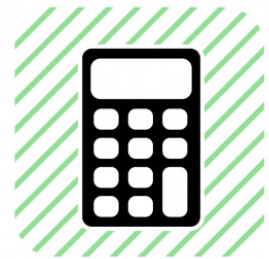
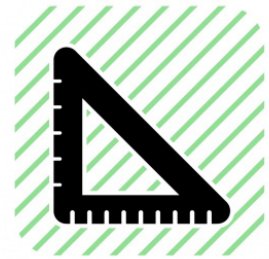
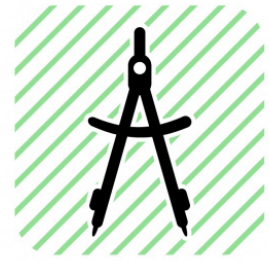
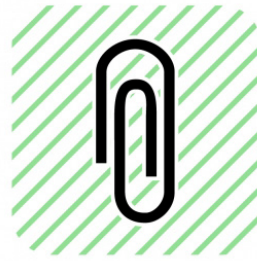


Jenks Public Schools



Middle School Student/Parent Handbook 2012-2013

**PARENT/GUARDIAN
IMPORTANT NOTICE**

The front and back of this sheet contains the user agreement and sign-off release for three different policies, Media, Student Internet/Computer, and Handbook. The parent/guardian will be required to complete and sign ALL three releases. Please complete both sides of the release portion, detach on the dotted line and return it to your student's school.

**Secondary Student
(MS/FA/JAC/HS)
Media Agreement**

Throughout the year, Jenks Public Schools programs are periodically videotaped for the purpose of in-service training for the staff as well as for other professional groups. The monthly publication of Our Schools, containing photographs and information about students, staff, parents/guardians, and events, is published in print, as well as on the Jenks Public Schools Web site. In addition, due to the outstanding reputation of the District, the news media frequently makes requests for videotaping programs and students.

Therefore, the permission of parents/guardians is being requested prior to the use of the name, picture, and/or words of students.

**Secondary Student
(7th-12th)
Media Release**

The signature below indicates permission is granted to:

- 1) have student photographed, videotaped, and/or interviewed in the presence of school personnel for District-use or release to media representatives.
- 2) have student's picture, name, and/or words presented on District Web pages.

Student's Name (Please Print)

Student's ID Number

Parent's/Guardian's Signature

Date

(Permission is in effect as of this date.)

STUDENT INTERNET/COMPUTER RELEASE

I understand and will abide by the Internet User Agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action or appropriate legal action may be taken.

Student Signature

Date

As the parent/guardian of this student, I have read the Internet User Agreement. I understand that this access is designed for educational purposes. Jenks Public Schools have taken precautions to eliminate controversial material. However, I also recognize it is impossible for the Jenks Public School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

HANDBOOK RELEASE

Student Signature

Date

Parent/Guardian Signature

Date

STUDENT INTERNET/COMPUTER USER AGREEMENT REFINEMENT

1. **I recognize that the District network and Internet access is a privilege and responsibility by ...**
 - Using my computer time and resources for academic purposes.
 - Utilizing Web 2.0 tools as an extension of the classroom.
 - Using appropriate language and graphics whether posting and publishing from home or at school when using blogs, podcasts, email or other Web 2.0 tools.
2. **I will respect and protect the privacy of others by...**
 - Using only assigned accounts.
 - Not viewing, using, or copying passwords, data, or networks to which I am not authorized.
 - Not distributing personal information (telephone numbers and addresses) about myself or others.
3. **I will show respect for other computer and Internet users by...**
 - Using appropriate language and graphics.
 - Communicating only in ways that are kind and respectful.
4. **I will respect and protect the intellectual property of others by...**
 - Not infringing on copyrights (Making illegal copies of music, games, or movies is prohibited).
 - Not plagiarizing i.e., using the words or works of others without giving credit.

Violations of the rules and code of ethics described above will be dealt with seriously. Violators may lose computer privileges.

The complete Jenks Public Schools Network and Internet Acceptable Use Policy may be found in the Student/Parent Handbook and in the Jenks Public Schools Policies and Procedures Handbook.

HANDBOOK AGREEMENT

My child and I have read through the Jenks Public Schools Student Handbook. My child understands and will abide by the rules as stated in the handbook.

JENKS PUBLIC SCHOOLS
2012-2013
JENKS MIDDLE SCHOOL STUDENT/PARENT HANDBOOK

Mr. Rob Miller, Site Principal..... 918-299-4415 x5303
Mr. Ryan Glaze, Assistant Principal: H – N 918-299-4415 x5302
Ms. Linda Rock, Assistant principal: O – Z 918-299-4415 x5304
Mrs. Nancy Vanderlip, Assistant Principal: A – G 918-299-4415 x5305

Mailing Address: 205 East B Street, Jenks, OK 74037-3900

A Guide for Students, Faculty, and Patrons

All students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Jenks Board of Education, State Department of Education, and the Oklahoma Secondary School Activities Association.

Revised June 1998

INTRODUCTION

This student handbook is designed to assist middle school students in having a successful and enjoyable year. Jenks Middle School provides a challenging and caring school climate that seeks to develop strong academic foundations, discover special interests, and provide activities for personal and social growth.

The handbook information is lengthy, but each part of it is important for the effective functioning of our schools. The handbook includes policies and procedures adopted by the Board of Education and policies that are specific to Jenks Middle School. Students will have an opportunity to review the handbook in orientation sessions with teachers. We encourage parents/guardians to read the handbook and to keep the copy that is sent home with students.

Jenks Middle School provides excellence in education for early adolescents. These are important years, and we want students to be successful and build on the skills and abilities they have learned in the elementary years. If you, students or parents/guardians, have any questions, please feel free to ask.

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

Mission Statement of Jenks Middle School

We, the community of Jenks Public Schools, will provide all children, during their transitional years, a positive, balanced learning environment in which they can successfully achieve their unique potential based on respect for self and others.

Revised by the Board of Education, June 1998

Information for all departments 918-299-4415 x5300
Attendance Office 918-299-4415 x5301
Counseling Office 918-299-4415 x5314
Fax 918-298-0652

TABLE OF CONTENTS

Items written in italics are Jenks Middle School Policy

ACADEMICS

CREDITS/GRADES	3
CREDIT FOR LEARNING	3
NON-ACCREDITED HOME SCHOOL ADMISSIONS	3
HIGH SCHOOL CREDITS EARNED PRIOR TO HIGH SCHOOL ENTRY OR DURING SUMMER SCHOOL.....	3
ALTERNATE ASSESSMENT PROGRAM	4
EVALUATION OF STUDENT PROGRESS.....	4
GRADING POLICY	4
GRADING SCALE	4
REMEDIAL COURSES	4
MAKE-UP WORK	4
PROMOTION/RETENTION POLICY	4
STUDENT RECORDS	4
SUMMER SCHOOL	4
WITHDRAWALS	5
TESTING.....	5
CRITERION-REFERENCED TESTING	5
COPYRIGHT POLICY	5
INTERVENTIONS.....	6
SITE INTERVENTION TEAMS	6
CHILD IDENTIFICATION, LOCATION, AND EVALUATION	7
SPECIAL EDUCATION	7
ENGLISH LANGUAGE DEVELOPMENT PROGRAM (ELD)	8
GIFTED PROGRAM.....	8
HOMEBOUND PROGRAMS	8
TUTORING AND OTHER SERVICES	8
COUNSELORS	8
PARENT/GUARDIAN NOTIFICATIONS	9
NOTIFICATION AND OPT-OUT	9
NOTIFICATION OF RIGHTS UNDER FERPA	9
PSYCHIATRIC OR PSYCHOLOGICAL EXAMINATIONS	10
NOTIFICATION OF THREAT TO SELF OR OTHERS.....	11
PARENT/GUARDIAN CONCERNS.....	11
EXPENSES.....	11
COST OF SCHOOL SUPPLIES	11
LOST/DAMAGED BOOKS.....	11

ACTIVITIES & ARTS

EXTRACURRICULAR ACTIVITIES CONTRACT.....	11
FIELD TRIPS	12
GUIDELINES FOR SCHOOL ACTIVITY AND ATHLETIC UNIFORMS, COSTUMES, ATTIRE, AND PERFORMANCES	12
EXTRACURRICULAR ELIGIBILITY REQUIREMENTS ...	12
PARTICIPATION	13
MIDDLE SCHOOL AFTER SCHOOL-ENRICHMENT PROGRAM.....	13
ENROLLMENT	13
ARRIVAL AND DISMISSAL	13
ATTENDANCE.....	13
EMERGENCY WEATHER DAYS/JPS HOLIDAYS	13
MEDICATION	13
PAYMENTS.....	13

ATHLETICS

EXTRACURRICULAR ACTIVITIES CONTRACT	14
STUDENT ALCOHOL AND DRUG TESTING POLICY FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES AND/OR PARKING ON SCHOOL DISTRICT PROPERTY.....	14
GUIDELINES FOR SCHOOL ACTIVITY AND ATHLETIC UNIFORMS, COSTUMES, ATTIRE, AND PERFORMANCES.....	22
EXTRACURRICULAR ELIGIBILITY REQUIREMENTS ...	22
PARTICIPATION.....	22

ATTITUDE (SAFETY)

STUDENT BEHAVIOR	22
STUDENT BEHAVIOR POLICY	22
TESTING STUDENTS WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES	24
GUN-FREE SCHOOLS STUDENT SUSPENSION POLICY	26
WEAPONS POLICY	27
VIOLENT OFFENSES	28
STUDENT POSSESSION OR USE OF ALCOHOL, TOBACCO AND ILLEGAL DRUGS POLICY	28
ELECTRONIC WIRELESS COMMUNICATION DEVICES	29
CELL PHONES / WIRELESS DEVICES	30
ELECTRONIC DEVICES	30
INTERNET BASED INSTRUCTION: SUPPLEMENTAL ONLINE COURSES	30
INTERNET POLICY	30
HARASSMENT, INTIMIDATION AND BULLYING	33
SEXUAL HARASSMENT	35
CORPORAL PUNISHMENT	36
DAMAGE TO SCHOOL PROPERTY	36
FIGHTING	36
STEALING	36
HALL COURTESY	36
PUBLIC DISPLAY OF AFFECTION	36
STUDENT IDENTIFICATION REQUIREMENT.....	36
DRESS CODE	36
TRANSPORTATION POLICY	37
DISTRIBUTION BY STUDENTS OF WRITTEN MATERIALS IN SCHOOL FACILITIES	38
DISCIPLINE	39
DISCIPLINARY OPTIONS	39
LUNCH DETENTION	40
DETENTION	40
FRIDAY SCHOOL SERVICE (FSS)	40
IN-SCHOOL INTERVENTION	40
OUT-OF-SCHOOL SUSPENSION	41
BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION.....	41
STUDENT RESTRICTIONS DURING OUT-OF-SCHOOL SUSPENSION OR DURING OTHER DISCIPLINARY OR CORRECTIONAL MEASURES ...	45
POLICY FOR THE SUSPENSION OF STUDENTS WITH DISABILITIES	45
SEARCH POLICY	46
CONFISCATED PROPERTY	46

STUDENT BEHAVIOR MANAGEMENT PLAN	46
DISCIPLINE PYRAMID	48
SAFETY	49
CUSTODIAL AND NONCUSTODIAL PARENTAL RIGHTS	49
COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION	49
HEALTH SERVICES	49
SEVERE WEATHER	52
DISASTER DRILLS	52
EMERGENCY ALERT	52
VIDEO SURVEILLANCE	52
CLASSROOM VISITATION BY OTHERS	53
VISITORS	53
CLOSED CAMPUS	54
DECORATIONS – BALLOONS	54
FOOD AND BEVERAGE	54
ASBESTOS HAZARD	54

GENERAL SCHOOL INFORMATION

ATTENDANCE	54
ABSENCE POLICY	54
TARDIES	56
NON-DISCRIMINATION STATEMENT	56
PROTECTION OF PUPIL RIGHTS AMENDMENT	57
ETHNIC AND RACE RELATIONS POLICY	57
DELIVERIES	59
MESSAGES	59
INSURANCE	59
PROMOTION OF TRIPS AND TRAVEL	59
WORK PERMIT (EMPLOYMENT CERTIFICATE)	60
DISTRIBUTION OF FLIERS/POSTERS-OTHERS	60
BEFORE SCHOOL	60
AFTER SCHOOL	60
BELL SCHEDULES	60
CHILD NUTRITION	60
LUNCH PERIODS	61
AGENDAS	61
LOCKERS	61
LOST AND FOUND	61
FORGOTTEN ITEMS	61
MEDIA CENTER	61
MINUTE OF SILENCE	61
PLEDGE OF ALLEGIANCE	61
RESTROOMS	61
TELEPHONES	61

POLICIES AND PROCEDURES

ACADEMICS

CREDITS/GRADES

CREDIT FOR LEARNING

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

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

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

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

Notification regarding the availability of Credit for Learning will be made available to parents/guardians and students on an annual basis. Guidelines and

application procedures will be available at each school and in the Office of Curriculum and Instruction.

NON-ACCREDITED HOME SCHOOL ADMISSIONS

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

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

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

A parent/guardian who disagrees with the placement decision of the school may present a written objection for inclusion in the student's permanent folder and may ask the Superintendent or designee to review those objections. Any review of a placement decision by the Superintendent or designee shall be limited to determining compliance with this policy; if not in compliance, then the student's placement will be remanded to the administration for compliance with this policy. The decision of the Superintendent shall be final and non-appealable.

HIGH SCHOOL CREDITS EARNED PRIOR TO HIGH SCHOOL ENTRY OR DURING SUMMER SCHOOL

Specific courses provided at the middle school that follow the scope and sequence of high school courses, meet the academic rigor expected at the high school level, and that are consistent with the Oklahoma Learner Outcomes may be granted credit toward graduation by the Jenks Board of Education.

The Board of Education has designated the following courses at the middle school level to qualify for high school credit toward graduation: Chinese I, French I, Chinese II, Latin I, High School Earth Science, Spanish I, Spanish II, Geometry, Algebra I, and Algebra II.

The grade earned by a middle school student taking a high school level course during his/her middle school career or during summer school will be the grade assigned to the course recorded on the high school transcript. Per state law, High School math courses are given elective, rather than subject area credit.

ALTERNATE ASSESSMENT PROGRAM

Alternate Assessment Program: The Individuals with Disabilities Act (IDEA) requires that children with disabilities be included in general state and district-wide assessment programs with appropriate accommodations if necessary. This would include all state, Oklahoma Core Curriculum tests (OCCT), end-of-instruction (EOI), and norm-referenced (NRT) tests. It is the intent of the district to maximize the participation of students with disabilities in the reporting, accountability and educational benefits associated with state and district-wide assessments.

Therefore, the Oklahoma State Department of Education has developed guidelines for alternate assessment programs for children with disabilities who cannot participate in state and District wide assessment programs even with appropriate accommodations or support. To obtain these guidelines contact the office of Student Programs.

EVALUATION OF STUDENT PROGRESS

REPORT CARDS/PROGRESS REPORTS

Report cards or progress report cards are given every nine weeks. Please refer to the school calendar shown at the front of this handbook for a listing of dates.

GRADING POLICY

The grades A, B, C, D, F, I, N, and P will be used to indicate the level of performance of all students in Jenks Middle School. 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. Grading is cumulative by semester. Mid-term grades are given at the end of the first and third quarters; final semester grades are given at the end of each semester. No second or fourth quarter grades are given.

GRADING SCALE

A+	98-100	D+	68-69
A	93-97	D	63-67
A-	90-92	D-	60-62
B+	88-89	F	0-59
B	83-87		
B-	80-82	N	No Grade
C+	78-79	P	Pass
C	73-77	W	Withdrawn
C-	70-72	I	Incomplete

In addition to scholarship, such factors as initiative, attitude, cooperation, attendance, special tests, projects, and individual improvement may be taken into consideration in determining grades.

