

Jones Public Schools
MINUTES
Regular Meeting Jones Board of Education
Tuesday, August 11, 2026 • 5:30 PM
Board of Education Building Board Room
9200 N Hiwassee
Jones, OK 73049

Attendance Taken at 5:31 PM.

Matthew Gindhart: Present
Brett Ramsey: Present
Scott Smith: Present
Steve Todd: Present
Andrew Chase: Absent

1. **Call to Order.**
2. **Establishment of quorum.**
3. **Recognition of visitors.**
Pursuant to Board Policy AF, during portions of regular meetings of the Board, a limited opportunity may be provided for members of the public to make comments regarding items on the posted agenda. To make such comments on items on the posted agenda, members of the public are to complete the required Speaker's Request Sheet and submit it to the Clerk of the Board or the Board President before the meeting is called to order.
4. **Discuss and possible vote on the minutes of the regular meeting of July 14, 2026.**
5. **Financial Consent Docket - Discuss and possible vote on monthly financial reports, encumbrances, and change orders.**
These items may be approved by one board motion unless any board member desires to have a separate vote on any or all of these items.
 - A. Monthly Financial Reports.
 - Treasurer's Report
 - FY27 Encumbrance Comparison Chart
 - FY27 July Accounts Payable Warrant Registers
 - FY26 Accounts Payable Warrant Registers
 - B.
 - C. General Fund.
 - Approve FY27 General Fund Purchase Orders 102-126 for a total of \$60,214.61.

- Approve FY27 General Fund Change Order for Purchase Orders 1-101 for a total of \$1,259.60.
- Approve FY27 General Fund Payroll Purchase Orders 50016-50118 for a total of \$5,948,665.55.
- Approve FY27 General Fund Payroll Change Order for Purchase Orders 50000-50015 for a total of \$30,577.22.

D.

E. Building Fund.

- Approve FY27 Building Fund Purchase Orders 23-31 for a total of \$28,098.77.
- Approve FY27 Building Fund Change Order for Purchase Orders 1-22 for a total of \$15,181.39.

F.

G. Child Nutrition Fund.

- Approve FY27 Child Nutrition Purchase Orders 6 for a total of \$195.00.
- Approve FY27 Child Nutrition Payroll Purchase Order 50000 for a total of \$38,505.48.

H.

I. Activity Fund Accounts.

6. **Administrative report.**
7. **Presentation of JEA.**
8. **Discuss and possible vote on architect proposals.**
9. **Discuss and possible vote on annexing State Center Middle School into the Town of Jones City Corporate Limits.**
10. **Discuss and possible vote on the 2026-2027 Estimate of Needs.**
11. **Discuss and possible vote on revised district policies:**
 1. **AF - Board Meetings**
 2. **AF-F - Board Meetings Public Participation**
 3. **BC - Safety Programs**
 4. **BJ - Internet Access and Acceptable Use Policy**
 5. **DA - General Personnel Policies**
 6. **DA-F - Affidavit of Employee Good Standing**
 7. **DG-R - Employee Alcohol and or/Drug Testing: Safety Sensitive Employees**
 8. **DI - Leave**
 9. **EA - General Student Policies**
 10. **EB to be revised and renamed EBA - Admission, Residency, Placement, and Withdrawal**

- 11. EB to be revised and renamed EBB - Transfers**
 - 12. EC - Attendance**
 - 13. ED - Grading, Promotion, Retention, and Graduation**
 - 14. EI to be revised and renamed EIA - Student Conduct**
 - 15. EI-R to be revised and renamed EIB - Bullying**
 - 16. EI-R-F to be revised and renamed EIB-F - Bullying Incident Form**
 - 17. EQ - Cell Phone Use**
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- 12. Discuss and possible vote to approve the use of hours calculation for the 2026-2027 academic calendar.**
 - 13. Discuss and possible vote on library media deregulation for the 2026-2027 school year.**
 - 14. Discuss and possible vote on the Statutory Adjunct Certificate Waivers:**
 - Mallory Salazar, Science, 4 classes**
 - Rayna Long, Math, 3 classes**
 - Chloe Harris, English Language Arts, 5 classes**
 - 15.**
 - 16. Discuss and possible vote on the student handbooks for the 2026-2027 school year.**
 - 17. Discuss and possible vote on the contract with the Oklahoma Department of Career and Technology Education for the Secondary Career and Technology Education Program for the 2026-2027 school year.**
 - 18. Discuss and possible vote on the district-wide fundraisers for the 2026-2027 school year.**
 - 19. Discuss and possible vote on sanctioning of the following booster clubs/organizations for the 2026-2027 school year:**
 - Jones 4-H and FFA Ag Boosters**
 - Jones Quarterback Club**
 - Jones Basketball Tip-In Club**
 - Jones Fastpitch Booster Club**
 - Jones Longhorns Cross Country & Track Booster Club**
 - Jones High School Band Boosters**
 - Jones Middle School PTO**
 - 20.**
 - 21. Discuss and possible vote on student transfers for the 2026–2027 school year.**
 - 22. Discuss and possible vote on the FY27 Agreement with the Center for Education Law for basic legal services.**

23. **Discuss and possible action to approve the agreement with Choctaw-Nicoma Park Schools for allocation of statewide alternative education academy program funds for the 2026-2027 school year.**
24. **Discuss and possible vote on an out-of-state trip request:**
 - **Cross Country Teams to Fayetteville, AR for the 38th Chile Pepper Festival, October 2–3, 2026.**
- 25.
26. **Proposed executive session to discuss:**
 - 1. student transfer denial appeal as per 25 O.S. 307(B)(5).**
 - 2. the employment and resignations listed on the personnel schedule as per 25 O.S. 307(B)(1).**
 - 3. negotiations concerning employees and representatives of employee groups, as per 25 O.S. 307(B)(2).**
 - A. Vote to convene or not to convene into executive session.
 - B. Acknowledge return to open session.
 - C. Minutes compliance statement.
 - D. Possible vote on the student transfer denial appeal.
 - E. Possible vote on employment and resignations listed on the personnel schedule.
 - F. Possible vote to approve the negotiation agreement concerning employees and representatives of employee groups.
27. **New business.**
28. **Vote to adjourn.**

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Andrew Chase:	Present
Matthew Gindhart:	Present
Brett Ramsey:	Present
Scott Smith:	Present
Steve Todd:	Present

1. Call to Order.

2. Establishment of quorum.

3. Recognition of visitors.

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4. Discuss and possible vote on the minutes of the special meeting of June 26, 2026. Motion to approve the minutes of the special meeting of June 26, 2026 passed with a motion by Matthew Gindhart and a second by Scott Smith.

Matthew Gindhart: Yea, Steve Todd: Yea, Andrew Chase: Yea, Scott Smith: Yea, Brett Ramsey: Yea

Yea: 5, Nay: 0

5. Financial Consent Docket - Discuss and possible vote on monthly financial reports, encumbrances, and change orders.

These items may be approved by one board motion unless any board member desires to have a separate vote on any or all of these items. Motion to approve financial consent agenda, items

5.A to 5.F. as presented passed with a motion by Matthew Gindhart and a second by Steve Todd.

Matthew Gindhart: Yea, Steve Todd: Yea, Andrew Chase: Yea, Scott Smith: Yea, Brett Ramsey: Yea

Yea: 5, Nay: 0

A. Monthly Financial Reports.

- Treasurer's Report
- FY26 June Accounts Payable Warrant Register
- FY27 Encumbrance Comparison Chart

B. General Fund.

- Approve FY27 General Fund Purchase Orders 1-101 for a total of \$879,724.36.
- Approve FY27 General Fund Payroll Purchase Orders 50000-50015 for a total of \$1,482,740.55.

C. Building Fund.

- Approve FY27 Building Fund Purchase Orders 1-22 for a total of \$338,999.72.

D. Child Nutrition Fund.

- Approve FY27 Child Nutrition Purchase Orders 1–4 for a total of \$150,788.00.

E. Building Bond Fund 38.

- Approve FY27 Building Bond Fund Purchase Order 1 for a total of \$1,573,321.50.

F. Activity Fund Accounts.

6. Administrative report.

7. Presentation of JEA.

8. Discuss and possible vote on the salary schedules for FY27:

- **Certified Compensation Schedule**
- **District Level Positions Salary Schedule**
- **Support Staff Salary Schedule**

Motion to approve FY27 salary schedules as presented passed with a motion by Scott Smith and a second by Andrew Chase.

Matthew Gindhart: Yea, Steve Todd: Yea, Andrew Chase: Yea, Scott Smith: Yea, Brett Ramsey: Yea
Yea: 5, Nay: 0

9. Discuss and possible vote on the FY27 contract for managed services with United Systems. Motion to approve the FY27 contract with United Systems passed with a motion by Matthew Gindhart and a second by Scott Smith.

Matthew Gindhart: Yea, Steve Todd: Yea, Andrew Chase: Yea, Scott Smith: Yea, Brett Ramsey: Yea
Yea: 5, Nay: 0

10. Discuss and possible vote on student capacity numbers. Motion to approve district capacity numbers as presented passed with a motion by Matthew Gindhart and a second by Scott Smith.

Matthew Gindhart: Yea, Steve Todd: Yea, Andrew Chase: Yea, Scott Smith: Yea, Brett Ramsey: Yea
Yea: 5, Nay: 0

11. Discuss and possible vote on student transfers for 2026-2027 school year. Motion to approve student transfers for 26-27 school year as presented passed with a motion by Matthew Gindhart and a second by Steve Todd.

Matthew Gindhart: Yea, Steve Todd: Yea, Andrew Chase: Yea, Scott Smith: Yea, Brett Ramsey: Yea
Yea: 5, Nay: 0

12. Proposed executive session to discuss the employment and resignations listed on the personnel schedule, as per 25 O.S. 307(B)(1).

A. Vote to convene or not to convene into executive session. Motion not to convene into executive session passed with a motion by Matthew Gindhart and a second by Andrew Chase.

Matthew Gindhart: Yea, Steve Todd: Yea, Andrew Chase: Yea, Scott Smith: Yea, Brett Ramsey: Yea
Yea: 5, Nay: 0

B. Acknowledge return to open session.

C. Minutes compliance statement.

D. Possible vote on employment and resignations listed on the personnel schedule. Motion to approve employment and resignations as listed on the personnel schedule passed with a motion by Matthew Gindhart and a second by Scott Smith.

Matthew Gindhart: Yea, Steve Todd: Yea, Andrew Chase: Yea, Scott Smith: Yea, Brett

Ramsey: Yea
Yea: 5, Nay: 0

13. New business.

14. Vote to adjourn. Motion to adjourn at 6:32 pm passed with a motion by Scott Smith and a second by Steve Todd.

Matthew Gindhart: Yea, Steve Todd: Yea, Andrew Chase: Yea, Scott Smith: Yea, Brett Ramsey: Yea
Yea: 5, Nay: 0

JONES PUBLIC SCHOOLS

Treasurer's Report

Balance Sheet

Options: Fiscal Years: 2026, 2027, Funds: 11-41, As Of Date: 7/31/2026

Assets

Cash

11	2026	GENERAL FUND	\$123,169.72
11	2027	GENERAL FUND	\$1,717,720.67
Fund 11 Total			\$1,840,890.39
21	2026	BUILDING FUND	\$78,990.00
21	2027	BUILDING FUND	\$487,933.65
Fund 21 Total			\$566,923.65
22	2026	CN PROGRAMS FUND	\$1,084.38
22	2027	CN PROGRAMS FUND	\$187,235.06
Fund 22 Total			\$188,319.44
38	2027	BUILDING BOND FUND	\$1,666,206.52
Fund 38 Total			\$1,666,206.52
41	2027	SINKING FUND	\$2,429,015.27
Fund 41 Total			\$2,429,015.27
Cash Total			\$6,691,355.27

Monthly Revenue Summary

July 1 – July 31, 2026

	Receipts	Transfers	Balance
General Fund			
FY26		(\$1,933,920.38)	
FY27-Jul	\$103,971.27	\$1,933,920.38	\$2,037,891.65
Building Fund			
FY26		(\$500,295.65)	
FY27-Jul	\$3,793.06	\$500,295.65	\$504,088.71
Child Nutrition Fund			
FY26		(\$187,370.86)	
FY27-Jul		\$187,370.86	\$187,370.86
Sinking Fund			
FY26		(\$2,408,068.57)	
FY27-Jul	\$20,946.70	\$2,408,068.57	\$2,429,015.27
Bond Fund 38			
FY26		(\$3,239,528.02)	
FY27-Jul		\$3,239,528.02	\$3,239,528.02
Revenue Report Total:			\$8,397,894.51

JONES PUBLIC SCHOOLS

Treasurer's Activity

July 1 - 31, 2026

ASSETS	Beginning Balance	Deposits	Net Transfers	Disbursements	Ending Balance
Checking	\$ 100,000.00	\$ 107,568.29	\$ 2,625,375.70	\$ 2,732,943.99	\$ 100,000.00
Sweep Account	\$ 9,130,005.68	\$ 88,645.24	\$ -	\$ 2,627,295.65	\$ 6,591,355.27
Total Assets:	\$ 9,230,005.68	\$ 196,213.53	\$ 2,625,375.70	\$ 5,360,239.64	\$ 6,691,355.27

FUND SUMMARY	Beginning Balance	Deposits	Net Transfers	Disbursements	Ending Balance
GENERAL FUND					
FY27	\$ -	\$ 103,971.27	\$ 1,933,920.38	\$ 320,170.98	\$ 1,717,720.67
FY26	\$ 2,710,872.83	\$ -	\$ (1,933,920.38)	\$ 653,782.73	\$ 123,169.72
Total GF:					\$ 1,840,890.39

BUILDING FUND					
FY27	\$ -	\$ 3,793.06	\$ 500,295.65	\$ 16,155.06	\$ 487,933.65
FY26	\$ 639,800.55	\$ -	\$ (500,295.65)	\$ 60,514.90	\$ 78,990.00
Total BF:					\$ 566,923.65

CHILD NUTRITION FUND					
FY27	\$ -	\$ -	\$ 187,370.86	\$ 135.80	\$ 187,235.06
FY26	\$ 231,735.71	\$ -	\$ (187,370.86)	\$ 43,280.47	\$ 1,084.38
Total CN:					\$ 188,319.44

BOND FUND (38)					
FY27	\$ -	\$ -	\$ 3,239,528.02	\$ 1,573,321.50	\$ 1,666,206.52
FY26	\$ 3,239,528.02	\$ -	\$ (3,239,528.02)	\$ -	\$ -
Total Fund 38:					\$ 1,666,206.52

SINKING FUND (41)					
FY27	\$ -	\$ 20,946.70	\$ 2,408,068.57	\$ -	\$ 2,429,015.27
FY26	\$ 2,408,068.57	\$ -	\$ (2,408,068.57)	\$ -	\$ -
Total Sinking Fund:					\$ 2,429,015.27

Total Fund Summary:	\$ 9,230,005.68	\$ 128,711.03	\$ -	\$ 2,667,361.44	\$ 6,691,355.27
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General Fund Encumbrance Comparison

FY 27	Acct Payable	Change Order	AP Total	Payroll	Pay Change	Payroll Total	Montly Total
July	\$ 879,724.36	\$ -	\$ 879,724.36	\$ 1,482,740.55	\$ -	\$ 1,482,740.55	\$ 2,362,464.91
August	\$ 67,814.61	\$ 1,259.60	\$ 69,074.21	\$ 5,948,665.55	\$ 30,577.22	\$ 5,979,242.77	\$ 6,048,316.98
Sept.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nov.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jan.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June-Closed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 947,538.97	\$ 1,259.60	\$ 948,798.57	\$ 7,431,406.10	\$ 30,577.22	\$ 7,461,983.32	\$ 8,410,781.89

FY 26	Acct Payable	Change Order	AP Total	Payroll	Pay Change	Payroll Total	Montly Total
July	\$ 1,670,184.80	\$ -	\$ 1,670,184.80	\$ 1,392,616.08	\$ -	\$ 1,392,616.08	\$ 3,062,800.88
August	\$ 37,572.41	\$ 3,338.89	\$ 40,911.30	\$ 5,654,701.51	\$ 104.48	\$ 5,654,805.99	\$ 5,695,717.29
Sept.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nov.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jan.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June-Closeout		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,707,757.21	\$ 3,338.89	\$ 1,711,096.10	\$ 7,047,317.59	\$ 104.48	\$ 7,047,422.07	\$ 8,758,518.17

Building Fund Encumbrance Comparison

FY 27	Acct Payable	Change Order	AP Total	Payroll	Pay Change	Payroll Total	Montly Total
July	\$ 338,999.72	\$ -	\$ 338,999.72	\$ -	\$ -	\$ -	\$ 338,999.72
August	\$ 28,098.77	\$ 15,181.39	\$ 43,280.16	\$ -	\$ -	\$ -	\$ 43,280.16
Sept.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nov.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jan.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June Closed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 367,098.49	\$ 15,181.39	\$ 382,279.88	\$ -	\$ -	\$ -	\$ 382,279.88

FY 26	Acct Payable	Change Order	AP Total	Payroll	Pay Change	Payroll Total	Montly Total
July	\$ 296,477.16	\$ -	\$ 296,477.16	\$ -	\$ -	\$ -	\$ 296,477.16
August	\$ 42,054.31	\$ 3,000.00	\$ 45,054.31	\$ -	\$ -	\$ -	\$ 45,054.31
Sept.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nov.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jan.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June-Closed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 338,531.47	\$ 3,000.00	\$ 341,531.47	\$ -	\$ -	\$ -	\$ 341,531.47

Child Nutrition Fund Encumbrance Comparison

FY 26	Acct Payable	Change Order	AP Total	Payroll	Pay Change	Payroll Total	Montly Total
July	\$ 150,788.00	\$ -	\$ 150,788.00	\$ -	\$ -	\$ -	\$ 150,788.00
August	\$ 195.00	\$ -	\$ 195.00	\$ 38,505.48	\$ -	\$ 38,505.48	\$ 38,700.48
Sept.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nov.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jan.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June Closed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 150,983.00	\$ -	\$ 150,983.00	\$ 38,505.48	\$ -	\$ 38,505.48	\$ 189,488.48

FY 25	Acct Payable	Change Order	AP Total	Payroll	Pay Change	Payroll Total	Montly Total
July	\$ 153,000.00	\$ -	\$ 153,000.00	\$ -	\$ -	\$ -	\$ 153,000.00
August	\$ 15,494.00	\$ -	\$ 15,494.00	\$ -	\$ -	\$ -	\$ 15,494.00
Sept.			\$ -	\$ -	\$ -	\$ -	\$ -
Oct.			\$ -	\$ -	\$ -	\$ -	\$ -
Nov.			\$ -	\$ -	\$ -	\$ -	\$ -
Dec.			\$ -	\$ -	\$ -	\$ -	\$ -
Jan.			\$ -	\$ -	\$ -	\$ -	\$ -
Feb.			\$ -	\$ -	\$ -	\$ -	\$ -
March			\$ -	\$ -	\$ -	\$ -	\$ -
April			\$ -	\$ -	\$ -	\$ -	\$ -
May			\$ -	\$ -	\$ -	\$ -	\$ -
June			\$ -	\$ -	\$ -	\$ -	\$ -
June-Closeout			\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 168,494.00	\$ -	\$ 168,494.00	\$ -	\$ -	\$ -	\$ 168,494.00

Payment Register

Options: Year: 2026-2027, Fund Account: BUILDING FUND, Date Range: 7/1/2026 - 7/31/2026, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
1	07/14/2026	6446	COMTEC ELECTRONIC SYSTEMS, I				\$5,904.00
2	07/14/2026	5718	DEPARTMENT OF ENVIRONMEN				\$2,317.00
3	07/14/2026	9417	GRIMSLEY'S INC.				\$506.43
4	07/14/2026	7672	MOLLMAN'S/CULLIGAN WATER				\$168.00
5	07/14/2026	6611	TK ELEVATOR CORPORATION				\$252.63
6	07/14/2026	9572	HERITAGE LAWN & LANDSCAPE				\$365.00
7	07/15/2026	9587	PERFORMANCE SPRAY FOAM				\$6,642.00
Non-Payroll Total:							\$16,155.06
Payroll Total:							\$0.00
Balance Forward:							\$0.00
Total:							\$16,155.06

Payment Register

Options: Year: 2026-2027, Fund Account: CN PROGRAMS FUND, Date Range: 7/1/2026 - 7/31/2026, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
1	07/14/2026	9588	SARAH NEWBY				\$113.00
Non-Payroll Total:							\$113.00
Payroll Total:							\$160.44
Balance Forward:							\$0.00
Total:							\$273.44

Payment Register

Options: Year: 2026-2027, Fund Account: BUILDING BOND FUND, Date Range: 7/1/2026 - 7/31/2026, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
1	07/14/2026	6193	BANCFIRST				\$1,573,321.50
						Non-Payroll Total:	\$1,573,321.50
						Payroll Total:	\$0.00
						Balance Forward:	\$0.00
						Total:	\$1,573,321.50

Payment Register

Options: Year: 2025-2026, Fund Account: GENERAL FUND, Date Range: 7/1/2026 - 7/31/2026, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
2849	07/14/2026	6659	A T & T MOBILITY				\$47.48
2850	07/14/2026	5548	JONES PUBLIC WORKS				\$4,902.25
2851	07/14/2026	6689	MIDWEST BUS SALES INC				\$5,296.20
2852	07/14/2026	7459	GOVERNMENT ACCOUNT SERVIC		07/15/2026	\$78.24	\$0.00
2853	07/14/2026	7642	ATTN: CREDIT CARD DEPARTME				\$5.36
2854	07/14/2026	5555	TDS				\$5,079.68
2855	07/14/2026	8395	INSTRUCTURE, INC.				\$1,929.00
2856	07/14/2026	7365	HERITAGE-CRYSTAL CLEAN, LLC				\$473.11
2857	07/14/2026	9499	SCHAEFFER MANUFACTURING C		07/15/2026	\$498.28	\$0.00
2858	07/14/2026	6352	RIDDELL/ALL AMERICAN SPORTS				\$8,797.84
2859	07/14/2026	9551	HMH EDUCATION COMPANY				\$33,063.06
2860	07/14/2026	8555	BLUUM USA, INC.				\$19,166.00
2861	07/14/2026	8744	AMAZON CAPITAL SERVICES				\$479.98
2862	07/14/2026	8744	AMAZON CAPITAL SERVICES				\$137.83
2863	07/14/2026	9571	CONLAN TIRE, LLC				\$3,804.40
2864	07/14/2026	7641	JOE COOPER CHEVROLET				\$77,588.00
2865	07/15/2026	7459	GOVERNMENT ACCOUNT SERVIC				\$78.24
Non-Payroll Total:							\$160,848.43
Payroll Total:							\$0.00
Balance Forward:							\$10,171,490.30
Total:							\$10,332,338.73

Payment Register

Options: Year: 2025-2026, Fund Account: BUILDING FUND, Date Range: 7/1/2026 - 7/31/2026, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
168	07/14/2026	7163	LIL BIT WESTERN LAWN CARE, L.L				\$3,465.18
169	07/14/2026	7162	MASSEY SERVICES, INC				\$484.00
170	07/14/2026	5552	O G & E				\$16,148.39
171	07/14/2026	8744	AMAZON CAPITAL SERVICES				\$72.88
172	07/14/2026	8744	AMAZON CAPITAL SERVICES				\$224.00
173	07/14/2026	9572	HERITAGE LAWN & LANDSCAPE				\$2,358.50
						Non-Payroll Total:	\$22,752.95
						Payroll Total:	\$0.00
						Balance Forward:	\$603,776.66
						Total:	\$626,529.61

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/14/2026 - 6/30/2027, PO Range: 102 - 350, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	102	07/15/2026	9330	FIVE STONES SOLUTIONS LLC	ENGINE OIL FOR BUSES	2,000.00
11	103	07/13/2026	8857	QUIK PRINT	GRADE LEVEL PRINTING (2ND-5TH)	-447.55
11	104	07/16/2026	8236	UNITED STATES POSTAL SERVICE	CHARGES TO MAIL CHECK OVERNIGHT	35.90
11	105	07/20/2026	8555	BLUUM USA, INC.	TEACHER LAPTOPS	5,990.00
11	106	07/20/2026	7295	HARRINGTON'S	MOUNTING AND BALANCING TIRES	150.00
11	107	07/20/2026	8367	STANDARD STEEL	RECT. TUBE FOR BUS REPAIR	106.00
11	108	07/23/2026	9394	EATON COMPRESSOR & FABRICATION, INC	PARTS FOR COMPRESSOR	2,113.30
11	109	07/23/2026	9607	SOUTHERN TIRE MART	MOUNTING AND BALANCING TIRES FOR BUSES	760.00
11	110	07/23/2026	7706	ALERT SERVICES SPORTS MEDICINE	HEAT STRESS TRACKER	3,800.00
11	111	07/28/2026	6912	CPI	CPI TRAINING MANUALS FOR STAFF	815.85
11	112	07/27/2026	8870	ANDREW'S DIESEL SERVICE A.D.S., LLC	DIAGNOSTIC CHECK ON BUSES 17, 22 & 23	480.00
11	113	07/29/2026	8744	AMAZON CAPITAL SERVICES	CELL PHONE LOCK BOX	100.00
11	114	07/29/2026	8744	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES FOR HS	1,451.82
11	115	07/30/2026	8238	TRACTOR SUPPLY CO	PELLETS FOR SHOW RING FOR COUNTY FAIR	700.00
11	116	07/30/2026	9128	SPRINGHILL SUITES BY MARRIOTT	HOTEL FOR OAT SUMMIT CONFERENCE	224.76
11	117	07/30/2026	8666	STAPLES BUSINESS CREDIT	PAPER FOR THE DISTRICT	3,319.20
11	118	07/30/2026	2571	UNITED SYSTEMS LLC	ERATE FY2026-2027 C2 INTERNAL CONNECTIONS	30,074.45
11	119	07/30/2026	9339	ADV. CHIROPRACTIC AND REHAB CLINIC	BUS DRIVERS PHYSICALS	600.00
11	120	07/30/2026	7865	SAIED MUSIC CO	INSTRUMENTS AND REPAIRS FOR BAND	1,100.00
11	121	07/30/2026	9151	KIWANIS CLUB OF JONES	KIWANIS DUES & DISTRICT FEES/S. BLANKENSHIP	150.00
11	122	08/03/2026	9145	AMERICAN RED CROSS	CPR/FIRST AID/AED TRAINING	2,016.00
11	123	08/04/2026	8744	AMAZON CAPITAL SERVICES	STEEL PLYO JUMP PLATFORMS	1,000.00
11	124	08/04/2026	8744	AMAZON CAPITAL SERVICES	EQUIPMENT FOR STRENGTH AND AGILITY	233.40
11	125	08/04/2026	8342	ESGI, LLC	EC ASSESSMENT & REPORT CARD SOFTWARE	3,276.00
11	126	08/07/2026	8744	AMAZON CAPITAL SERVICES	MAGNETS FOR BUS LABELING	165.48

Non-Payroll Total: \$60,214.61

Payroll Total: \$0.00

Balance Forward: \$8,600.00

Report Total: \$68,814.61

Change Order Listing

Options: Fund(s): GENERAL FUND, Year: 2026-2027, ReferenceDate: PO Date, Date Range: 7/14/2026 - 6/30/2027, PO Range: 1 - 101, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
43	07/01/2026	5592	OSSBA	BOARD MEMBER TRAINING/ADMIN TRAINING	500.00
47	07/01/2026	5369	APPTEGY, INC.	WEBSITE APP, PARENT NOTIFICATION SOFTWARE	240.00
55	07/01/2026	7826	SCHOOL SAFE ID, LLC	School Safe Software License	497.00
97	07/01/2026	9571	CONLAN TIRE, LLC	TIRES FOR BUSES AND FLEET VEHICLES	22.60
Non-Payroll Total:					<u>\$1,259.60</u>
Payroll Total:					<u>\$0.00</u>
Report Total:					<u><u>\$1,259.60</u></u>

Change Order Listing

Options: Fund(s): BUILDING FUND, Year: 2026-2027, ReferenceDate: PO Date, Date Range: 7/14/2026 - 6/30/2027, PO Range: 1 - 22, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
10	07/01/2026	9359	MASTERS MECHANICAL	HVAC PARTS AND SERVICE	15,000.00
22	07/01/2026	9594	SPECTRUM PAINT	PAINT FOR ELEMENTARY SCHOOL CLASSROOMS	181.39
Non-Payroll Total:					\$15,181.39
Payroll Total:					\$0.00
Report Total:					\$15,181.39

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/14/2026 - 6/30/2027, PO Range: 5 - 20, Fund(s): CN PROGRAMS FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	6	07/20/2026	7306	FIVE STAR PLUMBING	SETTING UP PROPANE LINE TO NEW STOVE	195.00
Non-Payroll Total:						\$195.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$195.00

JONES PUBLIC SCHOOLS

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2026 - 7/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 ATHLETICS/J. REED	\$0.00	\$8,640.00	\$38,763.55	\$0.00	\$47,403.55	\$24,413.73	\$22,989.82
820 HS GENERAL/BARLOW	\$0.00	\$0.00	\$1,131.62	\$0.00	\$1,131.62	\$42.93	\$1,088.69
822 HS VENDING/BARLOW	\$0.00	\$0.00	\$1,267.13	\$0.00	\$1,267.13	\$613.47	\$653.66
824 HS SUNSHINE/BARLOW	\$0.00	\$0.00	\$193.61	\$0.00	\$193.61	\$0.00	\$193.61
826 BAND/CROWE	\$0.00	\$0.00	\$1,946.26	\$0.00	\$1,946.26	\$182.58	\$1,763.68
828 ART/	\$0.00	\$0.00	\$243.08	\$0.00	\$243.08	\$0.00	\$243.08
830 HS FCA/	\$0.00	\$0.00	\$677.39	\$0.00	\$677.39	\$0.00	\$677.39
832 FFA/STALLINGS, BILDERBACK	\$0.00	\$1,100.00	\$5,137.71	\$0.00	\$6,237.71	\$2,507.70	\$3,730.01
834 HS STUDENT COUNCIL/NEAL	\$0.00	\$0.00	\$3,409.61	\$0.00	\$3,409.61	\$0.00	\$3,409.61
836 HS HONOR SOCIETY/	\$0.00	\$0.00	\$1,038.78	\$0.00	\$1,038.78	\$0.00	\$1,038.78
838 MU ALPHA THETA/STANDLEY	\$0.00	\$0.00	\$1,461.88	\$0.00	\$1,461.88	\$0.00	\$1,461.88
840 CHOIR/JOHNSON	\$0.00	\$0.00	\$2,180.44	\$0.00	\$2,180.44	\$0.00	\$2,180.44
842 HS CHEER/NEAL	\$0.00	\$0.00	\$25,904.86	\$0.00	\$25,904.86	\$9,152.00	\$16,752.86
846 YEARBOOK/TYTENICZ	\$0.00	\$0.00	\$4,363.27	\$0.00	\$4,363.27	\$0.00	\$4,363.27
848 PLANET EARTH/SCIENCE CLUB/	\$0.00	\$0.00	\$522.33	\$0.00	\$522.33	\$0.00	\$522.33
850 HS LIBRARY/ROWLEN	\$0.00	\$0.00	\$3,388.25	\$0.00	\$3,388.25	\$0.00	\$3,388.25
852 HS DRAMA/JOHNSON	\$0.00	\$400.00	\$2,391.59	\$0.00	\$2,791.59	\$0.00	\$2,791.59
854 KEY CLUB/	\$0.00	\$0.00	\$1,807.12	\$0.00	\$1,807.12	\$0.00	\$1,807.12
858 HS ACADEMIC CLUB/A GIERHART	\$0.00	\$0.00	\$1,322.13	\$0.00	\$1,322.13	\$0.00	\$1,322.13
860 GSA/	\$0.00	\$0.00	\$867.69	\$0.00	\$867.69	\$0.00	\$867.69
862 CLASS OF 2025/BARLOW	\$0.00	\$0.00	\$71.44	\$0.00	\$71.44	\$0.00	\$71.44
864 CLASS OF 2026/BARLOW	\$0.00	\$0.00	\$1,550.12	\$0.00	\$1,550.12	\$0.00	\$1,550.12
866 CLASS OF 2027/ANDERSON,	\$0.00	\$0.00	\$8,261.37	\$0.00	\$8,261.37	\$0.00	\$8,261.37
868 SPECIAL EDUCATION/HOPKINS	\$0.00	\$0.00	\$2,137.22	\$0.00	\$2,137.22	\$300.00	\$1,837.22
870 CLASS OF 2028/NEAL, BENNINGTON	\$0.00	\$0.00	\$960.00	\$0.00	\$960.00	\$0.00	\$960.00
874 CLASS OF 2029/	\$0.00	\$0.00	\$419.00	\$0.00	\$419.00	\$0.00	\$419.00
876 GENERAL/SUPERINTENDENTS	\$0.00	\$0.00	\$23.49	\$0.00	\$23.49	\$0.00	\$23.49
884 MS GENERAL/DAVIS	\$0.00	\$0.00	\$502.65	\$0.00	\$502.65	\$0.00	\$502.65
886 MS LIBRARY/CARNEY	\$0.00	\$0.00	\$2,226.99	\$0.00	\$2,226.99	\$0.00	\$2,226.99
888 MS TECHNOLOGY/DAVIS	\$0.00	\$0.00	\$9,613.59	\$0.00	\$9,613.59	\$0.00	\$9,613.59
890 MS ARCHERY CLUB/ROHLER	\$0.00	\$0.00	\$4,946.52	\$0.00	\$4,946.52	\$0.00	\$4,946.52
892 MS BOOK CLUB/WEAR & CARNEY	\$0.00	\$0.00	\$397.73	\$0.00	\$397.73	\$0.00	\$397.73
894 MS VENDING/DAVIS	\$0.00	\$0.00	\$8,316.73	\$0.00	\$8,316.73	\$66.08	\$8,250.65
896 MS SUNSHINE FUND/DAVIS	\$0.00	\$0.00	\$269.91	\$0.00	\$269.91	\$0.00	\$269.91
898 MS STUDENT COUNCIL/MCCULLOUGH & TOWLER	\$0.00	\$0.00	\$1,163.33	\$0.00	\$1,163.33	\$0.00	\$1,163.33
900 MS SCIENCE/STEM CLUB/WINSETT	\$0.00	\$0.00	\$3,076.29	\$0.00	\$3,076.29	\$0.00	\$3,076.29
902 MS HONOR SOCIETY/CHANDLER, WALKER	\$0.00	\$0.00	\$2,122.64	\$0.00	\$2,122.64	\$0.00	\$2,122.64
904 MS FCA/KNIGHT	\$0.00	\$0.00	\$111.70	\$0.00	\$111.70	\$0.00	\$111.70
906 MS CHEER/LONG	\$0.00	\$2,320.00	\$691.52	\$0.00	\$3,011.52	\$0.00	\$3,011.52
912 MS BUILDERS CLUB/SALAZAR	\$0.00	\$0.00	\$217.15	\$0.00	\$217.15	\$0.00	\$217.15
916 CHILD NUTRITION/YESENIA	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00
920 ELEMENTARY SCHOOL/WILSON	\$0.00	\$0.00	\$23,308.19	\$0.00	\$23,308.19	\$5,150.77	\$18,157.42
922 ELEMENTARY LIBRARY/DEARDORFF	\$0.00	\$0.00	\$89.95	\$0.00	\$89.95	\$0.00	\$89.95
924 GIFTED & TALENTED/CARMICHAEL	\$0.00	\$0.00	\$43.62	\$0.00	\$43.62	\$0.00	\$43.62
926 ELEMENTARY PLAYGROUND/BLANKENSHIP	\$0.00	\$0.00	\$17.00	\$0.00	\$17.00	\$0.00	\$17.00
928 LEADER IN ME/WILSON	\$0.00	\$0.00	\$1,009.39	\$0.00	\$1,009.39	\$0.00	\$1,009.39
Total	\$0.00	\$12,461.00	\$169,565.84	\$0.00	\$182,026.84	\$42,429.26	\$139,597.58

BOARD MEETINGS

Meetings: Meetings of the board shall be held in an orderly, professional manner. Robert's Rules of Order shall be used to conduct business of the board unless otherwise stated.

Regular Meetings: Unless otherwise scheduled, regular meetings of the Board shall be held on the first Monday of each month at 6:30 p.m.

Special Meetings: A special meeting may be called by the Superintendent or by the Board President as authorized by law. Business transacted at any special meeting shall be limited to that permitted by law.

Emergency Meetings: Emergency meetings of the Board may be called by the Superintendent or the Board President as permitted by law.

Notice of Meetings: Notice of all meetings shall be given as required by law.

Agenda: The Superintendent shall prepare a tentative agenda and shall provide such tentative agenda to the Board President sufficiently in advance of the Board meeting to allow the Board President to revise the agenda prior to posting of the final agenda. The Superintendent shall include those agenda items requested by Board members at least forty-eight (48) hours before the required time of posting the agenda. Staff, students, and patrons of the District may suggest items to be placed on the agenda by notifying the Superintendent at least forty-eight (48) hours before the required time of posting the agenda, and such items may be included at the discretion of the Superintendent. Earlier notification of items to be placed on the agenda or suggestions for items to be included on the agenda is strongly encouraged. The Board President may add items to or delete items from the proposed agenda.

The finalized, approved agenda for all meetings shall be prepared by the Superintendent in accordance with the law and given to each Board member with any supporting material at least three (3) calendar days prior to any regular Board meeting. The agenda shall be posted as required by law.

The Jones Education Association shall be provided an agenda item for regular Board meetings for the purpose of making presentations to the Board and shall be provided with a Board packet, exclusive of confidential information, in the same manner as Board members.

Minutes: The Clerk of the Board shall keep, or cause to be kept, complete records of meetings of the Board. These minutes shall include:

1. Those members present and absent and all matters considered by the public body;

2. In the case of an emergency meeting, the nature of the emergency and the proceedings occurring in such meeting, including the reasons for declaring an emergency meeting;
3. A record of all actions taken by the Board, with the vote of each member recorded;
4. Resolutions and motions in full; reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date;
5. A record of the disposition of all matters which the Board considered but on which the Board did not take action.

Copies of the minutes shall be made available to all Board members before the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board and shall be in the custody of the Minute Clerk. The Minute Clerk shall make them available to interested persons upon request.

Quorum and Voting: A majority of the members of the Board shall constitute a quorum for the transaction of business. If a quorum is not present when the meeting is called to order, the only action that the members may take is to continue the meeting to another date and/or time. Each member shall have one (1) vote, and all votes shall be publicly cast and recorded. All motions shall be carried by a majority of the members present or as otherwise required by law. An abstention from voting by a member present at a meeting shall be deemed a “no” vote for purposes of determining a majority vote.

Executive Sessions: Executive sessions, which are closed to the public, may be held as prescribed by law. The fact that an executive session was held and the purpose for which it was held shall be recorded in the minutes; however, the discussions held in executive session shall be confidential and shall not be made public. The Superintendent shall attend all executive sessions, unless the Board President shall determine otherwise. The Board President may invite other persons to attend an executive session or a portion of an executive session. The decision of the Board President to include or to exclude any person from an executive session may be overruled by a majority vote of the Board members present. No official action may be taken while the Board is in executive session.

Electronic Recording: All meetings of the Board may be electronically recorded in order to assist the Minute Clerk in preparing the official minutes of a Board meeting. Any tapes of Board meetings shall be retained for 36 months and may be destroyed after 36 months. Tapes of Board meetings may be requested according to the District’s Open Records policy.

Public Decorum at Board Meetings: In order that Board meetings operate smoothly and without disruption, the following guidelines shall be followed:

1. Members of the audience shall not interrupt any person who has been recognized as having the floor by the Board President;
2. Members of the audience or persons attending Board meetings shall not display or place any banners or signs in the room where the Board meeting is to be held.
3. Persons who cause a disruption or disturbance of a Board meeting shall be warned once by the Board President that such disruption or disturbance may result in eviction from the Board meeting. If the person continues such disruption or disturbance, the Board President may contact the appropriate law enforcement agency and request that the person be removed from the Board meeting. In addition, the person may be charged with any possible criminal violations for the disruption or disturbance if the District decides to pursue such charges.

Public Participation at Board Meetings: The purpose of a Board meeting is for the Board to conduct the District's business and to deliberate and act upon matters before the Board, unless the Board is specifically conducting a public hearing on a matter. The public is encouraged to attend and to observe meetings of the Board and to participate whenever a public hearing is being held. Members of the public shall not be recognized while the Board is conducting its official business.

During portions of regular meetings of the Board, a limited opportunity may be provided for members of the public to make comments regarding items on the posted agenda. To make such comments on items on the posted agenda, members of the public are to complete the required Speakers' Request Sheet and submit it to the Clerk of the Board or the Board President before the meeting is called to order.

