICANTS FOR EMPLOYMENT (OTHER THAN BUS DRIVERS) WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES** – Addition of definitions and updates to reference district and state law requirements, including medical marijuana.

2.49.1 – Page 186 – **ALCOHOL AND DRUG TESTING FOR BUS DRIVERS** – Updates to reference district and state law requirements, including the minimum annual percentage rate for random alcohol testing. Addition of wording regarding screening test results, alcohol confirmation tests, procedures for testing of urine specimens, and prohibitions for drivers “with alcohol concentration of 0.04 or higher as measure on a breath test.”

3.06 – Page 204 – **CHILD NUTRITION** – Additional wording for the Charging Policy.

3.28 – Page 225 – **MEDICATION IN SCHOOL** – Added wording to include: “self-administration of replacement pancreatic enzymes to treat cystic fibrosis” and guidance for approval of self-administration.

3.31.2 – Page 230 – **DIRECTORY INFORMATION** – Updates to reference district and state law requirements.

3.38 – Page 235 – **STUDENT ALCOHOL AND DRUG TESTING FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES AND/OR PARKING ON DISTRICT PROPERTY** (*See also Student Behavior Policy; Extracurricular Activities Contract; Student use of Alcohol, Illegal Drugs; Testing Students – Alcohol, Illegal Substances*) – Updates to testing procedures and addition of language regarding medical marijuana license holders.

3.39 – Page 244 – **STUDENT BEHAVIOR** – Updates to definitions for behaviors that may result in discipline.

3.46.1 – Page 274 – **VIDEO/AUDIO RECORDINGS** – Added (*See also Video Surveillance*) to title.

3.47 – Page 274 – **TESTING STUDENTS WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES** (*See also Student Behavior Policy – Drugs and Alcohol*) – Updates to reference district and state law requirements, including medical marijuana.

3.50 – Page 280 – **TRANSFERS** – Deletion of outdated practice and updated wording to reference district policies regarding both Open and Emergency Transfers.

3.50.1 - TRANSFERS-EMERGENCY – Policy deleted.

3.52 – Page 287 – **VIRTUAL, BLENDED, AND DISTANCE LEARNING** – New Policy