REMEDIAL COURSES

Jenks Middle School requires students with a D or below in 7th grade math or language arts at the conclusion of the second semester to take a remediation course in the place of an elective. The remediation course will not take the place of the required 8th grade pre-algebra or language arts class.

MAKE-UP WORK

It is each student’s responsibility to make arrangements for any make-up work. A student with an excused absence will have approximately the same number of days to make up work as days absent. A student who is truant is not allowed to do make-up work.

PROMOTION/RETENTION POLICY

A student must earn four (4) credits to be promoted to the next grade level. Three (3) of these four (4) credits must be earned in the academic areas (math, language arts, science, and social studies) as complete, full year courses. Any exceptions must be approved by the site principal. Two semesters equals one full credit.

STUDENT RECORDS

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

SUMMER SCHOOL

Jenks Public Schools provide students the opportunity to earn credit by attending classes during the summer. A half-credit (1/2) for first semester may be completed in the first session; another half-credit (1/2) for second semester may be earned in the

second session; a full credit requires attendance at both sessions.

Students attending summer school programs are responsible for full payment; however, it is not the intent of Jenks Public Schools to prevent any student from enrolling due to an inability to pay fees. Any student desiring to enroll in middle school summer classes should contact a counselor or building administrator.

WITHDRAWALS

When it is necessary for a student to withdraw or transfer from Jenks, the following steps must be taken by the student:

1. The parent/guardian will need to call the Counseling Office in advance of the date of withdrawal. A written statement by the custodial parent which states the student's last day of attendance at Jenks and the name of the new school or town will need to be presented to the counselor.
2. The student will report to the Counseling Office immediately upon arrival at school on the last day of attendance. The counselor will give the student a withdrawal form and directions for completing the withdrawal process.
3. The grading policy for withdrawal grades is as follows:
 - a. The grade will be based upon performance from the beginning of the semester to the date of withdrawal.
 - b. A student must be in attendance two (2) weeks to receive a grade.
 - c. When a student withdraws before the end of a term, he will be considered ineligible for honors.
4. All books and materials must be returned or paid for before withdrawal can be completed, unless other arrangements are approved by the principal.
5. At the end of the day, the student will report back to the Counseling Office for final approval.

A copy of the withdrawal form and the health record will be given to the student after being cleared by the counselor.

TESTING

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

1. Semester tests will be administered in all classes except the following: Instrumental Music, Vocal Music, Fine Arts, LTA, Special Services, and those classes considered to be activities.

2. Semester tests will be administered on the last two or three days of the semester.
3. All students must complete a semester test in order to receive a grade for that subject. Illness of a student and funeral attendance are the only acceptable reasons for giving tests after the close of school. Out-of-town trips are not considered sufficient reason to miss semester tests.
4. Unless an emergency arises, permission will not be granted for students to take tests early. Should there be an emergency, the assistant principal will determine if the emergency warrants a student taking the test early.
5. Make-up for first semester tests for students absent as described in the Attendance Policy must be initiated by the student and will be administered at a time determined by his/her teacher.
6. Arrangements for second semester make-up tests must be made with the student's teacher before the close of the last day of school.
7. Semester tests of students with holds, i.e., overdue library books, fines, or other debts, will not be given and the semester exam grades should reflect a zero.
8. When computing the final semester grade, the semester test will be assessed at a value of no less than five percent (5%) or more than ten percent (10%) of the final grade. The remainder of the semester grade will be determined by student performance over the rest of the semester. Grades accumulated throughout the semester will not necessarily contribute equally to the final grade.

CRITERION-REFERENCED TESTING

Criterion-referenced tests (CRT) are designed to provide information on specified areas of knowledge, skills, and content and are used to measure state mandated curriculum in the subjects and/or skill areas of math, science, reading, writing, U.S. history and government, geography, and culture and the fine arts. Tests will be administered annually in the spring semester. Test items will be multiple choice in math, science, reading, U.S. history and government, geography, and culture and the fine arts. Writing skills will be measured by direct writing assessment.

Grade level of skills to be tested at JMS is 8th grade.

Pass/fail criteria will be established by determining from field test data reasonable performance expectation levels for students.

COPYRIGHT POLICY

It is the intent of Jenks Public Schools to adhere to the provisions of the copyright law (Title 17 of the

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

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

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

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

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

DISTRICT COPYRIGHT POLICY

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

Institutional works are the exclusive property of Jenks Schools and may not be copied, distributed,

publicly performed, or displayed or used in the preparation of derivative works without the prior written consent of Jenks Public Schools. Institutional works are original works of authorship created for school purposes in the course of and as part of the author’s employment with the school or specifically commissioned by the district to be created by the author for the district’s benefit.

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

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

Copyright © 20__ Jenks Public Schools

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

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

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

INTERVENTIONS

SITE INTERVENTION TEAMS

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

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

this process should contact the Site Intervention Team Leaders.

PROCEDURES

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

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

CHILD IDENTIFICATION, LOCATION, AND EVALUATION

This notice is to inform parents of the child identification, location, and evaluation activities to be conducted throughout the year by the local District in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

REFERRAL

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

EVALUATION

Under I.D.E.A. or Section 504 of the Rehabilitation Act, evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. Further, evaluation denotes procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local District prior to any child receiving an initial

evaluation for special education and related services purposes.

SPECIAL EDUCATION

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

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

- specially designed instruction in the classroom (regular classroom with support services, part-time special education classroom, full-time special education classroom, and special day school);
- specially designed instruction in the home, hospital, institution, or other setting;
- speech-language pathology services;
- physical education with modifications;
- vocational education with modifications;
- related services such as transportation, speech-language pathology, physical and occupational therapy, and therapeutic counseling.

Regular classes (full-time) inside the general class more than 80% of the school day (examples of services in this placement include modifications, consultations, supports for school personnel, supplementary aids and services).

Special class (part-time) inside the regular class 40-80% of the school day.

Special class (full-time) inside the general class less than 40% of the school day.

Public/private, separate day schools.

Public/private residential facility.

Home instruction/hospital environment.

Correctional facility.

Parentally placed in private schools.

Instruction in other settings.

Jenks Public Schools embraces a philosophy of inclusion in the regular school community for all students. To the maximum extent appropriate, students with disabilities are included in the regular educational environment. The amount of time to be spent in general education classes is determined by

the Individualized Education Program (IEP) for each student on an individual basis.

ENGLISH LANGUAGE DEVELOPMENT PROGRAM (ELD)

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

The amount of time an English Language Learner (ELL) student spends in ELD class is dependent on the student's need for services, which is determined by the English language proficiency test score. Students may score as Non-English Proficient (NEP), Limited-English Proficient (LEP), Fluent-English Speaking (FES), or Fluent-English Proficient (FEP). When students demonstrate English proficiency in a progressive manner, the amount of ELD instruction is reduced. An ELL student is exited from the ELD program when the ELL student scores at a proficient level on the state mandated English language proficiency test. The ELL student is monitored for two years upon meeting exit criteria. A Parent Waiver form must be signed if the student is not to receive ELD services.

The ELD Program staff will comply with the following:

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

GIFTED PROGRAM

Jenks Public Schools provide programs which serve middle school students living in the district. Student participants are served through differentiated curriculum in the classroom. Student participants must qualify for the program by meeting certain

criteria in compliance with Oklahoma State Law and district policy. An advocacy procedure has been developed which permits teachers and parents/guardians to recommend students for further evaluation and possible placement in the program. Contact a school principal or gifted coordinator if you have questions in relation to the program.

HOMEBOUND PROGRAMS

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

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 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.

COUNSELORS

A student desiring to see a counselor will need to sign-up at the Counseling Office before school or

between classes. The counselor will send a pass for the student, thereby avoiding wasting class time.

PARENT/GUARDIAN NOTIFICATION

NOTIFICATION AND OPT-OUT

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

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

INSPECTION OF DATA COLLECTION INSTRUMENTS

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within forty-five (45) days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student privacy rights.

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

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing

procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another District in which a student seeks or intends to enroll.

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

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless the District is advised to the contrary in accordance with

District procedures. The primary purpose of directory information is to allow the District to include this type of information from your student's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

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

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

1. The student's name;
2. The names of the student's parents;
3. The student's address;
4. The student's telephone listing;
5. The student's electronic mail address;
6. The student's date and place of birth;
7. The student's dates of attendance;
8. The student's grade level (i.e., first grade, tenth grade, etc.);
9. The student's participation in officially recognized activities and sports;
10. The student's degrees, honors and awards received;
11. The student's weight and height, if a member of an athletic team;
12. The student's photograph; and
13. The most recent educational agency or institution attended.

PSYCHIATRIC OR PSYCHOLOGICAL EXAMINATIONS

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

NOTIFICATION OF THREAT TO SELF OR OTHERS

A parent/guardian is to be notified at any time a student discloses or is suspected of suicidal intentions or of causing harm to others. The crisis assistance team or a team representative will meet as soon as possible with the student to make an assessment concerning the severity of the situation and to provide information to the student's parent/guardian. In order to ensure the safety of the student and other students, the team or representative may advise the parents to seek assistance outside of school. A list of agencies and emergency numbers will be made available. The District is not responsible for providing these services.

At the discretion of the crisis assistance team, parents will be requested to sign a Notification of Threat to Self or Others Form indicating that they have been informed and are responsible for providing appropriate measures to ensure the student's safety and the safety of other students.

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

PARENT/GUARDIAN CONCERNS

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

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

1. Matters concerning individual students and their teachers or coaches should first be addressed with the teacher or coach.
2. Unsettled matters from (1) above, or matters concerning individual sites, should be addressed with the principal or athletic director.
3. Unsettled matters from (2) above, or problems and questions concerning the District should be directed to the appropriate district level administrator.

4. Unsettled matters from (3) above should be placed in writing to the Superintendent. The Superintendent will schedule a meeting with the parent or guardian.
5. If the above procedures do not resolve the matter satisfactorily, the complainant may pursue the matter formally with the School Board. Questions and comments submitted to the School Board Clerk in letter form will be brought to the attention of the entire Board.

EXPENSES

Textbooks are free; however, some expenses may be incurred for classroom aids for personal use in subjects such as shop, drafting, art, etc. Some teachers may suggest supplementary texts in the form of a periodical, magazine, or workbook. Other expenses the student may incur are paying for lost textbooks, library fines, school pictures, parking fines, graduation costs, and items of a similar nature.

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

COST OF SCHOOL SUPPLIES

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

LOST/DAMAGED BOOKS

Books that have been lost or damaged must be paid for. Students will assess the condition of their books when books are distributed. This record will be used to determine damages. Students should keep their receipt in case their book is found.

ACTIVITIES

EXTRACURRICULAR ACTIVITIES CONTRACT

To be eligible to participate in any extracurricular activity, a student must read and sign a contract acknowledging his/her understanding of Jenks Public Schools' policies concerning the possession or use of tobacco, alcohol and other illegal drugs, and agree to be bound by the violation provisions. These policies in their entirety may be found in the student handbooks and Policies and Regulations of the Board of Education.

FIELD TRIPS

To attend school-sponsored trips, a student must have a parent/guardian signed field trip permit. This permit will be kept on file until the function has ended.

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

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.

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

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 of Curriculum and Student Programs, 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 consideration. 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.

EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

Jenks Middle School is a member of the Oklahoma Secondary School Activities Association and subject to the rules and regulations set forth by that organization. Some of the basic requirements are:

1. Parents/guardians must reside within the boundaries of the District.
2. A student must be doing satisfactorily in academic studies as prescribed by the O.S.S.A.A.
3. A student must not be beyond the age of fifteen (15) before September 1.
4. A student must be in attendance a minimum of ninety percent of the school days.
5. Each participant will be required to sign an eligibility contract at the start of that activity.

6. A student will not be eligible for participation in school activities during the year when repeating either the seventh or eighth grades, even though the student came from a non-member school.

PARTICIPATION

Students who participate in curricular, co-curricular and/or extracurricular activities (tournaments, contests, meetings, banquets, performances, etc.) represent our school and community and, therefore, must abide by all rules and regulations set forth in the Student Handbook and/or by that organization. This includes academic standing, ninety percent attendance, and proper attire and conduct.

Failure to do so may result in removal from that activity or disqualification from being eligible to receive any organizational or school honor. Students who are suspended for drug and/or alcohol infractions will not be allowed to participate in school activities for the remainder of that semester and/or the following semester. When a student's behavior results in disciplinary action, he may lose participation rights in some or all activities for that semester and/or the following semester. Students must be in attendance one-half of the school day to participate in after-school activities. In case of conflicting activities, performance takes precedence over practice. Some organizations have rules and regulations in addition to those in the Middle School Handbook.

MIDDLE SCHOOL AFTER SCHOOL ENRICHMENT PROGRAM

The After School Enrichment Program was created to provide a safe After School Enrichment Program for JPS Middle School students. Recognizing the busy lifestyles of today's family, the district attempts to work in partnership with parents/guardians. The following guidelines are designed for parent convenience and to facilitate adequate staffing and a quality program.

*Serves: Middle School Students
Time: School dismissal until 6:00 p.m.
Cost: Tuition plus an annual enrollment fee per school year*

ENROLLMENT

To enroll, contact the site coordinator to determine if space is available for your student.

After School Enrichment Program 299-4415, ext. 5467

ARRIVAL AND DISMISSAL

The After School Enrichment Program is open from the time of school dismissal until 6:00 p.m. The student may be left at the center any time between these hours. Please let the student's teachers know when they will arrive and leave. Please be prompt in picking up students in the evening; a fee of \$1.00 per minute per student will be charged for all who are picked up later than 6:00 p.m.

ATTENDANCE

Call the site when your student is going to be absent. This process helps to ensure student's safety. We are prepared for students each day whether they attend or not; no refunds are given for days absent.

EMERGENCY WEATHER DAYS/JPS HOLIDAYS

The After School Enrichment Program will be closed when JPS declares an emergency weather day. The After School Enrichment Program will be open during most school holidays and will be closed only on Independence Day, Labor Day, Thanksgiving (two days), Christmas (five days), New Year's Day, and Memorial Day. Tuition for non-school days is not included in the semi-monthly payment, nor does the sibling discount apply. A non-returnable payment is due five (5) days prior to the first day of any scheduled non-school day break. Contact the site coordinator for details.

MEDICATION

If medication must be given while a student is at After School Enrichment Program, JPS guidelines must be followed.

Medication must be brought in its original container (both prescription and nonprescription medication) with original label intact.

Written permission to give medication must be on file in your child's classroom. Topical applications, such as petroleum jelly, insect repellent, and suntan lotion, can be administered only with written consent and instructions.

PAYMENTS

Tuition payments are due on the 1st and 15th day of each month. If an account becomes five (5) days past due, a ten dollar (\$10.00) late fee will be assessed to the account. A student may be dropped from the program if his/her account becomes fifteen (15) days past due. If a check is returned due to non-sufficient funds, a fifteen dollar (\$15.00) service charge will be assessed to the account. The After School Enrichment Program contract each parent/guardian must sign

may be terminated on fourteen (14) days written notice by either party.

ATHLETICS

EXTRACURRICULAR ACTIVITIES CONTRACT

To be eligible to participate in any extracurricular activity, a student must read and sign a contract acknowledging his/her understanding of Jenks Public Schools' policies concerning the possession or use of tobacco, alcohol and other illegal drugs, and agree to be bound by the violation provisions. These policies in their entirety may be found in the student handbooks and Policies and Regulations of the Board of Education.

STUDENT ALCOHOL AND DRUG TESTING POLICY FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES AND/OR PARKING ON SCHOOL DISTRICT PROPERTY (See also Student Behavior Policy; Extracurricular Activities Contract; Student use of Alcohol, Illegal Drugs; Testing Students – Alcohol, Illegal Substances)

The Board of Education of the Jenks School District (the "School District"), in order to protect the health and safety of students and to educate and direct students away from drug and alcohol use and abuse, adopts the following Policy for testing students for the use of illegal drugs, alcohol and performance enhancing drugs. This policy shall apply to students participating in extracurricular activities and/or students who apply for and are granted a parking permit to park on School District property.