If the request is approved, Ppersons addressing the Board during the "Recognition of Visitors" portion of a regular Board meeting shall:

1. be recognized in the order the Clerk or the Board President received the requests;
- ~~2.~~ limit their comments to three (3) minutes or less on matters/items which are listed on the agenda;
- ~~3.2.~~ not be permitted to criticize individuals; and
- ~~4.3.~~ not engage in disruptive behavior.

Groups consisting of three (3) or more persons shall designate a spokesperson who shall speak for and represent the group. The Board President will recognize speakers, maintain proper order, and comply with time limits.

Persons addressing the Board shall not be permitted to engage in defamatory conduct or criticize individuals and shall not engage in disruptive behavior. The Board will not tolerate personal attacks on members of the Board, the administrative staff, or any employee.

Board members and the District's administrative staff are not required to respond to questions

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or comments from the public since doing so could be in violation of the Oklahoma Open Meeting Act. The Board will not take any action on an item addressed by the public unless such item is properly on the agenda as an action item or is properly considered new business as defined by law.

Adopted:

Revised: July 27, 2021; August 5, 2026

**BOARD MEETINGS
PUBLIC PARTICIPATION**

Members of the public shall be allowed to attend all meetings of the board of education. In addition, the board of education will have an item on every regular board meeting agenda that affords citizens the right to speak. The item will appear prior to any business being conducted by the board of education. Any individual wishing to address the board shall sign in with the board minutes clerk prior to the start of the meeting. The president of the board will then acknowledge only those individuals whose names are listed on the sign in sheet to address the board. The board will set a maximum time of twenty minutes at each regular meeting for public comment. Each person addressing the Board shall be allowed three (3) minutes to address the Board. Groups consisting of three (3) or more persons shall designate a spokesperson who shall speak for and represent the group. Speakers will be allowed to address the board in the order they signed in with the board minutes clerk. Persons addressing the Board shall not engage in disruptive behavior. Board members and the district's administrative staff are not required to respond to questions or comments from the public since doing so could be in violation of the Oklahoma Open Meeting Act. The Board will not take any action on an item addressed by the public unless such item is properly on the agenda as an action item or is properly considered newbusiness as defined by law.

Board Meeting Date: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Adopted:
Revised:

SAFETY PROGRAMS

General: The regulations, practices, and procedures of the District shall promote safety throughout the District and shall establish and maintain conditions which are reasonably safe and healthful for District employees, students, and visitors. The Superintendent or the Superintendent's designee shall have overall responsibility for the safety programs of the District. General areas of emphasis shall include, but not be limited to, in-service training, accident record-keeping, facility inspection, driver and vehicle safety programs, fire prevention, emergency procedures, traffic safety, and the safety of all persons present on District property or attending District-sponsored events.

Emergency Drills: The Superintendent or Superintendent's designee shall prepare and publish a plan for evacuation of each of District's buildings in case of emergency. District shall have written plans and procedures for protecting students, staff, and visitors from natural and man-made disasters and emergencies. Disaster plans shall be placed on file with the District and with the local emergency response organization within the District, which may include police, fire, emergency medical services, sheriff and emergency management of the appropriate jurisdiction. Annually, the Administration shall report to the Board the status of emergency preparedness and identified safety needs for each school. Each fire drill shall be documented in writing, and such records shall be preserved for at least three (3) years and made available to the State Fire Marshall or his agent upon request. Documentation of other emergency drills shall be maintained in writing with a copy at the school site, a copy filed with District's administrative offices, and a copy submitted to the Oklahoma School Safety Institute as created by the Oklahoma Office of Homeland Security.

District shall conduct the following drills:

Security and Safety Drills: Each public school within the District shall perform at least four (4) security drills per school year as required by law. No security drill shall be conducted at the same time of day as a previous security drill conducted in the same school year, and no more than two security drills shall be conducted in one semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Additional drills may be conducted at the discretion of the District. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school. The drills shall conform to the written plans and procedures adopted by the District. All students and employees shall participate in the drills with the extent of student involvement to be determined by the District.

1. **Tornado Drills:** District shall have two (2) tornado drills per school year with at least one drill being conducted in the months of September and March.
2. **Fire Drills:** Principals shall prepare and publish a plan for the evacuation of their respective buildings in case of fire. Fire drills shall be conducted at least twice per

school year. Each fire drill must occur within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.

3. Additional Drills: In determining the additional safety drills to be performed, the principal and the superintendent shall consider conducting additional drills of any type provided for herein, one (1) or more drills developed by District that are consistent with the risks assessed for the particular facility, or to conduct one (1) or more drills in accordance with the recommendations of the Safe School Committee and/or local fire and law enforcement.

Emergency Closings: The Superintendent may close the District's schools, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action.

Health and Safety Emergency: District's primary concern in any emergency situation is the health and safety of the students, staff and their families. In the event of an emergency that endangers health and safety in such a manner that a person's physical presence in a school building could potentially expose them to pathogens which could lead to illness, no students or families are permitted to be inside a school building until the Superintendent has declared that it is safe. In addition, no staff member shall enter a school building unless the purpose is to provide "essential" services. Any staff members who the Superintendent classifies as "essential" or necessary to perform "essential" duties may be required to be physically present on school property at certain times as designated by the Superintendent. Any staff member who is required to be physically present in a school building shall strictly follow all health and safety guidelines established by the Center for Disease Control ("CDC") and/or the Oklahoma State Department of Health ("OSDH").

Bomb Threats: Bomb threats shall be handled according to District's Emergency Procedures Guide.

Sexual Abuse of Students: Three essential practices for employees to keep in mind with respect to the prevention of sexual abuse of students are as follows:

1. Avoid engaging in behaviors which could be mistaken for boundary invasion or grooming behaviors. Keep interactions with students on a professional level. Refer students who need emotional or other support to appropriately trained staff such as counselors or school psychologists. Staff can be caring while maintaining professional boundaries.
2. Report situations where such behaviors by other employees take place.
 - a. Do not make your own inferences or waste time determining whether or not to report the behavior, inform the principal immediately.
 - b. Do NOT confront or discuss the matter with the adult engaging in the boundary invasions unless immediate intervention is necessary.
3. Maintain confidentiality. Do not discuss concerns with anyone other than the appropriate administrator, Child Protective Services, or the police.

- a. Maintain your own documentation. Document who you notified, where and when, and what you reported.

Reporting Child Abuse: District shall post in a clearly visible public area of the school, a sign that is written in English and Spanish and contains a toll-free telephone number operated by the Department of Health Services (“DHS”) to receive reports of child abuse or neglect. The statewide toll-free hotline for DHS is 1-800-522-3511.

In accordance with state law, any District employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect by a person responsible for the child’s health or welfare or who has observed the child being subjected to circumstances of abuse or neglect by a person responsible for the child’s health or welfare shall immediately report or cause to be reported such situation to DHS and local law enforcement. Such report shall be made according to any applicable Administrative Regulations or forms, and a copy shall be submitted to the Superintendent.

Any District employee who has a reason to believe that a student who is eighteen (18) years of age or older is a victim of abuse or neglect shall report the matter immediately to local law enforcement. Local law enforcement will keep confidential and redact any information identifying the reporting school employee unless otherwise ordered by the court.

The employee shall also inform the building principal who will inform the superintendent. Employees shall not contact the student’s family or others to investigate any suspected abuse or neglect. All disclosures or allegations made in accordance with this provision of law will be reported to local law enforcement prior to any formal investigation or questioning of the subject of the accusation by the district. No school investigator, administrator, or official will conduct formal interviews of the subject of the accusation or engage in disciplinary proceedings until local law enforcement has been notified, has had the opportunity to interview the involved parties, or has determined that an immediate school response is necessary to protect student safety.

Any school employee with knowledge of a report made by another school employee shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as a part of an investigation by local law enforcement or DHS. ~~Employees shall not contact the student’s family or others to investigate any suspected abuse or neglect.~~

For purposes of this section, “local law enforcement” means a law enforcement agency that is independent of the district or a full-time district police department that is fully commissioned by the state. This does not include a school resource officer (SRO) employed by the district unless directed by an independent law enforcement agency.

When an SRO is utilized under this section of law, the officer will submit a written report to the independent law enforcement agency describing the circumstances and any corresponding actions taken.

In addition to the reporting requirements provided herein, any superintendent or school administrator who has reason to believe, or is made aware of an allegation or disclosure, that a school employee is involved in the abuse or neglect of a student shall report the matter to local

law enforcement within twenty-four (24) hours. Any Superintendent or school administrator who knowingly and willfully fails to promptly report or who interferes with the prompt reporting of child abuse and neglect shall, if convicted, be guilty of a felony punishable as determined by law. For the purposes of this section, a “school administrator” includes a principal, assistant principal, or any other person who serves in a supervisory or administrative capacity.

Any district employee who has reason to believe or is made aware of an allegation or disclosure that a student is the victim of sexual abuse, sexual assault, or sexual misconduct shall report the disclosure, allegation, or information within twenty-four (24) hours to local law enforcement. Any individual, who is not an administrator or superintendent, who knowingly or willfully fails to promptly report any suspected child abuse or neglect or who interferes with the prompt reporting of suspected child abuse or neglect may be reported to local law enforcement for criminal investigation and if convicted, shall be guilty of a misdemeanor. Any individual, who is not an administrator or superintendent, with prolonged knowledge of ongoing child abuse or neglect who knowingly and willfully fails to promptly report such knowledge may be reported to local law enforcement for criminal investigation and if convicted, shall be guilty of a felony. For the purposes of this section, “prolonged knowledge” means at least six (6) months of child abuse or neglect.

~~Any Superintendent or school administrator who knowingly and willfully fails to promptly report or who interferes with the prompt reporting of child abuse and neglect shall, if convicted, be guilty of a felony punishable as determined by law. For the purposes of this section, a “school administrator” includes a principal, assistant principal, or any other person who serves in a supervisory or administrative capacity.~~

The resignation, termination, transfer, or other separation from employment of the subject of an allegation or disclosure shall not relieve any person of the duty to report to local law enforcement as required by law and district policy. The reporting obligations provided herein are required by law and are individual. Knowingly and willfully failing to report suspected abuse or neglect pursuant to law and district policy is grounds for dismissal or non reemployment. No employer, supervisor, or administrator shall impede or inhibit the reporting nor shall any employer, supervisor, or administrator discriminate or retaliate against an employee or other person who, in good faith fulfills his or her reporting obligations. Immunity is provided from civil or criminal liability to individuals acting in good faith as provided for by law. However, any person who knowingly and willfully makes a false report of suspected child abuse or neglect may be reported to local law enforcement for criminal investigation and if convicted, shall be guilty of a misdemeanor.

In addition, during the first year of employment for a certified teacher and then once at least every fifth academic year, a program including the following information shall be completed:

1. Training on the recognition of child abuse and neglect;
2. Recognition of child sexual abuse;
3. Proper reporting of suspected abuse including the reporting requirements specifically provided for by law and associated penalties for failure to report; and
4. Available resources.

Attestation: Every District employee shall annually sign an attestation acknowledging his or her responsibility to report suspected child abuse or neglect pursuant to state law and

District policy. It is the responsibility of each employee to read and understand the District policies and state laws related to child abuse, its definitions, its reporting requirements, and the consequences for failure to comply. Failure to sign such attestation does not relieve personnel from their legal obligations and could result in criminal liability.

Threatening Behavior: An officer or employee of the District or a member of the board shall notify law enforcement of any verbal threat or act of threatening behavior which reasonable may have the potential to endanger students, school personnel or school property. Threatening behavior means any verbal threat or behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel or school property. Persons making such reports in good faith will be immune from employment discipline as well as civil liability.

Suicide Awareness and Training: District will provide training to all staff members in their first year employed by District, and then no less than once at least every fifth academic year, that addresses suicide awareness and prevention. District will select curriculum for its training in accordance with the standards provided for by law and will post the course outline for the curriculum on its website. The board may also provide training to address suicide awareness and prevention to students in grades seven (7) through twelve (12).

Immediately upon determining that a student is at risk of attempting suicide, teachers, counselors, principals, administrators, or other school personnel shall notify the parents or legal guardians that such risk exists. Teachers, counselors, principals, administrators, and other school personnel shall be immune from liability and discipline as provided for by law.

Rain's Law: District will annually provide research-based instruction related to fentanyl abuse prevention and drug poisoning awareness to students in grades six (6) through twelve (12). The instruction will include: suicide prevention, prevention of abuse of and addiction to fentanyl, awareness of local resources and how to access those resources, and health education including information about youth and adult substance use and abuse of fentanyl.

Mental Health Protocol: A mental health crisis is any situation in which a person's behavior or distress puts them at risk of hurting themselves or others and/or prevents them from being able to function or care for themselves. District staff members are trained to identify warning signs including, but not limited to, self-harm or substance abuse, an inability to perform daily tasks, increased agitation, isolation, loss of touch with reality, paranoia, and rapid mood swings. In the event of a suspected or identified mental health crisis, District staff members shall begin with an assessment of the situation followed by holding a conversation with the student in a safe, quiet space. The student should be supervised at all times and safety protocol will be followed, which may include a referral to crisis services. The 9-8-8 Mental Health Lifeline offers 24/7 call, text and chat access to trained crisis counselors for those who are experiencing mental distress including but not limited to suicidal thoughts and mental health crisis. Parents/guardians will be contacted as soon as possible and asked to come to the school. District staff will provide the parent/guardian with Form BC-F and will provide additional referral information as it deems necessary, up to and including services provided through its mental health partner.

In the event that a student is out of school for more than two (2) school days due to a mental health crisis, the student's caregiver should expect to meet with the student and District's counselor

prior to returning to school. The meeting will consist of discussing and documenting a re-entry procedure relating to both academic and emotional transition as well as address any concerns the student or parent/guardian may have. Any necessary accommodations should be documented and designated staff, in addition to the counselor, should continue to monitor and communicate with the student and the parent/guardian regarding the ease or difficulty of the transition. District staff will maintain detailed documentation regarding the steps taken and concerns addressed. District staff will comply with the Health Insurance Portability and Accountability Act (“HIPAA”) and Family Educational Rights and Privacy Act (“FERPA”) at all times.

Safety Education: The practice of safety shall also be considered a facet of the instructional plan of the District by virtue of educational programs such as traffic and pedestrian safety, driver education, fire prevention, and emergency procedures which are appropriately suited for students of different grade levels. In addition, safety education shall be provided as is necessary and appropriate to students participating in laboratory science courses, shop courses, and physical education courses. Each principal, under direction of the superintendent of the school district, shall conform to the written plans and procedures adopted by the district as required by Oklahoma law. The District shall document all safety drills in writing and by school site with a copy of the report remaining at the school, a copy filed with the district administrative office and a copy with the Oklahoma School Safety Institute as created by the Oklahoma Office of Homeland Security.

Safe Schools Committee/Healthy and Fit School Advisory Committee: District and the families of the District’s students should work together to address concerns of safety and the threat of violence in schools. Therefore, the District hereby authorizes the establishment of a single committee to perform the functions of both the Healthy and Fit School Advisory Committee and the Safe School Committee at each school site. The Committee shall be composed of at least seven (7) members and shall include teachers, parents of enrolled students, students, and a school official who participates in the investigation of reports of bullying. The Committee may also include administrators, school staff, school volunteers, community representatives, and local law enforcement agencies. The Committee shall assist the school board in planning, implementing and evaluating effective prevention, readiness and response strategies.

Each school site’s principal shall appoint the members of the Committee. The Committee will be involved in the monitoring, implementation and evaluation of the law with respect to access to foods of minimal nutritional value. The Committee will also assist the District in promoting a positive school climate by assisting with the planning, implementing, and evaluating the effectiveness of bullying prevention and response. In addition, the Committee shall study and make recommendations to the principal at least once each year regarding:

Health Issues:

- 1) health education;
- 2) physical education and physical activity; and
- 3) nutrition and health services.

Safety Issues:

- 1) unsafe conditions, possible strategies for students, faculty and staff to avoid physical and emotional harm at school, student victimization, crime prevention, school violence, and any other issues which relate to the providing and the maintaining of a safe school environment for all students;
- 2) student bullying, including reviewing the District policy regarding bullying and research-based programs for bullying prevention;
- 3) professional development needs of faculty and staff to recognize and implement methods to decrease student harassment, intimidation, and bullying;
- 4) methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and the use of problem-solving teams and resources that include counselors and other behavioral health and suicide prevention resources; and
- 5) professional development needs of faculty and staff to recognize and report suspected human trafficking.

The Committee may study and make recommendations to the board regarding the development of a rape or sexual assault response program that may be implemented at the school site pursuant to state law. The principals shall provide a copy of the recommendations of each Committee to the Superintendent.

Accidents: Accidents involving employees, students, or visitors shall be reported to the Superintendent and investigated as deemed appropriate.

Hazard Communication Standard: The Superintendent or the Superintendent's designee shall maintain and make available to District employees such accident and safety reports and chemical hazard information as required by law, including, but not limited to Material Safety Data ("MSD"), Asbestos Containing Materials ("ACM"), and Chemical Information Listing ("CIL"). The District shall report any health and safety information as required to the appropriate governing agency. Any accident resulting in the hospitalization of five (5) or more employees or the death of one (1) or more employees shall be reported to the Oklahoma Department of Labor within forty-eight (48) hours of the accident.

The Administration, in conjunction with other appropriate officials, shall identify hazardous substances on District property, shall maintain proper labeling, notice, and storage of containers of hazardous substances, and shall provide appropriate safety training and equipment as set forth in Administrative Regulations.

Restrooms and Changing Areas: In accordance with 70 O.S. § 1-125, every multiple occupancy restroom or changing area on District property shall be designated for the exclusive use of the male sex or for the exclusive use of the female sex. District will provide a reasonable accommodation for individuals who do not wish to comply with this policy, which may include a single occupancy restroom or changing room. The provisions of this policy shall not apply to individuals entering a multiple occupancy restroom or changing area designated for use by the opposite sex when entering under the following circumstances: 1) for custodial, maintenance, or

inspection purposes; 2) to render emergency medical assistance, including, but not limited to, assistance with hygienic needs and/or disciplinary issues; or 3) if a suitable meeting room or area is unavailable, a coach may enter a locker room or changing area before, during or after a school-sponsored athletic activity provided that:

1. All students present are fully clothed;
2. The coach is accompanied by at least one additional adult at all times; and
3. Any coach who is the opposite sex of the students present is accompanied by at least one adult of the same sex of the students present and who is not a current high school student.

I. Discipline. Individuals who fail to comply with Oklahoma law regarding the use of school bathrooms or changing facilities may be disciplined as follows:

- a. **Students:** Students may be subject to disciplinary methods listed in the student discipline code.
- b. **Staff:** Staff members may be subject to disciplinary action. Due process procedures will be followed as required by law or negotiated agreement.
- c. **Patrons:** Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. §§ 1375 and 1376.

II. Definitions.

- a. **Sex:** the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate.
- b. **Multiple Occupancy Restroom or Changing Area:** an area that is designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. This may include, but is not limited to, a school restroom, locker room, changing room, or shower room.
- c. **Individual:** any student, teacher, staff member, or other person on District property.
- d. **Coach:** a person who is employed by District and who is involved in the teaching or training of students who participate in school-sponsored athletic activities.
- e. **School-sponsored Athletic Activities:** a sporting event that is supported and affiliated with the school such as games, matches, and tournaments.

Adopted: October 11, 1999

Revised: July 27, 2015; July 19, 2016; September 6, 2017; August 12, 2019; April 27, 2020; July 20, 2020; July 27, 2021; August 30, 2022; August 14, 2023; December 5, 2023; July 16, 2024; September 15, 2025; August 5, 2026

INTERNET ACCESS AND ACCEPTABLE USE POLICY

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases library resources, and a wide variety of other information sources. The District provides a wide variety of opportunities for students and employees to use the District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students and employees will not access such material. However, the District is committed to enforcing a policy of Internet safety, teaching appropriate online behavior, and monitoring the Internet activities of its students and employees.

The District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. The district shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall the District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through Internet access provided by the District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use.

Acceptable Uses: The District's computers, equipment, and software are intended for administrative, educational, and research purposes only and shall be used only in accordance with Administrative Regulations. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching or which promote the District's mission and goals.

Prohibited Uses: According to Administrative Regulations, the District's computers and the Internet access (including e-mail) provided by the District shall not be used:

- a. To violate an individual's right to privacy;
- b. To access materials, information, or files of another person or organization without permission;
- c. To violate the copyright laws or software licensing agreements;
- d. To spread computer viruses;
- e. To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization;

- f. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others;
- g. To distribute religious materials;
- h. To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law;
- i. For any commercial purpose unless authorized by the Administration or Board;
- j. To engage in any illegal activity; or
- l. To engage in cyberbullying at school or in the workplace.

Consequences for Misuse: The use of the District's computers and the Internet access provided by the District is a privilege, not a right. Any student or employee who inappropriately uses the District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectation of Privacy: No student or employee shall have any expectation of privacy in any computer usage, electronic mail being sent or received by the District's computers or District-provided Internet access. The District's system operators may access any electronic mail or computer usage and may delete any inappropriate material found, sent or received using the District's computers or District-provided Internet access. In addition, discipline may be imposed for improper usage.

All internet usage will be monitored and recorded to ensure compliance with the Children's Internet Protection Act ("CIPA"), as codified at 47 U.S.C. § 254.

Use of Software: Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of the appropriate administrator or system operator.

Remote Internet-based Courses: The District may allow for students to complete required course work through remote Internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education.

Internet-based Instruction: The District may allow for students to complete required course work through Internet-based courses in accordance with rules, regulations, and/or guidelines adopted by the State Department of Education.

Education: The District will educate all students who are granted access to the Internet regarding appropriate on-line behavior including: safety and security when using electronic mail, interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness and response, and other forms of direct electronic communications, and the disclosure, use, or dissemination of personally identifiable information.

Web Filtering: The District shall provide filtered access to the Internet per standards pursuant to CIPA.

Technology protection measures shall be in place that safeguards Internet access by all users to visual depictions that are obscene, related to child pornography, or other content that may be deemed harmful to minors.

The Board delegates to the Administration the authority to determine matter that is inappropriate for minors.

The District will enforce the operation of the technology protection measures on its computers with Internet access. An administration, supervisor, or other person authorized by the Superintendent may disable the technology protection measure during an audit, to enable access for bona fide research, or other lawful purposes.

Records Retention: The District will retain its Internet Safety policy documentation according to the Record Retention and Archival of Electronic Mail Transmissions Policy - **BL**.

Employee and Student Communications:

I. Definitions:

A. Electronic or Digital Communication: may include, but is not limited to, emails, text messages, instant messages, direct messages, social media messages or communication of any kind, messages sent through software applications, and any other electronic or digital means of communication.

B. School personnel or District employee: ~~refers to~~ teachers, coaches, administrators, school bus drivers, and any other person who is employed either full-time or part-time by District.

A.C. Student: a person enrolled in public school or charter school who is receiving primary or secondary education to obtain a standard high school diploma or high school equivalency diploma. Student does not mean a person who holds a standard high school diploma or high school equivalency diploma.

II. Employee Guidelines:

A. Any time a District employee engages in electronic or digital communication with an individual student, the employee shall include the student's parent or legal guardian in the communication. Exceptions to this requirement include non-school related communications between family members, circumstances where the communication is through a school-approved platform and is related to school and academic communications or in the event of an emergency. However, in the event of an emergency, the employee must subsequently and in a timely manner, notify the parent or legal guardian of the communication.

- B. District employees shall make reasonable efforts to utilize District-approved platforms, systems and/or applications where at all possible such that parents or legal guardians may be automatically included in communications with students.
- C. The Administration will designate the forums that qualify as District-approved platforms and will publish those designations on District's website as well as in its handbooks.

III. Violations:

A. Any District employee or school personnel who is the subject of a corroborated report of being reported to be in violation of this policy shall be placed on administrative leave during the pendency of the District's investigation of the matter. District's board and local law enforcement will be notified as provided for by law. If no misconduct is found during the course of the investigation, the incident will not be noted in the employee's file. If the employee was placed on administrative leave during the investigation, but no misconduct is found, the employee shall return to work and a note of the finding of no misconduct will be placed the incident will be noted in his or her personnel file. If misconduct is found, the employee will be subject to discipline in accordance with District policy, up to and including termination.

A.B. Law enforcement shall be immediately notified of any violation of this policy involving sexual activity, sexual contact, or any other inappropriate or unlawful behavior.

Employee and Student Use of Social Media: District recognizes the value and benefit of using electronic media to communicate digitally with students, families and fellow employees in an effort to engage stakeholders and enhance the learning experience. Whether or not an employee chooses to participate in online social networking or any other form of online publishing or discussion is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline students and employees if their speech, including online postings, interferes with the learning environment or causes a disruption to the normal operations at school, violates district policy or the laws of the State of Oklahoma.

District recognizes that the line between professional and personal relationships is blurred within a social media context. When employees choose to join or engage with students, families or fellow employees in a social media context that exists outside those approved by the district, they are advised to maintain their professionalism as district employees and take responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandatory reporting.

I. Definitions:

A. Social media refers to any user generated content sites generally available to the public or consumers that include, but are not limited to sites like Facebook, Flickr, YouTube, Twitter,

Instagram, Snapchat, Google apps, Skype, Wikis, social networks, podcasts, forums, blogs, and other content sharing sites.

B. District approved password-protected social media tools are those that fall within the district's electronic technologies network or which the district has approved for educational use.

II. Employee Guidelines: District's employees are expected to serve as positive ambassadors for our schools and remember they are role models to students in this community. Because readers of social media may view the employee as a representative of the district, they are required to observe the following rules when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media:

- A. An employee's use of any social media and an employee's postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable district policies.
- B. District employees should exercise discretion and maintain professionalism when communicating with students or groups of students via computer or wireless telecommunication devices. Employees should limit communication with students to matters concerning a student's education, or extracurricular activities for which the staff member has responsibility.
- C. District employees are discouraged from engaging in private electronic media exchanges with students. Only on rare occasions or in emergency situations should individual communication with students occur.
- D. District employees are personally responsible for all comments/information they publish online. Respect and professionalism should be maintained in all communications - by word, image or other means. Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.
- E. Externally communicating any confidential or privileged information related to District, its employees or students, not intended for public dissemination is prohibited and may be grounds for disciplinary action. District employees may not disclose information on any social media network that is confidential or proprietary to the district, its students, or employees or that is protected by data privacy laws such as FERPA. Posting images on any social media network of co-workers without the co-worker's' consent is prohibited. Information or images of students may NOT be posted on any social media network without written parental consent.

- F. Employees may not act or purport to act as a spokesperson for the district or post comments as a representative of the district, except as authorized by the superintendent or the superintendent's designee. District employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the district.
- G. When using forms of electronic communication to share information with students, district employees are directed to inform parents in writing (handbook, syllabus, etc.) to the extent this form of communication will be used, establish guidelines for such use, and allow them the option to opt out.
- H. District's name/logo may not be used on any social media network without permission from the Superintendent, or designee. Nonpublic images of the district premises and property, including floor plans, may not be posted or shared.
- I. District employees should be aware that persons classified as "friends" or persons who can access a personal social networking site may have the ability to download and share the employee's information and photographs with others. Employees are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level.
- J. Employees shall not engage in personal use of social media during contract hours unless online activity has been assigned to an employee and/or is related to an employee's work assignment. Use of an employee's personal social media account to discuss school business with parents and students is prohibited.

III. Student Guidelines:

- A. Remember that social media venues are very public and leave a digital footprint for all to see, including future employers. To protect yourself, please observe social media policy guidelines when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media networks.
- B. Students should be aware that social posts must adhere to all state and federal laws and any applicable district policies. Students will be held accountable for the content of their electronic communications in relation to school, staff and students that might harm or cause harm to another student or teacher, specifically that which constitutes bullying, harassment, threats or advocates or depicts illegal activity and/or causes a substantial disruption to the normal operations at school. Illegal behavior is subject to punishment as appropriate and available. Students who engage in cyberbullying also risk civil and/or criminal charges and/or lawsuits that may be filed against them by victims or victim's families. The district will fully cooperate with law enforcement agencies in any and all investigations involving students, electronic devices and social media.

- C. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures.
- D. Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
- E. Use of social media during the school day is prohibited unless specific permission has been granted by District.

IV. Consequences for Violations of Social Media Policy: Reports of a violation of this policy may result in an investigation of the user's posts, files, internet usage, or other electronic/digital media. The investigation and its scope will be reasonable, calculated to disclose the existence and nature of the alleged violation. If warranted, consequences will be determined in accordance with the collective bargaining agreements and state and federal laws, considering the type of violation, past history, and level of the user.

Consequences may include, but are not limited to the following:

- A. Loss of internet access (while on school property) and/or network access, for a determined amount of time according to the offense.
- B. Student offenses will include notifying the student's parent/guardian of an incident and possible disciplinary action appropriate to the severity of the offense.
- C. Staff misuse may result in disciplinary action that may include a recommendation for dismissal or non-reemployment.

Oklahoma Responsible Technology in Schools Act: Artificial intelligence (AI) tools used for instructional or educational purposes shall be implemented under the direction of an educator and subject to applicable law and district policy.

Definitions:

- A. **Artificial Intelligence (AI):** a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations or decisions that influence real or virtual environments. AI systems use machine and human-based input to perceive real and virtual environments, organizing such perceptions into models through analysis in an automated manner, and use model inference to formulate options for information or action.
- B. **Classroom AI Tool:** AI application that is used to support instruction, learning activities, assessment assistance, or educator workflow in a school setting;
- C. **Educator-Directed AI Use:** use of an AI tool under the supervision and professional judgment of a teacher or other school employee.

- D. **Student-facing AI Tool:** AI tool designed for use by students that provides AI-generated content, feedback, or assistance as part of an instructional activity.
- E. **Human-in-the-loop:** an educator or authorized school employee who maintains oversight, review, and final decision-making authority over outputs that are generated by an AI tool.

Use of AI in school is subject to the following conditions:

- A. All classroom AI tools will be deployed through educator-directed AI use. The responsibility for decisions informed by AI remains with school employees and can not be delegated to an AI system or vendor;
- B. Classroom AI tools and student-facing AI tools operate with a human-in the-loop. Outputs that are generated by AI will be reviewed by an educator or other authorized school employee prior to use in instruction, feedback, assessment, or decision-making;
- C. AI tools may not be used as the primary basis for student grading, discipline, placement, promotion, retention, or any other high stakes educational decisions;
- D. Student-facing AI tools must be appropriate to the age and developmental level of students and only used for clearly defined educational or instructional purposes;
- E. AI tools must comply with applicable federal and state student data privacy and security laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA), and must meet recognized industry standards of otherwise stringent private audit and security standards. District will also take reasonable steps to minimize the amount of student data shared with AI tools.
- F. District will remain transparent with students and their families regarding the instructional use of AI, including the role and limitations of AI tools.

District will annually disclose the following to parents or legal guardians of students enrolled in the district:

- A. All AI tools that are in use in the district;
- B. Vendors providing AI tools to the district;
- C. Categories of student data collected by AI tools;
- D. The extent to which student data is shared through AI tools; and
- E. The educational purpose for which each AI tool is used.

A parent or legal guardian may provide written notice opting a student out of participation in student-facing AI tools at any time. Students who opt out will not be academically penalized or denied access to core instructional content.

Adopted:

Revised: August 12, 2019; June 29, 2022; July 1, 2024; August 28, 2024; August 5, 2026

JONES PUBLIC SCHOOLS: DISTRICT FORM

DA-F

Affidavit of Employee Good Standing

State of Oklahoma)

)

County of _____)

I, (name, title, school district) _____, declare under penalty of perjury under the laws of the State of Oklahoma, that the following is true and correct to the best of my knowledge:

Employee Name: _____

Position Held: _____

School/Site: _____

Dates of Employment: _____ to _____

Based on the District's employment records as of _____ (date):

☐ The employee left employment with Jones Public Schools in good standing.

☐ Based on the District's records, the employee has not been the subject of any allegation of inappropriate behavior involving a student.

OR

☐ The employee **was** the subject of an allegation of inappropriate behavior with a student.

If an allegation of inappropriate behavior with a student was investigated by Jones Public Schools, indicate the status of the allegation:

☐ Unsubstantiated

☐ Substantiated

☐ Pending or ongoing investigation at the time employment ended

☐ Closed with no finding of misconduct

This letter reflects information contained in the District's records as of the date below and is not intended to serve as a recommendation or guarantee of future employment.

I declare under penalty of perjury that the foregoing information is true and correct to the best of my knowledge, information, and belief.

Name, Title

School District

Phone Number

Email Address

Date:

Prospective Employing District ONLY

☐ Affidavit Verified

☐ Affidavit Not Verified

Additional Information:

Name and Title of Person Contacted at Jones Public Schools: _____

Date Contacted: _____

Contacted by: _____

Signature: _____

GENERAL PERSONNEL POLICIES

The District's personnel are an important resource for achieving a successful educational program. The District shall seek to employ those persons who have the highest capabilities, the strongest commitment to quality education, and the greatest probability of effectively implementing the District's educational program.

Categories of Employees: The District may employ certified administrators, certified teachers, and support employees. Full-time employment shall be employment on a regular basis, as opposed to temporary, for at least 6 hours per day, 5 days per week, for 10 months or more, except for certified teachers who shall be considered to be full-time if employed at least 7 hours, 5 days per week, for 10 months, or the equivalent amount of hours if District changes to not less than one thousand eighty (1,080) hours per year. Part-time employment shall be any employment for less than full-time employment. Temporary employment is employment to fill a position for a stated period of time on a non-continuing basis.

Employment: The Board shall determine whether to create new positions upon the Superintendent's recommendation which shall be accompanied by a proposed job description which contains the qualifications for the responsibilities of the proposed position. The Superintendent shall be responsible for recruiting and recommending qualified persons for employment with the District. In determining the qualifications of candidates, the Superintendent may consult with other personnel and shall insure that recommended candidates can produce legally sufficient proof of citizenship status. The Board shall employ those persons whom it determines should be hired after reviewing and considering the Superintendent's recommendation. Unless otherwise provided by law, no person shall have any right to employment in the District until such employment has been approved by the Board. However, when it is necessary to meet the best interests of the District, the Superintendent shall have the right to employ persons on a temporary basis until the Board can take action on the Superintendent's recommendation. All certified and clerical staff shall take an oath of loyalty. The District shall utilize a Status Verification System to verify the federal employment authorization status of all new employees as required by law.

Employment Contracts: Unless otherwise specified in any applicable negotiated agreement, every person employed by the District shall enter into a written contract of employment which shall describe the position in which the person is to be employed and set forth the term of the employment contract. All contracts of employment must be approved by the Board and may be signed by the Board President, the Clerk of the Board, or the Superintendent. Any person who fails to sign a contract of employment which accurately conveys the Board's offer, including salary and fringe benefits, within a reasonable time of presentation shall be considered to have refused the offered employment, and the position shall be declared vacant.

Employment Vacancies: Vacancies for teaching positions shall be posted in accordance with the applicable provisions of the negotiated agreement. Vacancies for other positions may be posted as determined by the Superintendent or the Superintendent's designee. In addition, the District may advertise vacancies in local, statewide, or national newspapers, school-related publications, or such other sources as may be determined by the Superintendent or the Board.

Compensation: The Administration shall annually prepare and submit to the Board for review and approval compensation plans for the various categories of employees, including certified administrators, certified teachers, and support personnel. Compensation plans need not be prepared, reviewed, and/or approved for those categories of employees whose compensation is determined by negotiated agreement. Such compensation plans may include the provision of fringe benefits, including, but not limited to, retirement, health insurance, disability insurance, and social security benefits.

District will provide all employees with the benefits afforded by the Oklahoma Workers' Compensation Act ("Act"). At the option of the employee, temporary total disability benefits may be supplemented by any sick leave or personal leave, or fractional use thereof, available to the injured employee, to the extent that the injured employee shall receive full wages during the employee's temporary absence. The sum of all temporary total disability payments and sick leave shall in no case combine to exceed one hundred percent (100%) of the employee's net pay as it existed prior to injury.

Job Descriptions: The Administration shall prepare, periodically review, and update job descriptions for all positions within the District.

Felony Record Searches: The Administration is authorized to conduct a state-wide and/or national felony record search for all new employees as provided by law. Employment contracts issued to any new employee shall be on a temporary basis for sixty (60) days pending the results of any felony record search. If the District has not received the results within the sixty (60) day period, the temporary employment will automatically terminate. If the District requires a felony record search, the employee or prospective employee shall pay the fee required for such search; however, the District shall promptly reimburse the employee or prospective employee in full if he or she is employed by the District at the time the national criminal history record check request is made unless the person was employed pending receipt of the results. ~~Both substitute and full-time teachers seeking future employment as a substitute or full-time teacher shall only be required to have a felony record search as required by law.~~

Substitute Teachers: At the discretion of the board, a person who was employed as a substitute teacher during the last school year may not be required to complete a criminal history record check. Any person applying for employment as a substitute teacher in more than one district shall only be required to complete one national criminal history check, which shall be sent to all districts where the substitute teacher is applying to teach at the request of the substitute teacher.

Substitute Teachers applying as Full-time Teachers: Any person employed as a substitute teacher by an Oklahoma school district for a minimum of five (5) years immediately preceding application for employment as a full-time teacher in an Oklahoma school district may not be required to complete a national criminal history check if the teacher produces a copy of the record check completed within the preceding five (5) years, a letter stating that the teacher was in good standing at her last employment, and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Full-time Teachers: Any person who has been employed as a full-time teacher by a school district in the state of Oklahoma and applies for employment as a full-time teacher in another school district in the state of Oklahoma may not be required to complete a national criminal history record

check if he or she can produce a copy of the record check completed within the preceding five (5) years and an affidavit from the district in which the teacher was last employed stating the teacher left in good standing. The affidavit shall attest to whether the teacher was the subject of any allegation of inappropriate behavior with a student and whether there was any pending or ongoing investigation of inappropriate behavior between the teacher and a student. If an allegation of inappropriate behavior was investigated by an employing district, the affidavit shall state whether the allegation was substantiated, unsubstantiated, or closed with no finding of misconduct. The affidavit shall include the contact information for the prior employing district, which the prospective district shall contact in order to validate the affidavit.

Full-time Teachers applying as Substitute Teachers: Any person employed as a full-time teacher by an Oklahoma school district in the five (5) years immediately preceding application for employment as a substitute teacher may not be required to complete a national criminal history record check if the teacher produces a copy of the record check completed within the preceding five (5) years and, an affidavit from the district where the teacher was last employed stating that the teacher left in good standing, The affidavit shall attest to whether the teacher was the subject of any allegation of inappropriate behavior with a student and whether there was any pending or ongoing investigation of inappropriate behavior between the teacher and a student. If an allegation of inappropriate behavior was investigated by an employing district, the affidavit shall state whether the allegation was substantiated, unsubstantiated, or closed with no finding of misconduct. The affidavit shall include the contact information for the prior employing district, which the prospective district shall contact in order to validate the affidavit.

Full-time Teacher for ten (10) or more years applying as a Substitute Teacher: Any person employed as a full-time teacher by an Oklahoma school district for ten (10) or more consecutive years immediately preceding an application for employment as a substitute in the same school district may not be required to complete a national criminal history check for as long as the person remains employed for consecutive years by the same school district as a substitute teacher, if the teacher left full-time employment in good standing. If the teacher applies as a substitute teacher in another school district, a national criminal history check would be required.

Except as otherwise provided by law, any teacher employed by an Oklahoma public school district prior to May 19, 2020, who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation “OSBI”) as well as a national criminal history record check on file with his or her employing district, shall complete the criminal history record checks upon the next renewal of his or her Standard Teaching Certificate.

Except as otherwise provided by law, any other person employed by an Oklahoma public school district prior to May 19, 2020 who does not have an Oklahoma criminal history record check from the OSBI as well as a national criminal history record check on file with his or her employing district shall have until July 1, 2022 to complete the criminal history record checks.

Any teacher eligible to retire from the Teachers’ Retirement System of Oklahoma who does not have an Oklahoma criminal history record check from the OSBI as well as a national criminal history record check on file with his or her employing district shall complete the criminal history record checks by the earlier of: July 1, 2022 or the next renewal of his or her Standard Teaching Certificate.

If a felony record search reveals a prior felony, the applicant may not be hired and any

temporary contract may be terminated. District may take into account such factors as age at time of the offense, the seriousness and the nature of the felony, the relationship of the felony to the job applied for, any rehabilitation of the applicant, length of time since the offense, whether the State Department of Education has issued certification, and the subsequent employment history of the applicant in determining whether to recommend the applicant for employment with District. If a felony record search reveals a prior felony and the District determines that the person should not be recommended for employment based on the prior felony, the employment relationship may be terminated by notice from the Superintendent or the Superintendent's designee.

Any person who willfully submits an affidavit under this section, which the person knows to be false, shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year, or by a fine of not more than five hundred dollars (\$500.00), or both. The school board shall be prohibited from hiring a full-time teacher who fails to provide the affidavit required by law.

Personnel Files: The Administration shall maintain a personnel file for each employee of the District. Each personnel file shall contain the employee's application for employment and any other documents submitted during the application process, all evaluations, admonishments, reprimands, complaints, commendations, plans of improvement, and any other documents which Administrative Regulations may designate for inclusion. Personnel files shall be confidential and shall not be released except as provided in this policy or any applicable negotiated agreement. However, an employee's personnel file may be provided to the following without the employee's notification and/or consent:

1. members of the Board;
2. administrators and/or supervisors;
3. agents of the District authorized by the Administration; or
4. when ordered to be released by court order or subpoena.

Except as otherwise provided by law, all records created pursuant to the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) which identify a current or former public employee and contain any evaluation, observation, or other TLE record of such employee should be kept confidential. These records shall not be subject to disclosure under the Oklahoma Open Records Act and where disclosure of TLE records is required, all individually identifying information shall be removed to the fullest extent possible.

Conflicts of Interest: A conflict of interest represents a conflict between the private interest and the public obligations of a person in an official position. Listed below are employee standards of conduct which prohibit specific acts which could lead to a conflict of interest.

Standards of Conduct:

1. Except for a substitute teacher, no person shall be employed who is related to a member of the Board within the degree prohibited by law. No employee shall directly supervise any other employee who is a member of the employee's family within the second degree of consanguinity or affinity.
2. No employee, officer or agent may participate in the selection, award, or administration of contract(s) supported by a Federal award if he or she has a real or

apparent conflict of interest. Such a conflict of interest could arise where an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. No employee, officer, or agent of District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts unless the financial interest is insubstantial or the gift is an unsolicited item of nominal value. District defines nominal value to mean a value of Five Hundred Dollars (\$500.00) or less.
4. Employees shall be in compliance with all statutes, regulations, and case law governing conflicts of interest involving school districts.
5. District and its employees shall fully disclose any instances of conflict of interest or relevant violations of Federal criminal law involving fraud, bribery, or gratuity violations in Title 18 of the United States Code, as effective measures to help prevent or prosecute instances of waste, fraud, or abuse.
6. Employees may be disciplined in accordance with State law as well as District policy and procedure for violating the above referenced instances of waste, fraud or abuse, as well as conflict of interest guidelines in addition to any other situation which fails to be mentioned herein, but which leads to a real or apparent conflict of interest for a District employee, officer, or agent.

Assignments and Transfers: Unless otherwise provided in any applicable negotiated agreement, employees shall be assigned to a position by the Superintendent and may be transferred to a position on the basis of the needs of the District, the employee's qualifications, and the employee's expressed desires. The needs of the District shall be the primary criteria in determining any assignments or transfers, and the secondary criteria shall be the employee's qualifications.

Work Hours: Unless otherwise provided in any applicable negotiated agreement, the Administration shall establish the work hours of the different categories of employees and shall notify employees of their work hours.

Overtime: The District shall comply with the Fair Labor Standards Act ("FLSA"). Employees who are not exempt from the overtime provisions of the FLSA shall be entitled to overtime compensation or compensatory time for hours worked in excess of forty (40) per work week. The District's work week shall commence on Sunday at 12:00 a.m. and end on Saturday at 11:59 p.m. An employee shall not work overtime unless authorized in writing by the employee's supervisor.

Substitutes: The Administration may develop and maintain a list or lists of qualified substitutes who may be called upon to temporarily replace or substitute for employees when required by an agreement or the needs of the District. A substitute teacher who holds a valid teaching certificate may teach for an unlimited number of school days in any assignment. A teacher who does not hold a current Oklahoma certificate, but holds a bachelor's level college degree or possess a lapsed or expired certificate shall be employed for a maximum period of one hundred and

forty-five (145) school days during the school year, whether in one teaching assignment or multiple teaching assignments. A substitute without a current Oklahoma certificate and who does not possess a lapsed or expired certificate, or a bachelor's level college degree shall be employed for a maximum period of one hundred and thirty-five (135) school days during a school year, whether in one teaching assignment or in multiple teaching assignments.

Supervision and Evaluation: Unless otherwise provided in any negotiated agreement, Administrative Regulations shall provide for the supervision and evaluation of all District personnel, except for the Superintendent. Such regulations may provide for supervisory personnel to observe the performance of any employee for whom the supervisor will be required to complete an evaluation. Subject to any applicable negotiated agreement, the Administration shall prepare appropriate forms for the evaluation of teachers, administrators, and support personnel. Unless otherwise provided for by law, policy, or negotiated agreement, all District employees shall be evaluated in writing, according to the standards provided for in law, at least once during each fiscal year by a supervisor. All evaluations and any responses shall be maintained in the employee's personnel file. In addition to its policy of evaluation, District must also create and maintain a corresponding professional development policy for all teachers and administrators.

It will be District's policy of professional development to:

1. Establish an annual professional growth goal for the teacher or administrator that is developed by the teacher or administrator in collaboration with the evaluator;
2. Address a specific area or criteria identified through the qualitative component of the TLE;
3. Allow the teacher or administrator to actively engage with learning practices that are evidence-based, researched practices that are correlated with increased student achievement; and
4. Refer to resources, in drafting and reviewing its policy of professional development, that are easily available and supplied by the school district and the State Department of Education.

District will monitor compliance with each individualized program of professional development. All professional development completed pursuant to an individualized program of professional development shall count toward the total number of points a teacher or administrator is required to complete as established by district's board of education.

Individualized programs of professional development required by this subsection may include but are not limited to the following learning practices:

1. Presenter-led workshops;
2. Individual or faculty studies of books, scholarly articles and video productions,
3. Peer observations;
4. Committee studies to address student achievement issues;
5. Work related to a specific subject area or areas associated with obtaining an advanced degree or professional certification;
6. Action research projects designed to improve student achievement; and
7. Participation in local, regional or state initiatives associated with the development or implementation of curriculum standards.

Resignation and Retirement: Any employee who wishes to resign or to retire from employment with the District must do so in writing submitted to the Superintendent or the Superintendent's designee. Except as otherwise provided herein, such resignation or retirement shall be effective and may not be revoked when submitted to the Superintendent or the Superintendent's designee unless otherwise determined by the Board. Subject to the provisions of any applicable negotiated agreement and in accordance with Oklahoma law, teachers shall be required to give notice of resignation or retirement by April 25 or else the teacher will be bound to perform pursuant to a continuing contract. The Board shall not release from contract any teacher who desires to resign or retire after July 1 unless a qualified replacement is obtained.

Medical Examinations: In accordance with applicable laws, an employee or applicant for employment may be required to undergo a physical and/or medical examination to determine the employee's or applicant's ability to perform the essential functions of the job. The District shall pay for any required medical examination.

Recommendation for Dismissal or Non-reemployment: When a superintendent decides to recommend that a teacher or administrator be dismissed or not reemployed, the superintendent shall state that recommendation in writing, setting forth the basis for the recommendation, and shall submit such recommendation to the board. If the recommendation includes grounds that could form the basis of criminal charges sufficient to result in the denial or revocation of certification or if it includes such grounds and is based on an agreement between the teacher or administrator and the district to avoid civil litigation or a settlement of a civil action unless the court orders the terms of the settlement to be confidential,, a copy of the recommendation shall also be forwarded to the State Board of Education (SBE) when the recommendation is made pursuant to the due process procedures provided for by law regardless of whether the teacher or administrator resigns before or after a recommendation for termination is made, provided that the resignation occurs while the teacher or administrator is under investigation for conduct that could form the basis for criminal charges or certificate revocation. A report of the resignation and any investigatory findings to date shall be forwarded to the SBE as well as to the teacher or administrator who may provide supplementary information.

If the investigation into the conduct of the teacher or administrator concludes with findings to support criminal charges, certificate revocation, or termination, the individual's report shall be expunged from the SBE records and written notification of the clearance shall be sent to all affected parties. Any request for a copy of the recommendation will be handled in accordance with applicable law.

Absent a presidential or gubernatorial pardon, a teacher shall be dismissed or not reemployed, if, during the term of employment, the teacher is convicted of:

1. Any sex offense subject to the Sex Offenders Registration Act in this state or subject to another state's or the federal sex offender registration provisions;
2. Knowingly or willfully failing to report suspected abuse or neglect of a child as provided for by law; or
3. Any felony offense.

Breastfeeding: District will provide a private, secure and sanitary location for any employee who is lactating to express her milk or breastfeed her child. This location will not be a bathroom. District will provide an employee with a reasonable break time for breastfeeding or pumping for up to one year after the birth of the employee's child and will not lose any pay as a result.

Code of Ethics: All employees shall adhere to and conduct themselves in a manner consistent with the following:

- a) Upholding the honor and dignity of the profession in all actions and relations with students, colleagues, board members, and the public;
- b) Carrying out in good faith all policies and Administrative Regulations;
- c) Rendering services to the best of one's ability;
- d) Honoring the public trust of the position above any economic or social award; and
- e) Not permitting considerations of private gain or personal economic interest to affect the discharge of responsibilities.

Adopted:

Revised: August 12, 2019; July 20, 2020; July 6, 2021; August 15, 2023; September 15, 2025;
August 5, 2026

**EMPLOYEE ALCOHOL AND/ OR DRUG TESTING:
SAFETY SENSITIVE EMPLOYEES**

Alcohol and Drug Testing: The District requires employees to undergo testing for drugs and/or alcohol in accordance with District policy and administrative regulations. The District complies with all applicable state and federal laws and regulations. All affected employees will receive a copy of this regulation prior to any drug and/or alcohol testing.

Employee Questions: Any employee who has questions relating to the District's drug and/or alcohol testing policy, or about these regulations, or about other educational materials regarding drug and/or alcohol testing should contact District's Human Resource Director.

Employees Affected: Employees who serve in safety-sensitive positions will be randomly tested for alcohol and/or drugs. ~~A "safety-sensitive position" is a position in which an employee is required to operate a vehicle requiring a commercial driver's license. Employees who hold these positions are "safety-sensitive employees."~~ Safety-sensitive employees are also subject to testing for drugs and/or alcohol upon application for employment, post-accident, and upon reasonable suspicion that the employee has violated these regulations.

A safety-sensitive position is any position in which the employee performs one or more of the following duties, including, but not limited to:

- a. The handling, packaging, processing, storage, disposal or transport of hazardous materials;
- b. The operation of a motor vehicle, other vehicle, equipment, machinery or power tools;
- c. Repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage;
- d. Performing firefighting duties;
- e. The operation, maintenance or oversight of critical services and infrastructure including, but not limited to, electric, gas, and water utilities, power generation or distribution;
- f. The extraction, compression, processing, manufacturing, handling, packaging, storage, disposal, treatment or transport of potentially volatile, flammable, combustible materials, elements, chemicals or any other highly regulated component;
- g. Dispensing pharmaceuticals;
- h. Carrying a firearm; or
- i. Direct patient care or direct child care.

Compliance: All employees are prohibited from using, possessing, or being under the influence of illegal drugs at all times. All employees are prohibited from using, possessing, or being under the influence of alcohol on school property or during a school-related activity. Employees are

prohibited from using alcohol within four (4) hours of performing their job functions.

During hours of employment, on school grounds, in school vehicles or buses, or at school-related activities, ~~S~~safety-sensitive employees are prohibited from using or being under the influence of legally prescribed drugs which can impair their ability to perform their job functions safely, including medical marijuana. Medical marijuana is not permitted upon school grounds, in school vehicles or buses or at school-related activities except as stated in policy BQ. An employee who possesses a medical marijuana license is not subject to discipline solely upon the results of a drug test showing positive for marijuana or its components. This policy may not apply to a non-safety-sensitive employee or applicant who meets the requirements under state law and policy BQ. However, an applicant for employment in or employee employed in a safety sensitive position shall be subject to a zero-tolerance drug and alcohol standard. A positive test for marijuana components or metabolites is a result that is at or above the cutoff concentration level established by the DOT or Oklahoma law, whichever is lower. Safety-sensitive employees who have been prescribed medication containing alcohol should bring a note from their doctor, and discuss their situation with their supervisor or with District's Human Resources Director. It is the employee's responsibility to discuss the potential effects of all prescription medication with his or her doctor.

Testing Situations:

- A. **Applicants:** Upon a conditional offer of employment, a job applicant will be required to undergo drug and/or alcohol testing. A refusal to undergo testing or a confirmed positive test result will serve as a basis for refusal to hire, provided that such testing does not violate the provisions of the Americans with Disabilities Act of 1990, 42 U.S.C., Section 12101 et seq., and provided that such testing is required for all applicants who have received a conditional offer of employment for a particular employment classification. Applicants may be placed in an assignment as a substitute employee until the results of such testing are received by the District. All positive results will be confirmed by an alternative test method. Additionally, any District employee who is transferred from a non-safety-sensitive position into a safety-sensitive position must be tested.

In addition, upon a conditional offer of employment, a safety-sensitive employee shall sign a consent form authorizing the District to check with former employers on his or her drug and/or alcohol testing record. This rule shall only apply to employers from the previous two (2) years who are regulated by the United States Department of Transportation.

- B. **Reasonable Suspicion:** The District may require an employee to undergo drug and/or alcohol testing upon a reasonable suspicion to believe that the employee has violated these regulations. Reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. For controlled substances, the observations may include indications of the chronic and withdrawal effects of controlled substances.

C. Post Accident Testing for Accidents Involving Vehicles: In the event of a vehicle accident, safety-sensitive employees shall be tested for drugs and/or alcohol when:

- 1) the accident involves the loss of human life; or
- 2) the employee receives a citation within eight (8) hours of the accident under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - a) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - b) One or more motor vehicles incur disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

An employee in an accident must not use alcohol for eight hours following the accident, or until he or she undergoes a post-accident alcohol test.

D. Random Testing: Safety-sensitive employees are subject to random drug testing. Each employee has an equal chance of being randomly selected from the pool for each round of testing.

Notice: Before performing a drug and/or alcohol test, District will notify the employee that the drug and/or alcohol test for safety-sensitive positions is required by federal law.

Consent: Employees will not be required to sign any consent or waiver prior to drug and/or alcohol testing. All employees recognize that by continuing their employment with the District they have consented to the District's adoption of a drug and/or alcohol testing program.

Refusal: Under this regulation, an employee will be deemed to have refused to be screened if he or she:

1. Fails to appear for a test within a reasonable time after being directed to do so;
2. Fails to remain at the testing site until the test is complete (except in the case of a pre-employment applicant who leaves the testing site prior to the commencement of the test);
3. Fails to provide a urine specimen (except in the case of a pre-employment applicant who leaves the testing site prior to the commencement of the test);
4. In the case of a directly observed or monitored collection, fails to permit observation or monitoring;
5. Fails to provide an adequate amount of urine, despite the lack of a medical explanation for the failure;

6. Fails or declines to take an additional test upon request;
7. Fails to undergo a medical examination or evaluation as part of the verification process (except in the case of a pre-employment applicant, where the employee is deemed to have refused to test on this basis only if the test is conducted following a contingent offer of employment); or
8. Fails to cooperate with any part of the testing process.

Procedure for Alcohol Testing and Confirmation: Safety-sensitive employees may only be tested for alcohol by a qualified Screening Test Technician or Blood Alcohol Technician. These professionals may only collect breath or saliva samples. Tests shall be conducted to afford the employee reasonable privacy, but may depend upon the circumstances of the situation. If an initial test demonstrates an alcohol concentration level of .02 or higher, then a confirmation test will be required. Confirmation tests for alcohol must be conducted at least 15 minutes after the initial test. No disciplinary action will be taken against an employee unless the confirmation test also results in an alcohol concentration of .02 or higher.

Procedure for Drug Testing: The District will use the following procedures to test for the presence of controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee.

1. With the exception of pre-employment applicants, an employee will not be given advance notice of a test.
2. Samples for safety-sensitive employees will be collected at an off-site location. The employee will be provided with the location at the time of testing.
3. If an employee shows overt signs of impairment or intoxication, the District will offer transportation to preclude the employee from driving home or to the collection site. The District may utilize a taxi service or transportation provided by another District employee, a family member of the employee, or law enforcement.
4. The collection of samples shall be performed under reasonable and sanitary conditions.
5. Samples shall be collected and tested with due regard to the privacy of the individual being tested. Except in the event that a safety-sensitive employee is required to submit an observed sample, no employer or representative, agent or designee of the District shall directly observe an applicant in the process of producing a urine sample. However, collection shall be in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of a reliable sample.
6. A sample shall be collected in sufficient quantity for splitting into two separate specimens to provide for any subsequent independent analysis in the event of challenge to the results.

7. The cutoff levels to be applied in initially determining whether an employee has submitted a positive test are set forth in District Form DH-F1. If the employee undergoes a second test, the District may test for lower levels as provided by state regulations.
8. The laboratory results of safety-sensitive employees will be reviewed by a medical review officer, who is a licensed physician responsible for reviewing results generated by the District's drug testing program and evaluating medical explanations for certain test results.
9. The District may direct an immediate collection of a sample from a safety-sensitive employee under direct observation with no advance notice to the employee, if:
 - a. the laboratory reports to the medical review officer that the sample is invalid, and that there is no adequate medical explanation;
 - b. the medical review officer reported that the original positive, adulterated, or substituted result had to be cancelled because the split specimen test could not be performed; or
 - c. the laboratory reported to the medical review officer that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the medical review officer reported the specimen as negative-dilute, and that a second collection must take place under direct observation.
10. Sample collection shall be documented, and the documentation procedures shall include:
 - a. labeling of samples so as reasonably to preclude the probability of erroneous identification of test results, and
 - b. an opportunity for the employee/applicant to provide notification of any information which the employee/applicant considers relevant to the test, including identification of currently or recently used prescription or nonprescription drugs, or other relevant information.
11. Sample collection storage and transportation to the testing facility shall be performed so as reasonably to preclude the probability of sample contamination or adulteration.
12. Sample testing procedures shall conform to scientifically accepted analytical methods and procedures, and shall include confirmation of any positive test result before the results of any test may be used as the basis for any action.
13. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

Results: If the laboratory makes a finding that the specimen is positive, adulterated, dilute, or refused, then the results will be reviewed by a qualified medical review officer or a qualified review officer. The medical review officer will give the employee an adequate opportunity to confidentially explain the positive result. The medical review officer will then use his or her expertise in determining whether the employee has presented a valid medical explanation for the positive result. If so, the positive result will not be verified, and no adverse action may be taken against the employee. If the medical review officer concludes that there is no valid medical explanation for the result, then the medical review officer will report the verified positive result to the District.

The medical review officer or review officer must make an effort to contact the employee so that he or she may confidentially explain a positive test result. However, the medical review officer or review officer may verify a result without speaking to an employee in certain instances, including but not limited to, when the employee has expressly declined to discuss the result, or has not responded to the medical review officer or review officer's invitation to discussion.

The medical review officer or review officer will report to the District only the metabolite detected. It will not report the quantity or specific substance. The employee is entitled to obtain that information from the medical review officer if he or she wishes to do so.

Confirmation: If an employee believes his or her positive drug test result to be in error, then he or she may request a confirmation test which will be conducted on the same specimen provided for the initial test. The confirmation test will utilize scientifically accepted methods of equal or greater accuracy than were required for the initial test. Employees should be aware that the cutoff levels necessary to confirm a positive result will be lower than those necessary to verify a positive result in the initial screening. The employee shall bear the expense of the confirmation test. However, in the event that the confirmation test results in a negative finding, the employee will be reimbursed by the District.

The District will not initiate disciplinary action against any employee who has requested a confirmation test until the confirmation results have been returned as positive, adulterated, or dilute, or the employee has refused to provide a sample.

Record Retention: The District will maintain records in accordance with Department of Transportation regulations.

All drug and/or alcohol testing records will be stored separately from an employee's ordinary personnel file.

Records of all drug or alcohol test results and related information maintained by the District is the property of the District and, upon request of the applicant or employee tested, will be made available for inspection or copying to the applicant or employee.

Confidentiality: Records relating to drug and/or alcohol testing will not be released to a third

party, unless there is a valid legal reason to do so. Those reasons include, but are not necessarily limited to 1) when an employee authorizes the release in writing, 2) when the records of a safety-sensitive employee are requested by the United States DOT, 3) upon certain legal proceedings including lawsuits, grievances, or administrative proceedings, or 4) upon court order. In the event that a safety-sensitive employee does not consent to the release of confidential records in conjunction with a legal proceeding, the District will release them in accordance with the applicable DOT regulations.

The testing facility will not release information regarding the employee's health, pregnancy status, or physical or mental condition to anyone except the employee. The testing facility will not release information regarding the presence of drugs for which the District does not test.

Consequences for Violation: If the District receives a verified positive drug test and/or alcohol test result showing an alcohol level of .04 or higher, the employee will be immediately removed from safety-sensitive functions. An employee will also be immediately removed from safety-sensitive functions for refusal to test or for other violations set forth in these regulations. The employee will not be permitted to resume safety-sensitive functions until he or she has complied with the steps for returning to duty under this regulation. All employees may be subject to discipline, up to and including termination, in accordance with District policy. All discipline will be determined on a case-by-case basis.

Consequences for Low Concentrations of Alcohol: If the District receives a confirmed alcohol test result that shows an employee's alcohol concentration level to be greater than .02, but less than .04, the District will remove the employee from safety-sensitive functions for 24 hours. The District will take steps to determine whether disciplinary action is appropriate.

Return-to-Duty: In the event that a safety-sensitive employee who is found to be in violation of this policy is not terminated from employment, the employee shall not resume safety-sensitive duties until the employee completes a Substance Abuse Professional (SAP) evaluation, referral, and education/treatment process as set forth by the DOT. The employee shall be responsible for the cost of the program. *Employees should be aware that District is not obligated to provide an opportunity for Return-to-Duty.*

Any employee who is permitted to return to work after a positive test for drugs and/or alcohol, or participation in a treatment program for chemical dependency is subject to testing without notice for a period of two (2) years, beginning with the day the employee returns to work.

Additional Information: Employee in-service training prior to the commencement of each school year will include a review and discussion of: the dangers of drug abuse in the workplace; the District's policy for a drug-free workplace; the penalties for violating the policy; the effects of alcohol and controlled substances use on an individual's health, work, and personal life; the signs and symptoms of an alcohol or a controlled substances problem; available methods of intervening when an alcohol or a controlled substance problem is suspected, including confrontation, referral to a drug assistance program or referral to a supervisor; and available sources of information,

counseling, or other assistance regarding drug use.

Certificate of Receipt: Each affected employee is required to sign a statement certifying that he or she has received a copy of District's policy and regulation relating to drug and/or alcohol testing. District will maintain the original signed certificate in the employee's personnel file, and a copy will be provided to employee upon request.

Adopted:

Revised: August 5, 2026

LEAVE

This policy shall apply to all employees of the District except those covered by an applicable negotiated agreement. The leave benefits provided in the negotiated agreement to certified teachers shall be provided to certified administrators.

Sick Leave: An employee who is absent from duty because of personal illness, injury, or pregnancy, or serious illness in the immediate family shall be allowed Sick Leave. Immediate family includes the employee's spouse, parents, children, siblings, or a household member. Employees shall accrue Sick Leave at the rate of one (1) day of sick leave for each month employed by the District. Hours per day of paid sick leave shall not exceed the number of hours per day for which the employee is regularly employed.

Sick Leave shall be cumulative up to ninety (90) days. According to applicable law, accrued but unused sick leave may be transferred to another school district or may be used for service credit with the Oklahoma Teachers' Retirement System. Upon termination, resignation, an employee shall not be entitled to payment for accrued, unused sick leave.

According to applicable law, an employee may transfer accrued, unused sick leave to another school district or to the Oklahoma School for the Blind or the Oklahoma School for the Deaf or to the Oklahoma Teachers' Retirement System. According to applicable law, employees may transfer sick leave from another school district provided that the number of days transferred shall not exceed the maximum days permitted by the receiving school and that such transferred days shall be used first in case of illness and, provided also, that if the receiving school pays teachers for unused sick leave upon retirement or termination of contract, then said payments shall be for only those days accumulated in the receiving school. The school board of the sending district shall certify the exact number of days that are eligible for transfer.

An employee who is going to utilize sick leave shall notify his/her supervisor as much in advance as possible and may be required to provide documentation of illness in certain circumstances, including, but not limited to, when sick leave is taken on days of unusual or inclement weather, during the last four (4) weeks of school or prior to the end of employment, immediately preceding or following holidays or non-work days, or whenever cause exists to believe that sick leave benefits are being abused.

Sick Leave Sharing: The District hereby adopts a Sick Leave Sharing Program to be administered in accordance with the applicable law. Employees may be permitted to donate sick leave to other employees who suffer from those conditions set forth in the law and according to the conditions set forth in the law.

Personal Business Leave: Certified teachers and administrators shall be provided Personal Business Leave as set forth in the negotiated agreement.

The Board of Education may provide additional days of paid personal leave to employees in the event that District schools are closed as the result of a sudden emergency, natural disaster, epidemic, pandemic, or when school closure has been ordered by an authorized government official. In the event support employees are required to work during school closure and at the discretion of the Superintendent or supervising administrator, those support employees may utilize such days of personal leave when schools have reopened.

Professional Leave: All employees may be allowed Professional Leave as set forth in the negotiated agreement for certified teachers.

Emergency Leave: Full-time employees, upon application and prior approval by the Superintendent, may be granted five (5) days of non-cumulative emergency leave for use upon the occurrence of unforeseen circumstances that call for immediate action and that cannot be handled during non-school time.

The Superintendent will determine whether a request for emergency leave meets the requirements of this section. Emergency Leave is not cumulative, and employees shall not be compensated for such leave if not used.

Bereavement Leave: All employees shall be allowed seven (7) days of paid Bereavement Leave each fiscal year following the death of the teacher or employee's spouse, child, or other qualifying person approved by the Superintendent or designee. The loss of the employee's child shall include a miscarriage. Bereavement leave following a miscarriage shall be in addition to and not in place of sick leave due to the miscarriage or subsequent recovery.

Family and Medical Leave: Pursuant to the Family and Medical Leave Act of 1993("FMLA"), an employee who has worked at least one thousand two hundred fifty (1250) hours during the previous twelve (12) month period and all teachers shall be allowed up to twelve (12) weeks of unpaid leave for the following reasons: 1)the birth or adoption of a child; 2)because of any qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation; 3)for the employee's own serious health condition; or, 4)to care for the employee's spouse, child, or parent who has a serious health condition. In addition, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. This military caregiver leave is available during a single 12-month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave. For purposes of the FMLA, a year shall be considered the District's fiscal year. Prior to taking unpaid leave, an employee must utilize any accrued paid leave to which the employee is entitled. An employee may be required to provide certification from a physician of the necessity for such leave, including the date the condition began, the anticipated duration, and the medical facts regarding the condition.

Maternity Leave: Full-time employees in the District shall be entitled to six (6) weeks of paid maternity leave following the birth or adoption of the employee's child provided that:

1. The employee has been employed by the District for at least one (1) year;
2. The employee has worked at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period;
- ~~2.3.~~ The child is under the age of four (4) years old; and
- ~~3.4.~~ The leave is used immediately following the birth or adoption of the employee's child.

Paid maternity leave provided pursuant to state law shall be in addition to sick leave taken due to pregnancy and no employee who takes maternity leave pursuant to state law shall be deprived of any compensation or other benefits to which the employee is otherwise entitled. In addition, maternity leave shall run concurrently with the first six (6) weeks of any qualifying FMLA leave.

Qualifying employees may utilize accrued sick leave to extend the duration of their maternity leave beyond six (6) weeks in order to recover from childbirth, bond with a newborn or infant, or care for a newborn or infant, without requiring additional approval of the Board or administration. The employee must have sufficient sick leave to cover the extended duration of the leave and the additional sick leave shall not exceed six (6) weeks or a combined total of twelve (12) weeks of FMLA leave, unless a licensed medical professional provides the district with written certification recommending additional leave for the employee due to medical necessity related to recovery from child birth, or to care for the newborn.

An employee seeking to use sick leave to extend the duration of their maternity leave shall notify their employer in accordance with FMLA. FMLA leave shall run concurrently with the extended duration of the paid sick leave.

Once sick leave and maternity leave are exhausted, a full-time teacher, who with proper Board approval, takes not more than ninety (90) school days of leave without pay to care for the teacher's child during the first year of life, shall receive full credit for days on leave without pay as though the teacher had been on leave with pay for purposes of computing experience for the minimum teacher salary schedule. A teacher on leave without pay pursuant to this section shall have the period during which such leave is taken counted toward retirement service credit as though the teacher had been on leave with pay so long as the requirements of Oklahoma law and OTRS are met.

Additional Leave Less Cost of a Substitute Teacher: If a certified teacher is absent from his or her duties due to personal accidental injury, illness, or pregnancy, and all applicable sick leave and maternity leave have been exhausted, the teacher shall receive, for a period not to exceed twenty (20) days, his or her full contract salary less the amount:

1. Actually paid to a certified substitute teacher for his or her position if a certified substitute teacher is hired; or
2. Normally paid a certified substitute teacher for his or her position if a certified

substitute teacher is not hired.

Jury or Witness Leave: All employees shall be excused from employment without loss of pay when summoned for jury service or when subpoenaed in a criminal or civil proceeding.

Military Leave: All employees shall be excused from employment for military leave according to applicable law.

Leave of Absence: Any employee may request an unpaid leave of absence for a period which shall not exceed one school year in duration. Requests for such leave must be made in writing, submitted to the Superintendent, and contain sufficient detail as to the reasons for the leave so that a decision may be made based on the merits of the request. As a condition of approval, the employee must state that the reason for the leave is not for the purpose of accepting other employment or other activities for direct personal financial gains. A leave of absence may be used when all other applicable leave has been exhausted and the employee is unable to return to work. The Board shall determine if an employee's request for a leave of absence is to be approved, and approval of a leave of absence is contingent upon the needs of the District. An employee who returns to work after an approved leave of absence shall be returned to the position previously held or to another comparable position for which the employee is qualified. Except for employees on an approved leave of absence to hold office as an officer, director, trustee or agent of a national, statewide, or school district employee association, employees on an approved leave of absence may participate in and pay for continued insurance coverage and/or professional memberships, , however, sick leave, personal business leave, and vacation leave shall not accrue for the period of time the employee is on an approved leave of absence. Salary increments or years of experience will not increase and/or accumulate during a Leave of Absence except in those cases involving military leave and/or teaching assignments that qualify as teaching experience according to the regulations of the Oklahoma State Department of Education, provided said teaching experience is not a paid position.

Employees who are on an approved Leave of Absence must submit a written request for reinstatement or request an extension of the approved Leave of Absence by certified mail to the Superintendent on or before April 1 prior to the contractual year in which the employee wishes to return. An employee who is on an approved Leave of Absence who fails to submit a request for reinstatement or a request for extension of the approved Leave of Absence shall be considered to have resigned his/her employment with District. A Leave of Absence may only be extended one time, except in the case of an elected/appointed officer.

Leaves of absence may be granted for the following reasons:

1. Parental Leave: Parental leave may be granted for the purpose of child rearing
2. Illness: Personal illness or caring for a sick member of the immediate family. Requests for such leave must be accompanied by a physician's statement. Immediate family is defined as spouse, children, step-children, parent(s), step-parent(s) and legal guardian of the employee.

3. Educational Leave: Employees pursuing the completion of an advanced degree or additional certification from an institute of higher learning. Proof of satisfactory completion of at least six (6) hours per semester will be required.
4. Election/Appointed Officer: Employees serving as a full-time elected/appointed officer of a professional organization at the state or national level for the duration of the term.

Decisions on whether to grant a leave of absence will be based on the benefit of the employee, the benefit of the District, and the availability of a replacement teacher who is willing to sign a Duration of Need contract. This does not apply to parental leave requested prior to June

Vacation Leave: Unless otherwise provided in any applicable agreement, the District shall provide all other twelve-month employees with ten (10) days of paid vacation each fiscal year. Employees who are employed for less than twelve months shall not receive any paid vacation. Upon termination of employment, no employee shall be compensated for unused, accrued vacation pay.

Adopted:

Revised: August 11, 2008; November 2, 2016; September 6, 2017; July 20, 2020;
August 2, 2021; August 15, 2023; August 1, 2024; September 16, 2025;
August 5, 2026

GENERAL STUDENT POLICIES

School Calendar: School shall be in session and classroom instruction offered:

- ~~Beginning with the 2027-2028 school year, F~~for not less than 1,086 hours with a minimum of ~~173~~66 days of instruction each school year, if the district board adopts a school-hours policy and notifies the SBE prior to October 15 of the applicable school year;
- For not less than 1,080 hours each school year, if a district board adopts a school-hours policy, notifies the SBE prior to October 15 of the applicable school year⁶; or
- For not less than 1,086 hours each school year if the Board adopts a school-hours policy, notifies the SBE prior to October 15 of the applicable school year, and the district meets or exceeds the minimum guidelines for student performance and school district cost savings established by the SBE.

Annually, the Superintendent or the Superintendent's designee shall prepare and present for Board approval a school calendar which indicates the dates of the opening and the closing of school and all applicable instructional and professional days. The District will not count more than 30 hours of attendance at professional meetings each school year toward the 181 days or the 1,086 hours of classroom instruction time required by law. In addition, the Superintendent shall have the authority to make short-term adjustments to the calendar as necessary, including but not limited to distance learning schedules and related planning and redefining attendance and absence requirements for students and staff.

For the purposes of this subsection, "virtual instruction" means the use of the Internet or other means of digital information transmission systems as a form of academic instruction. ~~Beginning with the 2026-2027 school year, t~~The district shall not count days or portions of days when school is closed and virtual instruction is provided towards the 181 days or 1,086 hours of classroom instruction. However, a district may count up to two (2) days or twelve (12) hours when school is closed and virtual instruction is provided towards the 181 days or 1,086 hours of classroom instruction time only if certain requirements are met as required by law, including but not limited to annual approval by the district's board as well as the State Superintendent. This provision does not apply to full-time virtual education programs operated by a district.

School Day: A school day shall consist of not less than six (6) hours devoted to school activities except as allowed by law. Students, except for kindergarten students, are expected to attend a minimum of four (4) consecutive class periods each day. The Administration shall establish the school hours within the school day and class schedules for the schools within the District, and may provide for flexible scheduling and a longer school day to accommodate flexible scheduling.

Class Schedules: Each principal or principal's designee shall be responsible for implementing an instructional schedule for each student which provides for the best use of the student's time in relationship to the student's goals within the framework of practicable school operation, course offerings, and staffing. Students may request changes to their schedules through the school counselor's office until the end of the third day of the current term. If a student-requested change is granted, the student will be allowed to make up and be given credit for assignments/tests which were missed.

After the third day of the current term, there will be no changes in a student's class schedule unless the request for a change is made by a counselor or parent and a conference between the teacher, parent, counselor, and student has taken place to discuss the proposed change. However, if there are extenuating circumstances, including but not limited to, the resignation of a teacher or other staffing issues, the Administration may modify a student's class schedule to best meet the needs of the student and the needs of the District.

Class Size: The Administration shall maintain appropriate class sizes as required by state law.

School Ceremonies and Observances: According to state law, each school may lead its students in a daily, but not less than weekly, pledge of allegiance to the flag of the United States of America and may fly the United States and Oklahoma flags on school grounds on school days when weather permits. The United States Flag will be on display, either inside or outside, on school property as required by law. Any person who mistreats or dishonors the Flag will be subject to consequences pursuant to state law and district policy. In addition, students who do not wish to participate in the pledge will not be required to do so or penalized for noncompliance, so long as it is respectful. Schools within the District may observe the holidays of various religions and present assembly programs with songs and decorations in accordance with the traditional and historical significance of the religious holiday. Schools within the District may conduct programs commemorating events in the history of Oklahoma and the United States. Student assemblies shall be considered part of the school program and shall be held during school hours.

Minute of Silence: At the beginning of each school day in which students are present at school, District shall observe approximately one minute of silence for the purpose of allowing each student, in the exercise of his or her 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. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence. After a minute of silence, the administrative staff shall indicate that the minute of silence is concluded.

The minute of silence shall commence with an announcement substantially mirror the following statement: "We now pause for a minute of silence in which students may 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." Any complaints regarding violations of this policy will be addressed promptly and in accordance with law and District's complaint procedures.

Voluntary Prayer: District acknowledges the right to engage in voluntary prayer. Those who wish to participate in voluntary prayer will be permitted to do so pursuant to the Oklahoma Administrative Code at OAC 210:35-3-251. Voluntary prayer is permitted at school events, including but not limited to sporting events or graduation ceremonies, so long as it is non-disruptive and respectful of the rights of other individuals present. Any complaints regarding violations of this policy will be addressed promptly and in accordance with law and District's complaint procedures.

Student Vehicles: Students are granted the privilege of driving their vehicles on to the District's campus. Students shall enter the school grounds, choose a parking place, and park immediately. Students shall observe and obey the posted speed limits and respect one-way zones, handicapped zones, and "no parking" areas. Any student's continued failure to comply with rules for driving a personal vehicle may result in the loss of the privilege of driving on to the District's property or otherwise subject the student to discipline. Any vehicle on the District's property may be subjected to a search for controlled dangerous substances, alcohol, weapons, or stolen items when circumstances so justify a search.

Visitors: Visitors must sign in at the administrative office before visiting students.

Volunteers: The District recognizes that volunteers may make valuable contributions to the District's educational programs. Therefore, when appropriate, volunteers will be encouraged and utilized. The Administration may develop appropriate regulations regarding the use of volunteers.

Textbook Distribution: Books shall be distributed for each class by the teacher in charge. The distributing teacher shall record each student's name, the identification number of the book, and the condition of the book. Students shall not deface books in any way. Fines or the cost of replacement may be assessed for damaged books if the books are damaged to the extent that they can no longer be used.

Adopted:

Revised: August 12, 2019; July 28, 2021; August 12, 2024; February 3, 2025;
September 16, 2025; August 5, 2026

ADMISSION, RESIDENCY, PLACEMENT, ~~TRANSFER~~, AND WITHDRAWAL

Admission: The following students shall be admitted to the District if they meet the age, immunization, and good standing requirements set forth in this policy:

- A. Students who are legal residents of the District;
- B. Students who have a legal transfer into the District;
- C. Students who have been accepted by the District on a tuition basis; and
- D. Foreign students who have been accepted by the District as Non-immigrant (F-1) Students.

A home-schooled student who wishes to be admitted to the District may only be enrolled on a full-time basis. Part-time admission or enrollment is not allowed.

Age Requirements:

- A. Minimum Age: A child must be four (4) years old on or before September 1 in order to enroll in the District's early childhood program. A child must be five (5) years old on or before September 1 in order to enroll in kindergarten. A child must be six (6) years old on or before September 1 in order to enroll in first grade, unless otherwise entitled to enroll by law.
- B. Maximum Age: All students who have not completed the twelfth grade shall be eligible to attend school in the district until they reach twenty-one (21) years of age on or before September 1 of the school year in which enrollment is sought; provided that upon submitting evidence to the Board of Education in the student's resident district, or the Board's designee, showing that a student who is a resident of the State of Oklahoma, is lawfully present in the United States, and was unable to attend school because of reasons provided for by law which made it impossible to complete the twelfth grade before the age of twenty-one (21), a student may attend school in the District until the student attains the age of thirty (30). Persons applying for and approved under this subsection shall only be eligible if the district offers a full-time virtual education program, which the student utilizes to complete their high school education.
- C. Students with Disabilities: Students with disabilities may be entitled to attend school from three (3) years of age. The District's Special Education Director should be contacted to determine eligibility of students with disabilities for early admission.

- D. Proof of Age: Unless identified as homeless in accordance with the McKinney-Vento Homeless Education Assistance Act, any student who is enrolling in school for the first time shall present upon enrollment a birth certificate which verifies the student's age. If a birth certificate is not presented within four (4) weeks after its request, the student's enrollment may be terminated depending on the circumstances.

Immunization Requirements: No student shall be permitted to enroll in the District unless the student presents to the school at the student's initial enrollment either:

- A. Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or
- B. A Certificate of Exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

Good Standing Requirement: A student must be in good standing at the time of withdrawal from any previous school in order to enroll in the District. A student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in the District, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

Residency Requirements:

- A. Categories of Residency: The following students shall be considered legal residents of the District:
1. Students whose parent, legal guardian or legal custodian holds legal residence in the District.
 2. Students who have been placed in a foster home within the District (a) by the person or agency holding legal custody pursuant to court order, or (b) by a state agency having legal custody; provided that "foster home" means a family home, other than the home of a parent, step-parent, grandparent, brother, sister, uncle, or aunt, which provides full-time care for five or fewer children.