STATEMENT OF PURPOSE AND INTENT

It is the desire of the Board of Education, administration and staff that every student in the School District refrains from using or possessing alcohol and illegal or performance enhancing drugs. Therefore, except as provided below, the sanctions of this Policy shall relate solely to limiting the opportunity of any student determined to be in violation of this Policy to participate in extracurricular activities and/or park on School District property. This Policy is intended to supplement and complement all other policies, rules and regulations of the School District regarding possession or use of alcohol and illegal or performance enhancing drugs.

Participation in school-sponsored extracurricular activities is a privilege, not a right. Students who participate in these activities are respected by the

student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.

Parking on the property of the School District is also a privilege, not a right. Students who park on School District property operate vehicles in close proximity to other students and faculty and may also have passengers in their vehicles. Because of this, the potential harm from misjudgment or impaired judgment due to alcohol or illegal drugs is great. Accordingly, students who park on School District property carry a responsibility to themselves, their fellow students and members of the public to operate their vehicles in a safe and reasonable manner that includes avoiding the use or possession of alcohol or illegal drugs. The use of alcohol and illegal drugs impairs the ability of a student to meet this responsibility.

The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the School District for an environment free of alcohol and illegal or performance enhancing drug possession or use. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of students to participate in extracurricular activities or to park on campus when they are found to be in violation of this policy. There will be no academic sanction solely for a violation of this policy. **Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the School District's Student Behavior Policy**

DEFINITIONS

"Extracurricular" means any School District sponsored team, club, organization or activity in which student participation is voluntary and in which students represent the School District in competitions.

“Student extracurricular activities participant” means any student participating in any competitive extracurricular activity.

“Student Athlete” means a 7th-12th grade member of any School District sponsored interscholastic sports team, including athletes, cheerleaders, and Pom participants.

“Coach/Sponsor” means any person employed by the School District to coach athletic teams of the School District, to act as a sponsor or coach of a cheerleader team of the School District, or to serve as sponsor for any other extracurricular activity.

“Athletics” and “athletic activity” means participation by a student athlete on any athletic team, cheerleader team or Pom team sponsored by the School District.

“In-season” means anytime during the day, night, weekends or holidays, including all time in and away from school during the entire school year for all student extracurricular activities participants.

“Permit Holder” means a student who currently holds a permit to park on School District property.

“Alcohol” means ethyl alcohol or ethanol and any alcoholic beverage and includes “low-point beer” as defined by Oklahoma law.

“Illegal drugs” means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. “Illegal drugs” includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used for an abusive purpose, and paraphernalia to use such drugs.

“Performance enhancing drugs” include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “performance enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals and proteins that can be lawfully purchased in over-the-counter transactions.

“Drug or alcohol use test” means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student’s blood, bodily tissue, fluids, products, urine, breath or hair.

“Random selection basis” means a mechanism for selecting student extracurricular activities participants for drug and/or alcohol use testing that:

- a. results in an equal probability that any student extracurricular activity participant from a group of student extracurricular activity participants subject to the selection mechanism will be selected, and
- b. does not give the School District discretion to waive the selection of any student extracurricular activity participant selected under the mechanism.

“Positive” when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.

“Reasonable suspicion” means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student extracurricular activity participants and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.

“Games/competitions” mean regular season, tournament and playoff games/competitions and do not include practice games and scrimmages.

“School Day(s)” means a day when school is in session and students are required to report to school. By way of example only and not as a limitation, school days does not include snow days, holidays, or parent-teacher conference days.

“School District Property” means any property owned by or under the control of the School District.

PARTICIPATION – EXTRACURRICULAR ACTIVITIES

Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the School District. For the safety, health and well being of the student extracurricular activity participants of the School District, the School District has adopted this Policy for use by all participating students at the 7th-12th grade level. Any student found to be in possession of, or having used alcohol or illegal or

performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.

Each student extracurricular activity participant shall be provided with a copy of this Policy via the Student/Parent Handbook and the “Student Extracurricular Activity Participant Alcohol and Illegal or Performance Enhancing Drugs Contract” (the “Extracurricular Activities Contract”), which shall be read, signed and dated by the student, parent or custodial guardian and a coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activity. **No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Extracurricular Activities Contract.**

The principal and sponsor, or, in the case of student athletes only, the athletic director or designee and applicable coach, shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a student extracurricular activity participant has been reported. If a violation of the Policy is determined to have occurred by a student extracurricular activities participant other than a student athlete, a principal will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. If a violation of the Policy is determined to have occurred by a student athlete, the athletic director or designee will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained.

The Extracurricular Activities Contract for alcohol and illegal or performance enhancing drug and/or alcohol use testing shall be to provide a urine sample for student athletes, as part of the annual physical examination. The School District will set a fee charge to be collected from each student when the Extracurricular Activities Contract is signed and returned to the coach. Student athletes who have physical examinations performed by their personal physicians must nonetheless sign the Extracurricular Activities Contract and comply with all Policy requirements. For all student extracurricular activity participants, tests will be done as chosen by the random selection basis; or at any time a student extracurricular activities participant is requested by the principal, athletic director, athletic trainer or by the sponsor or coach, based on reasonable suspicion (See Policy for Testing Students with regard to the use of Alcohol and Illegal Chemical Substances), to

be tested for alcohol and illegal or performance enhancing drugs.

Drug and/or alcohol use testing for student extracurricular activities participants will be chosen on a random selection basis weekly from all student participants. The School District will determine a weekly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.

In addition to the drug and alcohol use tests required above, any student extracurricular activities participant may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.

PARTICIPATION – PARKING PERMITS

Alcohol and illegal drug possession or use is incompatible with operating a motor vehicle on property of the School District. For the safety, health and well being of the students and Permit Holders of the School District, the School District has adopted this Policy for use by all Permit Holders. Any student found to be in possession of, or having used alcohol or illegal drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.

All students who park on School District property must have a proper parking permit issued by the School District.

Each Permit Holder shall be provided with a copy of this Policy via the Student/Parent Handbook, and the “Parking Permit Application and Alcohol and Illegal Drug Contract” (the “Parking Permit Contract”), which shall be read, signed and dated by the student, parent or custodial guardian before such student shall be eligible to apply for a parking permit. No application for a parking permit will be considered until the student has returned the properly signed Parking Permit Contract.

The principal or his/her designee shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a Permit Holder has been reported. If a violation of the Policy is determined to have occurred by a Permit Holder, the principal will contact the student and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained, including the beginning date of any suspension of the parking permit.

The Parking Permit Contract for alcohol and illegal drug and/or alcohol use testing shall be to provide a urine sample as chosen by the random selection basis; or at any time a Permit Holder is requested by the principal or his/her designee, based on reasonable suspicion, to be tested for alcohol and illegal drugs.

Drug and/or alcohol use testing for Permit Holders will also be chosen on a random selection basis weekly from a list of all Permit Holders. The School District will determine a weekly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal drugs.

In addition to the drug and alcohol use tests required above, any Permit Holder may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.

The School District will set a fee to be collected from each student when the Parking Permit Contract is signed and returned to the administration, to cover the expense of these testing procedures.

TESTING PROCEDURES

Any alcohol or drug use test required by the School District under the terms of this Policy will be administered by or at the direction of a professional laboratory chosen by the School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The principal, athletic director, or athletic trainer shall designate a sponsor or coach or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a

student is tampering with the specimen, the monitor may stop the procedure and inform the principal, athletic director, or athletic trainer who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this Policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tested positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a period of six (6) months.

If the alcohol or drug use test for any student has a positive result, the laboratory will contact the principal, the athletic director, or a designee with the results. In the case of student extracurricular activities participants who are not athletes, a principal will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. In the case of student athletes, the athletic director or athletic trainer will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. In the case of Permit Holders, a principal will contact the student and the parent or custodial guardian of the student and schedule a conference.

At the conference, a principal or the athletic director or designee will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. If the student and his/her parent or custodial guardian desires another test of the remaining portion, if any,

of the specimen, the principal, athletic director, or athletic trainer will arrange for another test at the same laboratory or at another laboratory agreeable to the principal or athletic director or designee. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian.

If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the principal or to the athletic director. The School District will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug.

A student who has been determined by the appropriate school administrator to be in violation of this Policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any extracurricular activities and/or park on School District property. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and such decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be the sole and exclusive judgment and discretion of the superintendent, which shall be final and non-appealable.

Before a student who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity and/or park on School District property after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The School District will rely on the opinion of the laboratory that performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by more recent use.

All documents created pursuant to this Policy with regard to any student will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

VIOLATIONS

Any student who is determined by observation or by alcohol or drug use tests to have violated this Policy shall be subject to the loss of the privilege to participate in extracurricular activities and/or loss of the privilege to park on School District property. Such student shall be offered educational and support assistance to stop using alcohol or illegal or performance enhancing drugs.

First Offense:

1. Athletes: Suspension from participation in all scheduled extracurricular activities (including all meetings, practices, performances and games/competitions) and suspension of the parking permit for 30 school days, which may be reduced by 15 school days (five school days reduced for professional drug/alcohol evaluation/assessment and ten school days reduced for participating in and successfully completing at least four (4) hours of substance abuse education/counseling provided by the School District or an outside agency).

A student athlete participant must miss a minimum of 40% of the allowable number of regular season contests allowed by the Oklahoma Secondary Schools Activities Association (OSSAA) which may be reduced to 20% upon completion of the assessment and substance abuse education counseling. If the student is not competing in an athletic activity during any suspension period due to injury, academic ineligibility or the games or competitions for that sport are finished or have not begun for that school year and, therefore, does not miss a minimum of 40% of the games/competitions during the suspension period, then the student will be required to miss a minimum of 40% of the games/competitions after he or she returns from the injury, becomes eligible or the games or competitions resume in the following school year or begin later in the same school year. These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding competition season if necessary to fulfill the suspension.

2. All other extracurricular participants will face participation restrictions as determined by the administrator, related to the event/contest schedule of that particular

activity and/or suspension of the parking permit for 30 school days.

Second Offense:

1. Complete suspension from participation in all extracurricular activities including all meetings, practices, performances and competition and/or suspension of the parking permit for eighteen (18) continuous and successive school weeks from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this Policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses occurring during the seventh and eighth (7-8) grades shall be cumulative for the duration of the student's middle school career. Offenses occurring in grades nine through twelve (9-12) shall be cumulative throughout the student's high school career. Athletes will be required to miss a minimum of 40% of regular season contests, whenever scheduled.

campus for eighteen (18) continuous and successive school weeks. Athletes will be required to miss a minimum of 40% of regular season contests, whenever scheduled. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

Self-Reporting: As an option to the consequences for a first offense only, a student may self-report to the principal, athletic director, athletic trainer or to a coach or sponsor before being notified of a Policy violation or prior to being asked or required to submit to an alcohol or drug use test. A student who self-refers will be allowed to remain active in all extracurricular activities and retain his or her parking permit after the following conditions have been fulfilled: a conference has been held with the student, the principal, athletic director, athletic trainer, the sponsor or coach, and the parent or custodial guardian of the student to discuss the Policy violation; an alcohol or drug use test is provided by the student that is not positive, and a participation commitment by the student and parent for four (4) hours of substance abuse education/counseling provided by the school or an outside agency. Documentation of successful completion of this commitment must be provided to the principal, athletic director or athletic trainer by the student or parent. A student who self-refers will, however, be considered to have committed his/her first offense under this Policy. A self-referral may be used only once in a student's time in the School District.

REFUSAL TO SUBMIT TO ALCOHOL OR DRUG USE TEST

If a student refuses to submit to an alcohol or drug use test authorized under this Policy, such student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances and competition, or park on

**Jenks School District Student
Extracurricular Activities Participant Alcohol and Illegal
or Performance Enhancing Drugs Contract
20__ to 20__ School Year**

Statement of Purpose and Intent:

Participation in school sponsored extracurricular activities at the Jenks School District is a privilege and not a right. Such privilege is governed by the Jenks School District Policy on Alcohol and Drug Testing of Students Participating in Extracurricular Activities and/or Parking on School District Property (the "Policy"). This policy is found in the Jenks Policies and Procedures Handbook and the Student/Parent Handbook. Alcohol and illegal or performance enhancing drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Jenks School District. Students who participate in activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship and training. Accordingly, student extracurricular activities participants carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol or illegal or performance enhancing drugs.

Participation in Extracurricular Activities:

For the safety, health and well-being of the students of the Jenks School District, the Jenks School District has adopted the Policy and this Student Extracurricular Activities Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the "Extracurricular Activities Contract") which shall be read, signed and dated by the student, parent or custodial guardian and sponsor or coach before such student shall be eligible to practice or participate in any extracurricular activity. **No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Extracurricular Activities Contract.**

_____ Student's Last Name	_____ First Name	_____ Middle Initial	_____ Grade	_____ Student ID Number
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I understand after having read the Policy and this Extracurricular Activities Contract that, out of care for my safety and health, the Jenks School District enforces the rules applying to the consumption or possession of alcohol and illegal or performance enhancing drugs. As a student extracurricular activities participant, I realize that the personal decision that I make daily in regard to the consumption or possession of alcohol and illegal or performance enhancing drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate the Policy regarding the use or possession of alcohol and illegal or performance enhancing drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of my participation as outlined in the Policy.

_____ Signature of Student	_____ Date
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We have read and understand the Policy and this Extracurricular Activities Contract. We desire that the student named above participate in the extracurricular activities of the Jenks School District and we hereby agree to abide by all provisions of the Jenks School District's Policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

_____ Signature of Parent or Custodial Guardian [If the student athlete is 18 years or older, he/she must also sign at this line in addition to the line above.]	_____ Date
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BELOW PLEASE OBTAIN THE SIGNATURE OF ANY SPONSOR OR COACH OF AN EXTRACURRICULAR ACTIVITY IN WHICH YOU ARE INVOLVED:

_____ Signature of Sponsor/Coach	_____ Team/Extracurricular Activity
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**Jenks School District Student
Parking Permit Application and
Alcohol and Illegal Drugs Contract**
20__ to 20__ School Year

Statement of Purpose and Intent:

Parking on the property of the Jenks School District is a privilege and not a right. Such privilege is governed by the Jenks School District Policy on Alcohol and Drug Testing of Students Participating in Extracurricular Activities and/or Parking on School District Property (the "Policy"). This policy is found in the Jenks Policies and Procedures Handbook and the Student/Parent Handbook. Alcohol and illegal drug use of any kind is incompatible with the privilege of parking on the property of the Jenks School District. Students who park on School District property operate vehicles in close proximity of other students. Because of this, the potential harm from misjudgment or impaired judgment of a student is great. Students who park on School District property carry a responsibility to themselves, their fellow students and members of the public to operate their vehicles in a safe and reasonable manner, which includes avoiding the use or possession of alcohol or illegal drugs.

Parking Permits:

For the safety, health and well-being of the students of the Jenks School District, the District has adopted the Policy and this Parking Permit Application and Alcohol and Illegal Drugs Contract (the "Parking Permit Contract") which shall be read, signed and dated by the student, parent or custodial guardian before such student shall be eligible to apply for a parking permit. **No application for a parking permit will be considered until the student has returned the properly signed Parking Permit Contract.**

Student's Last Name	First Name	Middle Initial	Grade	Student ID Number
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I understand after having read the Policy and this Parking Permit Contract that, out of care for my safety and health, the Jenks School District enforces the rules applying to the consumption or possession of alcohol and illegal drugs. As a driver, I realize that the personal decision that I make daily in regard to the consumption or possession of alcohol and illegal drugs may affect my health and well-being as well as the possible endangerment of those around me. If I choose to violate the Policy regarding the use or possession of alcohol and illegal drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of any parking permit issued to me as outlined in the Policy.