3. Qualified students under a Special Power of Attorney as required by the Compact on Educational Opportunity for Military Students.
4. Students whose full-time care and custody is provided by an orphanage or a child care facility supported by charity.
5. Students who reside in the District and are supporting themselves entirely by their own efforts.
6. Students who have been placed in a public or private residential child care or treatment facility and whose place of legal residence cannot be determined.
7. Students who are homeless persons as defined by the law.
8. Any other students provided for by law.

B. Procedures for Determining Residency - The following procedures shall be used to determine the residency of a student in the District:

1. An admissions form shall be completed for each student initially enrolling to attend school in the District. All other students may be requested to complete an admissions registration form at enrollment or at other times at the discretion of the Administration.
2. In determining the residency of a student, the Administration may require proof of residency and/or affidavits or verification of residency.
3. If a student is denied admission to a school in the District by the Administration, the student shall be notified of the reasons for the denial in writing. The student may appeal the denial to the District's Residency Officer in writing, stating the reasons for the appeal. The District's Residency Officer shall be the Superintendent. The District's Residency Officer shall consider the appeal and shall notify the student of the appeal decision in writing, stating the reasons for the decision. The decision of the District's Residency Officer shall be final.
4. If a student has been admitted to attend school in the District after establishing a bona fide legal residence in the District, and thereafter moves and is no longer a resident of the district, the student shall be permitted to complete the current school year; provided that, if the District determines that the student did not in fact establish a bona fide legal residence in the District, the student's permission to attend school shall be revoked and tuition shall be charged for the days attended.

~~**Power of Attorney:** A parent or legal custodian of a child, through a properly executed power of attorney and without compensation, may delegate to another person, for a period to exceed twenty-four (24) hours but not to exceed one (1) year, certain powers regarding the care and custody of the child as provided in law. The parent or guardian may withdraw or revoke the power of attorney at any time. The attorney-in-fact shall have those powers specified by law, including the right to enroll the child in school and to have access to all education records, or those powers specifically delegated to the attorney-in-fact.~~

Withdrawals: Students who attend school as resident students may be withdrawn from school:

- A. By the submission of proof that the student's residence for school purposes has changed or is about to change to another school district;
- B. By the submission of proof that the student has attained the age of eighteen (18);
- C. If the student has attained the age of sixteen (16), upon written agreement between the principal and the parent, guardian or custodian of the student that such withdrawal is in the best interests of the student and/or community, and that the student shall thereafter be under the supervision of the parent, guardian or custodian until the student has reached the age of eighteen (18); and
- D. By administrative action, if the student has had ten (10) consecutive unexcused absences.

Placement and Assignment: Students, including students who have been home-schooled, shall be assigned to a grade level or class based upon an assessment of the student's age, maturity, grades received, standardized test results, and/or abilities in accordance with Administrative Regulations.

Third grade students shall be retained as required by law in accordance with District Regulations.

A parent or guardian of multiple-birth siblings may request that the children attend the same school and be placed in the same classroom or in separate classrooms if the children are in the same grade level at the same school and meet the eligibility requirements of the class. The parent or guardian must request the classroom placement no later than fourteen (14) days after the first day of each school year or fourteen (14) days after the first day of attendance of the children during a school year if the children are enrolled in the school after the school year commences. The school may recommend classroom placement to the parents and provide professional education advice to the parents to assist them in making the best decision for their children's education. A school must provide the placement requested by the children's parent or guardian, unless the Board makes a classroom placement determination following the school principal's request. At the end of the initial grading period, if the school principal, in consultation with the children's classroom teacher, determines that the requested classroom placement is

disruptive to the classroom environment, the school principal may request that the Board determine the children's classroom placement.

Placement of Student Victims: Upon the Superintendent's receipt of notice from a juvenile bureau that a student of the District has been adjudicated, or that adjudication has been withheld, an offense subject to the Juvenile Sex Offender Registration Act, the District shall notify the victim and parent or guardian of the victim of their right to request to be separated from the offender at school and during school transportation. If the victim requests to be separated from the offender, the District shall take appropriate action as required by law. The decision of the victim shall be final and not reversible.

~~**Student Transfers:** Subject to certain exceptions provided for by law, the transfer of a student from the district in which the student resides to District or within the District by a student attending a different school site within the District shall be granted at any time during the school year unless the requested transfer exceeds 75% capacity of the grade level or program sought for each school site or desired schools site within the District. District's Board will meet by the first day of January, April, July and October each year to establish the number of transfer students the school has the capacity to accept in each grade level for each school site within the District. District's capacity will be published on District's website and reported to the State Department of Education ("SDE"). District's capacity is as follows:~~

- ~~• **Pre-kindergarten:** No more than 20 students per classroom or 10 students per adult in the classroom.~~
- ~~• **Kindergarten:** No more than 20 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 10 students or unless a teacher's assistant is hired.~~
- ~~• **Grades 1-3:** No more than 20 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 10 students or unless a teacher's assistant is hired.~~
- ~~• **Grades 4-6:** No more than 20 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 16 students.~~
- ~~• **Secondary:** No more than 140 students per day (excludes PE and music classes).~~
- ~~• **Special Education:** Determined by availability of the appropriate program, services and case load for teachers currently on staff at site or grade level requested in accordance with state law.~~

~~In order for a student to be transferred, the parent or guardian of the student must first submit an application form specified by the State Board of Education ("SBE") and in accordance with SBE's procedures. District will approve or deny transfer applications and notify the parents of the decision in writing within thirty (30) days of receiving an application. If the capacity of a grade level for each school site or the desired school site within the District is insufficient to enroll all eligible students, District shall select transfer students in the order in which District received the student transfer applications. If the transfer application is accepted, the parent or guardian shall~~

~~notify District in writing within ten (10) days of receiving notice of approval that the student will be enrolling in the District. Failure to provide such notice may result in District's decision to cancel the transfer, which will be provided in writing immediately upon the cancellation. If the transfer application is denied, the parent or guardian may appeal such denial as set forth in law and regulation.~~

~~A transfer may be denied if it will exceed 75% enrollment capacity, or for student discipline as provided for in § 24-101.3 or for attendance issues. "Attendance Issues" are defined as ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness. District will begin receiving new applications for the subsequent school year on or after July 1st each school year. However, any currently approved transfers may be approved for the next school year beginning on May 1st.~~

~~All student transfers previously granted will remain in effect unless the District takes action to deny the continued transfer based on discipline or attendance issues as provided for by law. If District intends to deny a student's continued transfer, the parents or guardians will be notified by or before July 15th. If the grade a student is entitled to pursue is not offered in the student's resident district, the transfer will be automatically approved.~~

~~A student whose parent or guardian is employed by the District may transfer to the District regardless of capacity. The child of a District employee who resides in the District, but wishes to attend a different school site within the District where the student resides may be granted an intra-district transfer as long as the student does not meet the criteria as a basis for denial as provided for herein. In addition, any student who has attended school as a resident student for at least three (3) years prior to moving out of the District may be allowed to transfer regardless of capacity, provided that the student does not meet a criteria for denial as provided for herein.~~

~~Any child in the custody of the Department of Human Services ("DHS") in foster care who is living in the home of a student who transfers to the District or to another school site within the District may attend school in the District as provided for by law. Except for a child in the custody of DHS in foster care, a transfer student shall not transfer more than two times per school year to one or more districts in which the student does not reside or to other school sites within the District where the student resides, provided that the student may reenroll in his or her district or school site of residence at any time.~~

~~The brother or sister of a student who transfers to District may attend school in the District regardless of capacity so long as the brother or sister does not meet a criteria for denial as provided herein. Applications will be considered in the order in which they are received by the District and a separate application must be submitted for each student who desires a transfer. The brother or sister of a student who transfers intra-district may attend the school site to which his or her sibling transferred so long as the district has capacity and the brother or sister does not meet a basis for denial as provided for herein.~~

~~A student who changes residence within the District, but wishes to attend the same school site may be granted an intra-district transfer provided that the student does not meet the criteria as a basis for denial as provided for herein.~~

~~On or before the first day of January, April, July and October, the Superintendent will file with the SBE and each resident district a statement showing the names of the students who were granted transfers, their resident districts and their grade levels.~~

~~If a transfer request is denied by the District, the parent or guardian of the student may appeal the denial to District's Board within ten (10) days of the notification of the denial as provided for by law and regulation. District's Board will consider the appeal at its next regularly scheduled board meeting so long as the appeal is received prior to the statutory deadline for posting the Board agenda. If the appeal is not received prior to the deadline for posting the agenda, the Board shall schedule a special meeting to consider the appeal. The appeal process will be paper-only and the review of documents will take place in executive session in order to protect student privacy. During executive session, the Board will review written documentation from the Superintendent regarding reasons for the transfer denial and information from the parent/guardian regarding why the transfer should have been approved. The vote to uphold or reject the Superintendent's transfer denial will be held in open session.~~

~~If the Board upholds the denial, the parent or guardian may appeal the denial to the SBE within ten (10) days of the notification of the Board's decision. The SBE will adopt guidelines for this process.~~

~~Special Education and Gifted Education Transfers:~~ ~~Transfers regarding students with disabilities will be considered in accordance with law and SDE regulations. Prior to approving the transfer of a student with disabilities, the receiving district shall establish availability of the appropriate program, staff, and services. In addition, a joint IEP conference shall be required between the district of residence and the receiving district prior to approval of the transfer. If a request to transfer a student with disabilities to a district other than the resident district is denied, the parent or guardian or an adult student who is eighteen (18) years of age or older, but under the age of twenty-two (22) may appeal the denial within ten (10) days of notification of the denial to the receiving district's board of education. The receiving district's board shall consider the appeal at its next regularly scheduled meeting. If the receiving district's board denies the appeal, the parent, guardian, or qualifying adult student may appeal the denial to the State Board of Education within ten (10) days of notification of the denial. The appeal process shall be conducted as provided for in law and regulation.~~

~~Military Parent Transfers:~~ ~~Students who are dependent children of a member of the active uniformed military services of the United States on full-time active duty status and students who are the dependent children of a member of the military reserve on active duty orders shall be eligible for admission to the District regardless of its capacity, but in accordance with state law, if at least one (1) parent of the student has a Department of Defense-issued identification card.~~

~~Specifically, students who are the dependent children of a member of the active uniformed military services of the United States on full-time active duty status, and students who are the dependent children of a member of the military reserve on active duty orders, shall be provided provisional eligibility for intra-district transfers regardless of capacity except that the number of~~

~~intra-district transfers specific to military dependents shall be based on two (2) military dependents per one hundred (100) enrolled students at the elementary school level, four (4) military students per one hundred (100) students at the middle school level, and six (6) military dependents at the high school level.~~

For purposes of this policy:

~~“Elementary school” means kindergarten through fifth grade;~~

~~“Middle school” means sixth grade through eighth grade; and~~

~~“High school” means ninth grade through twelfth grade.~~

~~—— A student shall be considered in compliance with residency provisions if his or her parent or guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. District shall accept enrollment applications by electronic means, including enrollment in a specific school or program within the District and course registration. The parent or guardian shall provide proof of residence in the District within ten (10) days of the published arrival date provided on the official documentation. The following may be provided to show proof of residence:-~~

- ~~1.—— A temporary on-base billeting facility,~~
- ~~2.—— A purchased or leased home or apartment, or~~
- ~~3.—— Federal government or public-private venture off-base military housing.~~

~~A student shall not be precluded from enrollment prior to residency for any of the following reasons:~~

- ~~1.—— Having an individualized education program (IEP) or an individualized family service plan (IFSP) under the Individuals with Disabilities Education Act (IDEA);~~
- ~~2.—— Receiving or qualifying for special education courses or services; or~~
- ~~3.—— Receiving or qualifying for accommodations or services under Section 504 of the Rehabilitation Act of 1973 (Section 504).~~

~~If the enrolling student is transferring with an IEP, IFSP, or a Section 504 Plan, the District’s Board shall take the necessary steps including but not limited to, the transfer of records and any prior evaluations, the performance of reevaluations, if necessary, and meeting to ensure that comparable services are in place prior to the student’s first day of school in the state.~~

For purposes of this policy:

~~“Active military duty” means a full-time military duty status in the active uniformed service of the United States including members of the National Guard and Military Reserve on~~

~~active duty orders; and~~

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

McKinney-Vento Act: The Education for Homeless Children and Youth (“EHCY”) program is authorized under the McKinney-Vento Homeless Assistance Act (“McKinney-Vento Act”), as amended by Every Student Succeeds Act (“ESSA”). The mission of the EHCY program at the Oklahoma State Department of Education (“OSDE”) and District is to ensure educational equity and success for students experiencing homelessness by providing support according to the McKinney-Vento Act.

Homeless children and youth are defined as those who lack a fixed, regular, and adequate nighttime residence. Determinations will be made on a case-by-case basis as provided for in the Student Handbook. The District McKinney-Vento Liaison is the Superintendent and may be reached at (405) 399-9215. Each site will also have a McKinney-Vento liaison, who can be reached through the Administration office at each school site.

The McKinney-Vento Act provides homeless children and youth the following rights:

1. To immediately enroll in school;
2. To attend school in school of origin or in the attendance area where the family currently resides;
3. To receive transportation to school of origin if requested by parents/guardians/unaccompanied youth and is in the best interest of the child;
4. To receive comparable services as other schoolmates including but not limited to transportation and supplemental services;
5. To attend school along with children who are not homeless;
6. To have their rights posted in all schools and other places around the community that low-income families and high-risk families may visit.
7. To be free of segregation and stigmatization with the nature of their living situation remaining confidential under the Family Educational Rights and Privacy Act (“FERPA”).

District Responsibilities: The State of Oklahoma will require a parent or guardian of a student, or the student if he or she is not in the physical custody of a parent or guardian, to complete the form provided by the OSDE for students who are identified as homeless children and youth at the time of enrollment.

District will immediately enroll the child or youth, even without records that are normally required for enrollment, or if the child or youth has missed application or enrollment deadlines during a period of homelessness. District will assist with obtaining immunizations or other required health records. District will presume that the school of origin is in the child’s best interest and will continue such enrollment even if the child becomes permanently placed during the academic year unless contrary to the request of the parent, guardian or unaccompanied youth. District will enroll the homeless child or youth with non-homeless students who live in the

attendance area in which the child or youth is living and eligible to attend. District will consider student-centered factors related to the child or youth's best interest and will provide a written explanation of the reasons for the decision, including information regarding the right to appeal if District sends the child to a school other than the one requested. District will enroll the child or youth immediately in the school in which enrollment is sought if a dispute arises pending final resolution of the dispute and will provide services comparable to those received by other students in the school. Information regarding the homeless child or youth's living situation will be confidential and coordination efforts with local agencies providing services to homeless children or youth and their families will be made.

Dispute Resolution: Parents, guardians, or unaccompanied youth experiencing homelessness may disagree with District on issues related to McKinney-Vento services, enrollment, and/or school selection. In most cases, issues can be resolved without outside intervention. When a dispute arises over eligibility, school selection, or enrollment and cannot be resolved independently, the following procedures will be invoked:

- The child or youth “shall be immediately enrolled in school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
- The parent, guardian, or unaccompanied youth must be provided with a written explanation of any decisions related to school selection or enrollment made by the school, district or state involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions.
- The parent, guardian, or unaccompanied youth must be referred to the local liaison, who will carry out the dispute resolution process as expeditiously as possible.

McKinney-Vento dispute procedures apply to any dispute arising under the McKinney-Vento Act, including disputes over questions such as: eligibility, school selection, participation, and transportation. Every effort will be made to resolve the complaint or dispute at the District level before it is taken to the OSDE. District will inform the Complainant of District's Complaint Resolution Procedure when a question concerning the education of a homeless child or youth arises.

1. Notify District's homeless liaison:
 - a. Request a copy of or access to District's Board policies addressing the education of homeless children and youth and review them. Make an appointment with the homeless liaison to discuss the complaint.
 - b. If the dispute is not resolved at the point, Complainant may file a Complaint in writing to District's homeless liaison for further review.
 - c. The Complaint should include a request that a written proposed resolution of the dispute of a plan of action be provided within five (5) days of the date the Complaint was received by the homeless liaison. A review of the proposal or plan of action with the homeless liaison should follow. An extension may be mutually agreed upon; however, every effort should be made to resolve the Complaint in the shortest time possible.
2. If the dispute is not resolved at the District homeless liaison level, the Complaint may be forwarded to the Superintendent for review followed by a meeting with the

- Superintendent to discuss the dispute. The Complainant should request from the Superintendent a written resolution within five (5) days of the date of the discussion. The parties may mutually agree upon an extension; however, every effort should be made to resolve the Complaint in as short a time as possible.
3. If the dispute is not resolved at the Superintendent level, the Complainant may take the matter before the Board for resolution. If this effort for resolution fails, the Complaint may be taken to the OSDE.

Adopted:

Revised: July 6, 2021; October 25, 2021; June 1, 2022; August 15, 2023; July 2, 2024; September 16, 2025; August 5, 2026

TRANSFERS

Student Transfers: Subject to certain exceptions provided for by law, the transfer of a student from the district in which the student resides to District or within the District by a student attending a different school site within the District shall be granted at any time during the school year unless the requested transfer exceeds 75% capacity of the grade level or program sought for each school site or desired schools site within the District. District's Board will meet by the first day of January, April, July and October each year to establish the number of transfer students the school has the capacity to accept in each grade level for each school site within the District. District's capacity will be published on District's website and reported to the State Department of Education ("SDE"). District's capacity is as follows:

- **Pre-kindergarten:** No more than 20 students per classroom or 10 students per adult in the classroom.
- **Kindergarten:** No more than 20 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 10 students or unless a teacher's assistant is hired.
- **Grades 1-3:** No more than 20 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 10 students or unless a teacher's assistant is hired.
- **Grades 4-6:** No more than 20 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 16 students.
- **Secondary:** No more than 140 students per day (excludes PE and music classes).
- **Special Education:** Determined by availability of the appropriate program, services and case-load for teachers currently on staff at site or grade level requested in accordance with state law.

In order for a student to be transferred, the parent or guardian of the student must first submit an application form specified by the State Board of Education ("SBE") and in accordance with SBE's procedures. District will approve or deny transfer applications and notify the parents of the decision in writing within thirty (30) days of receiving an application. If the capacity of a grade level for each school site or the desired school site within the District is insufficient to enroll all eligible students, District shall select transfer students in the order in which District received the student transfer applications. If the transfer application is accepted, the parent or guardian shall notify District in writing within ten (10) days of receiving notice of approval that the student will be enrolling in the District. Failure to provide such notice may result in District's decision to cancel the transfer, which will be provided in writing immediately upon the cancellation. If the transfer application is denied, the parent or guardian may appeal such denial as set forth in law

and regulation.

A transfer may be denied if it will exceed 75% enrollment capacity, or for student discipline as provided for in § 24-101.3 or for attendance issues. "Attendance Issues" are defined as ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness. District will begin receiving new applications for the subsequent school year on or after July 1st each school year. However, any currently approved transfers may be approved for the next school year beginning on May 1st.

All student transfers previously granted will remain in effect unless the District takes action to deny the continued transfer based on discipline or attendance issues as provided for by law. If District intends to deny a student's continued transfer, the parents or guardians will be notified by or before July 15th. If the grade a student is entitled to pursue is not offered in the student's resident district, the transfer will be automatically approved.

A student whose parent or guardian is employed by the District may transfer to the District regardless of capacity. The child of a District employee who resides in the District, but wishes to attend a different school site within the District where the student resides may be granted an intra-district transfer as long as the student does not meet the criteria as a basis for denial as provided for herein. In addition, any student who has attended school as a resident student for at least three (3) years prior to moving out of the District may be allowed to transfer regardless of capacity, provided that the student does not meet a criteria for denial as provided for herein.

Any child in the custody of the Department of Human Services ("DHS") in foster care who is living in the home of a student who transfers to the District or to another school site within the District may attend school in the District as provided for by law. Except for a child in the custody of DHS in foster care, a transfer student shall not transfer more than two times per school year to one or more districts in which the student does not reside or to other school sites within the District where the student resides, provided that the student may reenroll in his or her district or school site of residence at any time.

The brother or sister of a student who transfers to District may attend school in the District regardless of capacity so long as the brother or sister does not meet a criteria for denial as provided herein. Applications will be considered in the order in which they are received by the District and a separate application must be submitted for each student who desires a transfer. The brother or sister of a student who transfers intra-district may attend the school site to which his or her sibling transferred so long as the district has capacity and the brother or sister does not meet a basis for denial as provided for herein.

A student who changes residence within the District, but wishes to attend the same school site may be granted an intra-district transfer provided that the student does not meet the criteria as a basis for denial as provided for herein.

On or before the first day of January, April, July and October, the Superintendent will file with the SBE and each resident district a statement showing the names of the students who were granted transfers, their resident districts and their grade levels.

If a transfer request is denied by the District, the parent or guardian of the student may appeal the denial to District's Board within ten (10) days of the notification of the denial as provided for by law and regulation. District's Board will consider the appeal at its next regularly scheduled board meeting so long as the appeal is received prior to the statutory deadline for posting the Board agenda. If the appeal is not received prior to the deadline for posting the agenda, the Board shall schedule a special meeting to consider the appeal. The appeal process will be paper-only and the review of documents will take place in executive session in order to protect student privacy. During executive session, the Board will review written documentation from the Superintendent regarding reasons for the transfer denial and information from the parent/guardian regarding why the transfer should have been approved. The vote to uphold or reject the Superintendent's transfer denial will be held in open session.

If the Board upholds the denial, the parent or guardian may appeal the denial to the SBE within ten (10) days of the notification of the Board's decision. The SBE will adopt guidelines for this process.

Special Education and Gifted Education Transfers: Transfers regarding students with disabilities will be considered in accordance with law and SDE regulations. Prior to approving the transfer of a student with disabilities, the receiving district shall establish availability of the appropriate program, staff, and services. In addition, a joint IEP conference shall be required between the district of residence and the receiving district prior to approval of the transfer. If a request to transfer a student with disabilities to a district other than the resident district is denied, the parent or guardian or an adult student who is eighteen (18) years of age or older, but under the age of twenty-two (22) may appeal the denial within ten (10) days of notification of the denial to the receiving district's board of education. The receiving district's board shall consider the appeal at its next regularly scheduled meeting. If the receiving district's board denies the appeal, the parent, guardian, or qualifying adult student may appeal the denial to the State Board of Education within ten (10) days of notification of the denial. The appeal process shall be conducted as provided for in law and regulation.

Military Parent Transfers: Students who are dependent children of a member of the active uniformed military services of the United States on full-time active duty status and students who are the dependent children of a member of the military reserve on active duty orders shall be eligible for admission to the District regardless of its capacity, but in accordance with state law, if at least one (1) parent of the student has a Department of Defense-issued identification card.

Specifically, students who are the dependent children of a member of the active uniformed military services of the United States on full-time active duty status, and students who are the dependent children of a member of the military reserve on active duty orders, shall be provided provisional eligibility for intra-district transfers regardless of capacity except that the number of intra-district transfers specific to military dependents shall be based on two (2) military dependents per one hundred (100) enrolled students at the elementary school level, four (4) military students per one hundred (100) students at the middle school level, and six (6) military dependents at the high school level.

For purposes of this policy:

“Elementary school” means kindergarten through fifth grade;

“Middle school” means sixth grade through eighth grade; and

“High school” means ninth grade through twelfth grade.

A student shall be considered in compliance with residency provisions if his or her parent or guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. District shall accept enrollment applications by electronic means, including enrollment in a specific school or program within the District and course registration. The parent or guardian shall provide proof of residence in the District within ten (10) days of the published arrival date provided on the official documentation. The following may be provided to show proof of residence:

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

A student shall not be precluded from enrollment prior to residency for any of the following reasons:

1. Having an individualized education program (IEP) or an individualized family service plan (IFSP) under the Individuals with Disabilities Education Act (IDEA);
2. Receiving or qualifying for special education courses or services; or
3. Receiving or qualifying for accommodations or services under Section 504 of the Rehabilitation Act of 1973 (Section 504).

If the enrolling student is transferring with an IEP, IFSP, or a Section 504 Plan, the District’s Board shall take the necessary steps including but not limited to, the transfer of records and any prior evaluations, the performance of reevaluations, if necessary, and meeting to ensure that comparable services are in place prior to the student’s first day of school in the state.

For purposes of this policy:

“Active military duty” means a full-time military duty status in the active uniformed service of the United States including members of the National Guard and Military Reserve on active duty orders; and

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

Adopted:

Revised: August 5, 2026

ATTENDANCE

General: Every student shall attend school regularly. Regular attendance at school is necessary for students to fully benefit from the educational experience, teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible. The Administration shall notify a student's parent or guardian regarding the student's absences and tardies as set forth in Administrative Regulations or Student Handbooks.

Absences: Students are expected to attend all classes if possible. Absences, including excused and unexcused absences, shall be determined according to the provisions of the Student Handbooks. Included in the excused absences shall be absences for the purpose of receiving speech therapy, occupational therapy, or any other service related to the child's IEP so long as the parent, guardian, or other person with custody or control over the child submits a prior written request for the absence and provides subsequent documentation from the provider.

In addition, students who are absent in order to participate in a scheduled 4-H activity or program as approved by the 4-H educator shall receive an excused absence under this policy so long as the absence is not during scheduled statewide student assessments or during any period for which the student is subject to discipline that would preclude participation in an educational field trip or extracurricular activity. Students shall be given the opportunity to make up any missed schoolwork without having their grades adversely affected due to participation in activities or programs sponsored by 4-H. Documentation of proof of student participation shall be provided by a 4-H educator upon request by a school principal or attendance officer.

Tardiness: Tardy is defined as arriving after the class bell rings at the beginning of the school day.

Early Dismissal: A student shall not be excused and dismissed from school before the end of the school day without an approved written request for early dismissal from the student's parent or guardian or the approval of an administrator. Telephone requests for early dismissal of a student will only be honored if the caller can be positively identified as the student's parent or guardian. Additional precautions regarding excusing students from school may be taken as appropriate to the age of the student and/or as circumstances warrant.

Truancy: The District may take reasonable measures to enforce the provisions of the compulsory attendance laws to ensure that all students attend school on a consistent basis. During the times when school is in session, the District's attendance officer or any District administrator may detain and assume temporary custody of any student enrolled in the District who is subject

to the compulsory attendance laws, who is found away from home, and who is absent from school without excuse.

Released Time Courses: A student will be excused from school to attend a course in religious or moral instruction that is conducted off of District property and by an independent entity. The student may be excused for up to three (3) class periods per week, but no more than one hundred twenty-five (125) class periods per school year. The student's parent or legal guardian must provide the District with written consent prior to the student's participation in the course and any transportation provided to and/or from the place of instruction is the sole responsibility of the independent entity, the student, or the student's parent or legal guardian. District and its board shall be provided access to the independent entity's attendance records regarding District students. The student will be responsible for any missed school work and will complete such work in accordance with District policy. The student will not be excused to participate in the course during any classes in which the subject matter is subject to the assessment requirements of Section 1210.508 of Title 70 of the Oklahoma Statutes.

A student who attends the course will still be considered in attendance at the District. The student may also be awarded elective credit for the course provided that the work is substantiated by a valid transcript from the independent entity and additional criteria is met as provided for by law.

Chronic Absenteeism: Chronic absenteeism is occurs when a student is absent from school at least ten percent (10%) of the time that school is in session and the student is included in membership, eighteen (18) or more days on a one hundred and eighty-one (181) day school calendar or ten percent (10%) or more of school days on a one thousand and eighty-six hour (1,086) hour school calendar. The district recognizes that medical exemptions from chronic absenteeism may be appropriate in addition to other absences provided for by state law and/or regulation. Student absences which are due to a significant medical condition may be exempt from inclusion in the school site's chronic absenteeism indicator upon determination of eligibility by district's medical exemption review committee. District's medical exemption review committee consists of:

A significant medical condition, for the purposes of this policy, means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma that meets the following criteria:

- A. The condition affects the student so severely that it incapacitates the student from attending school for an identifiable time period or number of school days, or for which the student must receive regular medical care that requires him or her to be absent from school;
- B. The student is unable to receive instruction through homebound education services for an identifiable time period or number of school days due to the medical condition or treatment of the medical condition, or homebound

education is not appropriate due to brief recurring absences for treatment purposes;

- C. The school or school district has been provided with written documentation of the condition that has been verified in writing by a physician licensed to practice in Oklahoma, or by a physician licensed to practice in another state if the treatment is in another state. A copy of the documentation verifying the student's condition shall be filed in the student's educational record. For qualifying circumstances, such as sexual assault or other events of a traumatic nature, that may not include official documentation, a letter from a school counselor or administrator explaining the student's qualifying circumstance may qualify as documentation. District's medical exemption review committee shall respect and protect the privacy of students and others in its review of medical exemption requests.
- D. Examples of significant medical conditions may include, but are not limited to:
 - a. Student has a terminal disease or degenerative illness, or has been placed in hospice care;
 - b. Student is comatose;
 - c. Student has a serious chronic medical condition (lasting 3 months or more) and is absent for the purpose of receiving condition-related treatment (ie. chemotherapy, dialysis);
 - d. Death or life-threatening injury of an immediate family member of the student (ie. parent/guardian, sibling, child, or another member of the household); or
 - e. Student has sustained serious medical or physical injury as a result of a catastrophic event, such as:
 - i. A natural disaster or other event;
 - ii. An act of violence (ie. physical assault, sexual assault, kidnapping, homicide, torture, or terrorism);
 - iii. Drowning;
 - iv. Poisoning, fall ,or a traumatic brain injury; or
 - v. Fire or explosion in student's home.
- E. Absent another qualifying condition, a significant medical condition does not include:
 - a. Minor illness or injury that does not incapacitate the student or require recurring treatment;
 - b. Short-term illness or injury resulting in absences of ten (10) or fewer consecutive instructional days, including those that require short-term hospitalization of ten (10) or fewer consecutive instructional days;
 - c. Pregnancy, unless complications of the pregnancy otherwise meet the requirements of this policy; or
 - d. Refusal of a parent/guardian to permit the student to attend school or receive homebound services due to illness, injury or trauma.

Student absences that are classified as “excused” under Oklahoma law and/or district policies should be classified as “excused” in the student information system and do not automatically qualify for a medical exemption for purposes of the chronic absenteeism indicator. In order to qualify for consideration under a chronic absenteeism medical exemption, an absence must fall under the definition of a “significant medical condition”. Furthermore, if a student has been determined to have a significant medical condition under the terms of this policy, only absences that are related to the student’s identified condition(s) or qualifying circumstances may be exempted from inclusion in the chronic absenteeism indicator.

District shall report any absences determined to be medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability. All documentation considered during the medical exemption review committee’s consideration of potentially eligible absences shall be maintained by the district.

Virtual Attendance Policy: District recognizes that circumstances may create a need for the implementation of its virtual education program. ~~Beginning with the 2026-2027 school year,~~ District may not count days or portions of days when school is closed and virtual instruction is provided toward the 181 days or 1,086 hours of classroom instruction unless the district has met the requirements provided for by law, including but not limited to, approval by the Superintendent of Public Instruction of the district’s virtual education plan. In the event these requirements are met, the district may count up to two (2) days or twelve (12) hours when school is closed and virtual instruction is provided toward the 181 days or 1,086 hours of classroom instruction time. Exceptions to this requirement may be on an individualized basis including but not limited to, a student’s needs under a medical plan, IEP, or Section 504 Plan. Nothing in this provision is intended to negate a student’s education pursuant to a qualifying full-time virtual education program.

In the event that the need for participation in a virtual education program arises, the first date of attendance for a student beginning a virtual education program with District shall be the first date the student completes a virtual instructional activity. “Instructional activities” shall include instructional meetings with a teacher, completed assignments that are used to record a grade for a student that is factored into the student’s grade for the semester during which the assignment is completed, testing, and other activities identified as such by the District.

A student who is attending a virtual educational program through District shall be considered in attendance for a quarter if the student:

- a. Completes instructional activities on no less than ninety percent (90%) of the days within the quarter,
- b. Is on pace for on-time completion of the course as defined by District’s board of education, or
- c. Completes no less than seventy-two (72) instructional activities within the quarter of the academic year.

For students who do not meet any of the above-mentioned criteria, the amount of the attendance recorded shall be the greater of:

- a. The number of school days during which the student completed instructional activities during the quarter,
- b. The number of school days proportional to the percentage of the course that has been completed, or
- c. The number of school days proportional to the percentage of the required minimum number of completed instructional activities during the quarter.

Students are expected to login and work daily on assignments and tasks as assigned by District employees or the assigned learning platform. Students who violate the District's attendance requirements are subject to disciplinary action, including but not limited to academic probation.

For students who are participating in a part-time or temporary remote learning program, attendance and participation will be monitored in accordance with district policy and through documented student/teacher/course interaction that may include, but is not limited to, online chats, e-mails, posting/submission of lessons. A student may be counted as "present" or "in attendance" when the student/teacher/course interaction demonstrates student progress toward learning objectives as well as regular engagement in course activity. Regular engagement in the course activity includes, but is not limited to, daily log-ins to the assigned learning platform and completion of required activities. Daily log-in times must meet duration requirements necessary to complete the required activities.

Students who are interested in participating in extracurricular activities must attend at least one (1) class period on campus each day. This class period can be the class for the co-curricular or extra-curricular activity if it is a part of the school day.

Adopted: October 11, 1999

Revised: July 20, 2020; July 10, 2024; September 16, 2025; August 5, 2026

GRADING, PROMOTION, RETENTION, AND GRADUATION

Grading: The grading system is designed to promote continuous evaluation of student performance, communicate student progress, and celebrate student successes. Administrative Regulations or Student Handbook may set forth the District's grading system, including class ranking. Any students attending school on a virtual platform will be subject to the same grading scale and policies as all other District students.

Testing: No minor student shall be required to submit to psychiatric or psychological examination, testing or treatment without the prior written consent of the parent or guardian. No District employee (without written parental consent) shall elicit by written survey or written examination from any student information of a personal or private nature concerning any of the following areas:

1. Political affiliations;
2. Religious beliefs;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Mental or psychological problems potentially embarrassing to the student or his family;
6. Critical appraisals of other individuals with whom the student has a close family relationship;
7. Legally recognized privileged and 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).

This policy does not require parental consent to regular classroom activities, the curriculum or any teaching techniques or methods.

Homework: Teachers may assign homework to students. The type, frequency, and quantity of homework to be assigned shall be determined by the teacher based on the needs of the students and the subject matter being taught.

Report Cards and Progress Reports: Report cards shall be sent to parents and/or guardians at the end of each nine-week period. In addition, progress reports may be sent during the nine-week period and telephone calls and personal visits may be scheduled as needed. Parent-teacher conferences may be scheduled as needed.

Transcripts: A transcript is any record of a grade or grades given to a student by a teacher. Students requesting a copy of their transcript shall be provided a copy. However, if a student has

failed to return any textbook or failed to make payment for a textbook which has not been returned, the District shall withhold the transcript until such time as payment is made. The Superintendent may waive the withholding of a student's transcript because of failure to return a textbook or failure to remit payment for a textbook depending on the circumstances involved.

Promotion: Students may be promoted based on proficiency as provided by law and the regulations of the State Department of Education.

Retention: In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. Where possible, the educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade.

Strong Readers Act: The Strong Readers Act ensures that the progression from one grade to the next is at least partially determined by proficiency in reading and that reading instruction and intervention services are implemented to address student reading needs, and that each student and his or her parent or legal guardian are informed of the student's progress.. ~~Students and their parents or legal guardians will be informed of reading progress.~~ Identification, instruction, and intervention are implemented within the Multi-tiered System of Supports (MTSS) framework, including phonological awareness, decoding, encoding, spelling, sentence-level writing, language development, fluency, vocabulary, and comprehension, recognizing the reciprocal relationship between reading and writing proficiency.

District is committed to compliance with the Strong Reader's Act and working towards the goal that every student read at or above grade level by the end of third grade. In order to identify students who have a reading deficiency or characteristics of dyslexia that lead to or cause reading difficulty, each student enrolled in kindergarten, first grade, second grade, and third grade shall be screened at the beginning, middle, and end of each school year for monitoring progress and for measurement of reading skills. ~~These reading skills shall include, but not be limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension.~~ District will utilize an approved screening instrument ~~that meets the requirements under the law, and students and parents or legal guardians will be informed of any identified reading deficiencies and reading progress.~~

~~The State Board of Education (SBE) will approve screening instruments that meet the criteria provided for by law.~~ Students who provide documented evidence that they meet at least one of the following criteria may be exempt from these screening requirements:

1. The student participates in the Oklahoma Alternate Assessment Program (OAAP) and is taught using alternate methods;
2. The student's primary expressive or receptive communication is sign language;
3. The student's primary form of written or read text is Braille; or
4. The student's primary expressive or receptive language is not English, the student is identified as an English learner using a state-approved identification assessment, and the student has had less than one (1) school year of instruction in an English-learner program.

If an exemption is granted, evidence of progression toward English language acquisition will be provided with the same frequency as administration of screening instruments.

Students who are administered a screening instrument and are determined not to be meeting grade-level targets shall be provided with a ~~program of~~ reading intervention plan, which shall identify the intensity of instruction needed to remedy the student's specific reading deficiency as quickly as possible. instruction that is designed to enable students to acquire appropriate grade-level reading skills. The program shall be based on scientific research and align with SBE standards and shall include:

1. ~~Sufficient additional in-school instructional time for the acquisition of phonological awareness, decoding, fluency, vocabulary, and comprehension;~~
2. ~~If funding is available and it is determined to be necessary, tutorial instruction outside of regular school hours;~~
3. ~~Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension, as identified in the student's reading instruction program;~~
4. ~~High-quality instructional materials grounded in scientifically based reading research; and~~
5. A means of providing every prekindergarten, kindergarten, first grade, second grade, and third grade student's family access to free online, evidence-based literacy instruction resources to support literacy development at home.

The parent or legal guardian of a student ~~who is~~ enrolled in kindergarten, first grade, second grade, or third grade ~~and with~~ who shows a deficiency in a reading deficiency identified by, based on the results of the screening instrument administered by the district, shall be notified in writing and the student shall receive an individual reading intervention plan no later than thirty (30) days after the reading deficiency is identified. The parent or legal guardian will also be informed in writing of the student's progress toward grade-level reading at least every thirty (30) days and provided with strategies to assist at home.

A student who is enrolled in kindergarten, first grade, second grade, or third grade who is identified as having a reading deficiency based on the results of the screening instrument administered by the district and any fourth grade student promoted for good cause pursuant to law shall receive an individual reading intervention plan not later than thirty (30) days after the reading deficiency is identified. The reading intervention plan shall be provided in addition to Tier 1 core reading instruction and shall that is provided to all students.

1. ~~Describe the research-based reading intervention services that the student will receive to remedy the reading deficiency;~~
2. ~~Provide explicit and systematic instruction in phonological awareness, decoding, fluency, vocabulary, and comprehension, as applicable;~~
3. ~~Monitor each student's reading skills progress throughout the school year and adjust instruction according to the student's needs; and~~

- ~~4. Continue until the student is determined to be meeting grade-level targets in reading based on the results of the screening instruments or assessments administered pursuant to law.~~

The reading intervention plan for each student identified as having a reading deficiency ~~in reading~~ shall be developed by a Student Reading Proficiency Team composed of the parent or legal guardian of the student, the teacher assigned to the student who was responsible for reading instruction during that academic year, a teacher who is responsible for reading instruction in the next grade level of the student, ~~and~~ a certified reading specialist or interventionist, certified personnel with an early literacy micro credential, or an individual with advanced training or specialization in literacy instruction, and the principal, vice principal, or designee. Reading intervention will include a majority of direct instruction from a teacher or reading specialist trained in the science of reading and will not be provided solely by digital technology. District will update the plan annually if changes have been made.- if available.

~~District shall adopt and implement a strong readers plan with input from administrators, teachers, parents and legal guardians, and a reading specialist, where possible. District shall update its strong readers plan annually taking into consideration all of the requirements prescribed in law as well as the input of school administrators, teachers, parents and legal guardians, and if possible, a reading specialist.~~

~~Any first-grade, second-grade, or third-grade student who demonstrates proficiency in reading through a grade-level appropriate screening instrument approved pursuant to law shall not require a program of reading instruction or an individual reading intervention plan. Upon demonstration of proficiency, the district shall notify the parent(s) or legal guardian(s) of the student that he or she has satisfied the requirements of the Strong Readers Act. District shall continue to monitor the student in the next successive grade level in order to ensure that he or she maintains proficiency.~~

~~If a third-grade student is identified as having a significant reading deficiency, which means that he or she is not meeting grade-level targets on a screening instrument, district shall provide the student with intensive intervention services for the appropriate amount of the instructional day consistent with the student's individual reading intervention plan and as determined by the Student Reading Proficiency Team. Intensive intervention services shall continue until the student demonstrates proficiency at his or her grade level based on the administration of a screening instrument. Beginning with the 2027-2028 school year, if a first or second-grade student has demonstrated the need for reading intervention services and is not meeting grade-level targets by the end of the school year, district will place the student in a stand-alone transitional classroom or promote the student while providing targeted Tier 2 or Tier 3 intervention instruction in compliance with the Strong Readers Act. The student may be subject to voluntary retention with the written consent of the student's parent or legal guardian.~~

Beginning in the 2027-2028 school year, district shall administer the statewide third-grade English Language Arts assessment to students in second grade provided that the parent or legal guardian does not opt his or her student out of the assessment. Second-grade students who score at the proficient level or above on the assessment are exempt from the third-grade retention

requirements provided for by law. A second-grade student's performance on the assessment will not be counted against him or her in classroom grading. No student will be assigned to a grade level based solely on age or other factors constituting social promotion.

~~The parent of a student who is determined to have a reading deficiency and is not meeting grade-level reading targets and has been provided a program of reading instruction as provided for by law shall be notified in writing of the following:~~

- ~~a. That the student has been identified as having a substantial deficiency in reading;~~
- ~~b. A description of the services being provided to the student pursuant to law;~~
- ~~c. A description of the proposed intensive intervention services and supports that will be provided to student and are designed to remediate the identified area of reading deficiency as provided for by law;~~
- ~~d. That a student who is promoted to the fourth grade shall receive supplemental intensive intervention services;~~
- ~~e. Strategies for parents to use in helping the student succeed in reading proficiency; and~~
- ~~f. The grade-level performance scores of the student.~~
- ~~g.~~

~~— No student will be assigned to a grade level based solely on age or other factors constituting social promotion. Any incoming third-grade student identified with a reading deficiency will be provided with Tier 2 or Tier 3 intervention services to remedy his or her specific reading deficiency.~~

Beginning in the 2027-2028 school year, third-grade students shall demonstrate sufficient reading skills for promotion to fourth grade. If a third-grade student cannot demonstrate sufficient reading skills and does not qualify for a good-cause exemption, the student will be retained in the third grade for the next school year.

District's board may only exempt students from mandatory third-grade retention for good cause. A student who is promoted to the fourth grade with a good-cause exemption, except for students who meet the definition of a student with the most significant cognitive disabilities, shall continue to receive reading intervention services, including specific reading strategies as prescribed in the student's reading intervention plan until the deficiency is remedied. Good cause exemptions shall be limited to the following:

- a. Students with disabilities whose IEP indicates that participation in the statewide student assessment system is not appropriate for the student;
- b. Students identified as English language learners who have had less than two (2) consecutive school years of instruction in an English-learner program;
- c. Students with disabilities who participate in the statewide English Language Arts

assessment and who have an IEP that reflects that the student has received reading intervention for more than two (2) school years, but still demonstrates a reading deficiency, or who was previously retained for one (1) year in kindergarten, first, second, or third grade; and

- d. Students who have received reading intervention services for two (2) or more years, but still demonstrate a reading deficiency, and who were previously retained in kindergarten, first, second, or third grade for a total of two (2) years. No student shall be retained twice in third grade.

The parent or legal guardian of a third-grade student eligible for a good-cause exemption may elect to have the student retained for one (1) year.

A teacher who determines that a student in kindergarten or first through third grade is not reading at grade level by the end of the second quarter of the school year, shall notify the parent or legal guardian ~~as required by law of the student's reading level, the program of reading instruction for the student as required by the Strong Readers Act, and the potential need for summer academy or another program designed to assist students in attaining grade-level reading skills.~~

Beginning one (1) year after implementation, the requirements outlined above will be expanded to students in the fourth grade, expanding each subsequent year until they apply to students in third through eighth grade.

Dyslexia Screening: Any student enrolled in kindergarten-third grade who is assessed through the Strong Readers Act and is not meeting grade-level targets in reading after the beginning-of-the-year assessment shall be screened for dyslexia. Screening may also be requested by a parent or legal guardian, teacher, counselor, speech-language pathologist or school psychologist. All processes and characteristics of ~~the~~ dyslexia screening shall follow State Department of Education guidelines.

Oklahoma Math Achievement and Proficiency Act: The Oklahoma Math Achievement and Proficiency Act ensures that student achievement in math is encouraged and progression from one grade to another is determined, in part, upon proficiency in mathematics, advanced math instruction and intervention services are ~~promoted~~ implemented to address student math needs, and that each student and his or her parent or legal guardian are informed of the student's progress in mathematics.

In order to identify students who have a math deficiency including students with characteristics of dyscalculia, each student enrolled in second, third, fourth, and fifth grade shall be screened at the beginning, middle, and end of each school year for math proficiency including, but not limited to, real-world problem-solving skills, procedural fluency, conceptual understanding, and productive dispositions. District will utilize an approved screening instrument that measures both math and reading skills starting in the 2027-2028 school year. ~~meets the requirements under the law.~~

~~Beginning in the 2026-2027 school year, the State Board of Education will approve a list screening instruments for use at the beginning, middle, and end of the school year for monitoring progress and measurement of math proficiency as provided for by law.~~ Students who provide

documented evidence that they meet at least one of the following criteria may be exempt from these screening requirements:

1. The student participates in the Oklahoma Alternate Assessment Program (OAAP) and is taught using alternate methods;
2. The student's primary expressive or receptive communication is sign language;
3. The student's primary form of written or read text is Braille; or
4. The student's primary expressive or receptive language is not English, the student is identified as an English learner using a state-approved identification assessment, and the student has had less than one (1) school year of instruction in an English-learner program.

If an exemption is granted, evidence of progression toward English language acquisition will be provided with the same frequency as administration of screening instruments.

Students who are administered a screening instrument and are determined to be exceeding grade-level targets shall be provided advanced learning opportunities in mathematics approved for the student's grade level. A student may only be removed from the advanced learning opportunity if the parent or legal guardian of the student provides written consent for the student to be excluded or removed after being adequately informed that the student's placement was determined by the student's achievement on the screening instrument.

Students who are administered a screening instrument and are determined not to be meeting grade-level targets shall be provided with a program of math instruction that is designed to enable students to acquire appropriate grade-level math proficiency. ~~The program shall be based on scientific math research and align with SBE standards and shall include:~~

~~1. Sufficient additional in-school instructional time for the acquisition of mathematical proficiency, which is a combination of real-world problem-solving skills, procedural fluency, conceptual understanding, and productive dispositions;~~

~~2. If funding is available and it is determined to be necessary, tutorial instruction outside of regular school hours; however such instruction may not count toward the day or hour requirements provided for by law;~~

~~3. Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of math proficiency including, but not limited to, real-world problem-solving skills, procedural fluency, conceptual understanding, and productive dispositions, as identified in the student's program of math instruction;~~

~~4. High-quality instructional materials grounded in scientifically-based math research; and~~

~~5. A means of providing every family of a student in second, third, fourth, and fifth~~

~~grade access to free online, evidence-based math instruction resources to support the student's math development at home.~~

The parent or legal guardian of any student in second, third, fourth, and fifth grade who exhibits a deficiency in math at any time based on the screening instrument administered by the district shall be notified and the student shall receive an individual math intervention plan no later than thirty (30) days after the math deficiency is identified. ~~The math intervention plan shall be provided in addition to core math instruction and shall:~~

~~1.——Describe the research-based math intervention services that the student will receive to remedy the math deficiency;~~

~~2.——Provide explicit and systematic instruction in real-world problem-solving skills, procedural fluency, conceptual understanding, and productive dispositions, as applicable;~~

~~3.——Monitor the math progress of each student's math proficiency throughout the school year and adjust instruction according to the student's needs; and~~

~~4.——Continue until the student is determined to be meeting grade-level targets in math based on the screening instruments administered or assessments identified for diagnostic purposes and periodic monitoring pursuant to law.~~

The math intervention plan for each student identified as having a deficiency in math shall be developed by a student math proficiency team and shall include supplemental instructional services and supports in addition to core math instruction. The team shall be composed of the parent or legal guardian of the student, the teacher assigned to the student who was responsible for math instruction during that academic year, a teacher who is responsible for math instruction in the next grade level of the student, and a teacher who specializes in math interventions, if available.

By the start of the second quarter of the school year, if a teacher determines that a student in second, third, fourth, and fifth grade is performing above or below grade level in mathematics, the parent or legal guardian shall be notified ~~of:~~

~~1.—The math proficiency level of the student;~~

~~2.—The program of advanced math instruction available for the student; and~~

~~3.—The potential for the student to participate in a summer academy or other program designed to assist the student in excelling in mathematics. as required by law.~~

~~By the start of the second quarter of the school year, if a teacher determines that a student in second, third, fourth, and fifth grade is not performing at grade level in mathematics, the parent or legal guardian of the student shall be notified of:~~

- ~~1. The math proficiency level of the student;~~
- ~~2. The program of math instruction for the student; and~~
- ~~3. The potential need for the student to participate in a summer academy or other program designed to assist the student in attaining grade-level math proficiency.~~

A teacher who determines that a student in second, third, fourth, ~~and or~~ fifth grade is exceeding or not meeting grade-level targets for mathematics may, after consultation with the student's parent or legal guardian, recommend that the student participate in and complete a summer academy or other program. Summer~~ary~~ Academy or other programs approved by the district must meet the requirements provided for by state law ~~and the OSDE~~.

Dyscalculia: Beginning with the 202~~7~~⁶-202~~8~~⁷ school year and for each school year thereafter, any student enrolled in second, third, fourth, and fifth grade who is assessed through the Oklahoma Math Achievement and Proficiency Act and is not meeting grade-level targets in mathematics after the beginning-of-the-year screening instrument shall be screened for dyscalculia. Screening may also be requested by a parent or legal guardian, teacher, or counselor. A student who is identified with the characteristics of dyscalculia shall not be required to be rescreened unless requested by his or her parent or legal guardian. All processes and characteristics of dyscalculia screening shall follow State Department of Education and state law guidelines.

Course Failure: A teacher may recommend that a student not be given credit due to a failing grade in the course or due to a failure to meet attendance or tardiness requirements. If the student's parent or guardian is dissatisfied with the recommendation, the parent or guardian may appeal the decision to the Board. The decision of the Board shall be final.

Acceleration: In certain circumstances, students may be accelerated ahead of grade level. Such acceleration shall only occur after discussion with the student's teachers and counselors and approval of the student's parent or guardian and principal. Twice a year, the District shall offer proficiency testing to students.

Graduation Requirements: In order to receive a diploma from the District, students must complete certain course requirements and be enrolled in the District as set forth in Administrative Regulations or Student Handbooks.

Concurrent College Enrollment: As an additional opportunity, and in compliance with state law, the Board will approve the enrollment of high school students in college courses. A student who meets the concurrent enrollment credits established by the State Regents and the State Board of Education shall be entitled to receive a tuition waiver for up to eighteen (18) credit hours during his or her senior year. Subject to the concurrent enrollment program for seniors being

fully funded, each high school junior who meets the eligibility requirements for concurrent enrollment shall be entitled to receive a tuition waiver for up to nine (9) credit hours during his or her junior year. A student who meets the requirements of concurrent enrollment shall not be prohibited from participating if he or she is at least thirteen (13) years old and younger than twenty-one (21) years old.

Individual Career and Academic Plan (“ICAP”): Beginning with students entering the ninth grade in the 2019-2020 school year and for each school year thereafter, every student shall be required to complete the process of an ICAP in order to graduate with a standard diploma. An ICAP is an individualized plan developed by the student and the student’s parent/legal guardian, in collaboration with the student’s school counselors, school administrators, teachers and other school personnel. The ICAP is used to help establish personalized academic and career goals, explore postsecondary career opportunities, including, but not limited to, military careers, apprenticeship programs, career and technology programs leading to certification or licensure, educational opportunities, align coursework and curriculum, apply to postsecondary institutions, secure financial aid and ultimately enter the workforce. Each year following a student’s ninth grade year, students shall update their ICAP. The ICAP shall include, but not be limited to:

- a. career and college interest surveys,
- b. written postsecondary workforce goals and information of progress toward these goals,
- c. intentional sequence of courses that reflect progress toward the postsecondary goal,
- d. the student’s academic progress, including courses taken, assessment scores, any remediation or credit recovery and any Advanced Placement, International Baccalaureate, concurrent or dual enrollment credits earned and/or career certificate(s), certification(s), or endorsements, and
- e. experience in-service learning and/or work environment activities.

Graduation Exercises: Graduation exercises are an important event in the educational process, and student participation in and student conduct at graduation exercises shall be governed by Administrative Regulations or Student Handbooks.

Graduation Attire: Students who can verify their enrollment in a federally recognized Indian tribe or tribe of another country will be allowed to wear tribal regalia during the District’s official graduation ceremonies.

No alterations may be made to the graduation robe and any beading shall be attached to the mortar board and shall not exceed the edge of the mortar board such that it impedes an individual’s ability to see or be seen. No discriminatory, intimidating or harassing items of any kind, profanity, anything relating to drug paraphernalia or the like, or any other obscenities of any kind may be incorporated with the regalia. Prior to the beginning of the graduation ceremony, each student celebrating their tribal heritage through expression on their regalia must check in with District personnel for approval of the items. For purposes of this policy, students are considered students of District until graduation ceremonies have been completed and are required to abide by District’s policies and procedures. Failure to follow the aforementioned guidelines may result in disciplinary action and/or prohibition from participation in graduation exercises.

“Tribal Regalia” is defined as traditional garments, jewelry, other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole, or similar objects of cultural and religious significance. Tribal regalia shall not include a firearm or any other weapon. Tribal regalia also does not include any object otherwise prohibited by federal law unless it is in compliance with a properly obtained federal permit.

Adopted:

Revised: July 27, 2015; September 6, 2017; August 12, 2019; July 20, 2020; June 29, 2022;
August 15, 2023; August 7, 2024; September 16, 2025; August 5, 2026

STUDENT CONDUCT

Students are expected to conduct themselves as ladies and gentlemen at all times and shall adhere to all rules, regulations, and policies formulated by the Administration and the Board as set forth in District Policy and applicable student handbook. Students shall at all times respect the rights of fellow students and of District personnel and shall not provoke any other individual or inflict physical harm upon another, except in self-defense. Courtesy and good manners should be the key to a student's conduct at school. A good attitude towards teachers, staff, and fellow students will make school enjoyable for all. Students shall respect District property and the property of others and may be required to pay for damages intentionally inflicted on District property or the property of others.

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. The disciplinary action taken shall depend upon the nature and severity of the violation and the student's past record of violations, if any. While students are (a) in attendance at school or any function authorized or sponsored by the District; (b) in transit to or from school or any function authorized or sponsored by the District; or (c) on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities:

1. Smoking, using, and/or possessing tobacco products as defined in Policy BB;
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance as defined by federal or state law or regulation including any substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function;
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;
5. Use of a wireless telecommunication device in a way contrary to Policy EQ, BJ or to Administrative Regulation BJ-R;

6. Possessing, using, transferring possession of, or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns; rifles; pistols; shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives; explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument, and any facsimile weapon, including B-B guns;
7. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers;
8. Leaving school grounds or activities at unauthorized times without permission;
9. Refusing to identify or falsely identifying one's self to District personnel;
10. Entering, without authority, into classrooms or other restricted school premises;
11. Engaging in conduct which endangers or jeopardizes the safety of other persons;
12. Engaging in bullying which is defined as any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student;
 - a. Electronic Communication is defined as the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile, or cellular telephone or other wireless communication device, or a computer.
 - b. This includes engaging in acts of Antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.
13. Engaging in threatening behavior which is defined as 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, school personnel, or school property;
14. Using profanity, vulgar language or expressions, or obscene gestures;
15. Committing acts of sexual harassment as defined by District Policy or sexual assaults;
16. Assaulting, battering, inflicting bodily injury on, or fighting with another person;
17. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, inappropriate displays of affection, disturbing the peace, or inciting, encouraging, prompting,

or participating in attempts to interfere with or disrupt the normal educational process;

18. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the District or any other person;
19. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating; and
20. Refusing to do required assignments, refusing to go to assemblies directly from class, leaving class before being dismissed, being out of class during class period, failure to take books and supplies to class, passing notes in class, chewing gum or candy in class, and any behavior in class that interferes with the learning of others. Violating District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law.
21. Immorality at school or school activity, use of foul language or obscene gestures at school or school activity, public displays of affection, or showing poor sportsmanship at activities.
22. Running or being excessively noisy in hallway, lunchroom misconduct, bringing any audio, radio or tv appliance to school without permission.
23. Not parking in assigned parking areas, reckless driving on campus or any street adjacent to campus at any time.
24. Violating the District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law.
25. Engaging in the original or relayed transmission of obscene material or child pornography which includes but is not limited to the uncovered genitals, buttocks, or female breasts of persons under the age of 18, via electronic media in the form of digital images, videos, or other electronic images. This provision applies to those students that originate the transmission as well as those students who distribute or post it in any manner other than to submit it to appropriate school or law enforcement authorities. School officials will provide all such material to appropriate law enforcement authorities.
26. Engaging in any form of hazing. Hazing is an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education. Hazing is prohibited by Oklahoma law.

Any student conduct or activity which does not a) occur on school property, b) while the student is in transit to or from school or a school function, or c) on any property subject to the control and authority of the District shall be prohibited if such conduct or activity is: a) a continuation of activity which began on school property, b) adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property, c) any form of communication specifically directed at students or school personnel which is considered to be bullying or threatening behavior, or d) disrupts school operations.

In addition to disciplinary actions, the District, acting through the Superintendent or a

principal, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or charges when a student's actions are criminal in nature.

District will provide instruction and guidance to students and employees with respect to prevention and prohibition of improper conduct, including harassment and bullying, during the course of each year. To the extent feasible, District will implement suggestions of the Safe School Committee(s) in providing this instruction.

~~**Additional Procedures Related to Bullying:** It is District's policy that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the District. The Administration will develop and implement appropriate regulations regarding bullying.~~

Adopted:

Revised: July 29, 2021; September 5, 2025; August 5, 2026

BULLYING

Definitions, ~~Explanations, and Types of Bullying:~~ District is committed to providing a learning environment that is free from threats, harassment, or bullying of any kind, including all use of electronic communication that is specifically directed at students or school personnel and is used to perpetuate incidents at school which meet the definition of bullying. Bullying, often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects bullying. This results in a reluctance or resistance to attend school.

Bullying: ~~includes, but is not limited to, any~~ pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. ~~that a reasonable person should recognize will:~~

At School: on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

Electronic Communication: the communication of any written, verbal or pictorial information or video content by means of an electronic device, including but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, including a computer. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Threatening Behavior: any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates the potential for future harm to students, school personnel, or school property.

A. ~~— Harm another student;~~

B. ~~— Damage another student's property;~~

C. ~~— Place another student in reasonable fear of harm to the student's person or damage to the student's property; or~~

~~D.—Insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.~~

~~Harassment may include, but is not limited to, the following:~~

- ~~A.—— Verbal, physical, or written harassment or abuse;~~
- ~~B.—— Repeated remarks of a demeaning nature;~~
- ~~C.—— Implied or explicit threats concerning one’s grades, achievements, etc.;~~
- ~~D.—— Demeaning jokes, stories, or activities directed at the student;~~
- ~~E.—— Unwelcome physical contact.~~

In determining what a “reasonable person” should recognize as an act placing a student in “reasonable” fear of harm, staff will determine “reasonableness” not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. ~~Bullying acts by students have been described in several different categories.~~

~~A.— Physical Bullying includes harm or threatened harm to another’s body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.~~

~~B.— Emotional Bullying includes the intentional infliction of harm to another’s self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.~~

~~C.— Social Bullying includes harm to another’s group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current~~

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~~relationships of the victim student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.~~

~~D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment.~~

~~Electronic Communication involves the communication of any written, verbal or pictorial information or video content by means of an electronic device, including but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, including a computer. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.~~

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

Student and Staff Education and Training: All staff, volunteers, parents, guardians, and students will be notified annually of the district's bullying policy and its posting at various locations within each school site as required by law, as well as posting on the district's website, and in all student and employee handbooks.

~~will be provided with a copy of District's policy on the prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request.~~

District is committed to providing appropriate and relevant annual training to staff regarding identification of behavior constituting bullying of students and the prevention, reporting, and response developed by the OSDE. ~~and management of such conduct. Training for administrators and school employees shall be completed the first year of employment and then once at least every fifth academic year.~~

Students shall participate in an annual education program regarding identifying, preventing, addressing, and reporting incidents of ~~that sets out expectations for student behavior~~

~~and emphasizes an understanding of students, the district's prohibition of such conduct,~~ and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

District's Safe School Committee: The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; the locations of the District Bullying Report Form; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

Reporting: All reports of bullying will be kept confidential and private to the extent necessary to ensure the comfort of individuals in reporting without fear of retribution or retaliation. Reports may be made anonymously through District's Bullying Report Form. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal or designee by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying. Failure by school employees to report incidents of bullying may result in disciplinary action, up to and including termination.

Any student who is aware of an incident of bullying should also report such incident immediately to the building principal or designee. All reports of bullying will be tracked using methods that will enable the district to identify emerging patterns of bullying over extended periods of time. District will establish procedures for documenting incidents of bullying, reporting such incidents to the OSDE, and making determinations as to the severity of the incidents and potential to result in future violence.

Investigative Procedures:

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the

building principal. Detailed information should be provided to the building principal in written form to allow for a thorough investigation.

2. Upon receipt of a written report, the building principal shall contact the superintendent ~~and~~ or ~~his/her~~ designee and begin an investigation to determine the severity of the incident and the potential for future violence within three (3) school days of receipt of a report of bullying.

3. - Parents or legal guardians of an alleged victim and alleged perpetrator will be contacted within twenty-four (24) hours of receipt of a report of bullying. All interviews with individuals involved in the incident(s), their parent(s) or legal guardian(s), and/or witnesses shall be documented in writing. A student's parent, legal guardian, or attorney may be present during the interview of a student upon the request of the student or the student's parent or legal guardian.

4. All investigations should be documented on a form that includes the following:

- The date the report was received by the principal;
- The date the investigation of the report was initiated;
- Name and title of individual(s) assigned to conduct the investigation;
- Identification of all individuals involved;
- Identification of all witnesses;
- Summary of the alleged incident;
- List of documentation available to investigate the incident (ie. Written statements, medical reports, police reports, incident forms, etc.);
- Summary of the actions taken to investigate;
- Determination of whether sufficient evidence exists to verify the occurrence of the alleged conduct;
- Identification of follow-up actions taken with the alleged victim and alleged perpetrator;
- Identification of any consequences implanted for the perpetrator;
- Identification of any remedial measures implemented to address harm to the alleged victim, alleged perpetrator, witnesses, and/or family members;
- Date and method of all notifications to parents or legal guardians of alleged victims and alleged perpetrators; and
- 2. Any other relevant information.

3.5. If, during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent or designee shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4.6. If it is determined that District's Student Code of Conduct has been violated, the building principal shall follow District policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring. If it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.

5.7. Upon completion of the investigation, the principal or superintendent or designee may recommend that available community mental health care substance abuse or other

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counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information. Referrals may also be made for academic intervention, protection for students who are targets of bullying, or any other appropriate services necessary to ensure the safety of all students involved in incidents of bullying and prevent further incidents of bullying.

6.8. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 3 school days of the conclusion of the investigation.

7.9. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 3 school days of the conclusion of the investigation.

~~Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.~~

The Superintendent shall be responsible for enforcing this policy and will receive additional training as required by law, along with any individuals who are designated as school site investigators. The building principal should notify the Superintendent or designee within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the Superintendent or designee of the findings of the investigation. Documentation should also be provided to the Superintendent or designee to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

Consequences: Consequences and remedial action will be appropriate to the age of the perpetrator and severity of the incident and will also apply to any party found to have made a false accusation of bullying. May include, but will not be limited to:

- a. Verbal or written warnings;
- b. Conferences with parents and/or guardians;
- c. Detention;
- d. Loss of school privileges;
- e. Course and/or teacher reassignment;
- f. Prohibition or suspension of participation in school activities;

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- g. In-school or out-of-school suspension in accordance with state law and district policy;
- h. Meetings or conferences with school counselor, school psychologist, or school social worker;
- i. Restitution of a victim's property that has been damaged as a result of a documented and verified bullying incident;
- j. Reassignment, suspension, and/or termination of employment with the district;
- k. Referral to law enforcement.

Targets of bullying will not be impacted directly or indirectly by any consequences assigned to a perpetrator.

Adopted:

Revised: August 15, 2023; August 5, 2026

BULLYING INCIDENT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Student(s) Affected:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Type of Harassment Alleged:

Racial _____ Sexual _____ Religious _____ Other _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

____ Name Calling

____ Spitting

____ Stalking

____ Demeaning Comments

____ Inappropriate Gesturing

____ Stealing

____ Staring/Leering

____ Damaging Property

____ Writing/Graffiti

____ Shoving/Pushing

____ Threatening

____ Hitting/Kicking

____ Taunting/Ridiculing

____ Flashing a Weapon

____ Inappropriate Touching

____ Intimidation/Extortion

____ Other _____

Describe the incident:

Witnesses Present: _____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____
Video/audio _____

Other _____

Parent(s) contacted: Date _____ Time _____

Administrative Determination of Investigation:

____ Bullying **was** substantiated

____ Bullying **was not** substantiated

Disciplinary Actions Taken:

____ Conference with student	____ Restriction of privileges
____ Conference with parent	____ Involvement of local authorities
____ In-School suspension	____ Referring student to appropriate social
____ Detention	____ Suspension
____ Behavioral Contract	____ Removal from activities
____ Changing student's seat assignment	____ Law Enforcement
____ Referral to OJA Program (age 12 & up) other: _____	
____ Referring student to appropriate social agency	
____ Require student to clean or straighten items or facilities damaged by student's behavior	
____ Requiring student to make financial restitution	

Parent notification of investigation outcome: (occurs within 3 days of completion of the investigation)

Target's Parent(s) contacted: Date _____ Time _____

Alleged Bully's Parent(s) contacted: Date _____ Time _____

Recorded in PowerSchool: Date _____

Staff Signature: _____

PERSONAL ELECTRONIC DEVICES

Students are prohibited from using cell phones or any other personal electronic devices while on district property from the time the first bell rings to start the instructional school day in the morning until the dismissal bell rings to end the instructional school day in the afternoon.

Personal electronic devices include any personal device that is capable of connecting to a smart phone, the Internet, a cellular or Wi-Fi network, or directly connecting to another similar device. This includes, but is not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. This does not include school-issued or school-approved devices that are limited to use for classroom instruction only.

Exceptions:

1. Students are permitted to use personal electronic devices in the event of an emergency. For purposes of this policy, an emergency means a circumstance that requires immediate action to protect students and/or staff well-being or safety or an actual or imminent threat which may result in loss of life, injury, or property damage. Examples include, but are not limited to, an active fire, tornado, earthquake, or other natural disaster, an intruder on school grounds, an evacuation of school grounds, the need to close or dismiss school for weather or other conditions, or a medical emergency.
2. Students with disabilities are allowed access to and use of a personal electronic device or cell phone during the school day when necessary due to a documented medical need or a documented need based on the student's disability. Decisions regarding students with disabilities will be made on a case-by-case basis and any exceptions as they relate to the student's needs under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504) will be listed clearly in the student's Individualized Education Program or Section 504 Plan.
3. Students may use cell phones or personal electronic devices to monitor health issues as approved by the administration.

Discipline:

Students who violate this policy may be subject to disciplinary consequences including, but not limited to the following:

- A. Loss of internet access (while on school property) and/or network access for a

- specified period of time according to the offense.
- B. Notice to the student's parent/guardian of a violation of the policy.
 - C. Daily check in/check out procedures for all cell phones and personal electronic devices.
 - D. Other discipline according to District Policy EK – Student Discipline, up to and including out of school suspension.

Adopted:
Revised: August 5, 2026

Jones Elementary School

Student Handbook

2026-2027



9000 N Hiwassee, Jones, OK 73049

405-399-9118

www.jones.k12.ok.us

Mrs. Aimee Wilson Principal

Mrs. Ashleigh Loggins: Assistant Principal

WELCOME

The administration, faculty, and staff of Jones Elementary School welcome you to a new school year. Our focus is the safety, social-emotional development, and academic growth of the students placed in our care. Your cooperation with the information outlined in this handbook will contribute to a successful year.

VISION

Jones Elementary School is a place of academic excellence, where every student is challenged to grow and achieve at high levels- building, in turn, a school culture and community rooted in pride, trust, and shared success.

MISSION STATEMENT

Jones Elementary School is committed above all to academic growth and rigor for every student, from our highest performers to those who need the most support. We hold ourselves to high, consistent standards and data-driven instruction. As we pursue this academic mission together — communicating openly and collaborating across grade levels — a strong school culture and sense of community naturally follow, supported by practices like Leader in Me.

LEADER IN ME SCHOOL

Jones Elementary is proud to incorporate **Leader in Me** practices into our school day. Based on Franklin Covey's *7 Habits of Highly Effective People* and *The 7 Habits of Highly Effective Kids®*, Leader in Me provides students with opportunities to develop important leadership and life skills that support their success in and out of the classroom.

At Jones Elementary, **academic achievement is our primary focus**. Leader in Me serves as a supplemental part of our school experience, helping students strengthen skills such as responsibility, goal setting, teamwork, communication, problem-solving, and self-discipline.

Throughout the school year, students may have opportunities to practice these skills through classroom activities, goal setting, leadership opportunities, and interactions with peers and adults. We believe these habits complement our academic instruction by helping students become responsible, confident, and engaged learners.

Why Leader in Me?

Leader in Me helps students:

- Take responsibility for their choices and actions
- Set goals and develop self-discipline
- Communicate and work effectively with others
- Solve problems and think creatively
- Build confidence and recognize their individual strengths
- Develop skills that support success in the classroom and beyond

At Jones Elementary, Leader in Me is one part of our commitment to developing well-rounded students while maintaining a strong focus on academic growth and achievement.

RESIDENCY REQUIREMENTS

Students must prove their residency in the school district EACH YEAR with a current electric bill before being admitted.

A child is a resident of a school district in which its parent(s)/legal guardian resides. The electric bill with a street address is considered proof of residency. Residence is a place where one's habitation is fixed, without present purpose of removing themselves from. Residence of a child whose parents are living separate and apart from each other is the residence of the parent having actual custody of the child.

Custody, according to school law, means legal custody; physical custody alone is not sufficient to change a child's residency for purposes of admission to a school district. Any exceptions to this policy are temporary and for one school year, or less.

If the child and his/her parents are residing with a friend or family member or renting, and the electric bill is not in his/her name, the student's family must prove residency by having an affidavit signed and notarized by the owner of the residence and by giving the school a copy of the electric bill, showing the service address along with 2 pieces of mail listed for the legal guardian at that residence.

****Residence Checks can take up to 90 days to confirm residency in the district.**

PLEASE NOTE: If the student's family falsifies the affidavit and/or electric bill & parent mail, the student will no longer be enrolled in Jones Elementary School.

School law states that any policy allowing the establishment of residency by affidavit shall require the adult who provides the affidavit to affirm in such affidavit that the custody arrangement is permanent and that the adult contributes the major degree of support to the child.

STATE ATTENDANCE LAWS

SECTION 229 states "It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of five (5) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session... It shall be unlawful for any child who is over the

age of sixteen (16) years and under the age of eighteen (18) years and who has not finished four (4) years of high school work or received an education by other means to neglect or refuse to attend and comply with rules of some public, private or other school for the full term the schools of the district are in session." "It shall be the duty of any parent, guardian, or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absence of such child. After investigation of the facts relating to the absence of any child or children from school, the attendance office shall, if justified by the circumstances, promptly give written notice... that the attendance of such child is required in some public, private or other school. If within 5 days thereafter, such parent, guardian or custodian does not comply, then such attendance officer will make a complaint against the parent, guardian or custodian of such student in a court having competent jurisdiction for such violation."

ATTENDANCE

Attendance is a vital part of the learning process and is a key to getting a good education and promotion to the next grade. Every student should attend school regularly. Regular attendance at school is necessary for students to fully benefit from the educational experience, teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible.

The OKSDE defines a student as chronically absent after missing 10 percent or more of school days. **This includes both excused and unexcused absences.** Missing 10 percent of school days would be approximately 18 days in a normal 180-day school calendar - just two days per month. The school is accountable for students' attendance. If it is necessary for a student to be absent, it is the responsibility of the parent/guardian to follow the policies concerning absences as set forth in the *Student Handbook*. Documentation should be presented at the time of return from any absence(s). It is easier to get documentation at the time of the absence. The administration may ask for medical documentation, obituaries, or legal/court documents at any point during a period of absence for any student. It is the parents'/guardians' responsibility to inform the school about the circumstances surrounding their student's absence. It is the principal's responsibility to determine if an absence is excused or unexcused using parental documentation and teacher input as part of the criteria in this determination.

- All student absences will be recorded as UNEXCUSED without parent contact to the office or without documentation. Documentation notes will be made in the attendance area in Wengage for parents to monitor. Copies of documentation will not be accepted; originals only. Direct emails from medical providers are also acceptable.
- 3 tardies / early leaves = 1 Unexcused Absence unless documentation is provided.
- 5 Unexcused Absences per semester will result in contact from school personnel
- 10 Unexcused Absences per semester will result in Truancy Warning

Students who are absent at any time during a given day and who return to school during the same day are to report to the main office to obtain an admit slip. No student is to leave school without first being signed out in the main office by a parent, guardian or someone authorized to pick them

up from school. (Such names should be put on the student's enrollment form.) **IDs are a required item to pick up a student from Jones Elementary.**

If you need to pick up your child during the day, please come to the office, and the receptionist will call for the child. Students will stay with their class until a person arrives to pick them up. Students absent due to involvement with a school-sanctioned event (4H, Special Olympics, ...) will be excused. OSSAA allows ten (10) activity absences per school year for approved events.

TARDIES/EARLY LEAVES: Students who arrive late to school must first report to the office with an adult to obtain an admit slip from the Safe School ID system in the vestibule. Students leaving prior to the end of the day must be checked out through the Safe School ID kiosk at the front office by a person on the approved pick-up list. Any adult checking a student out **MUST HAVE** a state ID to scan before a student will be called from class or released to them.

Tardies and early leaves will be marked Unexcused unless documentation is provided to the office. The first 15 or 20 minutes of the day is the time when teachers take attendance, get the lunch count, take care of special business, and give instructions for the morning's work. Coming in even a few minutes late can cause problems for both the student and teacher. Punctuality is a habit learned by children that will serve them well throughout life.

VALID EXCUSED ABSENCES

Original documentation must be presented; copies will not be accepted.

1. Sudden illness (fever above 99°, vomiting, etc.)
2. Acute or chronic illness under doctor's care
3. Religious ceremonies
4. Funerals
5. Court appearances
6. Tribal or religious rituals
7. A short-term family emergency
8. A long-term family situation. **Prior written notice of the absence must be submitted to the building principal.** An education plan will be created outlining the student's required work, due dates, and current number of absences.
9. Weather-related incidents (approved by administration).

UNEXCUSED ABSENCE

All other absences that are not reported by the parents within 48 hrs., documentation provided and/or listed under "**VALID EXCUSED ABSENCES**" will be classified unexcused. Students who have unexcused absences must make up work following the 2 days per 1 day absent. (JES)

EXCESSIVE ABSENCES

Unless granted relief by the site principal, students will receive an INCOMPLETE after the 10th unexcused absence per semester. (A *semester* is defined as one-half the school year. The first semester includes the period of time from the first day of class in August to the last day of class in December. The second semester includes the period of time from the first day of class in January until the last day of class in May). If proper documentation for an absence is submitted to the site principal, the absence will not count for purposes of passing and failing. This does not mean a student has 10 sick leave days; it means the school understands emergencies arise.

If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester session, the attendance officer (**principal or his/her designee**) shall notify the parent, guardian or custodial adult of the child and immediately report such absences to proper state authorities.

- Students who are absent more than ten (10) days during a semester session will receive an INCOMPLETE on the semester report card.
- For students enrolling late and who have not been in any school, the ten (10) days allowable will be converted into a percentage for the number of days in that semester session. These students will be allowed to miss 10% of the time that they are on roll. Therefore, the total days allowed will be less than ten (10) days.
- Students enrolling from other schools will be charged with absences accrued at their previous school.
- Parents who believe that the student's excessive absences were due to extenuating circumstances may request that the student's case be reviewed by submitting an appeal.
- All appeals for failing grades due to absences shall be submitted to the administration on the appropriate forms **within two weeks** of the issuance of the INCOMPLETE grade.
- Students who have excessive absences may not be allowed to attend school activities held during school hours.

REQUEST FOR WAIVER OF MANDATORY ATTENDANCE RULE

Students who are absent more than ten (10) days during a semester session will not receive a passing grade for that semester session. A grade of 59 or the student's grade, whichever is the lesser, will be entered on the student's report card.

Parents who believe that the student's excessive absences were due to extenuating circumstances may request that the student's case be reviewed by submitting an appeal. Excessive absences due to a vacation are not considered in an appeal. All appeals for failing grades due to absences shall be submitted to the administration on the appropriate forms within two weeks of the issuance of the grade.

Original documentation must be presented; copies will not be accepted. Appeals must include all documentation to be considered by administration. Allowable documentation is listed under "VALID EXCUSED ABSENCES".

STUDENT WITHDRAWALS

Parents moving from the Jones School District should notify the school office 24 hours prior to the withdrawal. Information such as grades, records and immunization records will be required for entry into a new school. Textbooks, library books, and lunch charges must be cleared through the office on the withdrawal date.

SCHOOL DAY

Breakfast Begins 7:50 am

School Begins at 8:15 am

***Students arriving after 8:15 am are required to have an adult escort them into the school building to complete the tardy slip entry at the School Safe Kiosk.**

Dismissal Begins 3:10 pm

Buses load at 3:25 pm

Arrival Procedures

Normal Arrival: Front Doors will open promptly at 7:45 and close promptly at 8:13 am

At 7:50 am – 8:15 am, parents may drop students off at school for breakfast. Enter the far east entrance off of Montana Street and drive in two lines until you arrive at the front entrance. All students enter the building on the west side at the Main Entrance. Staff members and the RISE Team will greet students and open car doors in the mornings. **Parking to drop off or walk your student across the drop-off lane is strictly prohibited.**

Late Arrival: Students are "tardy" if they are not in their seats and ready to learn at 8:15 am. If you arrive at 8:13 am or later, students will enter the front doors of the school, accompanied by an adult, to receive a tardy slip at the School Safe kiosk. Parents are not permitted in the hallways during the school day. Meetings with teachers should be scheduled in advance directly with the teacher to accommodate the students' and teacher's daily academic schedule.

After School Procedures

Students, regardless of age, will only be allowed to change their normal routine if a call or written note has been received from the parent by 2:30pm. Students are assigned one primary dismissal tag at the beginning of the school year and we use these to ensure that students arrive home safe & in the appropriate mode of transportation.

PK EARLY DISMISSAL (2:40pm)

Students will be released by classroom teachers to Parent/Designated Guardian with a car tag or call in permission.

Pick up is on the BACK BUS LOOP, located on the EAST side of the school. Please do not exit your vehicle; our staff will bring students to you. This is an important part of your student's experience as it allows daily check-ins with teachers.

***Walkers/Bus Riders/Daycare students will stay with assigned staff until this dismissal transportation arrives at regular time.**

****If you have older students, once PK student is picked up, you can loop into the main pickup line that runs along the south to west side of the building. We will not hold PK students for late dismissal with siblings; our advertised PK program is from 8:15 - 2:40.**

WALKERS (3:10 pm)

Students whose address is within the approved walking area will be given a "Walker Tag" and will be escorted off property by school staff members. Students walking home are expected to always follow school personnel guidance and safety expectations. Your students must live in the Walker Zone area to be placed on the walker list.

Walker Zone: Hiwassee to 4th St. and Alabama to Franklin

PARENT PICK-UP (3:15 pm)

Gate Access will open at 2:30 pm for cars to begin entering the student dismissal line.

***Please pick up CAR RIDER TAGS in the front office**

Students being picked up will be held in the building to wait on their ride for safety purposes. The pickup line will begin at 3:15 pm. Car name tags should be attached to your rearview mirror or in an area visible to staff. If you have lost your tag, and/or need additional tags, please contact the school office.

Only emergencies or scheduled school activities should warrant a child being left at school past 3:45 pm. Staff will begin calling parents and additional listed contacts at this time.

The main entrance is only used to park and enter the building to check out a student early or take care of other school business. If you need your child before the pickup time, please come to the front office before **3:00 pm** and sign them out on the School Safe kiosk. **Any person entering the school building or checking a student out from school will be required to scan a state-issued ID and be on the approved student contact list before calling a student out of class.** An early out will be noted on your child's record, and they will not be eligible for perfect attendance.