Signature of Student	Date
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We have read and understand the Policy and this Parking Permit Contract. We desire that the student named above be issued a parking permit by the Jenks School District and we hereby agree to abide by all provisions of the Jenks School District's Policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

Signature of Parent or Custodial Guardian [If the student is 18 years or older, he/she must also sign at this line in addition to the line above.]	Date
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PLEASE PROVIDE THE INFORMATION BELOW:

Car Description: _____
(Year) (Color) (Make) (Model)

Car Tag Number: _____
(Please Print)

Driver's License Number: _____

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 of Curriculum and Student Programs, 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 consideration. 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.

SCHOOL SPONSORED/APPROVED ACTIVITIES

EXTRACURRICULAR REQUIREMENTS

ELIGIBILITY

Jenks Middle School is a member of the Oklahoma Secondary School Activities Association and subject to the rules and regulations set forth by that organization. Some of the basic requirements are:

1. Parents/guardians must reside within the boundaries of the District.

2. A student must be doing satisfactorily in academic studies as prescribed by the O.S.S.A.A.
3. A student must not be beyond the age of fifteen (15) before September 1.
4. A student must be in attendance a minimum of ninety percent of the school days.
5. Each participant will be required to sign an eligibility contract at the start of that activity.
6. A student will not be eligible for participation in school activities during the year when repeating either the seventh or eighth grades, even though the student came from a non-member school.

PARTICIPATION

Students who participate in curricular, co-curricular and/or extracurricular activities (tournaments, contests, meetings, banquets, performances, etc.) represent our school and community and, therefore, must abide by all rules and regulations set forth in the Student Handbook and/or by that organization. This includes academic standing, ninety percent attendance, and proper attire and conduct.

Failure to do so may result in removal from that activity or disqualification from being eligible to receive any organizational or school honor. Students who are suspended for drug and/or alcohol infractions will not be allowed to participate in school activities for the remainder of that semester and/or the following semester. When a student's behavior results in disciplinary action, he may lose participation rights in some or all activities for that semester and/or the following semester. Students must be in attendance one-half of the school day to participate in after-school activities. In case of conflicting activities, performance takes precedence over practice. Some organizations have rules and regulations in addition to those in the Middle School Handbook.

ATTITUDE (SAFETY)

STUDENT BEHAVIOR

STUDENT BEHAVIOR POLICY

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

Similarly, these policies, as well as the regulations included in the student and parent handbooks, should be

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

The Board of Education of the Jenks School District adopts the following policy and procedures dealing with student behavior. The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Jenks Schools.

The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides, must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

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

1. Arson
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating, or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval
8. Failure to comply with state immunization records
9. False reports, false calls, or misrepresentation of facts
10. Fighting
11. Forgery
12. Gambling
13. Gangs or set behavior and attire
14. Hazing (initiations) in connection with any school activity
15. Headlocks or other dangerous behaviors
16. Immorality
17. Inappropriate behavior or gestures
18. Inappropriate public behavior
19. Indecent exposure
20. Obscene language
21. Physical or verbal abuse
22. Plagiarism
23. Possession of a caustic substance
24. Possession of obscene materials
25. Use of a wireless telecommunications device without prior authorization.
26. Possession, threat or use of a dangerous weapon and related instrumentalities i.e., bullets, shells, gun powder, pellets.
27. Possession, use, distribution, sale, purchase, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law i.e., 3.2 beer) and/or controlled substances
28. Profanity
29. Intimidating, bullying, sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
30. Theft
31. Threatening behavior (whether involving written, verbal or physical actions)
32. Truancy
33. Clothing or accessories with profane, vulgar, violent or repulsive words or pictures; or unacceptable attire dealing with beer, alcohol, drugs or tobacco; tank tops, halter tops, half shirts, see-through garments; or if the attire creates an unsafe, threatening environment; or if the attire distracts from the education environment.
34. Use or possession of tobacco in any form
35. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
36. Using racial, ethnic, or sexual epithets
37. Vandalism
38. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations or violation of state statutes
39. Vulgarity
40. Willful damage to school property
41. Willful disobedience of a directive of any school official
42. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school
43. Removing or attempting to remove any book from the library media center without following the appropriate check-out procedure. This may also include any pranks or practical jokes designed to set off the alarm.
44. Unauthorized or inappropriate use of technology software and/or hardware, including audio, video or photographic recordings.
45. Using skateboards, rollerblades, skate shoes or scooters on school property or at school events.

TESTING STUDENTS WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES

(See also Student Behavior Policy – Drugs and Alcohol)

The Board of Education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event hereby adopts the following policy.

STATEMENT OF PURPOSE AND INTENT

The safety of students and employees of the School District is of paramount concern to the Board of Education. Students who are under the influence of alcohol or an illegal chemical substance when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event pose serious safety risks to students, employees and the public.

The Board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This Policy will not infringe on those rights. However, due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on a student's ability to perform as a student, the Board will not tolerate the behavior of students who use, possess, distribute, purchase, sell or are under the influence (as defined in the Policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

This Policy will apply to all students of the School District, and Violations of this Policy will subject the student to disciplinary action, including out-of-school suspension from school.

DEFINITIONS

"Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which may be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates,

benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

"Alcohol" means ethyl alcohol or ethanol and includes "low point" beer.

"Under the influence" means any student of the School District who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

"Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

"School property" means any property owned, leased or rented by the School District, including but not limited to school buildings, parking lots and motor vehicles.

"Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

"Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of this Policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

- a. Observable phenomena, such as:
 - (1) the physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, or
 - (2) the direct observation of alcohol or drug use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event;
- b. A report of drug or alcohol use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, provided by reliable and credible sources as determined by an administrator;
- c. Evidence that a student has tampered with an alcohol or drug test;

- d. Evidence that a student is involved in the use, possession, sale, administration, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

PROCEDURES FOR ALCOHOL OR ILLEGAL CHEMICAL SUBSTANCE TESTING

Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

FORM TO LIST MEDICATIONS

In the case of urine samples, the samples must be collected by a test monitor of the same sex as the student in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample.

If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school.

Each student shall be given a form on which the student may, but shall not be required to, list any medications he

has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use the gas chromatography/mass spectrometry technique or an equivalent scientifically accepted method of equal or greater accuracy with rules and cutoff levels approved by the State Board of Health. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method with rules and cutoff levels approved by the State Board of Health. Upon written request, the student will be furnished with a free copy of all test results performed under this Policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by the School District under this Policy shall be at School District expense. Any student who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles or going to or from a school sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by something other than consumption of alcohol or an illegal chemical substance by the student, then the student will be given an opportunity to present evidence that the positive test result was produced by something other than consumption of alcohol or an illegal chemical substance. The School District will rely on the opinion of the District's laboratory which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the School District will not report on or disclose to the School District any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

STUDENT ALCOHOL AND DRUG USE TESTS - WHEN REQUIRED

Any student whose behavior while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event creates a reasonable

individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit the School District from disciplining any student in the absence of an alcohol or drug use test of the student.

ANY STUDENT WHO REFUSES TO TAKE AN ALCOHOL OR DRUG USE TEST WHEN SO REQUIRED UNDER THE PROVISIONS OF THIS POLICY WILL BE DEEMED TO HAVE VIOLATED THIS POLICY AND WILL BE SUBJECT TO DISCIPLINARY ACTION INCLUDING OUT-OF-SCHOOL SUSPENSION FROM SCHOOL TO THE SAME EXTENT AS IF THE STUDENT TESTED POSITIVE FOR THE PRESENCE OF ALCOHOL OR ILLEGAL CHEMICAL SUBSTANCES.

STUDENT USE, SALE, POSSESSION, DISTRIBUTION, PURCHASE OR BEING UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL CHEMICAL SUBSTANCE

Any student who possesses, uses, administers, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this Policy) of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event or as a result of alcohol or drug use tests conducted under this Policy will be subject to disciplinary action, including out-of-school suspension from school.

PERSONS AUTHORIZED TO ORDER ALCOHOL OR DRUG TESTING

The following persons have the authority to require alcohol or drug use testing of students under this Policy:

The Superintendent of Schools;
Any employee designated for such purposes by the Superintendent or the Board of Education.

OUT-OF-SCHOOL SUSPENSION DUE PROCESS PROCEDURES

Any student who is subject to an out-of-school suspension for the violation of this Policy shall be afforded appropriate due process procedures allowed by the School District's policy on student behavior.

CIRCULATION OF POLICY

This policy shall be given broad circulation to all students of the School District which shall include prominent posting at various places in the School District.

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.

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.

VIOLENT OFFENSES

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

STUDENT POSSESSION OR USE OF ALCOHOL, TOBACCO AND ILLEGAL DRUGS POLICY

TOBACCO POSSESSION AND USE

Students are not permitted to possess or use any form of tobacco or tobacco paraphernalia on school property, including school buses, and at school-sponsored

functions. This policy is in effect 24 hours a day, seven (7) days a week. Products will be confiscated and parents/guardians will be notified each time a student is found in violation of this policy. Violations of this policy may result in a report being filed with the Oklahoma Alcoholic Beverage Laws Enforcement (ABLE) Commission. Consequences associated with the filing of this report will be determined by the ABLE Commission, authorized by the *Prevention of Youth Access to Tobacco Act: Oklahoma State Statute Title 37, Section 600.4A*. Violation of this policy will **also** result school disciplinary actions:

FIRST OFFENSE

Four (4) hours of Tobacco Education Program, or twelve (12) hours of Friday School Service, or three (3) days of In-School Intervention with credit. A letter will be mailed to the parent/guardian which explains the Tobacco Policy.

The student will be suspended from participation in the next two (2) scheduled competitions, contests or performances for all extracurricular activities in which the student is currently involved.

SECOND OFFENSE

Ten (10) days of In-School Intervention with full academic credit, or seven (7) days of In-School Intervention with full academic credit and four (4) hours of Tobacco Education Program. A letter will be mailed to the parent/guardian which explains the Tobacco Policy.

The student will be suspended from participation in all scheduled competitions, contests, or performances for eighteen (18) continuous and successive school weeks from all extracurricular activities. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

THIRD OFFENSE

Home suspension from school for the remainder of the current semester and/or the following semester. Referral to the Jenks Alternative Center will be made.*

**All students are interviewed prior to entrance to the Alternative Center. Acceptance to the program is based on a team decision.*

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. Law enforcement agencies, parents,

and/or guardians will be notified. Drug offenses occurring during the seventh and eighth grades shall be cumulative for the duration of the student's middle school career. Students in violation of this policy will receive suspension as follows:

Use, Possession, Or Purchase

Any student purchasing or exhibiting evidence of use, possession, or purchase 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 will receive the following discipline.

FIRST OFFENSE

Ten (10) days of off-campus suspension, followed by twenty-five (25) days of In-House Intervention, which may be reduced by fifteen (15) days pending participation in Student Assistance Programs. (Five (5) days reduced for professional drug/alcohol evaluation/assessment. Ten (10) days reduced for participating in Parent/Student Involvement Program.) The student or his/her parent/guardian must make arrangements to reduce the 25 days of in-house intervention no more than five (5) days from the first day of in-house served. Otherwise, the full 25 days will be served.

Student will be suspended from participation in all extracurricular activities (including meetings, practices, performances, games and competitions) during the time of in-school intervention. The District Student Athlete Contract is supplemental to this policy (an athlete will be required to miss a minimum of two (2) games or competitions).

SECOND AND SUBSEQUENT OFFENSE

Suspension for the remainder of the semester and/or the following semester. Drug offenses occurring during the seventh and eighth grades shall be cumulative for the duration of the student's middle school career.

In some cases, students may be offered the option of an on-line alternative program. The suspension will be reduced to ten (10) days, during which time the student will be required to complete and/or initiate any requisite screenings, assessments, contacts or other actions as determined by the appropriate administrator. After ten (10) school days, if documentation is produced by the student indicating that the required actions have been completed, the student will be enrolled in the on-line education program.

Selling or Distributing

Any student found guilty of selling or distributing a controlled or illegal drug, counterfeit or imitation drug, barbiturate, inhalant, alcoholic or low-point beer, any

other abusable chemical substance or related paraphernalia will be suspended as follows:

FIRST OFFENSE

Suspension for the remainder of the current and/or the following semester. In some cases, students may be offered the option of an on-line alternative program. The suspension will be reduced to ten (10) days, during which time the student will be required to complete and/or initiate any requisite screenings, assessments, contacts or other actions as determined by the appropriate administrator. After ten (10) school days, if documentation is produced by the student indicating that the required actions have been completed, the student will be enrolled in the on-line education program.

Definitions related to drugs and alcohol:

"School-related functions" include, but are not limited to, activities taking place before school, during the regular school day, after school, weekends and at any other school where Jenks students are participating in an activity.

"Low-point beer" means and includes beverages containing more than one-half (1/2) of one (1) percent alcohol by volume, and not more than three and two-tenths (3.2) percent alcohol by weight.

"Alcoholic beverage" means alcohol spirits, beer, and wine as those terms are defined herein and also includes every liquid or solid, patented or not, containing alcohol, spirits, wine, or beer and capable of being consumed as a beverage by human beings.

"Abusable chemical" means drug, substance, or immediate precursor, included in but not limited to:

1. opiates, including their isomers, esters, ethers, salts, and salts of isomers, esters and ethers;
2. any opium derivatives, their salts, isomers and salts of isomers;
3. any material, compound, mixture, or preparation which contains any quantity of any substance having a potential for abuse associated with a depressant or stimulant effect on the central nervous system.

NOTE: All controlled dangerous substances are listed in Schedules I through V of Article II of OS 63, 2-101.

ELECTRONIC WIRELESS COMMUNICATION DEVICES

The Board of Education promotes an environment for instructional learning that is safe and secure. Therefore, the district establishes the following rules for the use of wireless communication devices.

Students are prohibited from possessing wireless communication devices during school hours. For safety reasons, students may possess wireless communication devices before and/or after school. During school hours, wireless devices may be in a student's car or locker, but not on a student's person, including, but not limited to purses, pockets, and backpacks. In order to avoid any disruption of the educational process, all wireless communication devices placed in a locker must be turned off.

Only a principal or other administrator may approve exceptions to this policy. A violation of any part of this policy may result in the wireless communication devices being confiscated by the administration. The confiscated device must be picked up by the parent or guardian and will not be released to the student. In addition, the student may be subject to further discipline.

CELL PHONES / WIRELESS COMMUNICATION DEVICES

The Board of Education promotes an environment for instructional learning that is safe and secure. Therefore, the district establishes the following rules for the use of wireless communication devices.

Students are prohibited from possessing wireless communication devices during school hours. For safety reasons, students may possess wireless communication devices before and/or after school. During school hours, wireless communication devices may be in a student's car or locker, but not on a student's person, including, but not limited to purses, pockets, and backpacks. An exception is made for students who attend athletic or other activity or off-campus classes during the last class period of the day. In order to avoid any disruption of the educational process, all wireless communication devices placed in a locker must be turned off.

A principal or administrator must approve exceptions to this policy. A violation of any part of this policy may result in the wireless communication devices being confiscated by the administration. The confiscated device must be picked up by the parent or guardian and will not be released to the student. In addition, the student may be subject to further discipline.

Discipline will be administered according to the following guidelines:

- a. First offense: Verbal warning. Parent/ guardian must pick up the phone and sign a statement which indicates understanding of the Electronic Wireless Devices policy.
- b. Second offense: Four (4) hours of Friday school. Parent/guardian must pick up the phone.

- c. Third and other offenses: Suspension, the length of which is to be determined by the principal. Parent/guardian must pick up the phone.

ELECTRONIC DEVICES

The use of MP3 players, and similar equipment is not allowed. These items will be given to a principal the parent/guardian may pick up items with verification of ownership. Exceptions because of medical necessity must be approved by the parent/guardian and principal, or Superintendent or designee.

INTERNET BASED INSTRUCTION: SUPPLEMENTAL ONLINE COURSES

(See *also* Network and Internet Acceptable Use Policy)

Upon request, the District will provide supplemental learning opportunities using online technology in a nontraditional classroom setting to students enrolled in the District. Supplemental online courses are an optional avenue of instruction for District-enrolled students and are part of, not an addition to, a student's six period school day. All existing requirements related to student progress including retention, promotion, and grade assignment are the same for the District's online students as they are for students enrolled in traditional courses. The District shall ensure that students have the opportunity to advance through the supplemental online course at their own pace so long as the supplemental online course completion corresponds with the standard course completion schedule of the District or the student's Individualized Education Program (IEP) or 504 Plan.