BUS RIDERS (3:20 pm)

Parents must go through the office to retrieve a child from a bus. A staff member will load each bus, and the office can contact the appropriate bus via walkie-talkie to get a child, provided the bus is still in the bus lane.

*Please remember: if there is a change in the way your child should be going home for the day, please **call the office by 2:30 pm.**

PRE-K PROGRAM

The Jones Elementary School PreK Program is a first-come, first-served state-approved program. Space and staffing are limited. Pre-enrollment begins May 1st each year for the upcoming school

year. Residents of the Jones School District are enrolled in this program first, then, if room permits, age exceptions, and then transfer students will be considered. It is a FULL DAY program from 8:15 - 2:40 that follows the OK State Department of Education guidelines.

Students will not be allowed to repeat the PreK Program. Students in PK are required to follow state attendance expectations of attending 90% of the school days, at any given time of the school year. Missing more than 10% of school days could result in enrollment revocation. If the site team determines that a child may not be socially or behaviorally prepared for the PreK program, the child may be unenrolled (within the first nine weeks of school) and readmitted into PreK the following year.

VISITORS/VOLUNTEERS

Jones Elementary School is a closed campus, and anyone visiting a classroom or a student will be required to use the Safe School ID system at the front office, scan a state ID, and print a visitor badge before entering the school building. Many times, parents are asked to volunteer to assist staff directly in the classroom, Media Center, and/or offices. Parent volunteers go on field trips; cut, paste, and do clerical work for teachers, and can even assist in outside beautification and upkeep of our school. If you can volunteer your time and talents, please do not hesitate to contact a site administrator or our PTO to let them know of your availability.

*Adults who volunteer or spend time with or near students on a regular basis must have a background check on file at Jones Public Schools and are required to scan an ID EVERY TIME you enter our school building at our Safe School ID Kiosk.

Visiting your child's classroom during the school day requires prior notice (24 hours or more) made with a site administrator or classroom teacher. Classroom visits are intended for infrequent, short time periods only. Guests are asked not to interfere with the learning process, unless directed by the teacher. Any discussion/comments about the visit should be made during an arranged meeting with the teacher. Parents should not visit with the teacher about their child during class time. Meetings to discuss observations will be at the teacher's convenience.

Parents/Guardians are not permitted to enter the school building and eat lunch in the school cafeteria. Students can be checked out to attend lunch outside the building with contacts that are listed in Wengage. The student may use their recess and/or lunch time to be transported to an eating establishment without penalty but needs to return promptly so they will not miss valuable class time.

ILLNESS OF STUDENTS

In the event of an illness, best practice is that students can return to school after 24 hours free of fever, vomiting, or other symptoms. Students with an abnormal temperature will not be allowed to remain at school. The school has been informed that a LOW temperature could also signal illness as well as an abnormally HIGH temperature.

****It is imperative that UP-TO-DATE emergency numbers be on file for each student. When numbers change, please contact the school office.**

****Please check with your daycare provider. Some local providers will NOT pick up sick students.**

SCHOOL HEALTH PLAN: The following procedure will be used for medical care. Students become ill:

- A. Student is sent to the office with a health slip
- B. Office inquires about illness/takes temperature, if necessary, and documents on health slip.
- C. If symptoms/injury require parent contact by office staff:
 - 1. If parent is reached, they are advised of action that needs to be taken.
 - 2. Unavailable parents - call other emergency numbers as listed on enrollment form.
 - 3. No one available - aid will be administered as deemed necessary or obtained at the nearest appropriate facility.
- D. Copy of health slips will be sent home with students at the end of day or when parent arrives.

In all cases of emergency, a school employee will be designated to accompany the student if a parent or emergency contact is not available.

MEDICATION

A school medication form must be filled out and returned to the school before school personnel can administer prescribed and over-the-counter medication. Medication brought to school must be administered by trained school personnel and must be CLEARLY marked with the child's name. Directions, times, and amounts to be administered should accompany all medicines. A log will be kept of all medications administered in the school office. No students will be permitted to keep medicine in their desks, cubbies, or backpacks, unless medical orders are filed at the front office.

Medication Exception

School laws now permit students to carry and use their asthma inhalers and/or anaphylaxis medication on school premises. The parent of a student wishing to do so must provide the following:

- 1. Written authorization for the student to self-administer their asthma inhaler/anaphylaxis medication; and
- 2. A written statement from a treating physician that the student is capable of self-administration of the device(s); and
- 3. An emergency supply of the student's medication; and
- 4. A written statement holding the school harmless from the student's self-administration of the device.

HEAD LICE (State Law)

Students found to have LIVE head lice will be sent home immediately, and treatment is required before returning to school. Any student prohibited from attending school due to head lice shall present to appropriate school authorities, before the child may re-enter school, certification from a health professional or an authorized representative of the State Department of Health that the

child is no longer afflicted with head lice **OR** proof of treatment and re-entry check performed by school personnel.

Students found to have “pre-lice” will have their parents notified and treatment recommended.

VISION AND HEARING SCREENINGS

The school recognizes the importance of health screenings and will provide such services when possible. Yearly screens occur in the Fall Semester.

SCHOOLS FOR HEALTHY LIFESTYLES

Jones Elementary School has been chosen as a grant recipient for the Schools for Healthy Lifestyles program and was awarded the 2010 Rookie School of the Year. Throughout the school year, you will get information regarding this program. Students, staff, and the community will be encouraged to live a healthy lifestyle by increasing their exercise and making better food choices. Please join us in becoming a healthier community by sending healthy snacks to parties and to your child’s lunches. Also, continue to encourage your child to be active when at home after school and on the weekends.

OUTSIDE FOOD & SNACKS

Items sent to school for snack time consumption in the classroom are encouraged to be store-bought, individually pre-packaged, “healthy” snacks. Examples: pretzels, granola bars, Goldfish, Cheez-Its, popcorn, animal crackers, trail mix, fruit snacks, applesauce, etc. Early Childhood classrooms (PK - 1st) use daily snack buckets. Please be aware of any class food restrictions that teachers communicate.

FOOD SERVICE

Jones Public Schools offers breakfast and lunch at all school sites. All meals meet federal requirements with quantities and contents.

Meals may be purchased using an account set up when students are enrolled in the district. These meal accounts are used much like a bank account. Students can credit their meal account and then use the money in the account each time they wish to purchase a meal. Credits may be made in any amount. We ask that these accounts keep a positive balance and meals be purchased in advance. Child Nutrition will notify you if lunch accounts reach a negative balance.

District Child Nutrition Director: Yesenia Ortega yortega@jonesps.org

COLLECTION OF MONEY

Money being sent to school with students should be enclosed in an envelope with the student's name, amount, purpose, and teacher's name written on the outside for each separate item. Money should be in correct change, whenever possible. All money brought to school will be the responsibility of parents and students.

FREE/REDUCED MEALS

All families will complete a free and reduced-price meal application during online enrollment of the new school year. These may be filled out at any time during the school year. If you don't qualify at the beginning of the year, something may change, and your family could qualify at another time. These applications are completely confidential. This district also utilizes a program called Direct Certification, which is a list that is received directly from the Department of Human Services. Students listed are not required to turn in a free and reduced-price meal application to get approved for free meals. Students who meet this requirement will be notified. Being approved is more than just help for the families that qualify; it also benefits the school in many ways. The number of students who qualify for free/reduced meals determines funds received from the state, funds for federal grant monies, and reimbursement rates received by our school. Please note: Only the Food Service Director is aware of who has qualified for Free/Reduced Lunches. Other staff members and students do not know who is or isn't receiving Free/Reduced Lunches. PLEASE>>> Fill out the application if you think you qualify! It will help our schools and aid your family!

GRADING SYSTEM

The following systems are used at Jones Elementary School

☐ **PreK- Skills Based Checklist**

- Mastery and Non-Mastery Skills and Details will be listed

☐ **Kindergarten – 1st Grade State Standards Checklist**

Grades will be recorded as follows:

- 4.... above grade level
- 3 = A ...on grade level
- 2 = A ...progressing to grade level
- 1 = A ...below grade level
- I = Incomplete due to Chronic Absences

☐ **2nd-5th Grades**

- A=90-100
- B=80-89
- C=70-79
- D=60-69
- F=Below 60
- I = Incomplete due to Chronic Absences

☐ **S-N-U** will be used in various parts of the child's report card.

- S=Satisfactory
- N=Needs Improvement
- U=Unsatisfactory

ACADEMIC REPORTS TO PARENTS

Please check your child's backpack daily. The communication folder will contain school notes/information and graded work and may need an immediate response from you back to the school/teacher.

Progress Reports are sent home during the 5th week of each nine-week period.

Report Cards will be given by Friday after the end of each nine-week period.

1st Retention Notification will be given no later than Winter Break.

Final Retention Notice will be given by the 1st Friday in May.

Parents are encouraged to make an appointment with the teacher at any time they feel a conference is needed. Conferences should be scheduled before and after school hours or by appointment with the teacher through the school office.

HOMEWORK

Homework is considered an important part of the instructional program. Parents are encouraged to set aside a regular time each evening to go over any homework assignments, read for comprehension and/or review math facts. It is obvious when skills have been reinforced at home. When students are absent, parents may request through the office or teacher that homework be sent with a sibling, relative, or neighbor. This will allow time for materials to be organized and sent home.

***** Requests for homework should be made before 12:00 pm each day.**

PROFICIENCY BASED PROMOTION

Proficiency-based promotion is a system which awards credit for a student's knowledge in the core curriculum areas. All students are eligible for proficiency-based promotion if they perform at the 90% or higher level on designated assessments. A fee of \$20.00 will be charged to administer the assessments.

PARENT/STAFF COMMUNICATION VIA EMAIL & TECHNOLOGY

EMAIL

School employees may be contacted by email using their first initial and last names with the school address. Following is an example and address to contact the school principal and assistant principal:

Aimee Wilson, Principal awilson@jonesps.org

Ashleigh Loggins, Assistant Principal aloggins@jonesps.org

Please remember that busy teachers and staff members may only check their email during non-teaching times throughout the school day; therefore, any important, time-sensitive message should be directed by phone to the school office. To receive important school messages, it is necessary for a parent/guardian to update their email with the school office. We have found emailing parents to be very beneficial and time efficient. Our staff expectation is a 24-hour turnaround in communication to parents and that their personal time, outside contract hours, is to be respected.

DISTRICT APP

Download our “Jones App” from the phone's App Store. You will receive alert messages and notifications from the district, as well as any specific school site that you “opt in” to receive.

FACEBOOK

Jones Elementary will be using our Facebook Page: Jones Elementary School as a positive communication tool that highlights all of the wonderful things happening inside our building. Please Like and Follow our page and Share all the amazing things our students and staff are doing!

IN-SCHOOL DISCIPLINE

The purpose of discipline is to maintain good order in the Jones School system. It begins with the student initiating self-discipline. That means following the expectations and regulations of the school and in the various classrooms which he/she attends. Behavior that disrupts the classroom or playground and interferes with the rights of others to teach and learn will not be tolerated.

While under the supervision of the school, the teacher has much the same authority as the parent in restraining, correcting, and controlling the child (State Law sections 125 and 670). Each student at Jones Elementary School, when disciplined, will be treated in a fair and equitable manner, taking into account: the student's attitude, seriousness of the offense, the effect the action has had on others, whether it was injurious to others, habitual or isolated, and any other circumstance that may arise will be considered.

It will not be considered appropriate for a faculty member or administrator to discuss with another parent the discipline of another child in an incident for confidentiality reasons. When punishment is necessary, the following alternatives are available to the teacher and/or principal:

- Behavior counseling by the teacher
- Notification and cooperation with parents
- Behavior Coaching by the principal
- Written referral to the parent/guardian
- Denial of privileges
- Additional assignments
- Temporary removal from class and/or school
- Suspension (In-school or Out-of-School)
- Other alternatives agreed upon by principal/teacher/parent

SUSPENSION

A legislative act relating to schools authorizes the principal to suspend a child from school. A student violating any of the following articles may be suspended from school. The principal shall determine the seriousness of the violation. If a student is suspended from school for 10 days or less, he/she may request work to go home to complete during the suspension. Work must be turned in when the student returns from suspension. Students suspended for more than 10 days

will be provided a “work plan” option for the duration of his/her suspension. All families are given the right to appeal suspensions according to district policy.

DRESS CODE

The students' dress code is based on comfort, safety, and general good taste. Students should dress appropriately for weather conditions and planned activities. Shoes must always be worn. Dress should be in a manner that will not distract or interfere with the instructional environment. All final decisions regarding school dress will be made by the school administration, and students will be provided with alternate clothing when available.

ACADEMIC DISHONESTY

Students who cheat, plagiarize or forge in connection with academic endeavors and/or school procedures are subject to disciplinary action. This is an act of gaining or giving knowledge, assignment or test answer(s) by fraudulent means. The penalty will be a zero for the assignment or test, parental contact, and possible further disciplinary action.

ITEMS NOT ALLOWED AT SCHOOL

Students are highly encouraged to leave any electronics at home. The school is not responsible for any lost or stolen item that is brought to school that is not required for educational purposes. Students should not bring toys, trading cards, athletic items, electronic equipment, or any nonessential personal items onto school property unless authorized by a staff member. Jones Elementary is not responsible for lost or stolen items.

Knives, tobacco, matches, lighters, alcohol, drugs, or any other items that may be deemed hazardous are not permitted at school. The first time an item is taken from a student, the parents will have the opportunity to reclaim it. If there are repeat offenses, the item will not be returned.

WEAPONS

Any student found in possession of a firearm or dangerous weapon while on any public-school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be disciplined, as deemed necessary by the school administration. This could include suspension for one school year.

TELEPHONE USAGE

Students will not be able to use school phones without staff approval, unless in the event of an emergency. If a child has forgotten his/her lunch, he/she will be allowed to charge lunch in the school cafeteria for that day, if necessary.

WIRELESS TELECOMMUNICATION DEVICES/CELL PHONES:

Jones Public Schools is not responsible for damage or loss of cell phones or any other devices that are brought to school.

The Jones Board of Education will implement Senate Bill 139, which requires all public-school districts in Oklahoma to prohibit student use of personal electronic devices between the first bell and the last bell. A personal device is any personal device capable of connecting to a smartphone, the internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones,

laptops, tablets, and smart glasses. Personal electronic devices should not include school-issued Chromebooks. The goal is to foster an environment that prioritizes engagement and connection.

JPS policy provides exemptions for students who need to use a device for medical purposes (e.g., asthma, allergic reaction, glucose monitoring, etc.), natural disaster emergencies, and students who need their device in accordance with their IEP, 504, or medical plan.

Students are allowed to bring cell phones; however, these devices are **not** allowed on their person from the first bell to the last bell of the school day and must be turned off during this time. Students may choose to keep cell phones in their backpacks. The cell phone must be turned off and placed in the backpack from first bell to last bell. Jones Public Schools is not responsible for lost or stolen items.

Students are allowed to use cell phones before and after school but may not possess their cell phones at any time during school hours, including lunch, or it will be considered a violation of the cell phone policy and subject to disciplinary action.

- If a student knowingly allows another student to use his/her cell phone during school hours, the owner of the phone will receive the same discipline as the student who used the phone. Cell phones are not allowed in a student's possession during school hours.
- No pictures or videos are to be taken at any time on campus or while riding the school bus.
- A student must surrender the cell phone when ordered.

Violation of this policy could result in any or all the following:

- Verbal Warning
- Parent Notification
- Lunch Detention
- Phone Kept Daily in Office

REPORTING STUDENT UNDER THE INFLUENCE OF OR POSSESSING NON-INTOXICATING BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES

It shall be the policy of the Jones Board of Education that any teacher, school administrator, or counselor who has reasonable cause to suspect that a student may be under the influence or said student has in his or her possession:

1. non-intoxicating beverages
2. alcoholic beverages, or
3. controlled dangerous substances as the before-mentioned are defined by state law, shall immediately notify his/her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter.

SCHOOL COUNSELOR - Dr. Carla Carmichael ccarmichael@jonesps.org

Our school counselor, Dr. Carmichael, is available to address the concerns of students, teachers, parents, or staff members. The counselor works to facilitate each student's success by supporting and consulting with teachers and administration, collaborating and communicating with parents and families, providing appropriate individual and group counseling, providing classroom

guidance, and making appropriate contact and referrals to community service agencies. The counselor also works with the administration and teachers to plan and implement the standardized testing program, as well as other jobs and duties as deemed necessary.

THREATS/ HARASSMENT/ BULLYING

Jones Public Schools will not tolerate threats. Written and/or verbal threats to another student or a faculty member to do physical harm will be grounds for disciplinary action. It is the responsibility of all stakeholders to report any threat to a staff member immediately. Failure to report a threat can result in disciplinary action.

Bullying is repeated and uncalled-for aggressive behavior, often unprovoked meanness. It is behavior designed to threaten, frighten, or get someone to do something they would not normally do. Types of bullying include physical bullying, emotional bullying, social bullying, and sexual bullying. If a student feels that he/she is being bullied, he/she should tell the teacher, counselor, or building principal immediately. When a parent calls to report a “bullying” incident, he/she will be asked to fill out an Incident Report Form, so all facts and information are well-documented. After receiving the written document, administrators will investigate thoroughly.

Harassment is any type of unwelcome conduct directed toward a student or employee. This conduct may include touching, verbal comments (bashing), name-calling (teasing), spreading rumors, gestures, suggestive sounds, or assault. Harassment is illegal and will not be tolerated at Jones Public Schools. If a student is involved in any way in such actions, he/she will be sent directly to the principal’s office. The actions will be investigated, and the parents may be called. Violation of this policy may result in suspension from school. Incidents of harassment should be reported to a teacher or an administrator immediately.

COMPLAINT OR CONCERN

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with whom the problem exists.
2. Contact the building principal if the problem continues.
3. Contact the Superintendent if the problem is not resolved.

TEXTBOOKS/LIBRARY BOOKS

The Jones School District provides textbooks/library books at no charge for use by its students. The books remain the property of the district and must be returned in good condition. Students are not to write in any book or abuse it in any way. Students who lose their book(s) or cause damage will be required to pay replacement costs.

LOST AND FOUND

It is important to mark coats, sweaters, hats, gloves, backpacks, lunch boxes, and other personal property to increase the chance of students claiming items. Clothing or other items that are not marked are placed in the Lost and Found box. All unclaimed items will be given to a local charity

at the end of each semester. Students and parents are encouraged to look for misplaced items in the Lost and Found Area.

SCHOOL CELEBRATIONS/SPECIAL OCCASIONS

Two School-wide celebrations will be hosted, one in each semester. All celebrations will be scheduled and communicated by the classroom teachers. All events will end and hallways cleared by 2:30 pm for the safety of our students.

JES does not accept outside deliveries for students. Please refrain from sending snacks for a student's birthday, as well as flowers, gifts, etc., on holidays or special occasions. Teachers should not be asked to deliver personal student party invitations via the classroom unless ALL students in the classroom will be receiving an invitation.

NOTE: Due to safety concerns for our students, we do not permit home-baked goods as party treats or class snacks. All treats should be pre-packaged by the manufacturer. If single, packaged snacks are not provided, snacks such as popcorn, chips, and Goldfish are to be distributed; the adult should wear protective gloves. Students should not use the "self-serve" method or "pass out" snacks to fellow students that require such protection.

State law requires that snacks and rewards must meet a "minimal" nutritional value when dispensed in a public school. We ask parents to keep this in mind when planning parties and classroom snacks, as well as student lunches.

FUNDRAISING

Activities related to school-related fundraisers are voluntary. There should be no soliciting funds on school property without administrative approval. Students are asked not to bring items to "sell" to school.

ASSEMBLIES

A variety of educational and entertaining assemblies are presented at regular intervals. These assemblies provide our students opportunities to demonstrate courtesy, cooperation and consideration that they have been taught at school and at home. There may be visitors at our assemblies, and it is a credit to the student body when they are able to comment on the courtesy of the students toward speakers, performers, and guests.

Please refer to our building communications and calendars for dates and times of assemblies.

Many of our school assemblies and performances will be streamed through Facebook Live for families to watch.

SAFETY DRILLS

The safety of students and staff is of the utmost importance in the development of emergency procedures. Security drills are required by law, are an important safety precaution, and are practiced throughout the school year. The classroom teacher will give instructions for fire, tornado, lockdown, and other emergency procedures for each classroom. If the building must be evacuated to another location, all staff and students will follow the directions of the Administration and Local

Disaster Team. A large sign will be posted on the entrance doors with the following information:
Evacuation Location/Contact: (JAG) Jones Assembly of God Gym

Information: If a tornado warning is issued for our immediate area, all students and staff members will be placed in one of the Safe Rooms, and all outside doors will be secured/locked to provide the utmost possibility of safety. When an “all clear” is given, the doors will be opened to allow students to be checked out by parents/guardians. Since there is no “extra” room for community members during school hours, it is advised that parents/guardians remain in a safe area until the warning is lifted and students are allowed to leave the safe room. Please understand... opening the doors of the safe room to release students during a storm will place the entire school population in danger.

Designated Reunification Site: JAG (Jones Assembly of God) Gymnasium

LOCK DOWN: If a situation occurs that threatens the safety of students, a lockdown may be implemented. Students will be in a safe location and will not be available for pickup until the district and appropriate authorities determine the lockdown will cease, and it is deemed safe to return to the classrooms or for students to be released to those who are authorized to pick up the child/children. Notifications will be sent via Jones App Alerts

EMERGENCY CLOSINGS

The Superintendent may close the district’s schools, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action. A message will be sent to parents via School Messenger, as well as posted on the local news and radio stations. Please download the district Jones App for immediate alert notifications.

REPORTING CHILD ABUSE OR CHILD NEGLECT

In accordance with state law, any District employee who has reasonable cause to know or suspect that a student under the age of eighteen (18) has been subject to abuse or neglect or who has observed the child being subjected to circumstances of abuse or neglect shall immediately report or cause to be reported such situation to the Department of Human Services. Such reports shall be made according to district procedures. Employees shall not contact the student’s family or others to investigate any suspected abuse or neglect.

DISTRICT PROVIDED TRANSPORTATION

The Jones Public School Board of Education has established the policy that riding a bus is a privilege. Students not observing these safety regulations and guidelines could be subject to loss of riding privileges. It is important that every student be entitled to a safe trip to and from school. Bus riders are subject to being video/audio taped while on the school bus.

Jones School buses are at capacity; therefore, each student will be assigned to one (1) bus. This may not be changed without approval from the site office and the transportation director. If a student rides a bus other than the assigned bus without permission from the site office, discipline measures may be taken.

The site office must be contacted in writing or by phone from the parent/guardian for an alternate bus route request. An alternate bus route request will only be honored in extreme emergency

situations. If the request is approved, the student will then be given a “*boarding pass*” for special permission to ride another bus other than his/her route bus.

BUS RESPONSIBILITIES AND REGULATIONS FOR STUDENTS

1. Courtesy transportation (riding an alternate bus for such activities as private music practice, outside school activities, after school activities as a spectator, birthday parties, or going to visit friends or other students) is not permitted. In rare emergency situations, permission may be given to ride an alternate bus. The office must be contacted and permission granted by the site administrator. If permission is granted, the student will be given a “*boarding pass*” that must be submitted to the bus driver at the time of boarding.
2. The site administrator may deny any bus transportation to and/or from school if the rider chooses not to cooperate with the driver.
3. Be on time at the designated school bus stops to help keep the bus on schedule. Wait for the bus to come to a complete stop before trying to board. If you must cross a road, wait for the bus driver to signal you across with a wave of his hand. Always cross at least 10 feet in front of the bus.
4. When necessary, there could be at least three people in a seat. Students may not save seats for other students. Students must sit facing the front.
5. Students will be assigned a seat. Students are to remain in his/her assigned seat for the entire route until reaching their designated stop. Students are required to use the bus stop nearest their home.
6. Any alternate stops must be approved in advance with the site office. The parent/guardian of the student must contact the office. If permission is granted, the student will be given a note stating approval of the alternate bus stop.
7. Any damage to bus fixtures or equipment must be paid by students responsible for the damage.
8. Keep the aisles clear of items, such as musical instruments, school projects, bags, etc. If you must carry personal items on the bus with you, please hold them in your lap or store them under the seat. Flowers, balloons, and other party favors are not permitted on the bus.
9. At no time will a student put hands, head, or other parts of his/her body outside the window. Students should not talk to others outside the bus.
10. Do not be loud or boisterous on the bus. Excessive noise can distract the driver and could result in a serious accident.
11. Do not throw objects inside or outside the bus. This could obstruct the view of an oncoming vehicle and result in an accident or cause the driver to stop suddenly, causing injury to passengers.
12. No spitting inside the bus or outside the window of the bus.
13. Food or beverage may not be sold or consumed on the bus. If the driver had to suddenly stop, a student could choke if they were consuming food. Loose papers or food may cause a slipping hazard. This includes gum, suckers, and other candy.
14. Fighting, harassment, intimidation, bullying, abusive language or gestures, failure to cooperate with school personnel, possession and/or use of drugs, tobacco, alcohol, weapons, lasers, lighters, matches, etc., are major violations that may result in automatic bus suspension or revocation of your riding privilege.
15. Any student(s) who observe(s) or are the victims of any harassment, intimidation, and/or bullying behavior should report any such incident(s) to the bus driver when it happens. If, for some reason, a student is not comfortable reporting such incident(s) on the bus, the student should make the report as soon as possible to his or her principal, counselor, or teacher.
16. The student shall help to keep the bus clean.

17. Any item that is prohibited at school is also prohibited on the bus.

BUS DRIVER RESPONSIBILITIES

1. The school bus is considered an extension of the classroom.
2. Drivers have the authority to enforce all bus rules. Students refusing to obey the rules will be reported to the site principal and may lose bus-riding privileges.
3. Bus drivers/site administrators must discuss the bus regulations with students at the beginning of each school year.
4. The bus driver will assign each student a seat.
5. The driver must address all incidents seen for the safety of all the riders
6. The driver should keep the bus clean for the health and safety of the riders.
7. The driver should inform administration of any incidents or problems.

BUS RESPONSIBILITIES OF PARENT/GUARDIAN

1. It is the parents' responsibility to discuss the *Bus Responsibilities and Regulations* with their student/s and to work with administration to uphold these provisions.
2. The parent must assume responsibility for the behavior of their student while riding the bus.
3. ***IF A STUDENT'S BUS PRIVILEGES ARE REVOKED, THE PARENT MUST PROVIDE TRANSPORTATION TO AND FROM SCHOOL FOR THEIR STUDENT UNTIL WHICH TIME PRIVILEGES ARE REINSTATED.*** Bus suspension shall be served on consecutive days, even if it is an inconvenience to parents.

BUS MISBEHAVIOR CONSEQUENCES

1st Referral: Student and parent will be notified, and appropriate action will be taken. *Referral is to be signed by parent and returned to school.

2nd Referral: Student and parent will be notified. The student may be subject to suspension of riding privileges for up to five school days. *Referral is to be signed by parent and returned to school.

3rd Referral: Student and parent will be notified. The student is subject to suspension of riding privileges for up to the equivalent of one semester.

4th Referral: Student and parent will be notified. The student is subject to suspension of bus riding privileges for up to the equivalent of two semesters.

Immediate loss of riding privileges results without receiving previous warnings if a student's behavior directly jeopardizes the safe operation of the school bus or directly challenges the authority of the bus driver. In this case, a driver may remove a student from the student's school site when released to an administrator; the parent will be required to provide transportation.

The discipline steps listed may be altered if the student's behavior merits a more severe disciplinary action to correct the behavior. When bus riding privileges are removed for the given number of days, there will be no flexibility regarding the consecutive days involved. It is important

to have a time separation between the driver and student. Your cooperation and understanding is greatly appreciated.

BUS EXTRACURRICULAR TRIPS

The transportation rules and regulations apply to all trips under school sponsorship. Misconduct will be reported immediately to the principal. Persistent improper conduct may cause the student to be deprived of bus riding privileges and attending extracurricular trips. Bus riders are subject to being video/audio taped while on the school bus.

FIELD TRIPS

Educational trips may be scheduled throughout the year. Field trips are considered appropriate extensions of the classroom and should stimulate student interest and inquiry in the subject being taught. To participate in these activities, students must have parental permission and pay the appropriate fees. In addition, regular attendance, academic effort, and behavior must be satisfactory to attend the field trip. Students are expected to adhere to all rules, regulations, and policies formulated by the Administration and the Board while on school-sponsored field trips. Students will be counted absent if they ride in a personal vehicle to a field trip or event. Students may be transported from the field trip or event by their parents without penalty, if arrangements have been made with the classroom teacher. Adults, other than parents/guardians, may transport children only with written parental permission.

BEHAVIOR AT SCHOOL SPONSORED EVENTS

Elementary students are expected to be on their “best behavior” at extracurricular events. Students are NOT allowed to bring balls and/or toys to sporting events. They should be seated for most of the event, not “wandering” about. *Parents are asked to always know the whereabouts of their child/children and assist in making sure they are behaving in an appropriate manner. Students are expected to discipline themselves and demonstrate appropriate behavior at all school-related activities and events at home or away. The students should act in such a manner that their behavior will be a credit to the individual, his/her family, the school, and the community. The administration will work closely with students who have difficulty in adjusting their behavior to meet school expectations and comply with school policies and regulations. One or more of the following actions or a similar type of action will be taken when a student’s behavior is unacceptable:

- 1. Student conference with the administrator
- 2. Notify and/or confer with parents.
- 3. Leave school-sponsored event/field trip
- 4. Special privileges such as attending future school-sponsored events or participating in school activities or events revoked.
- 5. Suspension

LOITERING

In accordance with OK State Statute OS 2101376, orders to leave institutions of learning grounds-penalty, the chief administrative officer, or any designated by him to maintain order at an institution

of learning, shall have the authority and power to direct any person to leave the institution of learning who is not a student, officer or employee thereof, and who

(1) interferes with the peaceful conduct of activities at an institution of learning; or

(2) commit an act which interferes with the peaceful conduct of activities at an institution of learning; or

(3) enters the institution of learning for the purpose of committing an act which may interfere with the peaceful conduct of activities at an institution of learning. B. Violation of the above State Statute is a misdemeanor. Any person to whom this section applies, who fails to leave the institution of learning as directed or returns within thirty (30) days thereafter, without obtaining written permission from the chief administrative officer, shall be guilty of a misdemeanor. 18

TITLE I – PARENTS RIGHT TO KNOW

Every parent of a student in a Title I school has the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following: If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught; If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived; The teachers baccalaureate degree major, graduate certification, and field of discipline; and Whether the student is provided services by paraprofessionals, and if so, their qualifications

HOMELESS STUDENT INFORMATION

The Homeless Education program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 USC 11431 et seq.). The McKinney-Vento Act was enacted to address the numerous barriers homeless children face in obtaining free, appropriate public education. The Act ensures educational rights and protections for children and youth experiencing homelessness, including the following:

- The right to immediate enrollment in school, even if paperwork normally required for enrollment is lacking.
 - The right to attend school in his/her school of origin (if this is requested by the parent and is feasible) or if the school is in the attendance area where the family or youth is currently residing.
 - The right to receive transportation to his/her school of origin, if this is requested by the parent.
 - The right to services comparable to those received by household schoolmates, including transportation and supplemental educational services.
 - The right to attend school along with children not experiencing homelessness. Segregation based on a student's status as homeless is strictly prohibited.
 - The posting of homeless students' rights in all schools and other places around the community.
- For more information: <http://sde.state.ok.us/NCLB/Homeless.html>

EXCEPTION CLAUSE

Any rule or regulation printed in this student handbook may be changed by the Board of Education at any period during the year. The Jones Public Schools, district I-009, does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability. 19 Notification of Rights

under FERPA for Elementary and Secondary Institutions. The Jones Public Schools will keep records necessary to provide programs to meet a student's educational needs and interests. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 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 plan 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 is inaccurate. Parents or eligible students may ask the district to amend a record that they believe is inaccurate. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate employment 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 serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The district will not further notify parents or eligible students prior to such transfer of records. Parents and students have a right to obtain copies of records transferred under this provision.

(4) The right to file a complaint with the US Dept. 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 are: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605

(5) The district proposes to designate the following personally identifiable information contained in a student's education record as "directory information", and it will disclose that information without prior written consent. The student's name, names of the student's parents, date of birth, class designation (i.e., first grade, tenth grade, etc.), extracurricular participation, achievement awards or honors, weight and height if a member of an athletic team, photograph, and school or school district the student attended before he or she enrolled in the Jones School District. After the parents or eligible students have been notified, they will have two weeks to advise the school

district in writing (a letter to the school superintendent's office) of any or all the items they refuse to permit the District to designate as directory information about a student.

(6) The district will arrange to provide translations of this notice to non-English speaking parents or eligible students in their native language.

NON-DISCRIMINATION POLICY

Jones Elementary School is dedicated to fostering a learning environment that is safe, supportive, and inclusive for every student, staff member, and family. In accordance with federal and state laws, Jones Elementary does not discriminate on the basis of race, color, national origin, ancestry, sex, gender, gender identity or expression, sexual orientation, disability, age, religion, marital status, military or veteran status, or any other characteristic protected by law in any of its educational programs, activities, or operations.

This policy applies to all aspects of school life, including enrollment, instruction, counseling services, extracurricular activities, school-sponsored events, and employment practices.

Harassment, discrimination, or retaliation of any kind is not tolerated and will be promptly addressed in accordance with district policy and applicable laws.

If you believe you have experienced or witnessed discrimination or harassment, please report it to the school principal or contact the district's Title IX or equity coordinator.

Coordinator:

IX - Shawn Blankenship

Sblankenship@jonesps.org

504 - Amy Hopkins

Ahopkins@jonesps.org

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WELCOME

The middle school administration, faculty, and staff welcome you to a new school year. Jones Middle School is a place of not only academic excellence but also a place where students can call home.

It is our hope that this will be an outstanding year for all of us. Our first concern is the welfare, development, and educational progress of the students placed in our care. Your cooperation with the policies outlined in this information handbook will contribute to a successful year.

Educating your child is our primary responsibility. The faculty and staff of Jones Middle School arrive every day determined to fulfill that responsibility. We do this by being knowledgeable of the content and pedagogy, knowing each student's individual needs, and creating a structured, disciplined, and safe learning environment. We set high expectations and provide supportive systems to ensure they are met.

We welcome your support, involvement, and participation in our great school and look forward to a new year.

It's a Great Day to Be a Longhorn!

Garrett Davis
Principal
Jones Middle School

JONES MIDDLE SCHOOL MISSION STATEMENT

Jones Middle School strives to develop students with inquiring minds who are on the path to college and career preparedness. Through innovative techniques and high expectations, our faculty challenges students to be goal-oriented, critical thinkers. Our safe learning environment fosters a sense of community, empowering students to be motivated, self-discipline, responsible members of society.

Non-Discrimination Policy

Jones Middle School does not discriminate on the basis of race, color, national origin, gender, sex, age, disability in admission to its programs, service, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Jones Middle School does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to:

Mr. Garrett Davis
Jones Middle School Principal
16011 NE Wilshire
Jones, OK 73049
405-399-9114

Title IX

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Any person who believes that the school district has violated Title IX is encouraged to file a discrimination complaint by contacting:

Shawn Blankenship
Jones Superintendent
9200 Hiwassee Rd
Jones, OK 73049
405-399-9215

I.D.E.A.

All eligible children with disabilities, beginning at age 3, who are residents of the Jones Public School District, have the right to a Free Appropriate Public Education (FAPE) as mandated by the Individuals with Disabilities Education Act (IDEA) Amendments of 1997. Exceptions to FAPE for certain ages are noted under Section 300.122 of the Federal Regulations. Jones Public School District is responsible for locating, evaluating, and identifying children with disabilities.

Amy Hopkins
Jones Special Education/504 Coordinator
304 Dr. Lee Simmons
Jones, OK 73049
405-399-9122

EVERY STUDENT SUCCEEDS ACT – PARENT’S RIGHT TO KNOW

The Every Student Succeeds Act is a federal legislation that was signed by President Obama in December 2015. A provision of this act gives parents of each student the right to request information regarding the professional qualifications of the student’s classroom teacher(s) including:

- Whether the teacher has not met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria has been waived.

- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and if so, their qualifications.

Parents who wish to request information regarding the professional qualifications of the student's classroom teacher(s) may deliver or mail a written request to:

Mr. Garrett Davis
Jones Middle School Principal
16011 NE Wilshire
Jones, OK 73049
405-399-9114

A written response will be mailed to the parent within 10 working days. Additionally, the school district is required to provide the parents of each child:

- Information on the level of achievement of the parent's child on each of the state academic assessments. This information will be provided to the parent in written form after they are received by the school district from the State Department of Education.
- Timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

STATE ATTENDANCE LAWS

SECTION 229 states "It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of five (5) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session... It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years and who has not finished four (4) years of high school work, or received an education by other means to neglect or refuse to attend and comply with rules of some public, private or other school for the full term the schools of the district are in session." "It shall be the duty of any parent, guardian, or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absence of such child. After investigation of the facts relating to the absence of any child or children from school, the attendance office shall, if justified by the circumstances, promptly give written notice... that the attendance of such child is required in some public, private or other school. If within 5 days thereafter, such parent, guardian or custodian does not comply, then such attendance officer will make complaint against the parent, guardian or custodian of such student in a court having competent jurisdiction for such violation."

ATTENDANCE

Attendance is a vital part of the learning process and is a key to getting a good education and promotion to the next grade. Every student should attend school regularly. Regular attendance at school is necessary for students to fully benefit from the educational experience, teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible. Students who are frequently absent are putting their promotion and future in jeopardy. Attendance is the law.

A student must be in attendance for at least ½ day to participate in evening activities including, but not limited to athletics, vocal, drama, band, and dances. Students may be allowed to participate at the discretion of administration due to extenuating circumstances.

ABSENCES

The school is accountable for students' attendance. If it is necessary for a student to be absent, it is the responsibility of the parent/guardian to follow the policies concerning absences as set forth in the *Student Handbook*. Students who arrive with less than ½ of a class period left will be counted as **absent** for that **child to receive an excused absence. (See list below)**. No student will receive an excused absence without proper documentation. Documentation should be presented at the time of return from the absence(s). It is easier to get documentation at the time of the absence. The administration may ask for medical documentation, obituaries, or legal/court documents at any point during a period of absences for any student. **Original documentation must be presented; copies will not be accepted.**

It is the parents'/guardians' responsibility to inform the school about the circumstances surrounding their student's absence. It is the principal's responsibility to determine if an absence is excused or unexcused using parental input and teacher input as part of the criteria in this determination.

VALID EXCUSED ABSENCES

1. Sudden illness (fever above 100.4°, vomiting, etc.)
2. Acute or chronic illness under doctor's care
3. Religious ceremonies
4. Funerals
5. Court appearances
6. Driver's license test
7. Tribal or religious rituals
8. A short-term family emergency
9. A long-term family situation (**Prior written notice of the absence must be submitted to the building principal.** An education plan will be developed that addresses the student's required work, the due dates of the work, and the current number of absences).
10. Weather related incidents (approved by administration).

EXCESSIVE ABSENCES

Unless granted relief by the site principal, students will receive no credit after the 10th absence per semester. (A *semester* is defined as one-half the school year. The first semester includes the period of time from the first day of class in August until the last day of class in December. The second semester includes the period of time from the first day of class in January until the last day of class in May). If proper documentation for an excused absence is submitted to the site principal, the absence will not count for purposes of passing and failing. This does not mean a student has 10 sick leave days; it means the school understands emergencies arise.

If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester session, the attendance officer (**principal or his/her designee**) shall notify the parent, guardian or custodian of the child and immediately report such absences to Jones Police Department for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

- Students who are absent more than ten (10) days during a semester session will not receive credit for that course in that semester session. A grade of 59 or the student's grade, whichever is the lesser, will be entered on the student's transcript.
- For students enrolling late, and who have not been in any school, the ten (10) days allowable will be converted into a percentage for the number of days in that semester session. These students

will be allowed only that percentage of the time that they are on roll. Therefore, the total days allowable will be less than ten (10) days.

- Students enrolling from other schools will be charged with absences accrued at their previous school.
- Parents who believe that the student's excessive absences were due to extenuating circumstances may request that the student's case be reviewed by submitting an appeal.
- All appeals for failing grades due to absences shall be submitted to the administration on the appropriate forms **within two weeks** of the issuance of the failing grade.
- Students who have excessive absences may not be allowed to attend school activities held during school hours.

UNEXCUSED ABSENCE

All other absences that are not reported by the parents and listed under "**VALID EXCUSED ABSENCES**" will be classified unexcused. Students who have unexcused absences must make up work as directed by the teacher. Learning is a continuous process. Attendance is crucial. Class time missed can hinder this process.