Information about the JPS Virtual School, grades 9-12, may be found on the Jenks Public Schools website, or by contacting the Virtual School Coordinator, who is housed in Jenks High School Building 6. Students or parents at other sites should contact their school site for specific information regarding course availability and procedures for enrollment. The determination of the educational appropriateness of online courses for individual students will be made by the site principal or designee(s), or by an IEP team when applicable.

For additional information, please refer to the Jenks Public Schools Policies and Procedures Handbook, Policy 3.19 – Internet Based Instruction: Supplemental Online Courses.

INTERNET POLICY

JENKS PUBLIC SCHOOLS NETWORK AND INTERNET ACCEPTABLE USE POLICY

Purpose Statement

The Independent School District No. 05 of Tulsa County, Oklahoma (the "District") provides its students and

employees with access to the District's computer network system, including Internet access, in an effort to expand the informational and communication resources in furtherance of the District's goal of promoting student learning and educational excellence. The expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity and result in better communication between the District, patrons, and other affiliates.

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

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

NETWORK AND INTERNET ACCESS - TERMS AND CONDITIONS

Acceptable Use

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

Parental Consent for Students

In order for a student to gain access to the District system, the student's parent or legal guardian must be provided a copy of the Network and Internet Acceptable Use Policy and sign the Student Internet/Computer Release Agreement requesting that his/her child be given Internet access under the terms and conditions described in this policy. Parents may withdraw their consent at any time. There is, however, a wide range of information available

through the Internet, which is not appropriate for access by minors, has no educational value, or does not meet with the particular values of the families of the student. The District system contains devices and restrictions on use intended to prevent access to inappropriate material or information. It is impossible for the District to guarantee that students will not be exposed to inappropriate material through their use of the Internet. Therefore, the District believes that parents bear primary responsibility for communicating acceptable behavior and family values to their children. The District encourages parents to discuss with their children what material is and is not acceptable to access through the District system.

Privilege of Use

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

Inappropriate Use

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

1. **Appropriate Language:** Do not use abusive language in messages to others. Be polite. Do not use obscene or profane language, vulgarities, and rude or disrespectful language. Do not engage in personal attacks or activities intended to distress or annoy another user.
2. **Student Safety Usage:** Do not reveal personal contact information. This information includes telephone numbers and addresses. Do not use the Internet to arrange meetings with persons met on line. Users will promptly disclose to the teacher, District system administrator, or to any other member of the faculty or staff messages considered to be inappropriate.
3. **Electronic Mail:** Electronic mail (E-mail) is not a private communication. The District and system administrators have access to E-mail, E-mail accounts, and network activity. Accessing personal home E-mail accounts and/or use of social media should not interfere with the performance of an employee's duties.
4. **Network Resources:** System users should not use the network in a way that will disrupt the use of the network for other users.
5. **Non-Educational Media:** Students are prohibited from transferring non-educational media through the District network. This includes, but is not limited to: software, games, video, and music (MP3 files). The

downloading or use of software products that are used for data capturing is strictly prohibited.

6. Personal Equipment: Users are not allowed to use personal equipment (including laptop computers) to access the District's network without prior permission from the Information Technology Department. However, guest network access will be available to students enrolled in online courses or other visitors attending professional meetings. Individuals who are given permission to use personal equipment to access the guest network agree to waive any right to privacy which may exist in any file, data, E-mail, or other information that may be contained on the hardware.

7. Servers: There are many servers available for customers throughout Jenks Public Schools. When server use is appropriate, customers will be advised as to how to access the server and will be given appropriate credentials. **It is a violation of law to access or attempt to access servers without authorization. Violations will be criminally prosecuted.**

Limitation of Liability

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

Security

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

Vandalism

Vandalism of District hardware, software or the system itself will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District. This includes, but is not limited to, the uploading or creation of computer viruses or actions that disrupt all or a portion of the District's

computer system. All system users shall avoid the accidental spread of computer viruses by strict adherence to District policies governing the downloading of software. No system user may use the system to "hack" or attempt to gain unauthorized access to any other computer system, network or site or any unauthorized portion of the District's system.

Inappropriate Material

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

1. Obscene to minors, meaning material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors and when an average person, applying contemporary community standards would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.

2. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.

3. Vulgar, lewd, or indecent material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.

4. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

5. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnicity, national origin, gender identity or preference, handicapped condition, or which advocates illegal conduct, violence, or discrimination toward any particular group of people. This includes racial and religious epithets, slurs, insults and abuse.

6. Disruptive to school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Application and Enforceability: The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety by the terms and conditions contained in this policy. The system user acknowledges

that any violation of this policy may result in access privileges being revoked, disciplinary action being taken, or criminal prosecution.

Home Page and Web sites

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

DISTRICT “HOME PAGE” WEB POLICY

The District will establish a “Home Page” Web site and will develop Web pages that will present information about the District. The Director of Communications is responsible for organizing Web page content and developing procedures for designing and maintaining all aspects of the District Web site.

All information presented as a part of the District Web site must be directly related to projects and activities supported by Jenks Public Schools administration, department, site, class and/or school sponsored clubs. All content must be approved prior to posting on the site specific Web pages of the District Web site. Approval authority is as follows:

- Class and Club Web Page ContentSite Principal
- Dept Web Page ContentReporting Administrator
- Site and District Web PageContent Superintendent

Departments, sites and classes may establish Web pages that present information about their specific activities according to Web Content Policy. The site principal or department head will designate an individual Web master to be responsible for managing the department, site and/or class Web page. Each Webmaster will work directly with the Director of Information Services to follow proper procedures and to ensure proper development and linkage with Jenks Public School District Web page.

With the approval of the site principal, extracurricular organizations may establish Web pages associated with the District and site Web site. The Director of Information Services will establish a procedure and specific criteria for the establishment and posting of material, including pointers to other locations on the Internet. Material presented on the organization Web page must relate specifically to organization activities, will include only

material produced by students belonging to the organization, and will support the mission and purpose of Jenks Public Schools.

From the district Web site, students will not be permitted to develop or link their individual home pages to any part or portion of the District Web site.

All materials published on a Web page must meet procedural requirements set by the Director of Information Services and must adhere to all related Jenks Public Schools Board policies.

Written authorization is required to use the name, picture, and/or other personally identifiable information of any administrator, faculty, staff, and/or student of Jenks Public Schools as a part of the district, department, site, class and/or club Web page.

Individual student names will be used only in conjunction with an article and/or a picture displayed as a part of the district, department, site, class and/or club Web page. For students of Jenks Public Schools, written permission must be obtained from parents in order to post any picture of any student individually or as a part of a group prior to inclusion on a Web page.

Written permission must also be obtained from parents in order to list a student name in a Web article and/or in the caption for a Web picture. At no time will student Internet E-mail addresses be listed on any Jenks Public Schools Web page.

All Web page correspondence will be directed through the Web master for each individual Web page.

HARASSMENT, INTIMIDATION AND BULLYING

Harassment, intimidation, bullying and threatening behavior constitute unethical and/or unacceptable employee or student conduct that will not be tolerated at any level. All District employees and students are strictly prohibited from engaging in any form of harassment, intimidation, bullying or threatening behavior of any other employee or student. Any District employee or student engaging in harassment, intimidation, bullying or threatening behavior is subject to disciplinary action including, but not limited to, student suspension, employee suspension, demotion, forfeiture of pay or benefits, and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context, and gravity of such activities or incidents.

While it is not easy to precisely define what constitutes harassment, intimidation, and bullying, it certainly includes, but is not limited to, written or verbal expressions, expressive gestures, electronic communication, or physical acts that are menacing,

sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of the District. A reasonable person should know that these expressions, communications or acts will harm another student or employee, damage property, place another student or employee in fear of harm to their person or property, or demean the student or employee. Threatening behavior includes any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, District employees, or District property.

The District prohibits harassment, intimidation, bullying and threatening behavior on District grounds, in District vehicles, at designated bus stops, at school-sponsored activities or at school-sanctioned events. Harassment, intimidation, bullying and threatening behavior by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at a District student or employee and concerns harassment, intimidation or bullying at school. When specific allegations of harassment of a sexual, racial, or religious nature, or due to a disability are filed, the Office of Human Resources will conduct a thorough investigation. A principal or designee will investigate other allegations of harassment or bullying and, when appropriate, provide education, information about community health options, and/or discipline related to such behavior.

Individuals bring different levels of sensitivity to interaction. What may seem harmless, trivial, or “all in good fun” to one person may be extremely offensive to the person to whom the comments or actions are directed. In determining what a “reasonable person” should recognize as an act placing a student or employee in reasonable fear of harm, District staff will consider the reasonableness based on any special emotional, physical, or mental needs of a particular individual; personality or physical characteristics, or history that might cause the individual to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; as well as the disciplinary history, personality of and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

The District is committed to providing appropriate and relevant training to District employees regarding identification of behavior constituting student or employee harassment, intimidation, bullying and threatening behavior and the prevention and management of such conduct. Students, like District employees, shall participate in education programs which clearly define expectations for student behavior and emphasize an understanding of student harassment, intimidation, bullying and threatening behavior. Also included in such

education programs will be the District’s prohibition of such conduct, the reasons why the conduct is destructive, unacceptable and a pathway that may lead to disciplinary action.

Students are encouraged to inform District personnel if they are the victim of or a witness to acts of harassment, intimidation, bullying or threatening behavior. To help prevent bullying at school parents should encourage their student to report bullying when it occurs, take advantage of opportunities to talk to their student about bullying, inform the school immediately if they think their student is being bullied or bullying other students, watch for symptoms that their student may be a victim of bullying and report those symptoms. Full cooperation with District employees in identifying and resolving incidents, and participation in activities designed to eliminate harassment, intimidation, bullying and threatening behavior, including activities to address confirmed incidents is also encouraged. For ease in reporting, a District reporting form will be provided when appropriate.

It is an important duty of District employees to report acts or behavior that the employee witnesses that appears to constitute harassment, intimidation, bullying or threatening behavior. All District employees shall encourage students who tell them about such acts to complete a District report form. For young students, District employees given that information will need to provide direct assistance to the student. District employees who hear of incidents that may, in the employee’s judgment, constitute harassment, intimidation, bullying or threatening behavior, will report all relevant information to the site principal or designee. Site administrators or their designees shall investigate all reported incidents of harassment, intimidation, bullying or threatening behavior and take prompt and effective action to address confirmed incidents and prevent their recurrence. This action may include discipline, referral to the school counselor, referral to community mental health care providers, student social skills training and other actions. In addition, site administrators or their designees will also determine the severity of confirmed incidents and assess their potential to result in further violence. Those employees shall promptly report their findings to the site principal and other appropriate staff members.

When designated administrators confirm an incident of student harassment, intimidation, bullying or threatening behavior, they may also determine that it is appropriate to recommend that the student and parent take advantage of available community mental health care options in an effort to provide additional student assistance and prevent the recurrence of further incidents. If so, designated administrators will advise the parent in writing of such options available in the community and surrounding area. Pursuant to the requirements of state law, the District may request the disclosure of any information concerning

students who have received mental health care for an incident that indicates an explicit threat to the safety of students or employees. The District will make any such request for disclosure in compliance with applicable state and federal laws and regulations.

SEXUAL HARASSMENT

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

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

GENERAL PROHIBITIONS

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

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

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

For the purposes of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing.

Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions

or academic/co-curricular decisions affecting such individuals.

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

SPECIFIC PROHIBITIONS

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

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

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

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

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

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

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

PROCEDURE

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

Students who have a complaint alleging sexual harassment should report their complaint to their respective building principal or counselor. The site principal will initiate an investigation of the complaint under the supervision of the Administrator of Human Resources or designee. A report will be made to the

Superintendent regarding accusations, investigative procedures, and reconciliation of complaints.

CORPORAL PUNISHMENT

Corporal punishment is not permitted in Jenks Public Schools.

DAMAGE TO SCHOOL PROPERTY

All school property belongs to the patrons of the Jenks School District and is to be used by and for the benefit of all students. Therefore, when a student intentionally destroys or damages school property, he/she is personally liable financially and subject to discipline of school authorities.

FIGHTING

Fighting or involvement in other violent acts during school time or at school activities may result in legal authorities and parents/guardians being notified. Students will be suspended for fighting and assault. Fighting is mutual combat between two or more students. Assault is the willful threat or attempt to use force on another student causing bodily contact or injury. Payment for any damages or loss of school property incurred may be required.

Students who demonstrate a pattern of violent behavior will receive additional consequences to ensure the safety of others. Individuals who incite or encourage a fight (including pushing, cheering, filming, and posting to the internet, etc.) may receive consequences up to or including suspension from school.

STEALING

Stealing, destroying, or defacing school property or personal property at school may result in both legal authorities and parents/guardians being notified.

Disciplinary action may include, but not be limited to:

1. In-school intervention
2. Detention
3. Restriction of privileges
4. Suspension from school and school activities
5. Payment for damages and loss

HALL COURTESY

The student should:

1. keep the halls open to traffic by walking on the right side and not standing in groups. Running in the halls is never appropriate.
2. pass through halls quietly and be considerate of others.

3. discard trash in the containers provided and keep the school clean.

PUBLIC DISPLAY OF AFFECTION

No public display of affection will be allowed at school. Offending students will have their attention called to the matter, and appropriate disciplinary action will be taken if the problem occurs again.

STUDENT IDENTIFICATION REQUIREMENT

All students are required to wear a student identification card at all times for identification purposes. Students must, upon request, identify themselves to any school personnel on school grounds at any time or off school grounds during the school day. The identification card must be worn in plain view on the front of the body between the shoulders and waist. Lanyards will be provided by the school. The card must also be used when signing in and out of school, when going to the nurse, charging at child nutrition, and when riding a bus. Identification cards are the property of the school, like textbooks. They are not to be covered with pins, stickers, pictures, or other objects, nor should they be altered in any way. No torn identification cards or identification cards with pieces missing will be acceptable. Identification cards are issued free of charge to all students at the time of enrollment and will be collected on the last day of school. If the card is lost, the student must have a replacement card made in the Guidance Office. There is a five dollar (\$5.00) replacement charge for any identification card.

If a student does not wear his/her identification card as described above:

- a. *First Offense: Warning. Temporary identification card issued.*
- b. *Second Offense: Warning. Temporary identification card issued. Parent/guardian is notified.*
- c. *Third Offense: Parent/guardian is notified. One (1) hour of detention is assigned.*
- d. *Fourth Offense: Parent/guardian is notified. Two (2) hours of detention are assigned.*
- e. *Fifth Offense: Parent/guardian is notified. Friday School Service is assigned.*
- f. *In excess of five (5) temporary identification cards issued, ADMINISTRATOR will assign appropriate discipline.*

DRESS CODE

A student's appearance should not distract classmates from the important task of learning. Because a relationship between one's appearance and behavior does exist and because an appropriately dressed student is

better accepted by his/her peers, attire for students must be reasonable, modest, and in such style that it will not cause distraction.