TRUANCY

If a student leaves school without first receiving clearance from the office, s/he will be considered truant. Juveniles, 5-18 years of age, found in a public place during normal school hours without a valid, documented excuse from his/her school or parent/guardian are considered truant. (*A public place* is defined as any area accessible to the general public, including public parks and lakes, streets and highways, businesses, schools (not their own), public and private transportation, whereby the juvenile is not accompanied by a parent or guardian).

Students who are truant must make up work as directed by the teacher. Learning is a continuous process. Attendance is crucial. Class time missed can hinder this process.

REQUEST FOR WAIVER OF MANDATORY ATTENDANCE RULE

Students who are absent more than ten (10) days during a semester session will not receive credit for that course during that semester session. A grade of 59 or the student's grade, whichever is the lesser, will be entered on the student's transcript.

Parents who believe that the student's excessive absences were due to extenuating circumstances may request that the student's case be reviewed by submitting an appeal. Excessive absences due to a vacation are not considered in an appeal. All appeals for failing grades due to absences shall be submitted to the administration on the appropriate forms within two weeks of the issuance of the grade.

Original documentation must be presented; copies will not be accepted. Appeals must include all documentation to be considered by administration. Allowable documentation is listed under "**VALID EXCUSED ABSENCES**".

MAKE-UP WORK DUE TO AN ABSENCE

Students absent for two days or less may pick up their make-up work when they return to school. When students are expected to be absent for more than **two** days, parents may call the school to make arrangements to pick up work. Please call before 10:00 a.m. and plan to pick up the work after 2:00 p.m. and no later than 3:45 p.m. The student is responsible for keeping up with daily assignments and completing the work missed due to his/her absence. The student may be required to make appointments with teachers during lunch time or after school to discuss missed assignments. **Students have one day per absence to make up work before it will be considered late. Absent one day = one day to make up work**

ACTIVITY ABSENCES

Activity absences are defined as absences in which the student is participating in a scheduled, organized school activity where a school sponsor is present. Most activity absences are associated with athletics, drama, band, choir, etc. Class field trips are usually considered an extension of the school day and may not be categorized as an absence of any type. The administration will be responsible for determining if the activity is an absence. Students are allowed only 10 activity absences per year. Students must be in attendance the day before and the day after the school activity. If a student does not meet these requirements, participation in future activities will be at the discretion of the coach and administration.

The Jones Board of Education endorses the concept of students being in the classroom with a minimum loss of time for activities. The administration, however, recognizes that extracurricular activities, when properly planned, regulated and conducted in an appropriate environment, represent an essential part of the educational experience at Jones Public Schools.

- a. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are school sponsored contests at the district, state, and national levels. State and national contests are those for which a student must earn the right to participate.
- b. The Jones Board of Education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten days absence rule shall not exceed five days.
- c. Jones Public Schools shall be responsible for maintaining an addendum to the attendance records to verify the conditions within the school system that apply to (A) above.
- d. A student with excessive absences may jeopardize attendance to school activities during the day.

TARDINESS--LATE

The **beginning of the school day** is very important to the success of each child. When a student is late at the beginning of the day, not only does the student miss out on important learning experiences and information, but his/her classroom is disrupted, impacting the learning process for all students. The designated start time for the school day is 8:15 a.m. Students arriving after the designated start time with more than ½ of the class period remaining will be considered tardy.

If a student is tardy, s/he must be checked in at the office by a parent/guardian and provide documentation of reason for tardiness (See “VALID EXCUSED ABSENCES” for acceptable excuses for tardiness). No student will receive an excused tardy without proper documentation). Documentation must be presented at the time the student returns to school. All parental/guardian requests for excused tardies, anytime during the school day, must be received before student’s clearance to class is written.

Students who are tardy are expected to make up work and will receive full credit for such work. It shall be the responsibility of the student to get the work missed and present the work on the next school day or at the direction of the teacher.

The administration may ask for medical documentation, obituaries, or legal/court documents at any point tardies are excessive.

UNEXCUSED TARDIES

All tardies that are not stated under “**VALID EXCUSED ABSENCES**” will be classified unexcused. Students who have unexcused tardies must make up work as directed by the teacher. The work may be

more difficult and intense. Learning is a continuous process. Attendance is crucial. Class time missed can hinder this process.

NOTE: Oversleeping, being late from lunch, etc., are not excused tardies and consequences for tardies apply.

EXCESSIVE TARDIES

Excessive tardies will be classified in the following manner:

Three (3) excused/unexcused tardies = One (1) unexcused absence

Students who are charged with an unexcused absence due to excessive tardies will be referred to the principal. The principal will determine what action is necessary to prevent the student from failing due to excessive tardies. The situation will require student and parent involvement and may require further disciplinary action. Students considered by the principal to be chronically tardy may have additional disciplinary action including ISP. Tardies are classified per each semester session.

CLASSROOM TARDIES

Classroom tardies will be handled by each individual teacher. The student may be assigned detention if not in his/her assigned seat when the bell rings for class to begin.

PROCEDURES FOR CHECKING OUT/IN STUDENTS DURING THE SCHOOL DAY

Parent/guardian/designated person must come to the office to check-out his/her student. Students will only be called to the office after parent/guardian/designated person arrival to minimize loss of instructional time. Students checked out for appointments need to provide original documentation of the appointment to the JMS office.

If special circumstances arise concerning checking a student out of school during the day, the parent/guardian of the student must contact the site office if the person checking out the student is not listed on the *check-out-card*. If a student leaves school without first receiving clearance from the office, s/he will be considered truant and subject to appropriate disciplinary action.

Photo ID is required when checking out or visiting your student. Please do not be offended if we ask for your ID. It is for the safety of our students.

ENROLLMENT PROCEDURE

A student enrolling in the Jones School District must be enrolled by one of the following:

- ✓ *Student's parents*
- ✓ *Student's guardian*
- ✓ *Person having legal custody of the student*

Verification/documentation and photo ID will be required.

All prospective applicants for enrollment in the Jones School District **MUST** furnish the following before enrollment will be considered complete.

- 1.** Documentation that the applicant for enrollment's parent/legal guardian/custodian holds legal residence in Jones School District or transfer approved by the Jones Board of Education. **Legally, a person can only have one domicile or place where a person resides.**
- 2.** The applicant for enrollment must have a withdrawal form from the student's previous school attended, or a transcript/report card from the previous school attended by the student.

3. The counselor or principal will contact the previous school attended for academic and discipline records and/or other information pertinent to enrollment.
4. All applicants for enrollment must have updated immunization records or a *Certificate of Exemption* on file in the JMS office before enrollment is considered complete. The exemption form may be obtained in the Middle School office.
5. First time enrollees in the Jones School District must have a copy of the student's birth certificate.

RESIDENCY POLICY

Residence is defined as the school district in which the parents, guardian, or person having legal custody holds a legal residence. Legally, a person can only have one domicile or place where the person resides. Parents moving from one district to another for the sole purpose of having their children attend school and who do not move into the district to reside permanently, but only while the schools of the district are in session, do not establish a legal residence in the district.

THE FOLLOWING DOCUMENTATION(S) MAY BE USED FOR PROOF OF RESIDENCE:

- a. Proof of payment of local personal income tax or ad valorem taxes at an address located within the school district in which the applicant for enrollment *actually* resides.
- b. Title to residential property in the district, or a valid unimpaired lease agreement, or receipts for payment of rent on a district resident in which the applicant for enrollment actually resides.
- c. An electric bill at an address located within the school district in which the applicant *actually* resides. The electric bill must be in the name of the applicant student's parent, legal guardian, or legal custodian, and must show a physical address located within the school district. No post office boxes will be accepted as proof of residence. If any other name appears on the electric bill, an ***affidavit** must be signed.
- d. If a family is living with a host family in the Jones School District, the host family must sign a notarized ***affidavit** verifying this family residence. **Residence affidavits will be required at the beginning of each year.**

***NOTE: affidavit--** *If it is found that the individual attesting to the affidavit has knowingly made statements that were false, this person can be convicted of a misdemeanor punishable by imprisonment in the county jail for not more than one year or a fine of not more than \$500.00 or both.*

If residence is questionable, administration or his/her designee has the right and responsibility to verify proof of residence.

WITHDRAWAL FROM SCHOOL

A student withdrawing from Jones Public Schools can only be withdrawn by one of the following:

- ✓ *Student's parents*
- ✓ *Student's guardian*
- ✓ *Person having legal custody of the student (documentation must be provided)*

Verification/documentation and photo ID are required.

In order to ensure proper handling of school records and to facilitate entrance into another school, a parent/guardian wishing to withdraw his/her child from school shall do the following:

1. Contact the office.

2. Please allow 24 hours to complete withdrawal.
3. The student's parent/guardian/legal custodian should visit the JMS office to explain the reason for withdrawal.
4. The withdrawal form must be properly endorsed by all subject teachers, the librarian, lunch personnel, the counselor's office, the attendance registrar, and the principal.
5. All textbooks belonging to the Jones School District must be returned in satisfactory condition.
6. All lunch charges/library fees/other financial obligations to the school must be paid.
7. If textbooks are not returned in good condition and/or financial obligations are not fulfilled, records will not be issued to the parent/guardian.
8. If the withdrawal form is complete according to the above stipulations, a copy of the completed withdrawal form and any other records will be given to the person that initially requested the withdrawal.
9. Withdrawal may be by administrative action, if the student has had ten (10) consecutive unexcused absences.

MORNING ARRIVAL AT JMS

- The day begins at 8:15 a.m.
- Students should not arrive before 7:40 a.m. There will not be anyone on duty until this time. If a student arrives before 7:40 a.m. the school is not responsible for his/her supervision.
- Students will report to the gym.
- Students may purchase breakfast from 7:45 a.m. - 8:07 a.m.
- When the warning bell rings at 8:07 a.m., students will report to their 1st hour class or to the designated area as directed by the duty teacher/administrator.
- Students who arrive to their 1st hour class after 8:15 a.m. will be considered tardy and must report to the office for an admittance slip.

AFTERNOON DEPARTURE FROM JMS

- The day ends at 3:15 p.m.
- The bus area should be kept clear for the incoming buses.
- Students are not to walk between parked buses.
- Parents picking up students in vehicles should park at the SE end of the parking lot.
- Drivers should not leave cars in the pick-up area unattended at any time. If you need to come into the building, please use the parking in south of the main entrance.
- The middle gate is the designated exit gate.
- Vehicles should use extreme caution when exiting the parking lot area.

TRANSPORTATION

The Jones Public School Board of Education has established the policy that riding a bus is a privilege. Students not observing these safety regulations and guidelines could be subject to loss of riding privileges. It is important that every student be entitled to a safe trip to and from school. Bus riders are subject to being video/audio taped while on the school bus.

Jones School buses are at capacity; therefore, each student will be assigned to one (1) bus. This may not be changed without approval from the site office and the transportation director. If a student rides a bus other than the assigned bus without permission from the site office, discipline measures may be taken. The site office must be contacted in writing or by phone from the parent/guardian for an alternate bus route request. An alternate bus route request will only be honored in extreme emergency situations. If the request is approved, the student will then be given a "*boarding pass*" for special permission to ride another bus other than his/her route bus.

BUS RESPONSIBILITIES AND REGULATIONS FOR STUDENTS

1. Courtesy transportation (riding an alternate bus for such activities as private music practice, outside school activities, after school activities as a spectator, birthday parties, or going to visit friends or other students) is not permitted. In rare emergency situations, permission may be given to ride an alternate bus. The office must be contacted and permission granted by the site administrator. If permission is granted, the student will be given a “boarding pass” that must be submitted to the bus driver at the time of boarding.
2. The site administrator may deny any bus transportation to and/or from school if the rider chooses not to cooperate with the driver.
3. Be on time at the designated school bus stops to help keep the bus on schedule. Wait for the bus to come to a complete stop before trying to board. If you must cross a road, wait for the bus driver to signal you across with a wave of his hand. Always cross at least 10-feet in front of the bus.
4. When necessary, there could be at least three persons in a seat. Student may not save seats for other students. Students must sit facing the front.
5. Students will be assigned a seat. Students are to remain in his/her assigned seat for the entire route until reaching their designated stop. Students are required to use the bus stop nearest their home.
6. Any alternate stops must be approved in advance with the site office. The office must be contacted by the parent/guardian of the student. If permission is granted, the student will be given a note stating approval of the alternate bus stop.
7. Any damage to bus fixtures or equipment must be paid by students responsible for the damages.
8. Keep the aisles clear of items, such as musical instruments, school projects, bags, etc. If you must carry personal items on the bus with you, please hold them in your lap or store them under the seat. Flowers, balloons, and other party favors are not permitted on the bus.
9. At no time will a student put hands, head or other parts of his/her body outside the window. Students should not talk to others outside the bus.
10. Do not be loud or boisterous on the bus. Excessive noise can distract the driver and could result in a serious accident.
11. Do not throw objects inside or outside the bus. This could obstruct the view of an oncoming vehicle and result in an accident or cause the driver to stop suddenly, causing injury to passengers.
12. No spitting inside the bus, or outside the window of the bus.
13. Food or beverage may not be sold or consumed on the bus. If the driver had to suddenly stop, a student could choke if consuming food. Loose papers or food may cause a slipping hazard. This includes gum, suckers, and other candy.
14. Fighting, harassment, intimidation, bullying, abusive language or gestures, failure to cooperate with school personnel, possession and/or use of drugs, tobacco, alcohol, weapons, lasers, lighters, matches, etc., are major violations that may result in automatic bus suspension or revocation of your riding privilege.
15. Any student(s) who observe(s) or are the victims of any harassment, intimidation, and/or bullying behavior should report any such incident(s) to the bus driver when it happens. If, for some reason, a student is not comfortable reporting such incident(s) on the bus, the student should make the report as soon as possible to his or her principal, counselor, or teacher.
16. The student shall help to keep the bus clean.
17. Any item that is prohibited at school is also prohibited on the bus.

BUS DRIVER RESPONSIBILITIES

1. The school bus is considered an extension of the classroom.
2. Drivers have the authority to enforce all bus rules. Students refusing to obey the rules will be reported to the site principal and may lose bus-riding privileges.
3. Bus drivers/site administrators must discuss the bus regulations with students at the beginning of each school year.
4. The bus driver will assign each student a seat.

5. The driver must address all incidents seen for the safety of all the riders
6. The driver shall keep the bus clean for the health and safety of the riders.
7. The driver shall inform administration of any incidents or problems.

BUS RESPONSIBILITIES OF PARENT/GUARDIAN

1. It is the parents' responsibility to discuss the *Bus Responsibilities and Regulations* with their student and to work with administration to uphold these provisions.
2. The parent must assume responsibility for the behavior of their student while riding the bus.
3. ***IF A STUDENT'S BUS PRIVILEGES ARE REVOKED, THE PARENT MUST PROVIDE TRANSPORTATION TO AND FROM SCHOOL FOR THEIR STUDENT UNTIL WHICH TIME PRIVILEGES ARE REINSTATED.*** Bus suspension shall be served in consecutive days, even if it is an inconvenience to parents.

BUS MISBEHAVIOR CONSEQUENCES

1st report: Student will receive verbal warning from building administrator.

2nd report: Student and parent will be notified. The student may be subject to suspension of riding privileges.

3rd report: Student and parent will be notified. The student may be subject to suspension of riding privileges for three days.

4th report: Student and parent will be notified. The student may be subject to suspension of bus riding privileges for 10 days.

5th report: Student and parent will be notified. The student may be subject to suspension of bus riding privileges for the rest of the current academic semester.

Immediate loss of riding privileges result without receiving previous warnings if a student's behavior directly jeopardizes the safe operation of the school bus, or directly challenges the authority of the bus driver. In this case, a student may be removed by a driver at the student's school site when released to an administrator; the parent will be required to provide transportation).

The discipline steps listed may be altered if the student's behavior merits a more severe disciplinary action to correct the behavior. When bus riding privileges are removed for the given number of days, there will be no flexibility regarding the consecutive days involved. It is important to have a time separation between the driver and student. Your cooperation and understanding is greatly appreciated.

BUS EXTRACURRICULAR TRIPS

The transportation rules and regulations apply to all trips under school sponsorship. Misconduct will be reported immediately to the principal. Persistent improper conduct may cause the student to be deprived of bus riding privileges and attending extracurricular trips. Bus riders are subject to being video/audio taped while on the school bus.

CAMPUS SAFETY

LOITERING

In accordance with Oklahoma State Statute OS 2101376, the chief administrative officer, or anyone designated by him/her to maintain order at an institution of learning, shall have the authority and power to direct any person to leave the institution of learning who is not a student or officer or employee thereof, and who interferes with the peaceful conduct of activities at an institution of learning; or commits an act which interferes with the peaceful conduct of activities at an institution of learning; or enters the institution of learning for the purpose of committing an act which may interfere with the peaceful conduct of activities at an institution of learning.

Violation of the above statute is a misdemeanor. Any person to whom this section applies, who fails to leave the institution of learning as directed or returns within thirty (30) days thereafter, without first obtaining written permission from the chief administrative officer, shall be guilty of misdemeanor.

HALL PASSES

No student may leave the classroom without permission from the teacher. Hall passes will not be issued unless it is an emergency or extenuating circumstance.

STUDENTS MAY NOT LEAVE THE CAMPUS DURING THE SCHOOL DAY UNLESS BY WRITTEN PERMISSION FROM THE OFFICE.

VISITORS

We welcome parents to our school. For the safety and security of students and staff members, upon arrival all visitors must report to the principal's office, sign in and obtain a visitor's badge. Upon departure, visitors must return to the office to sign out and return visitor badge.

Prior arrangements (24 hours) must be made with a student's teacher before a classroom visit. Meeting to discuss observations during classroom visitations will be at the teacher's convenience. Students are not allowed to bring visitors to school. Exceptions may be made only by the administration.

SCHOOL RESOURCE OFFICER (SRO)

School Resource Officer (SRO) services are provided by the City of Jones through the Jones Police Department and works closely with administration for the safety of all students.

The responsibilities of the SRO are to:

- provide a high level of law enforcement visibility and maintain safety on campus;
- serve as a positive role model for youth in the school setting;
- to act as a community resource to students, parents, administrators, and staff.

FIRE, DISASTER, AND EMERGENCY PROCEDURES

The safety of students and staff is the consideration in the development of emergency procedures. Fire, tornado, and security drills are required by law and are an important safety precaution. The classroom teacher will review instructions for fire, tornado, intruder, and other emergency procedures. These will be discussed, reviewed, and posted in each JMS classroom.

EMERGENCY WEATHER PROCEDURES

The decision to cancel school for inclement weather will be announced by using text, social media, and website/app, and on major TV stations. Early dismissal is not common in the Jones School District because of the many working parents. If there are heavy rains or other unforeseen road hazards, buses will be re-routed.

If conditions become so severe that students cannot be delivered, the students will be kept at school until conditions are clear.

THREATS

Jones Public Schools will not tolerate threats. Written and/or verbal threats to another student or a faculty member to do physical harm will be grounds for disciplinary action. Students who make threats may be subject to long-term suspension and/or charges filed.

BULLYING POLICY

"Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal, or electronic directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or groups and is communicated in such a way as to disrupt or interfere with the school's educational mission of education of any student.

At school” mean on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events

HARASSMENT POLICY

The Jones School District is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Teachers and other staff members are expected to teach and to demonstrate by example that all members of the school community are entitled to respect.

Harassment of a student by another student or by a teacher or other staff member is a violation of school policy. This includes, but is not limited to harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, or disability.

HAZING POLICY

It is the policy of Jones School District that no student or employee of the district shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or school activity. No student in this school district will be subject to hazing or any other form of persecution by any student or employee whether affiliated with any secret fraternity or organization or not. For the purpose of this policy, ***hazing*** is defined as the deliberate harassment of a student to perform meaningless, difficult, or humiliating tasks. Students involved in hazing may be subject to long-term suspension and/or charges filed.

BOMB THREATS

A bomb threat is considered to be any information regarding the possible presence of an explosive device on or near the school premises. All threats will be taken seriously. Students who make bomb threats may be subject to long-term suspension and/or charges filed.

WEAPONS

Any student found in possession of a firearm or dangerous weapon while on any public school property, school bus or other vehicle used for transportation of students or teachers may be suspended from school for a period of not less than one (1) year and/or charges filed.

Using, possessing, transferring possession of, or aiding, accompanying or assisting another student to use any type of weapon, which term includes but is not limited to: guns, rifles, pistols, shotguns, any device which discharges or throws objects, bullets or shells; knives; explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument, and any facsimile weapon.

TOBACCO POLICY

The Jones Board of Education has declared the school to be a tobacco-free work place for students and employees in accordance with the state law that prohibits the use of tobacco products by minors. Jones School policy prohibits all students from possessing, concealing, or transmitting tobacco in any form (i.e. snuff; cigarettes, e-cigarette juices, etc.) or tobacco containers and/or paraphernalia associated with smoking (i.e. lighters, e-cigarettes, matches, etc.). Students shall be under this restriction while at school, around school grounds or while participating in school sponsored activities. Students who violate this policy are subject to disciplinary action. A report will be filed with the *ABLE* Commission and the student will be issued a citation.

VIOLATION OF TOBACCO/VAPE POLICY

First Offense: Three week out-of-school suspension.

- A reduction may be granted if the student and the parents/guardians agree to the following:
 - Meet with the School Resource Officer.

- Obtain, from a mental health professional, a tobacco/alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc., will be the sole responsibility of the student's parent or guardian.
- If the student complies with both items as stated above, and is in compliance with the assessment recommendation verified with documentation, the out-of-school suspension may be reduced to five (5) days out-of-school and five (5) days in the In –School-Suspension Program.
- To participate in **Extra-Curricular activities** for the calendar year, the student must take and pass a monthly drug test during the next 6 random drug testing events, through our School district drug testing program. If the student misses and/or fails a drug test during the 6 months they will be removed from extra-curricular activities for one year. The cost of the drug test will be the sole responsibility of the student's parent or guardian.

Second Offense: Suspension for remainder of current semester and all of the subsequent next semester.

DRUG, ALCOHOL AND SUBSTANCE ABUSE POLICY

Student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, “look-alike” drugs, steroids, or possessing drug paraphernalia on any school premise or at any school function (home or away) is strictly prohibited.

Sec. 514. "School Officials Immune from Liability for Making Certain Reports".

Any public school administrator, teacher or counselor having reasonable cause to suspect that a student is under the influence of low-point beer as defined in Section 163.2 of Title 37 of the Oklahoma Statutes or a controlled dangerous substance as defined in Section 2-101 of Title 63 of the Oklahoma Statutes or has in the student's possession low-point beer or alcoholic beverages or a controlled dangerous substance, who reports such information to the appropriate school official, court personnel, community substance abuse agency, pursuant to the school's policy shall have immunity from any civil liability that might otherwise be incurred or imposed as a result of the making of such a report. (70-24-132)

Minimum penalty for violation of this policy will be suspension from school and or charges filed; however, violation of this policy could result in permanent expulsion from school. Law enforcement officials may be contacted upon initial investigation and verification of the violation. A detailed list of the Jones Public School Drug and Substance Abuse Policy is available in the superintendent's office.

DRUG DOG POLICY

As a precautionary measure to help ensure a safe, drug-free learning environment for students and staff, the SRO will utilize drug dogs in the buildings on campus. Any malice toward the dog may result in disciplinary action. If a dog alerts to a student's locker or to a classroom or common area, the area will be searched. Anytime a drug dog alerts, the student will be brought to the office and the incident will be investigated, the student counseled, and the parent notified. If the drug dog comes to a “full alert”, the school administration will search and seize, notify the police, notify the parents, and the student will be suspended to the full limit of the law.

SEARCHES

Oklahoma School Law, Section 489 (Extract) "Pupils – Dangerous Weapons – Dangerous Substances." The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when a said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be

reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person to be of the same sex if practicable.

The superintendent, principal, teacher, or security personnel searching or authorizing search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, or controlled substances, intoxicating beverages, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve dangerous weapons, or controlled substances, intoxicating beverages, or missing or stolen property.

Pupils will not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel will have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason will be necessary for such search. School shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (70-24-102)

The Jones Board of Education informs students that vehicles brought to school are considered as property in possession of students as per paragraph one (1) above, and are therefore subject to search in accordance with Section 489 as stated above. The Jones Board of Education hereby informs students that in accordance with state law they have no reasonable expectation of privacy rights toward school officials in school lockers, desks, or other school property.

HEALTH

FIRST AID

In the event that a nurse or health paraprofessional is not available, first aid may be administered by an administrator, a principal, counselor, secretary, and other qualified personnel as designated. The following procedures will be used for medical care:

Non-emergency

1. Student will report to office.
2. Office will attempt to notify parent listed on notification form.
3. Parent will advise office on course of action.
4. Parent not available---student rests with supervision until parent or person designated is contacted.

Emergency

1. First aid rendered immediately by closest responsible person.
2. Administration notified.
3. Attempt to contact parent.
4. If parent is unavailable: Emergency aid will be obtained in accordance with information given on enrollment sheet.

If no information is available on enrollment sheet, aid will be obtained at the nearest appropriate facility. In the event of a serious injury to a student, school personnel shall contact emergency services (911) if deemed appropriate and shall attempt to notify the student's family or guardian as soon as possible. If a family member or guardian can be reached, that person shall determine whether the student is to be transported to a designated hospital or picked up by the family member or guardian. If a family member or guardian cannot be reached and school personnel deem the injury serious enough to warrant emergency treatment, an ambulance shall be requested. The District is not responsible for any transportation and/or medical costs associated with emergency care.

MEDICATION-ADMINISTERING TO STUDENTS

Medication may be administered to students as prescribed by law. For purposes of this policy, *medication* or *medicine* includes prescription medication as well as over-the-counter medicines. Students may not retain possession of or self-administer any medication unless written permission is granted by the school district.

A student, with a legitimate health need that requires medication, must bring the medication to the principal or the principal's designee in the original container with written authorization and instructions from the parent/guardian in order to administer the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student only by the principal or designee pursuant to the parent's instruction and the directions for use on the label or in the physician's prescription. The student will not be permitted to take medication outside the presence of District personnel. Forms for parental authorization of administration of medicines are available in the office of the principal.

SELF-ADMINISTRATION OF CERTAIN MEDICATIONS

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications and prescribed anaphylaxis medication according to the provision of this policy. The District shall not incur any liability as a result of any injury arising from the self-administration of asthma or anaphylaxis medication by a student. If the requirements of this policy are fulfilled, a student diagnosed with asthma or anaphylaxis may possess and use his or her labeled asthma or anaphylaxis medication at all times.

The student's parent or guardian shall:

1. Provide the school with a written statement on the form prescribed by the Board of Education authorizing the self-administration of inhaled asthma or anaphylaxis medication. Such written statement shall acknowledge that the District shall not incur any liability as a result of any injury arising from the self-administration of asthma or anaphylaxis medication by a student.
2. Provide the school with a written statement from the student's treating physician containing the following information:
 - a. That the student has asthma or anaphylaxis.
 - b. That the student is capable of and has been instructed in the proper method of administration of the student's asthma or anaphylaxis medication.
 - c. The name and the purpose of the asthma or anaphylaxis medication.
 - d. The prescribed dosage.
 - e. The time or times at which and special circumstances, if any, under which the asthma or anaphylaxis medication is to be administered.
3. Provide the school with an emergency supply of the student's asthma or anaphylaxis medication(s) to be administered pursuant to Oklahoma law by authorized school personnel.
4. Provide asthma or anaphylaxis medication to be carried by the student which is appropriately labeled with a prescription label reflecting the following:
 - a. Student's name.
 - b. Prescription number
 - c. Asthma or anaphylaxis medication name and dosage
 - d. Method of administration and dosage
 - e. Date of prescription and refill
 - f. Licensed prescriber's name
 - g. Pharmacy name, address, and phone number
 - h. Name of pharmacist

The authorization for self-administration of asthma and anaphylaxis medications from the parent or guardian and from the physician shall be kept on file in the office at the school site where the student is

enrolled. The authorization for self-administration of asthma and anaphylaxis medication shall be effective only for the school year in which the authorization is submitted by the student's parent/guardian. The parent/guardian shall be responsible for renewing an authorization for each subsequent school year. For purposes of this policy, *asthma medication* and *anaphylaxis medication* shall mean a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injector, prescribed by a physician and having an individual label. *Self-administration* shall mean a student's use of asthma or anaphylaxis medication pursuant to a prescription or written direction from a physician.

HEAD LICE

In order to attend school, students must be free from head lice and nits (eggs). If a student is identified as having head lice and/or nits, the parent or guardian will be contacted to immediately. The student may not be allowed to return to school or attend or participate in extra-curricular school activities until the parent or guardian submits a written statement from a health professional which states that the student is free from head lice and/or nits.

ACADEMICS

HOMEWORK/PRACTICE

It is the belief of Jones Middle School that a reasonable amount of homework related to learner objectives provides an enhanced opportunity for student learning. It is imperative that students, parents, and educators realize the importance of independent practice/study and the responsibilities and self-discipline associated with the independence. Homework is a natural extension of classroom instruction and does provide a necessary expansion of curriculum objectives.

GRADING SCALE

When calculating letter grades and Grade Point Average, the following scale will be used:

A	B	C	D	F
90 and above 4 points	80-89 3 points	70-79 2 points	60-69 1 point	Below 60 0 points

ASSESSMENT CATEGORIES

The assessments are divided into three categories: formative assessments, summative assessments, and semester tests.

Formative Assessments

Formative assessments are used by teachers to monitor the daily and short-term progress of student learning, which can be formal or informal in nature. **Examples include** interactive class discussion, daily work, homework assignments, exit slip, lab work, short essay, short projects, on –the-spot performance, and quizzes. Formative assessments comprise 60% of a student's overall grade.

Summative Assessments

Summative assessments are used by teachers to measure a student's mastery of specific skills and takes place at the end of a large chunk of learning. **Examples include** chapter or unit tests, extended essays, projects scored with a rubric, culminating activities and performances. Summative Assessments comprise 25% of a student's overall grade.

Semester Tests

Students will take a cumulative test at the end of each semester to demonstrate mastery of skills learned. Semester tests will comprise 15% of the student's overall grade.

NOTE: Teachers will take and record at least two grades per week. All grades will fall into one of the above categories.

HONOR CLASSES

Jones Middle School offers the following honors classes: *Honors Literature and Honors Algebra I*.

When calculating letter grades and Grade Point Average for honors classes, the following scale will be used:

A	B	C	D	F
90 and above 5 points	80-89 4 points	70-79 3 points	60-69 2 points	Below 60 0 points

CLASSES EARNING HIGH SCHOOL CREDIT

Jones Middle School offers the following classes for high school credit: *Algebra I*

SEMESTER GRADE DETERMINATION

A cumulative semester test will be given at the end of each semester. The semester test will comprise 15% of a student's overall grade.

INCOMPLETE GRADES

When a student does not complete required daily work and/or tests for a term the student will be issued an "I" for incomplete. The student must make arrangements with the teacher to complete all work required within two weeks after the close of the grading session in order to receive credit. After that time a "0" (ZERO) will be assigned for all outstanding work/tests and the student's grade will be averaged.

PROGRESS REPORT

Although grades can be viewed online, Jones Public Schools shall provide at the end of approximately 4½ weeks and 9 weeks, a written progress report to the parent(s)/guardian(s) parents of all JMS students.

GRADE REPORT CARD

Grade report cards shall be distributed at the close of each semester. The date of the distribution should never be more than two weeks past the end of the grading period.

TESTING

STATE TESTING

The Oklahoma Core Curriculum Criterion-Referenced-Tests will be administered to Jones Middle School students in the spring semester. As information is received from the Oklahoma State Department of Education, the details will be forwarded to you.

Sixth (6th) grade students will be tested in the following areas:

- Mathematics
- Reading

Seventh (7th) grade students will be tested in the following areas:

- Mathematics
- Reading

Eighth (8th) grade students will be tested in the following areas:

- Mathematics
- Reading/Writing
- U.S. Citizenship Test (HS graduation requirement)

PROFICIENCY BASED PROMOTION TESTING

Proficiency Based Promotion (**PBP**) is a system, which awards credit for a student's knowledge in the core curriculum areas. All students are eligible for **PBP** if they perform at the 90% or higher level on designated assessments. A fee of \$20.00 will be charged to administer the assessments.

HONOR ROLLS

Students maintaining academic achievement are recognized on the Principal's and Superintendent's Honor Rolls at the end of each semester. Those students maintaining a 4 point **GPA** or higher will be recognized on the Superintendent's Honor Roll. Those students maintaining a 3.5 to 4.0 will be recognized on the Principal's Honor Roll.

GRADING PERIODS FOR HONOR ROLLS

1st Semester: End of the 1st semester/December

2nd Semester: May 1 (to prepare for awards assembly)

Honor roll students will be recognized in the awards assemblies held during the school year.

AWARDS ASSEMBLIES

There will be two academic assemblies during the school year. First semester awards assembly will be held in January; second semester awards assembly will be held in May. We invite you to join us in celebrating the academic accomplishments of our students.

ACADEMIC ELIGIBILITY

The Oklahoma Secondary School Activities Association scholastic eligibility standards are required of all students engaging in co-curricular activity programs. Eligibility rules for athletes and other activities are set up by the **OSSAA** of which the Jones School District is a member. The following extract of their policy is presented to define eligibility.

Section 1. Term or Semester Eligibility

- a.** A student must have received a passing grade following current OSSAA guidelines to be counted for graduation that s/he enrolled in during the last semester/term s/he attended fifteen (15) days or more days. (This requirement would also be considered for 7th & 8th grade students.)
- b.** If a student does not meet the minimum scholastic standard s/he will not be eligible to participate during the first six (6) weeks of the next semester s/he attends.
- c.** A student who does not meet the above minimum scholastic standard stated may regain his/her eligibility by achieving passing grades in all subjects s/he is enrolled in at the end of a six (6) week period.
- d.** Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2. Weekly Eligibility

- a.** Scholastic eligibility for students will be checked after three (3) weeks (during the fourth week) of a semester and each succeeding week thereafter. Jones Middle School teachers submit scholastic eligibility to the JMS office on Thursday. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.
- b.** A student must be passing in all subjects in which s/he is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, s/he will be placed on probation for the next one-week period. If a student is still failing one or more classes (it does not have to be the same class) during the next week on the grade check day, s/he will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

PLAGIARISM/CHEATING

Students who plagiarize/cheat in connection with academic endeavor and/or school procedures are subject to disciplinary action. **Cheating** will be considered an act or intent of gaining or giving knowledge or an assignment or test answer by fraudulent means. **Plagiarize** means to take ideas, writings, answers, etc.,) from another and pass them off as one's own. Plagiarism in the age of the internet has become excessive among students. Students will be required to submit written work such as essays, research papers, etc., at each teacher's discretion. The classroom teacher and administration will determine the consequences for such actions.

Consequences for plagiarism/cheating can include but are not limited to:

- A more intense, detailed, written assignment
- Loss of credit for the plagiarized assignment
- In School Placement (ISP)
- Suspension for recurring infractions

RETENTION

In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. However, some students may benefit from staying another year in the same grade, and under certain circumstances, a student may be retrained more than once.

Retention may be considered when:

1. The student is achieving significantly below ability and grade level,
2. Retention would not cause an undue social and emotional adjustment, or
3. Retention would have a reasonable chance of benefiting the student's development.

A teacher/administration may recommend that a student not be given credit due to a failing grade in a course or due to failure to meet attendance or tardiness requirements. Whenever a teacher/administration recommends that a student be retained at the present grade level or recommends that a high school student fail a course, the student's parent or guardian shall be notified of such recommendation. If the student's parent is dissatisfied with the recommendation, the parent/guardian may appeal the decision by appealing in writing to Jones School Board. The decision of the Board shall be final, but the parent exercise their right to place a written statement in the student's permanent record stating the reasons for disagreement with the decision of the Board.

STUDENT BEHAVIOR/CONDUCT

Students are expected to conduct themselves as ladies and gentlemen at all times and shall follow all rules, regulations, and policies formulated by the administration and the Board. Students who engage in conduct or activities which are prohibited by the policy may be subjected to disciplinary action up to and including suspension from school. The disciplinary action taken shall depend upon the nature and severity of the violation and the student's past record of violations, if any.

SIMPLE ACTIONS TO AVOID

The following simple controllable behaviors have been known to limit success and bring negative consequences, such as disciplinary action or a fee for replacement or repair for abuse of school property.

- Running in the building and heavily populated areas
- Spraying perfume, cologne or deodorant in the hallways, classrooms, or on other people
- In the halls without a pass other than passing period
- Open food and drink containers outside designated areas
- Writing on school property, such as desks, wall, lockers, bulletin boards
- Abuse or loss of textbooks and other books and materials
- Panhandling (asking others for money)
- Buying or selling anything, except for JMS fundraisers

- Littering inside and outside the building
- Vending machine use other than designated times and products
- Overdue library material

ADDITIONAL PROHIBITED CONDUCT/ACTIVITIES

Students are prohibited from engaging in the following conduct or activities, while in attendance at or in transit to or from school or any function authorized or sponsored by the District, or while present on any property subject to the control and authority of the District:

- Smoking, using, and/or possessing tobacco products, lighters, or matches;
- Using, consuming, possessing or being under the influence of, selling, transferring, distributing, or bartering any 1) alcoholic beverages as defined by state law; 2) any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance as defined by federal or state law or regulation including and substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function; 3) any drug paraphernalia;
- Using, possessing, transferring possession of, or aiding, accompanying or assisting another student to use any type of weapon, which term includes but is not limited to: guns, rifles, pistols, shotguns, any device which throws, discharges or thrown objects, bullets or shells; knives; explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument, and any facsimile weapon;
- Possession of any unauthorized electronic or wireless telecommunication device, and/or camera. Students may not take pictures without permission from administration;
- Refusing to identify or falsely identifying one's self to district personnel;
- Entering, without authority, into classrooms or other restricted school premises;
- Using profanity, vulgar language or expressions, or obscene gestures,
- Committing acts of sexual harassment or sexual assaults,
- Assaulting, battering, inflicting bodily injury including spitting on, fighting or play fighting with another person;
- Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the district or any other person.
- Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating;
- Recognized gang activity, or recruitment of new members,
- Possession or use of self-defense spray (i.e., Mace or pepper spray), a pocket knife or look-alike weapons, or a laser pointer;
- Possession of pornography;
- Encouraging in conduct which endangers or jeopardizes the safety or well-being of other persons.

NOTE: Students who are with others who are participating in such activities are also in violation of school rules and are subject to suspension.

DISRESPECT/INSUBORDINATION

Obscene language or defiance of school personnel is not permitted nor shall any student use insulting or abusive language to other students. A pupil will be removed from a classroom and supervised elsewhere when, in the judgment of the teacher, the student is interfering with the teaching/learning process. At the time of removal, the teacher may request a conference to be held between the teacher, the parent/guardian, and principal.

Action

1. Student removal from class
2. Parental/Guardian contact
3. Detention
4. Restriction of privileges
5. In-school placement
6. Suspension

DISRUPTING THE LEARNING ENVIRONMENT

Students have a right to pursue learning without the disruptions which may occur when another student chooses to be inattentive, overtly disruptive, or otherwise hinder the learning process. Any student who impedes the learning of others and/or exhibits a continued disregard for his/her personal learning opportunities will be subject to the following actions:

Action

1. Student removal from class
2. Contact parent/guardian
3. Detention
4. In-school restriction
5. Restriction of privileges
6. Suspension

Any student or students who prevent the teacher from teaching or the class from learning will not be tolerated and will be immediately dealt with in an appropriate manner.

CONDUCT-CONTROL AND DISCIPLINE OF A CHILD

Article VI: Teachers Section 154 (Extract)

“...The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.”

CONDUCT-SEARCHES - Oklahoma School Law, Section 489 (Extract)

The Superintendent, Principal, teacher or security personnel of any public school in the State of Oklahoma, **upon reasonable suspicion**, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when a said pupil is on any school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances C, intoxicating beverages, low-point beer, as defined by *Section 163.2 of Title 37 of the Oklahoma Statutes*, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. A person of the same sex if practicable shall conduct the search.

Any student conduct or activity which occurs, while the student is in transit to or from school or at a school function, or on any property subject to the control and authority of the District shall be prohibited if such conduct or activity is:

1. a continuation of activity which began on school property;
2. adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property;

3. any form of communication specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school;
4. disrupts school operation.

In addition to disciplinary actions, the District, acting through school administration, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or charges when a student's actions are criminal in nature. Any suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulation.

PUBLIC DISPLAY OF AFFECTION (PDA)

Public Display of Affection (PDA) is not appropriate on school grounds (i.e., in school buildings, in the parking lot, on bus to and from school or school activities, etc.). All students will refrain from Public Display of Affection at school. Students will be referred to administration for counseling/discipline.

Examples: Kissing, holding hands, leaning against each other, hands in each other's clothing, hands in each other's pockets, or arms around each other in an affectionate manner.