1. Short-shorts, bicycle and boxer shorts, are not permitted. Skirt, dress and shorts hemlines should be no shorter than the tip of the longest finger with the hand hanging at the student's side.
2. Clothing should be buttoned and appropriate undergarments worn at all times. The student's torso, chest, or undergarments should not show at any time even while sitting, bending or leaning. Sleeveless blouses must cover at least two (2) inches of each shoulder. Necklines should be modest and appropriate.
3. Safety and sanitation dictate that students wear appropriate footwear. No house shoes are allowed.
4. Mesh shirts, midriffs, halters, low riders, tank tops, clothes with inappropriately placed holes or tears and other similar attire are inappropriate school wear and will not be permitted.
5. Clothing displaying disruptive or suggestive lettering and/or symbols is considered inappropriate and will not be permitted. Items advertising alcoholic beverages or drug and tobacco products will not be permitted.
6. Hair, mustaches, beards, and make-up must be reasonable, modest and clean. Extreme hairstyles such as Mohawks or their derivatives and colors which are not a natural hair color and/or distract or disrupt the learning environment will not be permitted.
7. Hats, scarves, bandanas, and sunglasses are not to be worn inside the buildings at anytime. Any student wearing such in any building will be asked to give it to any employee who asks for it. It will be sent to the assistant principal. Hoods on sweatshirts or sweaters may not be worn over the head inside the buildings at anytime.
8. Only uniforms that conform to the above guidelines may be worn during the school day.
9. All students participating in school activities will comply with the dress and appearance regulations of activities to which they belong and participate.
10. Any gang-related behavior, body adornment, tattoos, or clothing is prohibited; this includes, but is not limited to, "sagging", bandannas, wearing gang/set colors, written symbols, or gestures that reflect gang affiliation.
11. Body piercing jewelry/ornamentation of any kind, other than that worn on the ears, is not permitted.
12. A teacher and/or administrator shall have the authority to determine the appropriateness of any attire. In making such a determination, the teacher and/or administrator should be governed by whether the attire is offensive, disruptive, or distracting to the educational environment.

The penalty for violation of the dress code is a referral to the assistant principal, change of clothes obtained or placement in In-school Intervention for the remainder of the day. If a change of clothing is not possible, parent/guardian contact will be made and possible disciplinary action taken. The student may also receive an unexcused absence from class(es) missed while clothes are being obtained.

TRANSPORTATION POLICY

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

Students who ride a bus other than the one assigned to them must have a bus pass completed in full, signed by their principal. Bus passes will be issued for students who enroll after Labor Day or for emergency reasons. Students will not be issued a bus pass to ride a bus to work, an activity, an appointment, i.e., Boy Scouts, Girl Scouts, sporting practices or events, dentist, doctor, other types of appointments, day care, baby sitters or other similar reasons.

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

Safety and Behavior Code for Bus Riders

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

1. The emergency door may only be opened at the direction of the bus driver. If the door is opened in non-emergency situations, it could endanger the lives of the passengers.
2. Students should remain seated while the bus is in motion.
3. While on the bus, all students are under the direct supervision of the bus driver. Students should obey the driver's suggestions promptly.
4. The use of profane or abusive language or gestures and disruptive behavior will not be allowed.

5. Students should keep all parts of their body inside the bus at all times.
6. No food or drink will be permitted on the bus.
7. Students should not run toward a school bus while it is in motion. (In bus loading zones, after the door closes, it will not be reopened.)
8. Pupils who must cross the road after leaving the bus should pass in front of the bus at the direction of the bus driver. Pupils are not to cross behind the bus. The “danger zone” is an area around the bus that extends ten (10) to fifteen (15) feet. This is the area where most accidents occur and all students need to be aware of this “danger zone.”
9. Students should enter and exit the bus at their designated bus stop only.
10. Good behavior and manners are expected at the designated bus stop.
11. Rules for bus behavior will be posted on each bus.

Only principals have the authority to suspend transportation services. The Director of Transportation may suspend services in emergency situations.

1. A student whose behavior is such that it directly jeopardizes the safe operation of the school bus, or who refuses to follow the directions of the driver will lose his bus riding privilege without receiving previous warnings. Immediate loss of riding privilege can result from vandalism, fighting, abusive language or gestures directed toward school personnel, failure to cooperate with driver, possession and/or use of drugs, weapons, etc., throwing/spitting objects or any other actions that jeopardize the safety of student passengers or school personnel.
2. Jenks Public Schools students are required to respect the property of the District. Any incidents of vandalism, defined as a deliberate action that results in damage to school property, including but not limited to graffiti, damage to buses, facilities, other district property, may result in disciplinary action. Furthermore, students may be held liable for the cost of the repair or the cost of cleaning the vandalized district property
3. Bus discipline procedures involving identified special education students are determined individually.
4. Consequences for Violations of Bus Rules
 - a. First Offense (Minor)—Assigned seat by the bus driver and placed on probation.
 - b. Second Offense (Minor)—Assigned seat and placed on probation. Parent/guardian contacted by phone and/or written notice from the Transportation Office.
 - c. Third Offense—Loss of bus privilege for a minimum of two (2) days. Parent/guardian contacted by phone and written notice from Principal’s Office.
 - d. Fourth Offense—Loss of bus privilege for a minimum of five (5) days. Parent/guardian and

student must attend a conference with the principal and a transportation supervisor to reinstate riding privilege. Parent/guardian contacted by phone and/or written notice from Principal’s Office.

- e. Fifth Offense—Loss of bus privilege for a minimum of ten (10) days. Parent/guardian and student must attend a conference with the principal and a transportation supervisor to reinstate riding privilege. Parent/guardian contacted by phone and/or written notice from Principal’s Office.
- f. Sixth Offense—TERMINATION OF BUS RIDING PRIVILEGE for current semester and/or succeeding semester.

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

5. Bus Passes

Only under emergency* situations will the student be given permission to ride a bus different from his/her own. To obtain a bus pass, the student must have a note from the parent/guardian and present it to the personnel in the Attendance Office before class begins. Final approval lies with the administrator.

- * Going to work, homework groups, club meetings, visiting a friend, or musical/athletic practices are NOT considered an emergency.

DISTRIBUTION BY STUDENTS OF WRITTEN MATERIALS IN SCHOOL FACILITIES

Current judicial decisions hold that public school students have a constitutional right to distribute written materials in school facilities, subject to reasonable regulation by school authorities of the time, place, and manner of distribution and subject to certain restrictions concerning the content of the material.

The purpose of this policy is to provide for the exercise of this right by Jenks School District students and at the same time to inform Jenks School District students of the conditions which the Jenks School District Board of Education deems essential to prevent interference with the mission of this District to provide educational services for all Jenks School District students.

Certain definitions as used in this policy are as follows:

Distribution means the circulation of written material by handing out copies, selling, or offering copies for sale and accepting donations for copies.

Written material includes, but is not limited to, leaflets, magazines, books, brochures, fliers, petitions, newspapers, buttons, badges or other insignia.

Minors mean persons under the age of eighteen (18).

Jenks Public School students may distribute written materials at any entrance or exit to a school building for a period not to exceed thirty (30) minutes prior to the commencement of the earliest class in that building and not to exceed thirty (30) minutes after the end of the last instructional class in that building. Students may distribute written materials at an entrance or exit to a school cafeteria when lunch is being served in the cafeteria. Students may distribute written materials before and after regular school hours at the entrances and exits to school gymnasiums, school stadiums, school auditoriums or other school facilities when those facilities are being used. Students will not distribute written materials in or on school grounds, leased parking lots, or facilities except as stated above.

Students shall not distribute written materials in a manner which disrupts a school activity or which impedes the flow of traffic within hallways or entranceways to the school. No person will be compelled to accept any written material. A person who declines to accept written material will not be threatened, treated with disrespect (verbally or by gesture), or impeded in any manner.

Students who distribute written materials will be responsible for removing discarded and leftover materials from the school facility and grounds before the students leave the school premises after distributing material.

The distribution of written material shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, students must realize that rights go hand-in-hand with responsibilities and that students have a responsibility to refrain from the distribution of written material which is:

Obscene to minors, meaning material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors; and when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors of the age to whom distribution is directed;

Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation;

Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for presentation to minors because of sexual connotations or profane language;

A display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors;

Group defamation, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or handicapping condition. This includes racial, gender related, and religious epithets, "slurs," insults and abuse;

Disruptive of school operations, meaning material which, on the basis of past experience or based on specific instances of actual or threatened disruptions relating to the written material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Students are required to submit written materials to the school principal five (5) school days in advance of distribution. If the school principal concludes that the submitted written material falls within one (1) or more of the categories of prohibited materials described above, the principal shall notify the students in writing stating the reasons. Distribution without principal's permission may subject students to disciplinary action as provided herein, and the principal may elect to take action to halt distribution of the material.

Students who violate this policy will be subject to disciplinary action, including suspension.

If a student is suspended for violation of this policy or if distribution of a publication is halted by a principal, the student may appeal the decision in accordance with the Jenks District Student Suspension Procedures currently in effect.

This policy does not apply to official school publications, such as yearbooks or student newspapers published as a part of the school curricula. All schools within the Jenks District shall provide a notice in the Student Handbook that by permitting the on-campus distribution of written materials by Jenks Public School students under this policy, the school, the Jenks District, and the Board of Education are not approving any written material distributed by students or endorsing, supporting, or advocating the content of the material. Any student shall be entitled to a free copy of this policy upon request.

DISCIPLINARY OPTIONS

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 the 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.

LUNCH DETENTION

Lunch detention is a correctional measure used primarily to address students that are tardy to school or to his or her classes. Students are allowed to bring a lunch or order one from the main office.

RULES FOR LUNCH DETENTION

1. Students will bring a sack lunch to eat in the lunch detention room. Any student may request a sack lunch from the discipline administrative assistant before 9:00 a.m.
2. Students will write on the sign-in sheet, their name, student ID number, and the teacher that assigned the detention.
3. Students must arrive at the beginning of their lunch period.
4. A student will be considered a no-show for talking, sleeping, or any other type of disruption.
5. If a student is considered a no-show for any reason, administrators.

DETENTION

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

DETENTION

Detention is a study period where a student must bring books, paper, and pencil in order to be admitted. No talking or any form of misbehavior or violation of school rules is allowed. The student will be dismissed and considered as a “no show” if talking or misbehavior occurs. The student will be given a detention form stating the time and date he/she is to report. Failure to serve detentions will result in further disciplinary action. If a student is tardy, he/she will not be admitted and considered as a “no show.”

FAILURE TO ATTEND ASSIGNED DETENTIONS

First “No show”: Student is assigned Friday School Service.

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

In order to receive an excused absence from a detention assignment, a parent/guardian must call the assigning teacher or principal on 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.”

FRIDAY SCHOOL SERVICE (FSS)

Friday School Service is a community/schoolwork period held each Friday morning. It may be assigned to students for an unexcused absence from a detention assignment, or it may be assigned by the principal. The student will be given a form stating the time and date he/she is to report. The student should come prepared to do manual labor such as picking up trash, cleaning desks and dry-erase boards, etc., and/or written work. The school dress code is enforced. Tardies are not allowed and are considered as a “no show.” Misbehavior of any kind or failure to complete assigned tasks will result in dismissal and further discipline.

FAILURE TO ATTEND ASSIGNED FRIDAY SCHOOL SERVICE

Since the assignment will be made in collaboration with the parent/guardian, the student should not be absent except for illness or emergency. If either of these occur, the parent/guardian must notify the discipline office or the Attendance Office on Monday, following the absence on Friday, in order to excuse and reschedule the FSS. If the parent/guardian does not contact the office, the student will be assigned in-school intervention.

IN-SCHOOL INTERVENTION

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

IN-SCHOOL INTERVENTION

In-School Intervention is used as a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school policy. During the

suspension the student will be isolated from other students. The student will receive partial credit for work completed in the supervised suspension.

1. Student will be expected to do all academic work before returning to regular classes.
2. Breaks and lunch will be taken under the supervision of school staff and, at times, separate from other students.
3. Students will not be permitted to participate in curricular or extracurricular activities.

During an appeal process, students will be assigned to in-school intervention and will not be permitted to attend or participate in any school-related activity.

OUT-OF-SCHOOL SUSPENSION

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the District must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term “out-of-school suspension” refers to removal out of school for minimum of one (1) calendar year for offenses involving firearms, as defined in Section 922 of Title 18 of the United States Code, and not to exceed the remainder of a current semester and the succeeding semester for all other offenses. In-school intervention, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve the due process procedures set forth herein.

Reference to “parent” in this section of the policy refers to a student’s parent or legal guardian.

Reference to “principal” means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

BEHAVIOR OR CONDUCT WHICH MAY RESULT IN SUSPENSION

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

1. violation of a school regulation;
2. immorality;
3. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, “violent offense” shall include those offenses listed as the exceptions to the term “nonviolent offenses” as specified in Section 571 of Title 57 of the Oklahoma Statutes. “Violent offense” shall include the offense

of assault with a dangerous weapon but shall not include the offense of assault;

4. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
5. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the district’s policy related to Firearms.

In the event of a suspension for any of the reasons listed above, an education plan shall be applicable. However, no education plan shall be necessary for possession of a dangerous weapon or a controlled dangerous substance. Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher’s classroom without the teacher’s prior approval. Whether an offense is considered a violent offense, requiring an affected teacher’s approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

PRE-SUSPENSION CONFERENCE

Before the District recommends out of school suspension through its designated representatives, alternative in-school intervention including, but not limited to, placement in an alternative school setting, placement in an on-line program, 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. Students identified as disabled under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 and who are suspended out of school or receive disciplinary removal from the classroom require additional procedural considerations.

PRE-OUT-OF-SCHOOL SUSPENSION CONFERENCES

When a student violates Board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OS Title 57, section 571), the principal will conduct an informal conference with the student.

At the conference with the student, the principal will read the policy, rule or regulation which the student is charged with having violated and will discuss the conduct of the student which is a violation of the policy, rule, or regulation.

The student will be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.

If it is concluded that an out-of-school suspension is appropriate, the student will be advised that he/she is being suspended and the length of the out-of-school suspension.

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

IMMEDIATE OUT-OF-SCHOOL SUSPENSION WITHOUT A PRE-OUT-OF-SCHOOL SUSPENSION CONFERENCE

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

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

CONFERENCES WITH PARENTS

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

use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.

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

OUT-OF-SCHOOL SUSPENSION REQUIREMENTS

An out-of-school suspension shall be long term or short term. A long-term out-of-school suspension shall be an out-of-school suspension of eleven (11) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.

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

The principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration. In some instances, students who commit infractions resulting in long-term suspensions may be offered the option of an on-line alternative program. The suspension will be reduced to ten (10) days, during which time the student will be required to complete and/or initiate any requisite screenings, assessments, contacts or other actions as determined by the appropriate administrator. After ten (10) school days, if documentation is produced by the student indicating that the required actions have been completed, the student will be enrolled in the on-line educational program.

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

Out-of-school suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based schoolwork assignment setting or other appropriate work assignment setting. The Plan shall be prepared by

the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

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

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

RECORDS AND REPORTS

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

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

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

ATTENDANCE AT SCHOOL PENDING APPEAL HEARING

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

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

2. The conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

METHOD OF APPEAL TO THE SITE COMMITTEE

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

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

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

METHOD OF APPEAL TO THE SUPERINTENDENT, DESIGNEE OR DISTRICT COMMITTEE

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

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

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

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

of his/her right to have the out-of-school suspension reviewed by the Board of Education.

METHOD OF APPEAL TO THE BOARD OF EDUCATION

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

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

HEARING THE APPEAL

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

Each side will be told that they are required to hold their "total time" to one and one-half (1 1/2) hours. This should include opening statement, presentation of evidence, cross-examination, and closing statement. If the representative or attorney for either side indicates that additional time is required, the rationale for requesting that additional time will be presented by the requesting party(ies) at this time on the agenda. Both sides and individual Board members may address this issue. The Board will then consider the request and then will vote to set a reasonable time limit for each side based on the information provided by the parties and the totality of the circumstances. To the extent possible, the Board will seek to obtain an agreement from the parties as to a reasonable time limit.

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

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

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

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days referred to as short-term out-of-school suspensions involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days referred

to as long-term out-of-school suspensions. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the district's discretion.

RIGHT OF APPEAL

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

METHOD OF APPEAL TO THE SITE COMMITTEE

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

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

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

METHOD OF APPEAL TO THE SUPERINTENDENT OR DESIGNEE

An appeal can be presented by letter to the Superintendent. If no appeal is received within five (5) calendar days after the site committee's decision is

received by the parent or student, the committee's out of school suspension will be final.

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

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

STUDENT RESTRICTIONS DURING OUT-OF-SCHOOL SUSPENSION OR DURING OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

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

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

EDUCATION PLAN FOR SUSPENDED STUDENTS

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

kindergarten through eight and for high school graduation in grades nine through twelve.

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

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

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

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

POLICY FOR THE SUSPENSION OF STUDENTS WITH DISABILITIES

SHORT-TERM SUSPENSION

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

LONG-TERM SUSPENSION

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

EMERGENCY SUSPENSION

If the student poses an immediate threat to his/her own safety or to the safety of others, the District may immediately suspend the student for up to ten (10) school days. During the suspension period, the student's team

will meet to determine whether the misbehavior is related to the student's disability and whether further evaluation is necessary.

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. The superintendent or designee will develop administrative regulations for implementing this policy.

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.**

CONFISCATED PROPERTY

Confiscated property may be returned after proof of ownership is verified; and verification of no pending or possible criminal charges. Campus police will confiscate weapons pursuant to OS Title 21, Section 1271.1. The confiscated property may be released to the parent or guardian after the conclusion of disciplinary action and/or criminal investigation. Criminal investigations will require prosecutor's office disclaimer and/or court order.

STUDENT BEHAVIOR MANAGEMENT PLAN

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

A student's 7th grade history of behavior for rule infractions will be taken into consideration when assigning consequences during the 8th grade year.

This plan is a progressive disciplinary structure. If a student is disciplined by a teacher or administrator he/she is subject to receiving a specific number of points, based

on the offense that has occurred. These points will accumulate throughout the year. If a student accumulates ninety (90) points, an indicator the student is chronically displaying inappropriate behavior, a long term suspension may be considered.

Severe discipline violations such as in LEVEL TEN, guns, arson, battery against school personnel, will result in all ninety (90) points being given at one time and immediate long term suspension.

When a student is found in violation of a rule, there will be direct communication with the student and either written and/or phone notification to the parents/guardians. The student's penalty will equal the seriousness and frequency of the misbehavior. The range of possible disciplinary outcomes are as follows:

Level Ten: Maximum suspension allowed by law. Prosecution. 90 points for each offense

Level Nine: Long term to maximum suspension allowed by law: Current and succeeding semesters. Possible prosecution. Drug/alcohol possession and/or distribution: consequences per district policy. 45 points for each offense

Level Eight: Long term suspension—eleven (11) or more days. 35 points for each offense

Level Seven: Short term suspension, three (3) to ten (10) days. 30 points for each offense

Level Six: Assignment to Intervention/Suspension on a sliding scale depending on the severity and/or the number of times the offense has been committed. 25 points for each offense

Level Five: First Offense: Suspension from participation in the next two (2) scheduled competitions, contests or performances for extracurricular activities. In addition to extracurricular activity suspension, four (4) hours of tobacco education program, or twelve (12) hours Friday School Service, or three (3) days Intervention. Second Offense: Ten (10) days Intervention and suspension from participation in all extracurricular activities for eighteen (18) weeks.

Third Offense: Out of school suspension for current and/or following semester. 20 points for each offense

Level Four: Intervention. Friday School Service. 15 points for each offense

Level Three: Before school, during lunch, or after school detention. Intervention. Friday School Service. 10 points for each offense

Level Two: Classroom management techniques: teacher/student conference, short time out, parent/teacher conference. Before school, during lunch, or after school detention. Teacher detention and other techniques. Friday School Service. 5 points for each offense

Level One: Classroom management techniques: Teacher/student conference, short time out, parent/teacher conference, teacher detention and other techniques. Before or after school detention or Friday School Service may be assigned if violations persist. 3 points for each offense

Level Ten
90 Points

Guns, arson,
bomb threat,
battery against

school personnel.

Level Nine - 45 Points

Weapons, alcohol, drugs, or
substances portrayed to be
drugs ("turkey" drugs), or para-
phernalia. Threatening behavior
toward a school employee (written,
verbal, or physical) extortion, false fire
alarms, emergency false calls,
possession of a caustic substance.

Level Eight - 35 Points

Defiance of authority, indecent exposure, battery
of another student, failure to correctly identify
oneself to a school employee, possession/use of fire-
works, major vandalism (with restitution), major theft
(with restitution). Major is anything over \$50.00.

Level Seven - 30 Points

Fighting, hitting, kicking or any other physical act used with
the intention to inflict pain or cause bodily injury.

Level Six - 25 Points

Harassment, incitement, intimidation, or threatening behavior toward
another student; harassment which is sexual, cultural, or makes
reference to a disability; gross behavior; disrespect or
insubordination to a faculty member.

Level Five - 20 Points

Possession/use of tobacco or other tobacco products, matches, or lighters.

Level Four - 15 Points

Graffiti, gambling, false calls, forgery, falsifying records, lying, truancy, minor vandalism
(with restitution), minor theft (with restitution). Minor is anything less than \$50.00.

Level Three - 10 Points

Refusal to follow the reasonable request of a school official, disorderly conduct, cheating,
inappropriate cafeteria behavior, indecent material, profanity, vulgarity, jeopardizing
the safety of others, "horseplay," misuse/waste of school materials, equipment, or property.

Level Two - 5 Points

Disruption of school, class, halls, or assemblies; inappropriate behavior or gestures; disrespect towards
another student; spitting; loitering; away from assigned area; missing detention; possessing
electronic games, radios, CD or tape players; public display of affection.

Level One - 3 Points (Possible)

Sleeping, eating, lack of class materials, not doing class work, chewing gum, violating dress code. There is a sliding scale of
consequences assigned by the teacher. Detention will be available after the teacher has exhausted all classroom management steps. Once
detention is assigned, the student will be given three (3) discipline points.

SAFETY

CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS

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

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

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

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

For further information, contact the office of Student Programs.

HEALTH SERVICES

NURSES' CLINIC

A registered school nurse is on duty every day. The Nurses' Office is located between the east classroom wings. The school health program will provide vision and hearing screenings for students in designated grades, or upon request. After screening, the nurse will contact parents/guardians if the student's screening results indicate the need for referral to a doctor. If the screening results are within normal

limits, that will be noted on the student's health record and parents/guardians will not be contacted. Parents/guardians may request that no screenings be done by notifying the nurse in writing each year.

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.

ALLERGIES (NUTS 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.

HEALTH EDUCATION

AIDS (Acquired Immunodeficiency Syndrome) Education is required by Oklahoma State Law and will be provided for seventh grade students. 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.

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 SERVICES CALENDAR

1. First Semester
 - a. Vision and hearing screening upon teacher referral or parent/guardian/student request.*
 - b. Scoliosis screening for designated grades.*
2. Second Semester
AIDS Parent Information Meeting—a minimum of thirty (30) days prior to AIDS education for seventh grade students.

***Some of these screenings are continued during second semester.**

Any parent/guardian who does not wish to have a child participate in any of these activities must write a letter to the principal. You are welcome to check with your Nurses’ Office for specific dates of screening and/or health education at your school site.

HEALTH SCREENINGS

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

ILLNESS AT SCHOOL

Except for an emergency, a pass from a teacher will be required before a student goes to the nurse. The student must sign out at the attendance counter before going to the nurse and must sign back in before returning to class. The nurse will determine if a student is to be sent home due to illness and in all cases will notify the parents/guardians and the Attendance Office. The nurse, not the student, will initiate phone contact with the parent/guardian.

1. Students with temperatures of 100.4°F or above must be sent home. Parents/guardians are asked to keep students who have elevated temperatures home

twenty-four (24) hours after the temperature returns to normal.

2. A student who vomits during the evening should not be sent to school the next day.
3. Parents/guardians are to transport students who become ill at school.
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.

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.

State law requires students entering seventh grade to provide documentation of having received Hepatitis B vaccine (three dose or two dose series) and Hepatitis A vaccine (two dose series).

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.

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.

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.

SEVERE WEATHER

1. The condition of the roads on the Jenks Public School bus routes is the determining factor for whether or not school will be in session.
2. The bus routes throughout the District are checked by transportation personnel in the evening (before 10:00 p.m.) and early morning (6:00 a.m.).
3. An attempt will be made to notify news media (TV and radio stations) if school is going to be dismissed or cancelled.
4. No notification is made if school is to be in session.
5. Prior to severe weather, students who ride buses will be notified by their bus drivers where to meet the bus when minor adjustments are necessary due to snow or ice.
6. Things to consider:
 - a. Road conditions are not the same in all Districts. Therefore, some Districts will dismiss when others will not.
 - b. The Jenks Public School buses have heavy motors that sit over the rear wheels and give better traction than the average automobile.
 - c. Since many parents/guardians work and may make arrangements for children to be met at bus stops or homes at specific times, it is impractical to dismiss school early. If school is to be dismissed early, all news media will be notified.
 - d. Bus time schedules will vary more than normal when bad road conditions exist.
 - e. All school days missed due to bad weather must be rescheduled by adding additional days at the

end of the school term or deleting scheduled vacation days.

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 to leave. **Do not leave until you receive approval over the intercom or by a designated individual in the hall.***
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.*

TORNADO DRILL

1. Tornado watches and warnings will be announced over the intercom system and will direct individuals on the next steps to take.
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.*

EMERGENCY IOC ALERT

1. The procedure will be initiated by an intercom announcement.
2. Students will be instructed to either remain in the classroom or be directed to another area by a teacher or other staff member, as the situation determines.
3. Students are to remain in the assigned area until an "all clear" announcement is given and the teacher releases them.

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, vehicles, 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.

CLASSROOM VISITATION BY OTHERS

The district also permits others with a legitimate educational reason to observe in a school or classroom. Examples of this group might be visiting educators, intern teachers or education students doing a practicum.

Further, the district permits observation of a specific student by non-school affiliated professionals with a legitimate educational reason to conduct an observation. Examples of this group might include a social worker or a psychologist. The person wishing to observe must first complete a request form. These forms are located in the Principal's Office. The principal will also require a written authorization from the child's parent or guardian or a court order.

The principal will make the final decision whether to grant or deny a request or seek additional information. The principal may limit or deny subsequent observations

if, in the principal's discretion, the observations are or may become detrimental to the educational process.

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.

CLOSED CAMPUS

A student wishing to leave campus with his/her parent/guardian for lunch must have the parent/guardian sign him/her out in the office. If the student is late returning from lunch, he/she will be issued an unexcused pass back to class. Students are not allowed to go off campus for lunch with the parent/guardian of another student. All other students are restricted to the school campus from time of arrival in the morning until time of departure in the afternoon.

DECORATIONS – BALLOONS

While deliveries are not allowed, other special occasions may include the use of balloons. For health reasons, latex balloons are not allowed. Mylar balloons are acceptable. Balloons shall not be released into the environment at any time.

FOOD AND BEVERAGES

Food and beverages are not allowed in the classrooms without permission. For health reasons, all foods should be commercially prepared and not contain nuts or peanut products. Vending machines are not to be used during class time.

ASBESTOS HAZARD

All school facilities within the Jenks Public School District have been inspected for the presence of asbestos-containing materials. That action is in compliance with the Asbestos Hazard Emergency Response Act of 1986. All custodial and maintenance personnel are instructed to consult with the District Management Plan prior to the renovation and/or

repair of any facility. The complete plan is available for review during normal business hours at each Principal's Office or the Superintendent's Office. Should you have any questions, contact the administrative offices of Jenks Public Schools.

GENERAL SCHOOL INFORMATION

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

PERFECT ATTENDANCE CERTIFICATES

Certificates of perfect attendance will be awarded to students who have maintained perfect attendance during the current school year.

ABSENCE POLICY

1. Any student who is more than ten (10) minutes late to class is recorded absent.
2. Students who, for any reason other than school-sponsored activities, who are absent more than 10 days in a class during a semester may not receive credit for the class.
3. All exceptions to this rule must be requested in writing to the Attendance Office by the parents/guardians with documentation for medical reasons of consecutive absences, or family emergencies, no later than two (2) weeks after the close of the semester. Exceptions will be determined by the administrator. If the administrator denies the waiver, the parents/guardians may request a review by the attendance committee composed of the assistant principal, a school nurse, a teacher, and a counselor.
4. Absences that are due to vacation, truancy, or suspension may not be waived.
5. After a student's fifth absence, the parents/guardians may be asked to sign an agreement stating their intention for the student to attend school and their acknowledgment of the attendance policy. This agreement will be mailed to the parents/guardians to review and sign. Remediation may be encouraged to prevent further absenteeism.
6. A letter will be sent to the student's parents/guardians stating that credit may not be granted for the class(es) for which the student was absent ten (10) or more

days. To remain in that class, the student must sign an agreement regarding appropriate classroom behavior and attendance.

7. Students who are absent for ten (10) consecutive days will be withdrawn from the District if student's parent/guardian has not communicated with the student's school concerning these absences. Student must be re-enrolled prior to returning to school.

ABSENCE PROCEDURE

1. The Attendance Office is in the Middle School main office area. If assistance is needed, please go to the counter in the Attendance Office or call 299-4415, ext. 5301.
2. All absences must be explained by a parent/guardian contact to the Attendance Office on the day or days of absence. Parental verification must be made either in person or by telephone.
3. Parents/guardians are asked to call anytime to either talk to the attendance personnel or leave a message explaining the absence. If a parent/guardian contact is not made within twenty-four (24) hours, the absence will be considered a truancy.
4. All unaccounted absences require an admission slip from the Attendance Office. A student requiring an admission slip will be placed on the daily admit list and will not be admitted to class without it.
5. Arriving to school late
A student reporting to school after 7:50 a.m. must use the following procedure:
 - a. Parent/guardian must come in with the student or call before he/she arrives.
 - b. Student must sign in at the attendance counter and obtain a pass for admission to class.
 - c. Student must not go to class without signing in.
 - d. Correct ID numbers must be used for signing in.
 - e. Failure to follow proper procedure when signing in will result in disciplinary action against the student.
6. Leaving school early
A student leaving during the school day, after 7:50 a.m. and before 2:30 p.m., must use the following procedure:
 - a. Parent/guardian must sign the student out at the attendance counter. Parent/guardian must sign the student back in if the student returns on the same school day or provide documentation with the student at the time the student signs back in.
 - b. All early dismissals for doctor's appointments will require a doctor's note or receipt upon the student's return to school.
 - c. Failure to follow proper procedures for reporting to and leaving school will result in disciplinary action against the student. This procedure includes using correct ID numbers.
7. Nurse
A student going to the nurse must use the following procedure:

- a. Obtain a signature on your agenda from the teacher to go to the nurse.
- b. Sign in on the nurse's sheet at the clinic.
- c. Have his/her agenda signed by the nurse before returning to class.

The nurse will determine if a student is to be sent home due to illness and in all cases will notify the parents/guardians and the Attendance Office before the student is permitted to leave school. Failure to follow the proper procedures for going to the nurse will result in disciplinary action against the student.

TYPES OF ABSENCES

1. Excused—All excused absences require a parent/guardian phone call to the Attendance Office the day of the absence. Examples of excused absences include illness and family bereavement. Even though these reasons are excused by the school and allow the student to make up missed work, these excused absences still count toward the 89% attendance requirement by Jenks Board Policy in accordance with Oklahoma State Law.

After the fifth (5th) absence, a letter will be sent from the site attendance principal. After the 10th absence, a letter will be sent from the site and/or the appropriate principal or designee will contact the parent via telephone.

- a. 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. It is the student's responsibility to arrange with the teacher an opportunity for assistance with work missed during an absence.
 - b. During the last week of the semester, a principal must approve a student's absence for reasons other than illness.
2. Unexcused—An absence is unexcused for any reason other than for school-sponsored activities, excused absences, and truanics.

- a. Students with an unexcused absence will receive no more than 59% on schoolwork the day(s) or hour(s) he/she is absent.
 - b. Examples of unexcused absences include missing the bus, missing class because of discipline problems, or dress code violations.
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 Nurse’s Office. Truancies are cumulative for the school year. Disciplinary action will be taken for truancies according to the student handbook and the discipline pyramid.
- Per state law, if a student is absent without a valid excuse four (4) 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 with a Notice of Non-Attending Student form letter through certified mail. After the fifth (5th) absence without a valid excuse, the school system will notify the District Attorney’s office for juvenile proceedings pursuant to Title 10 of the Oklahoma statutes.
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 his/her assigned chair in the classroom at the start of class. A student who is tardy to class in excess of ten (10) minutes will be charged with an absence for that period and required to have an admit from the Attendance Office before being permitted to class.

EXCUSED TARDIES

If a student arrives at school after the start of the first period and the parent/guardian has contacted the school before the student signs in verifying that the student will be coming in late, three (3) tardies per semester will be waived. If the parent/guardian has not contacted the school prior to the time of student’s sign in or does not accompany the student to the attendance counter, it will

be recorded as an unexcused tardy. Exceptions may be handled individually by a principal for extenuating circumstances such as medical issues or other emergencies. Students tardy to class because they have been detained by office personnel must have a tardy slip or pass signed by that person.

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

UNEXCUSED TARDIES

An unexcused tardy to school is defined as any tardy after the student has used his/her three (3) waived tardies per semester. After first period, all tardies are unexcused. The only exception to this would be that a student has a pass from the office, or the nurse, or a prearranged pass from both teachers. For all unexcused tardies the student will receive discipline. Student tardies will be recorded by each teacher for each class and will be cumulative for each semester.

1. First unexcused tardy—One (1) D-Hall
2. Second unexcused tardy—Two (2) D-Halls
3. Third unexcused tardy— FSS
4. Fourth unexcused tardy—Two (2) FSS
5. Fifth unexcused tardy—Three (3) Days In-School Intervention
6. In excess of five (5) unexcused tardies, ADMINISTRATOR will assign appropriate discipline.

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, religion, gender, 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) of 1990.

The District has adopted grievance procedures for filing, processing, and resolving alleged discrimination complaints concerning discrimination based upon race, color, religion, national origin, sex, age, disability, and veteran status. 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, Sooner Building, 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, 299-4415, ext. 2305.

PROTECTION OF PUPIL RIGHTS AMENDMENT

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

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

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

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

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

“Survey” includes an evaluation.

INSPECTION OF INSTRUCTIONAL MATERIALS

All instructional materials, including teacher’s manuals, films, tapes, 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 or students in the School District. However, teacher lesson plans and tests are confidential records under the Oklahoma Open Records Act. After request by a parent, review of instructional materials shall be at a time mutually convenient to the teacher involved and the parent. Any complaint by a parent regarding the parent’s inability to inspect any instructional material shall initially be addressed to the principal of the school where the parent’s child attends. If the parent is dissatisfied with the principal’s decision, then the parent may request review by the superintendent, or his or her designee, who shall have final authority over the matter.

Establishing a curriculum and determining to include or remove particular materials within the curriculum are the legal responsibilities of the Board of Education subject to statutory and state board of education guidelines. Nothing in this policy is intended to grant or require prior parental approval or control of materials or parental control, approval or review of teaching techniques or methods.

SURVEYS

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

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

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

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

ETHNIC AND RACE RELATIONS POLICY

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

DEFINITIONS

Race shall be used throughout this policy to refer to discrimination prohibited by various federal guidelines on the basis of race, color, and national origin.

Harassment interferes with or limits the ability of the student to participate in or benefit from the services, activities, or privileges provided by the District.

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

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

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

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

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

STAFF TO STAFF

Employees who have a complaint alleging racial discrimination or a racially hostile environment should report the matter to the principal or department supervisor within ten (10) days of when the complainant knew or should have known about the violation. The principal or department supervisor will initiate an investigation of the complaint. Within five (5) working days of receipt of the report, the principal or supervisor will schedule a meeting with the complainant to report the findings and decision. The principal or department supervisor shall submit his/her decision in writing within five (5) working days of the meeting.

If the complainant feels that a satisfactory resolution has not been achieved with the principal or department supervisor, a Grievance Form must be completed and returned to the Human Resources Office within five (5) working days of receipt of the written decision of the site principal or department supervisor. A committee of two (2) administrators and the Administrator of Human Resources will schedule a hearing within ten (10) working days of the receipt of the grievance. This committee shall submit its decision in writing within five (5) working days after the hearing. A report will be made to the Superintendent regarding allegations, investigative procedures, and reconciliation of complaints.

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

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

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

STAFF TO STUDENT

Students or parents/guardians representing their child who have a complaint alleging racial discrimination or a racially hostile environment by employees should report the matter to the site principal or counselor. The site principal will contact the Administrator of Human

Resources. A committee composed of the principal, another administrator, and the Administrator of Human Resources will investigate the complaint and make a written report to the Superintendent. A report will be made to the Superintendent regarding allegations, investigative procedures, and reconciliation of complaints.

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

The decision of the Superintendent or designee will be final and non-appealable.

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

STUDENT TO STUDENT

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

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

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

DELIVERIES

The school will not accept deliveries (such as flowers or balloons) and deliveries to students cannot be made from the office.

MESSAGES

We do not deliver messages to students. The exception to this rule will be in the case of an emergency only.

INSURANCE

Student accident insurance is available to all students on a twenty-four (24) hour basis which includes coverage for all sports except football, or an at-school policy which covers the student during school hours. Athletic insurance will be made available to all students at the student's expense. The Jenks Board of Education does not assume responsibility for any athletic injuries to students. Any student participating in athletics must sign an insurance waiver or purchase the policy made available at the school.

PROMOTION OF TRIPS AND TRAVEL

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

1. Groups or individuals who take responsibilities for planning and carrying out non-school sponsored trips consisting of groups of students and/or teachers must make parents aware such trips are not school-sponsored and that the schools assume no responsibility for the trip in any way whatsoever.
2. School district facilities, the school name, the District, and District employees shall not be involved, directly or indirectly, in any way to promote or advertise private or commercial non-school-sponsored travel activities for District personnel, students, or parents of students during the school day (except as provided below).
3. School district employees are prohibited from distributing during the school day or at a school facility printed materials to District personnel, students, or parents of students promoting or advertising such travel activities (except as provided below). The advertising or promotion of such travel activities for District personnel, students, or parents of students through classroom discussion is prohibited. No school time, instructional or otherwise, will be consumed by the distribution of

written and/or oral communications regarding non-sponsored trips.

4. Organizational meetings held for the purpose of discussing private or commercial non-school-sponsored travel activities for District personnel, students, or parents of students shall not be conducted at a District facility during the school day, and will only be permitted at District facilities during non-school hours in accordance with the District's policies and procedures regarding the use of school facilities. Non-school-sponsored trips will not be taken during school hours.
5. Upon authorization from the building principal, District employees may promote or advertise private or commercial non-school-sponsored tours and travel activities at a District facility by posting printed notices on a general information bulletin board. Such notices must contain the name, address, and telephone number of the sponsoring District employee. The building principal shall designate the location where the notices may be placed and the length of time that notices may be displayed. Notices, forms and information concerning such trips will not be circulated through the school's communication system.

WORK PERMIT (Employment Certificate)

Any student under the age of sixteen (16) must obtain an Employment Certificate as required by the State Laws of Oklahoma. This certificate (work permit) may be obtained through the Counseling Office.

DISTRIBUTION OF FLIERS/POSTERS-OTHERS

The distribution of all literature by outside agencies and individuals is to be approved by the Director of Communications. An initial will be placed on a copy of the flier to be distributed. Site principals will distribute only fliers that have been approved. No literature will be distributed that contains primarily religious or political materials and/or advertising overtones which may be beneficial to any particular group or business at the expense of others.

The Director of Communications will disapprove any attempts by outside agencies, profit or non-profit, to exploit students of the district through the use of advertising or fund-raising campaigns. It should be understood that some advertising and sales, when in connection with school related activities, can be beneficial to the district and its students. Therefore, advertising and book sales may be permitted in the district if they are directly related to approved school clubs or related activities that benefit district students. Such activities may include, but not be limited to, school newspapers, yearbooks, athletic clubs, cheerleading clubs, YMCA, and scouting activities. All school sponsored fund-raising projects will be considered permissible.

BEFORE SCHOOL

Students will not be permitted in the building until 7:20 a.m. or in team hallways until 7:35 a.m. unless they have a scheduled conference with a teacher or a counselor. Those students must have a pass from a teacher/parent/guardian.

AFTER SCHOOL

Students are to be out of the building within fifteen (15) minutes after school dismissal unless they are participating in a supervised activity.

Bell Schedules*

Entry Bell 7:20 a.m.
Warning Bell 7:47 a.m.
Tardy Bell 7:50 a.m.
School Dismissed 2:30 p.m.

***These times are subject to change.**

CHILD NUTRITION

Breakfast is served at 7:20 a.m. each morning in the Main Cafeteria. A hot plate and a cold cereal breakfast, as well as several a la carte items, are offered daily.

Various meal options and a variety of a la carte items are offered daily for lunch. Food purchases can be made with cash or by using a cafeteria debit account. During lunch, students access their accounts by entering their JPS student ID number on P.I.N. pads located at each cashier station.

All students must have a valid school ID or a valid temporary school ID to access their cafeteria account. Students may place money on their debit accounts before school each morning in the cafeteria, or they can give it to the cashier when they come through the line. Money may also be placed on cafeteria accounts only at: MyLunchmoney.com. Students are not allowed to charge a la carte items.

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

Applications for the Free/Reduced Price Meal Program are available at the Child Nutrition Office in the Cafeteria and the Site Principal's Office. You may also go online and fill out an application at SchoolLunchApp.com.

LUNCH PERIODS

No student is to be in any classroom other than the cafeteria during the lunch period unless the teacher has made special arrangements to allow students to come to his/her room for lunch and be supervised by that teacher.

Students whose parents/guardians check them out for lunch need to be aware and make their parents/guardians aware that they have thirty (30) minutes for lunch plus five (5) minutes passing time. Students signing in after their allotted lunch time will receive an unexcused tardy to class. Students are not allowed to go off campus for lunch with the parent/guardian of another student.

Lunch is to be eaten in the cafeteria during the lunch period, not during class.

AGENDAS

The student agenda is a required school supply item. Students will keep a record of assignments in the agenda. The agenda contains a hall pass which must be signed by school personnel when in the corridors between classes.

LOCKERS

Each student will be assigned a building locker and a combination lock. Students should use only the locker assigned. Students will be required to use the combination locks issued by the office. Any student needing assistance with a locker should ask at the Main Office. Periodic locker checks will be made throughout the year. The locker is school property and may be inspected or searched at any time without prior notification to the student if there are reasonable grounds to believe that drugs, counterfeit drugs, alcoholic or non-intoxicating beverages, stolen property, or other contraband might be present in that locker. Students are never to leave valuables in desks or unlocked lockers. Lost or stolen articles are not the responsibility of the school. Lost locks have to be replaced and paid for by the student. Replacement cost for locks is \$5.00.

LOST AND FOUND

Students who have lost personal or school-owned articles may look for them in the designated Lost & Found area. Students finding articles in or around the school are encouraged to bring them to the Lost & Found. The school is not responsible for personal belongings left at school, even in a locked compartment or room.

FORGOTTEN ITEMS

Students are responsible for checking with the school attendance office for all "forgotten items" (lunch money, lunches, etc.) brought to the school during the school day. "Forgotten items" will not be delivered to the classrooms after the school day begins.

MEDIA CENTER

Using the material in Jenks Middle School's Media Center is a privilege and a responsibility. Books may be checked out for a two (2) week period. When students have overdue materials, they may not check out additional materials until the overdue materials have been returned or paid for. If a student loses a book, full replacement cost will be charged. A student will not receive a report card until outstanding books are returned or payment is received for the replacement of lost materials. A student transferring to another school must have returned or paid for all media materials before a transcript will be released.

MINUTE OF SILENCE

According to state law schools will observe approximately one (1) minute of silence each school day for the purpose of allowing each student in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

PLEDGE OF ALLEGIANCE

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

RESTROOMS

Restrooms may be used before and after school, between class periods, and at the beginning or end of the lunch period. Students are expected to keep these areas clean. Students are not to loiter, smoke, litter, write on the walls, or damage the facilities in any way.

TELEPHONES

The school phone is for business purposes only. Students will not be called out of class to answer a call except in cases of emergency. Students paging parents/guardians must leave the message in the office.

RESOURCE NUMBERS FOR STUDENTS AND PARENTS

EMERGENCY	911
HEARTLINE	211
SAFE-CALL (24 HOURS)	1-877-723-3225 (EXT. 651)
OK SUICIDE HOTLINE (24 HOURS)	1-800-273-TALK (8255))
NATIONAL DATING VIOLENCE ABUSE	1-866-331-9474
REACHOUT HOTLINE (Drug,alcohol,domestic,sexual abuse)	1-800-522-9054
NATIONAL DOMESTIC VIOLENCE HOTLINE	1-800-799-7233
BOYS/GIRLS TOWN CRISIS HOTLINE (24 HOURS)	1-800-448-3000
NATIONAL RUNAWAY SWITCHBOARD (24 HOURS)	1-800-786-2929
NATIONAL YOUTH CRISIS HOTLINE (24 HOURS)	1-800-442-4673
OK HIV/AIDS HOTLINE (24 HOURS)	1-800-535-2437
YOUTH SERVICES OF TULSA (24 HOURS)	918-582-0061
RAPE CRISIS (24 HOURS)	744-7273
HISPANIC AMERICAN ASSOCIATION	918-595-7226
ASIAN AMERICAN ASSOCIATION	918-234-7431
CRIMESTOPPERS	596-COPS (2677)
JENKS CAMPUS POLICE	299-4411 EXT. 2240
JHS STUDENT ASSISTANCE OFFICE	299-4411 EXT. 2340
JENKS POLICE DEPARTMENT	299-6311
TULSA POLICE DEPARTMENT	596-9222
TULSA COUNTY SHERIFF	596-9222
2M2L (report underage drinking)	1-866-942-6824

DANGER TO OTHERS
 If you suspect anyone is carrying a weapon onto school property OR is a danger to other individuals or self in ANY way:
 Talk to your principal or counselor, or other trusted adult NOW!
 Call: 1-877-SAFE-CALL EXT. OK1 (651)

SAFE PLACE LOCATIONS
 •All QuikTrip stores
 •Jenks Fire Station
 •Jenks Police Station
 •Tulsa Fire Stations
 •Tulsa Police Stations

PARENTS - HAVE YOU JOINED SAFE HOMES?



If you would like more information on Safe Homes Project or would like to become part of the Safe Homes network, visit the JPS website at www.jenksp.org or contact the Student Assistance Office at 299-4415 ext. 2340

*The Safe Homes Parents Network is a program of PRIDE-Omaha, Inc., a parent/community organization dedicated to preventing the use of alcohol, tobacco, and other drugs by young people. For more information visit their web site at: www.pride.org.

JENKS PUBLIC SCHOOLS 2012-2013 INSTRUCTIONAL CALENDAR

Important Dates

New Teachers Report.....Aug. 9
 All Teachers Report.....Aug. 13
 Classes Begin for Students.....Aug. 16
 End of First Quarter.....Oct. 12
 End of First Semester.....Dec. 20
 End of Third Quarter.....March 8
 End of Second Semester.....May 31
 Last Day of Classes for Students.....May 31

Dates Classes will not be in Session

Labor Day.....Sept. 3
 Fall Break.....Oct. 18-19
 Parent-Teacher Conferences.....Oct. 17, March 8
 Thanksgiving Break.....Nov. 21-23
 Martin Luther King Jr. Day.....Jan. 21
 Holiday Break.....Dec. 21-Jan. 4
 Spring Break.....March 18-22
 Professional Days.....Aug. 14, 15, 31, Sept. 24, Feb. 18
 Work Days for Teachers.....Aug. 13, June 3

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

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

First Quarter - Days Taught.....39
 Professional Days4
 Work Day for Teachers.....1
 Second Quarter - Days Taught.....44
 Professional Days0

Third Quarter - Days Taught..... 43
 Professional Days 1
 Fourth Quarter - Days Taught..... 54
 Professional Days 0
 Work Day for Teachers 1

(Includes 5 Weather Days)

YEARLY TOTAL 187