DISCIPLINE

The purpose of discipline is to maintain a safe environment and order at JMS. It begins with the student initiating self-discipline, which includes following the rules and regulations of the school and in the various classrooms that he or she attends.

Discipline by a teacher or by an administrator becomes necessary when a student fails to demonstrate self-discipline. In the event that a student is in need of discipline by the principal, it will be administered in a progressive manner, depending upon the seriousness of the offense committed by the student. Specific behavior and consequences may be listed under specific headings: Public Display of Affection (PDA), Dress Code, etc.

Disciplinary action shall be based on an assessment of the circumstances surrounding each infraction and may take into consideration the following criteria:

1. student's record of violations,
2. student's attitude, honesty, and cooperation,
3. seriousness of the offense,
4. effect of the offense on other students,
5. whether the offense is physically or mentally injurious to other people,
6. whether the incident is isolated or repeated behavior,
7. any other circumstances which may be appropriately considered.

LUNCH DETENTION

The idea of lunch detention is to remove the student from his/her social environment during the assigned lunch time. A student may be assigned detention at the discretion of administration or the classroom teacher.

1. The student will be notified of the date(s) of the detention.
2. Lunch detention is held during the student's lunch time.
3. The student will report to an assigned area for detention.
4. The student in detention will eat lunch in a designated area.
5. The student will not be allowed in the vending area unless that was their planned lunch.

Even though the student receives a chance to start over each semester session, the principal/teacher has the discretion to look at all previous detentions (the entire school year) when determining consequences for not following policy set forth in this handbook.

AFTER SCHOOL DETENTION

After school detention is from 3:15-5:00. School transportation will not be provided for after school detention.

CORPORAL PUNISHMENT

The Jones School District recognizes corporal punishment as a means of discipline. Corporal punishment may be used in place of, or in addition to, any of the discipline levels. Corporal punishment shall only be administered with the approval from the parent/guardian of the student. Corporal punishment may be used at the discretion of the building principal. The principal or the principal's designee, in the presence of another employee, and in the principal's office or another location where some degree of privacy exists, may administer corporal punishment.

IN-SCHOOL PLACEMENT (ISP)

In-School Restricted Placement is an alternative to suspension. It should not be considered suspension. However, it is a form of punishment. The program is an opportunity for the student who has committed a non-violent discipline infraction to remain in school and continue his/her education. If the student makes satisfactory progress, s/he may receive credit. If a student is placed in ISP by the principal for more than a part of the day, the parent/guardian of the student will be contacted.

ISP Guidelines:

1. The hours for ISP are during the regular school day.
2. ISP is held on the Jones Middle School campus and High School campus determined by administration.
3. Riding the bus to/from school will be determined by administration.
4. The student will report to the office upon arrival to school.
5. Offending student will eat breakfast and/or lunch separated from the other students.
6. Students are required to attend the entire scheduled **ISP** school day. If the students leave early, for any reason, the time must be made up.
7. Students will be engaged in some educational activity while in ISP. Teachers will provide class work; however, this is not always enough to last the entire day. It is the student's responsibility to remain productive. Students should bring a library book or other work.
8. Students not working, arriving late, sleeping, out of dress code, arguing, or being disruptive in any way will be sent home.
9. If a student is sent home, that day will not count toward the assigned days and will be listed as an unexcused absence.
10. Students assigned to ISP are not allowed to attend day/evening school sponsored activities.
11. Students not complying with the rules in **ISP** will be given additional days and/or more severe consequences.

SUSPENSION PROGRAM

A legislative act relating to schools provides authority to the principal to suspend a child from school. A student violating any of the articles listed under *Student Conduct* may be suspended from school. The question of the seriousness of the violation shall be determined by the principal. The principal shall have

the authority to order the suspension, but the period of suspension will not be extended beyond the current term and the succeeding term.

Any suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulation. A student shall be subject to the above while the student is in attendance at JMS or in transit to or from school, or under public school supervision to or from school or when present on any property that belongs to or is under the control of the Jones Public School District.

Students may also be held accountable for their conduct off school premises and during after school hours. Misconduct which has a direct and immediate effect on the discipline and general welfare of the school will result in disciplinary action.

Actions which shall be considered as having this effect shall include, but are not be limited to, attacks on the person, family, animals or property of school officials, acts of violence or intimidation directed against other students.

Any student who is suspended will not take part in any school activities during the suspension nor will s/he be allowed at any school sponsored activity or function. Discipline problems which result in suspension or other action by the administration do not rule out punishment deemed necessary by the sponsor in charge of the student at that time. Any student who is suspended may have the right to appeal under *Article 24 Section 487 of The Oklahoma School Law*. A copy of this law may be obtained from the principal's office should the need arise.

Due Process for Suspensions

CONFERENCE WITH STUDENT

1. When a student violates board policy or a school rule or regulation, 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 having violated and will discuss how the conduct of the student violates the policy, rule, or regulation. The student will be asked whether s/he understands the policy, rule, or regulation and be given a full opportunity to explain and discuss his/her conduct.
2. If the principal concludes that a suspension is appropriate, the student will be advised that s/he is being suspended and the length of the suspension. The principal will immediately notify the parent by phone and inform the parent the student is being suspended from school. Middle School students will NOT be dismissed before the end of the school day without advance notice to the parent.

CONFERENCES WITH PARENTS

The principal or his/her designee will seek to hold a conference with the parent or guardian as quickly as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time s/he is notified that a suspension has been imposed. 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 on the part of the student. The principal will ask the parent if s/he understands the rule and the charges against the student.

IMMEDIATE SUSPENSION WITHOUT A PRE-SUSPENSION CONFERENCE

A student may be suspended without the above pre-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 a danger to the health, safety or welfare of the student body, staff, or to school property, or a continued substantial disruption of the educational process.

Suspension Regulations

EXTRA-CURRICULAR ACTIVITIES

A student may not attend or participate in any school activities, including all extra-curricular functions, while suspended from school.

MAKE-UP WORK: SUSPENSION POLICY

When a student is suspended, the student shall be allowed to make up any work missed during the suspension period. A student who is suspended from school shall be given assignments in all subject areas that will be completed and returned to school on a regular basis according to an education plan to be developed and provided to the student and/or student's parent/guardian.

APPEAL OF SUSPENSIONS

The student shall be notified of the right to appeal the administrator's or the superintendent's decision to the Board. A student or a student's parent or guardian who desires an appeal to the Board must submit a written request for an appeal to the superintendent within three (3) days of the receipt of a written decision of the administrator or the superintendent. The decision of the committee and /or Board is final.

*****Forms of discipline may be coupled*****

SPECIAL DISCIPLINE OCCURRENCES

CONDUCT OFF PREMISES

Students may also be held accountable for their conduct off school premises and during after-school hours. Any student conduct or activity which does not occur on school property, but while the student is in transit to or from a school function, or on any property subject to the control and authority of the district shall be prohibited if such conduct or activity:

1. is a continuation of activity which began on school property;
2. adversely affects or poses a threat to the physical or emotional safety and well-being of other students,; or
3. disrupts school operations.

REFUSAL OF PUNISHMENT

Students refusing punishment by a classroom teacher or administrator will be counseled and parents contacted. Students will then accept judgment of principal or leave the school with his/her parent/guardian until the student is willing to accept the punishment.

This does not constitute suspension because the student may return at any time s/he is ready to receive the punishment from the teacher or the principal. Students that refuse punishment and leave the school will be considered an unexcused absence. The student will be required to make up the work as directed by the teacher; however, the student will not receive grades for this work.

PHYSICAL RESTRAINT OF A STUDENT

A student will be restrained physically only if:

1. a teacher finds it necessary to protect self or others;
2. a student is in danger of harming himself/herself, others, or other's property; or
3. to preserve order.

BEHAVIOR AT ALL SCHOOL-SPONSORED EVENTS

Students are expected to be self-disciplined and demonstrate appropriate behavior at all school-related activities and events at home or away. The students should act in such a manner that their behavior will be a credit to the individual, his/her family, the school, and the community. Only recognized participants of

the activity will be allowed on the playing or performance area while the event is in progress. The duration of the event includes half-time or intermission.

The administration will work closely with students (and their parents) who have difficulty in adjusting their behavior to meet school expectations and comply with school policies and regulations. Students who leave the event area (football stadium, basketball gymnasium, baseball field etc.) will not be allowed back in and must leave the property.

One or more of the following actions or a similar type of action will be taken when a student's behavior is unacceptable at school sponsored activities:

1. Student conference with the administrator on duty at the school activity
2. Notify and/or confer with parents
3. Leave school sponsored event
4. Special privileges such as attending future school sponsored events or participating in school activities or events revoked
5. Detention
6. In-School Restricted Placement
7. Suspension

DRESS CODE

In an attempt to establish conditions that are favorable to the growth and progress of each individual student, it is felt by the school administrator, faculty members, representatives of the student body, and community members that the Dress Code recognize fashion without sacrificing decency, safety, and appropriateness. The following guidelines should be considered general and include but are not limited to the following. All rules apply to male and female students.

- Blankets will not be allowed in the classroom. If students need help with appropriate cold-weather clothing, please see the counselor.
- Dresses and skirts must be appropriate for school and school-related activities. Backless dresses or outfits or any type, midriffs, see-through blouses-slacks-or other garments, spaghetti strap outfits, tube tops, or low cut blouses or dresses are not allowed. All shirts or blouses must be of a length that will cover and extend past the waistband of the skirt, shorts, jeans, slacks, or trousers. The stomach must not be exposed when standing normal. Underwear type "T" shirts, tank tops, or cutout garments are not allowed. Any area where undergarments could be worn or seen should be covered.
- All straps on sleeveless shirts or blouses must be no less than two (2) fingers in width. Strapless tops are not allowed.
- Shorts, dresses, and skirts (to include slits) must be worn in a manner that covers undergarments and does not reveal the buttocks, midriff, or cleavage.
- ALL students must wear shoes. House slippers or other footwear that may be deemed unsafe will not be allowed.
- Items of wear may not advertise or display alcohol, tobacco, drugs, weapons, violence, or inappropriate language. Clothing that has any connotations of immorality, obscenity, nudity, racial, or gang activity is not appropriate for school or school activities. Items of wear in poor taste or otherwise detrimental to the educational setting are not permitted.
- Hats, caps, or other headgear will not be allowed in the building.
- Jeans or pants with holes above the thumb tip length are not allowed.
- All clothing must be properly fitted and worn with the proper foundation. Shirts or blouses that have large armholes that expose undergarments or body parts are not permitted.

- Gloves, bandannas, or other items of wear which have been related to gang recognition will not be worn.
- Sagging trousers or the wearing of trousers in an inappropriate low manner is prohibited.
- Clothing considered pajamas, lounge wear, dorm pants, or pajamas with any other name, etc., is not allowed.
- Any display (earrings, tattoos, or other) that depicts weapons, violence, drugs or obscenity is also prohibited.
- All clothing must be appropriate for school according to weather and activity. Any manner of dress or grooming that is offensive or disruptive will be corrected.
- If clothing is not appropriate, students will be required to change into clothing provided by the office. If the violation is determined to be unsuitable for the classroom and no other solution is available, the student may be sent to ISP immediately. If the principal deems the behavior to be habitual or previous actions to be ineffective in deterring the behavior, more serious action may be required. The clothing provided by the office will be clean but perhaps not fashionable to all individuals. Examples: T-shirts, longer shorts, sweats.

The Administration reserves the right to determine the appropriateness of attire and may request a student to change if their clothing is deemed disruptive to the educational environment.

WIRELESS TELECOMMUNICATIONS DEVICES

The Jones Board of Education will implement Senate Bill 139, which requires all public school districts in Oklahoma to prohibit student use of personal electronic devices between the first bell and the last bell. A personal device is any personal device capable of connecting to a smart phone, the internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glass. Personal electronic devices shall not include school issued chromebooks. The goal is to foster an environment that prioritizes engagement and connection.

JPS policy does provide exemptions for students who need to use a device for medical purposes (e.g. asthma, allergic reaction, glucose monitoring, etc.), natural disaster emergencies, and students who need their device in accordance with their IEP, 504, or medical plan.

Students are allowed to bring cell phones, however, these devices are **not** allowed on their person from the first bell to the last bell of the school day and must be turned off during this time. Students may choose to keep cell phones in their assigned lockers during the school day. **Students are responsible for providing combination locks for their lockers.** Phones must be turned off. No other setting is permitted (including silent). Students are not permitted to retrieve phones during lunch.

Students are allowed to use cell phones before and after school, but may not possess their cell phones at any time during school hours, including lunch, or it will be considered a violation of the cell phone policy and subject to disciplinary action.

If a student knowingly allows another student to use his/her cell phone during school hours, the owner of the phone will receive the same discipline action as the student who actually used the phone. Cell phones are not allowed in a student's possession during school hours. No pictures or videos are to be taken at any time on campus or while riding the school bus.

A student must surrender the cell phone when ordered. Violations of this policy will result in the following:

First offense:

- Verbal Warning/student will walk phone and/or device to the office
- Device will stay in office for the duration of the day and be returned at the 3:15 bell
- Cell phone policy will be emailed to parent

Second offense:

- Verbal Warning/student will walk phone and /or device to the office
- Device will stay in office for the duration of the day and be returned at the 3:15 bell
- Cell phone policy will be emailed to parent

Third offense and each subsequent offense:

- Student will walk phone and /or device to the office
- Device will stay in office for the duration of the day and be returned at the 3:15 bell
- Student will receive lunch detention
- Cell phone policy will be emailed to parent
- At the discretion of administration, students will be required to turn their device into the office each morning for the duration of the day

PARENT/STUDENT SERVICES

COUNSELING AND GUIDANCE SERVICES

The purpose of the Counseling and Guidance Department is to help the individual in solving his or her problems, to work with other school personnel in identifying needs and in finding ways to meet these needs, and to aid in the coordination of the over-all school program. Counseling is the process in which an experienced and trained person assists a second person:

- to understand himself/herself and his/her opportunities,
- to make appropriate adjustments and decisions in light of his/her understanding,
- to accept the responsibility of his/her choice,
- to follow a course of action in harmony with his choice.

The following guidance services are available in the Jones Middle School Counselor's office:

- Preparatory programs
- Enrollment
- Individual testing
- Group testing
- Parent conferences
- Student-teacher conferences
- Student aid
- Change of schedules
- Individual counseling

PARENT/TEACHER CONFERENCES

The administration and faculty feel it is our obligation to keep parents/guardians informed of the student's progress. For this reason, parent/teacher conferences will be held twice during the school year. This will be a personal invitation for parents to consult teachers concerning student progress and educational concerns and/or successes.

The administration and faculty encourage you to contact them at any time if there are questions concerning your child's education or general well-being. Parent/Teacher conference days are listed on the calendar located in the front of this handbook.

ATHLETICS/CLUBS/ORGANIZATIONS

STUDENT CONDUCT IN EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege, not a right. All students involved in athletics, clubs, organizations, or other school-sponsored extracurricular activities are expected to uphold the highest standards of behavior both during school hours and at all school-related events and functions, including practices, meetings, competitions, and performances.

Expectations for Conduct:

Students are expected to:

- Show respect for coaches, sponsors, peers, officials, and opponents.
- Follow all school rules, district policies, and the code of conduct.
- Represent the school positively at all times, both on and off campus.
- Refrain from using profanity, engaging in physical altercations, or displaying unsportsmanlike behavior.
- Avoid the use of alcohol, tobacco, vaping products, or illegal substances.
- Maintain academic eligibility and attend school regularly and on time.

Potential Consequences for Misconduct:

Failure to adhere to these expectations may result in one or more of the following consequences, depending on the severity and frequency of the offense:

- Verbal warning or reprimand
- Parent/guardian conference
- Temporary removal from practice, meeting, or event
- Suspension from participation for a designated period
- Removal from leadership positions (e.g., team captain, club officer)
- Permanent dismissal from the team, club, or organization
- Referral to administration and additional school disciplinary action

Consequences will be determined at the discretion of the sponsor/coach in consultation with school administration, and may vary based on the nature of the infraction.

Note: Serious violations—including but not limited to physical violence, harassment, threats, possession or use of prohibited substances, or illegal activities—may result in immediate removal from all extracurricular activities and further disciplinary action in accordance with the district’s student code of conduct.

School competitive athletics are offered to 7th & 8th grade students. Sports team sizes may be limited due to the nature of the game, number of available uniforms, and to assure playing time for participants. Selection will take into consideration the student’s skill level, athleticism, attitude, academic performance, behavior, and commitment and dedication.

15-MINUTE RULE

A student must have a ride within 15 minutes of the end of after-school and evening events such as games, practices (athletics, music, drama, etc.), club meetings, dances, and all other after school or evening events. If a student is still at the event beyond 15 minutes, s/he may lose the privilege of being a member of an organization/club/team and/or attending any future after-school/evening activities sponsored by the District.

SCHEDULE CHANGES

A student desiring to make a change in his/her schedule should make the initial request at the counselor’s office. The master schedule was completed after pre-enrollment forms were reviewed; therefore, the students were given ample opportunity to request the appropriate classes.

Request for schedule changes will only be made at the following times:

- **Before the first day of school**
- **During the first two days of school**
- **The end of a semester session**
- **A change deemed necessary by administrator**

For any change requests made other than the times listed, the following criteria will be followed:

- A conference must be held with the student, parent, principal, receiving teacher, and exiting teacher to determine if the change is feasible and the best interest of the student.
- The change does not adversely affect the class counts.

LIBRARY HOURS/REGULATIONS

Library hours will be announced at the beginning of each year. Students will be expected to honor all rules posted in the library. The librarian or designee will be in the library to assist students during these times as well as during class periods. The check-out period is two weeks; however, students in good standing may renew selections. Computers located in the library are for educational use only.

CAFETERIA

Jones Public Schools offers a nutritious breakfast and lunch daily that meets all federal requirements with quantities and contents for purchase in the cafeteria. A cafeteria account will be set up when a student is enrolled in the district. Meals may be purchased daily by paying cash or purchased by using a PIN number with a *unique* barcode associated with the student's individual cafeteria account. These meal accounts are used much like a bank account. Students/parents are able to deposit money into the account and then access the funds in the account each time they wish to purchase a meal. Deposits may be made in any dollar increment desired. However, please keep a positive balance in the account.

Meal Charging Policy

Meal accounts should not carry a negative balance. All purchases should be paid for in advance or at time of purchase.

Free/Reduced Meal Application

Every family at JMS will receive an *Application For Free and Reduced-Price Meals* at the beginning of the school year. Parents are encouraged to complete the application for the benefit of Jones Public Schools and the children who attend. Being approved for free/reduced meals is more than just help for the families that qualify, it also enables Jones Schools to reap the benefits of other federal programs.

- The number of students who qualify for free/reduced meals determines funds received from the state.
- The number of students who qualify for free/reduced meals determines federal grant money for educational programs.
- The number of free/reduced students determine the child nutrition program reimbursement rates at Jones Schools in the school system.

NOTE: The amount of funds received is determined by the percentage of students that **qualify**; this does not mean that the student has to eat in the cafeteria daily, but simply **qualify** for the program. This district also utilizes a program called *Direct Certification* which is a list that is received from the Department of Human Services. Students listed are not required to turn in a free and reduced price meal application to get approved for free meals. Students that meet this requirement will be notified by Child Nutrition Services.

STUDENT INFORMATION SYSTEM

The student information system provides teachers with a base for communicating effectively with parents regarding a student's achievement. Communication with parents is specific to a student's achievement and provides detailed information on current grade averages, homework, missing assignments, and more. Once a parent is assigned a password, the same password will be used while the student attends Jones Public Schools.

INTERNET ACCESS

Student use of electronic resources is supported provided that abuses do not occur. Access is a privilege that will be denied if used inappropriately. In addition, disciplinary and/or legal action may be taken if abuses occur. Access requires responsibility.

No information loaded from a disk created off campus may be loaded on any drive. Students responsible for damages caused to school equipment as the result of loading infected or malicious files may be disciplined and responsible for the cost of repairing all infected machines, drives, and equipment.

LOST AND FOUND

Clothing or other items that are not identifiable will be placed in the *Lost & Found* box. All items that are unclaimed will be given to a local charity at the end of each nine-week session. Students and parents are encouraged to look for misplaced items in the *Lost & Found* box.

TEXTBOOKS AND EQUIPMENT

The Jones School District provides textbooks and other equipment at no charge for use by its students. The textbooks and equipment remain the property of the District and must be returned in good condition. Students are not to write in any book or abuse equipment or property in any way. Students who lose books or equipment or cause damage to them will be required to pay replacement costs or book fines up to the replacement cost of the book or equipment.

LOCKERS

Lockers will be assigned to each JMS student. It is recommended that each student secures his/her locker, as the school assumes no responsibility for books and articles missing from lockers. It is the student's responsibility to provide a lock. Book bags are not permitted in classrooms and should be placed in locker or on hallway hooks. Lockers should be kept neat and clean at all times and doors closed.

Pupils will not have any reasonable expectations of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel will have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason will be necessary for such search. *Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.* (70-24-102)

ASSEMBLIES

A variety of educational and entertaining assemblies are presented at regular intervals. There are always visitors at our assembly programs, and it is a credit to the student body when guests are able to comment on the courtesy of the students toward speakers, performers, and guests. Assemblies are scheduled as part of the curriculum for educational and entertaining experiences. They provide an opportunity for students to learn audience behavior. Regardless the type of program presented, the audience is expected to be respectful. Loud and disruptive behavior is discourteous and disturbing and will not be tolerated. Students will show appreciation and respect to presenters by applauding at the appropriate time(s).

DANCES

Jones Middle School has scheduled dances during the school year. The following rules/regulations apply at **all** JMS and PTA dances:

- Only students enrolled at Jones Middle School may attend the JMS and PTA dances.
- JMS and PTA dances are from 6 p.m. to 8 p.m.
- The JMS dress code will be enforced.
- When attending a JMS dance, students must remain in the designated areas.
- Students are responsible for their own personal articles. Do not leave valuables unattended.
- Concession or vending will be available.
- JMS dances will be chaperoned by teachers.

TELEPHONE CALLS-OFFICE

There is a phone located in the office that may be used by students with office staff permission before school, during lunch, or after school. Students may not use cell phones to communicate during school hours.

VENDING

Vending items will be available for purchase by students during the school day as long as it does not interfere with the educational process.

COMPLAINT OR CONCERN

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

- First, contact the person with whom you have a complaint to discuss the concern.
- If the problem still exists, next contact the principal.
- When the problem remains unresolved after the first two steps, then contact the superintendent.

Administration has the rights to modify any policy in the *Student and Parent Handbook* as deemed necessary.

JONES PUBLIC SCHOOLS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, AGE, OR QUALIFIED HANDICAP.

**JONES PUBLIC SCHOOLS
JONES, OK 73049**

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY EDUCATION

The Family Educational Rights and Privacy Act (FERPA) afford parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Jones Middle School 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 records they wish to inspect. The school official 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 are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as

an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202**

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or

evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Jones Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **Jones Public Schools** may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Jones Public Schools to include this type of information from your child'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 require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – 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.

If you do not want Jones Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Jones Public Schools has designated the following information as directory information:

Student's name

-Address

-Telephone listing

-Electronic mail address

-Photograph

-Date and place of birth

-Major field of study

-Dates of attendance

-Grade level

-Participation in officially

recognized activities and sports

**-Weight and height of members of
athletic teams**

**-Degrees, honors, and awards
received**

**-The most recent educational agency or
institution attended**

**-Student ID number, user ID, or other unique
personal identifier used to communicate in
electronic systems that cannot be used to
access education records without a PIN,
password, etc. (A student's SSN, in whole or
in part, cannot be used for this purpose.)**

**JONES HIGH SCHOOL
SCHOOL CALENDAR
2026-2027**



**JONES PUBLIC SCHOOLS
2026 - 2027 Academic Calendar**

Independence Day 3

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4
5
4
5

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Christmas 1
In-service 4
Return to School 5
MLK Day 18

In-service 10, 11, 12
First Day of School 13

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2
5
5
1

5
5
4
5

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Presidents Day 15

Labor Day 7
P/T Conf 22, 24 (4-7pm)
In-service 25

September 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4
4
5
5
3

5
5
4
3

March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

P/T Conf 8, 9(4-7pm)
Spring Break 12-19
Easter 26

Fall Break 15, 16

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2
5
3
5
5

2
5
4
5
4

April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Spring Friday 16
Spring Friday 30

Thanksgiving 23-27

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

5
5
5
1

5
4

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Last Day of School 13
Record Day 14
Memorial Day 28, 31

Christmas 21-31

December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

84

83

June 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Notes:

Testing Window - TBA

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PLAGIARISM.....

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WIRELESS TELECOMMUNICATIONS DEVICES.....

WITHDRAWAL FROM SCHOOL.....

Notification of Rights under FERPA for Elementary and Secondary Schools.....

Family Educational Rights and Privacy Act (FERPA).....

Notice for Directory Information.....

WELCOME

Welcome to the New School Year at Jones High School!

We are thrilled to welcome our students and families back! Our main goal every day is to make sure our students feel supported, safe, and ready to thrive.

Here is a quick reference guide to help everyone start the year off right:

- **Lockers & Classroom Space:** Students will get a locker with a lock. To keep our classrooms focused on learning, please store bookbags, coats, hats, and athletic gear in your locker during the day.
- **Campus Entry & IDs:** Students will use their new ID cards to scan into outside doors. If you arrive after classes begin, please head to the main entrance by the office to get scanned in.
- **Drop-Off Zone:** Please drop off and pick up at the front of the building on Dr. Lee Simmons. Pulling up as far as possible helps keep the line moving for everyone!
- **Parking Lots:** Seniors park in the Northwest lot, and all other student drivers park in the Southwest lot. The East lot is saved for our staff.
- **Attendance Matters:** Being here on time every day is the easiest way to stay ahead! We appreciate parents' help in building great morning routines.

We're ready to bring our best every day, and with students, staff, and parents working together, it's going to be an amazing year.

Thank you for your support!

Richard Barlow
Principal
Jones High School

Non-Discrimination Policy

Jones High School does not discriminate on the basis of race, color, national origin, gender, sex, age, disability in admission to its programs, service, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Jones High School does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to:

Richard Barlow
Principal, Jones High School
304 Dr. Lee Simmons St
Jones, OK 73049
405-399-9122

Title IX

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Any person who believes that the school district has violated Title IX is encouraged to file a discrimination complaint by contacting:

Shawn Blankenship
Jones Superintendent
9200 Hiwassee Rd
Jones, OK 73049
405-399-9215

I.D.E.A.

All eligible children with disabilities, beginning at age 3, who are residents of the Jones Public School District, have the right to a Free Appropriate Public Education (FAPE) as mandated by the Individuals with Disabilities Education Act (IDEA) Amendments of 1997. Exceptions to FAPE for certain ages are noted under Section 300.122 of the Federal Regulations. Jones Public School District is responsible for locating, evaluating, and identifying children with disabilities.

Amy Hopkins
Jones Special Education/504 Coordinator
304 Dr. Lee Simmons
Jones, OK 73049
405-399-9122

Every Student Succeeds Act – Parent’s Right to Know

The Every Student Succeeds Act is a federal legislation that was signed by President Obama in December of 2015. A provision of this act gives parents of each student the right to request information regarding the professional qualifications of the student’s classroom teacher(s) including:

- Whether the teacher has not met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and if so, their qualifications.

Parents who wish to request information regarding the professional qualifications of the student’s classroom teacher(s) may deliver or mail a written request to:

Richard Barlow
Principal, Jones High School

304 Dr. Lee Simmons St
Jones, OK 73049
405-399-9122

A written response will be mailed to the parent within 10 working days. Additionally, the school district is required to provide the parents of each child:

- Information on the level of achievement of the parent's child on each of the state academic assessments. This information will be provided to the parent in written form after they are received by the school district from the State Department of Education.
- Timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

STATE ATTENDANCE LAWS

SECTION 229 states "It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of five (5) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session... It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years and who has not finished four (4) years of high school work, or received an education by other means to neglect or refuse to attend and comply with rules of some public, private or other school for the full term the schools of the district are in session." "It shall be the duty of any parent, guardian, or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absence of such child. After investigation of the facts relating to the absence of any child or children from school, the attendance office shall, if justified by the circumstances, promptly give written notice... that the attendance of such child is required in some public, private or other school. If within 5 days thereafter, such parent, guardian or custodian does not comply, then such attendance officer will make a complaint against the parent, guardian or custodian of such student in a court having competent jurisdiction for such violation."

ATTENDANCE GUIDELINES

If your student is going to be absent, please contact the main office on the morning of the absence. Absences are marked as **excused** for illness, doctor's appointments (with documentation), court appearances (with documentation), religious ceremonies, funerals, and approved school or 4-H activities. The principal makes final decisions regarding absence classification, and any absence outside of these categories will be marked as unexcused. **The Office will classify all absences.**

Upon returning to school, students must check in at the main office. For **excused absences**, students have equal time to make up missed assignments (for example, one day to make up work for a one-day absence). Once make-up work is submitted within this window, temporary placeholder zeros will be removed. Principals may grant extra time for extreme circumstances. For **unexcused absences**, make-up work is not accepted, and missed grades cannot be recovered.

Finally, please remember that students must attend at least **half of the school day** to participate in or attend any extracurricular events that afternoon or evening.

If a student leaves school without first checking out, he or she will be subject to appropriate disciplinary action. If a student is truant, he or she will receive appropriate disciplinary action. NOTE: No student is to leave school without first securing a written pass from the main office. Otherwise, he or she will be considered truant. Students absent as a result of activities must request assignments from teachers prior to absence. All work received is due upon return to class.

Participants of school activities are not to be reported as absent, nor will these students be required to obtain a reinstatement permit when they return. They will, however, be expected to make up work they have missed as described above.

A student will be excused one day in which to get his or her driver's license. This includes driver's permits. While this is an excused absence, it will still count against the 9 days allowed. (see last paragraph this section) Senior students will be excused one day in which to visit college campuses. Juniors who have completed an ACT exam and are on track to graduate on time, may receive one college visit with prior approval from the principal. The principal can approve additional days under certain circumstances. This will not count against the 9 days allowed.

Being absent the previous period does not eliminate the obligation for the current day's work. Any work or tests missed are to be made up at a time and place chosen at the discretion of the teacher. Unless arrangements are made with the teacher, students who are absent or on school trips for only part of the day will hand in assignments either before they leave or upon their return that day. Students may also be expected to complete tests when time permits. It will be the **responsibility of the student** to contact the teacher to make arrangements for make-up work. Grades not made up will be recorded as failing grades.

Students wishing to spend additional time in a class other than the class they are currently scheduled to attend must secure permission from the current teacher of record PRIOR to missing class. No teacher other than the teacher of record for that period may grant permission for a student to miss class. Such an absence may be classified as truancy.

Students who are absent more than nine days (10%) during a semester will not receive credit for that course in that semester. For students enrolling late, and who have not been in any school, the nine days allowable will be converted into a percentage for the number of days in that semester. These students will be allowed only that percentage of the time that they are on roll. (Therefore, the total days allowed will be less than nine days.) Students enrolling from other schools will be charged with absences accrued at their previous school.

Failure is defined as a grade of 59 or if the student's grade is less, the lesser grade will be entered.

CELL PHONE EXPECTATIONS

In accordance with the passage of Oklahoma Senate Bill 139, all students may possess a cell phone or a personal electronic device while on school premises, while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, but students are prohibited from utilizing cell phones and personal electronic devices during the school day, from the first bell ringing at the start of the school day to begin instructional time, until the dismissal bell at the end of the school day to end instructional time. Personal electronic devices are any device capable of connecting to a smartphone, the Internet, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, and smart glasses, or any item that could connect to another personal device, the internet, cellular or Wi-Fi network, or a similar device. School issued devices are exempt from the requirements in this handbook, as is the use of a personal electronic device to monitor and/or aide in health issues.

Grades 9-12

Students may possess a cell phone or other personal electronic devices while on school premises, while riding school transportation or attending any function sponsored or authorized by the school. Use of cell phones or other personal electronic devices is prohibited throughout the school day, from the first instructional bell until the last instructional bell.

Cell phones or personal electronic devices used during a test for any purpose will be considered cheating and proper action will be taken. Student's misuse of wireless telecommunication devices during the regular school

day will warrant disciplinary actions that will be determined by the nature, severity, and frequency of the violation. Disciplinary actions will include, but not be limited to confiscation of the device, detention, suspension, and/or loss of privileges.

1st Offense: Students will turn in their device to the front office, and serve 1 day of lunch detention. The student will be able to pick up their device at the end of the day.

2nd Offense: Students will turn in their device to the front office, and serve 1 day of ISP. The parent will be required to pick up the device during normal office hours. Office hours are as follows;

3rd Offense: Students will turn in their device to the front office, and serve 1 day of OSS. The parent will be required to pick up the device during normal office hours as described above.

JHS Office Hours are from 8:00-4:00.

Additional personal electronic device violations may be treated the same as the third violation or a more severe disciplinary action may be imposed, including but not limited to requiring the student to turn in their personal electronic device to the front office on a daily basis for a set period of time. Cell phones and other personal electronic devices are prohibited during all state testing sessions. YPS assumes no responsibility for lost or stolen cell phones or personal electronic devices including headphones/wireless accessories that are in the custody of the student. Wireless speakers are not allowed during the school day.

LEAVING SCHOOL DURING THE DAY

Students, except students attending Eastern Oklahoma County Tech Center, are required to be at school seven periods each day. No student will be allowed to leave until the last bell, unless cleared through the office.

UNDER NO CIRCUMSTANCES SHALL A STUDENT LEAVE SCHOOL DURING SCHOOL HOURS WITHOUT PERMISSION FROM THE OFFICE.

***A classroom space will be provided for students to complete concurrent class assignments. Juniors, Sophomores, and any Freshmen that are taking concurrent or online classes during the school day will be required to work in a designated classroom or the library. Students will not be allowed to leave during their concurrent class time.**

If a student leaves the grounds during school hours (except during the lunch hour) no matter the case, whether by request of a teacher or for personal reasons, such as sickness, he/she must report to the main office to check out before leaving. Students who leave school grounds during lunch and do not return due to illness or any other reason must have a parent/guardian call to confirm their absence.

ACTIVITY ABSENCES

Activity absences are absences in which the student is participating in a scheduled, organized school activity where a school sponsor is present. Most activity absences are associated with athletics, Ag Ed, and music. Class field trips are usually considered an extension of the school day and may not be categorized as an absence of any type. The administration will be responsible for determining if the activity is an absence.

Students are allowed only 10 activity absences per year.

The Jones Board of Education endorses the concept of students being in the classroom with a minimum loss of time for activities. The administration, however, recognizes that extracurricular activities, when properly planned, regulated and conducted in an appropriate environment, represent an essential part of the educational experience at Jones High School.

- A. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are school sponsored contests at the district, state, and national levels. State and national contests are those for which a student must earn the right to participate.
- B. The Jones Board of Education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten days absence rule shall not exceed five days.
- C. Jones Public Schools shall be responsible for maintaining an addendum to the attendance records to verify the conditions within the school system that apply to (A) above.

Internal Activity Review Committee

The student may apply for additional days after seven (7) absences.

Criterion for additional days:

- The student must have and maintain a letter grade of “C” or better in each class for which the request is being made.
- The student must have an overall 3.0 grade point average with no grade lower than a “C” at the time of the request.
- The student must demonstrate that the previous absences have not adversely affected the student’s performance (regardless of letter grade), and all work missed was turned in complete and on time.
- The committee may allow up to five (5) additional days.

Activities excluded from ten day activity rule:

1. All activities sponsored by OSSAA elimination rounds.
2. All district, regional, state, and national conventions with administration approval
3. Leadership training activities approved by the administration.
4. FFA/4-H (a specific list should be presented to administration prior to September board meeting)
 - a. District and State livestock shows (students must be in the top 10 at local or county)
 - b. Chapter Officers Leadership conference
 - c. State or National FFA Convention
 - d. District or state interscholastic contest
5. Activities designed to promote volunteerism in our community with administration approval.
6. One senior day to visit colleges or universities.
7. Serving as a senate or house of representative page.
8. Field trips that are a continuation of learning in the classroom with administration approval.
9. Music Contests with administration approval.

(Travel time will not count toward time missed.)

Absences are cumulative, and absences early in the year may affect participation late in the year.

PLEASE SEE "**APPEALS AND INCOMPLETES**" SECTION

TARDINESS

Students and faculty must realize that the intent of the tardy policy is to maximize educational time. Students who are not in their assigned classroom (in accordance with teacher expectation) and ready for work when the bell rings will be considered tardy.

THREE (3) TARDIES WILL EQUAL ONE UNEXCUSED ABSENCE.

TARDIES ARE CUMULATIVE BY SEMESTER ONLY.

Students who arrive more than 20 minutes late or leave more than 20 minutes early will be counted as absent rather than tardy.

If a student arrives at school after the designated start time-beginning of the school day or after lunch- he/she must report to the main office for a pass to class.

The following are considered valid excused tardies:

- **Tardies covered by a doctor's note** showing the date or dates the student was under a doctor's care. The statement must be presented when the student returns to school. In case of sudden illness, the parent or guardian must notify the school of the student's departure. (405-399-9122)
- **School activities.**
- **Tardies that occur as a result of religious ceremonies.**
- **Court appearances.** (Documentation must be provided.)
- **Funerals**

All parental requests for excused tardies anytime during the day must be received before the student enters the building. **Tardies are the ultimate decision of administration. IF A STUDENT IS TARDY (LATE), HE/SHE MUST BE CHECKED IN BY A PARENT/GUARDIAN, OR A PARENT/ GUARDIAN MUST CALL THE OFFICE BEFOREHAND.**

Tardies before school and after lunch will be handled through the main office. All other tardies will be the responsibility of the individual classroom teacher.

CONSEQUENCE SCHEDULE FOR TARDIES

- ★ 1st offense for unexcused tardy is 1 day lunch detention
- ★ 2nd offense for unexcused tardy is 3 days lunch detention
- ★ 3rd offense for unexcused tardy is 1 day ISP

**Tardy counts will reset quarterly, for consequencing purposes.*

Students who are charged with an unexcused absence due to excessive tardies will be referred to the principal. The principal will determine what action is necessary to prevent the student from failing due to excessive tardies. The situation will require student and parent involvement and may require further disciplinary action. Students considered by the principal to be chronically tardy may have additional disciplinary action including ISP.

ENROLLMENT PROCEDURE

The board will review the application of a student who requests admission and who has left a previous school for reasons of discipline, suspension, expulsion, and under other questionable circumstances. All prospective new students must furnish proof of residence in the Jones School District.

1. Students must have or the school must have:
 - a. A withdrawal from the previous school student attended.
 - b. A transcript from the previous school attended.
 - c. Transfer from another school district (if applicable).
2. The student's relationship to the people he/she is living with will be checked. Legal guardianship papers will need to be shown if people are not the natural parents.
3. Students must reside in our transportation area; check map to make sure. If not, transfer procedure should be followed.
 - a. Transfer must be in possession of school or enrollee.
 - b. Jones Board of Education approval is required.
4. Counselor will check with principals when question arises.
5. The Counselor or Principal will call the previous school for records and/or other information.

First time "enrollment" must have shots confirmed or religious papers filled out or there will be no enrollment.

Documents accepted as proof of legal residence include electric bill showing parent/guardian name and physical address, rental contract / lease agreement, tax records. Other utility bills are not acceptable (cable, garbage, phone).

If a family is living with a host family in the JonesSchool District, the host family must sign a notarized statement verifying this family's residence at the beginning of each school year.

Any person who willfully makes a statement in the affidavit, which the person knows to be false, shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year or a fine of not more than five hundred dollars (\$500) or both such fine and imprisonment.

JHS GRADING SYSTEM

1. All classes will be graded on the following scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59-0

2. PROGRESS REPORTS-During each semester (at approximately 4 weeks), grade reports will be sent to all parents. This will be a personal invitation for parents to consult teachers concerning student progress and educational problems. The administration and faculty feel it is their obligation to keep parents informed of the student's progress. Therefore, it is the desire of the faculty to inform parents of those students who are doing excellent work in class also.

3. REPORT CARDS WILL BE MAILED TO THE PARENTS AT THE END OF EACH SEMESTER.

4. Proficiency based promotion is available twice a year (see district policy).

CREDIT BY EXAM

Students who received a failing grade in a course for which an EOI test is required, and who then score at least a Proficient or Advanced on the related EOI or an associated alternative test approved by the State Board of

Education, will be given credit for the class and have a grade of “P” Pass recorded on the Transcript in addition to the grade of F.

HONOR PROGRAM AND HONOR COURSES

The top Graduates after 15 quarters (or the equivalent in the current scheduling system) will be identified. Class rankings are subject to change after the grades of the 16th quarter (or equivalent) are posted. Class ranking is not final until after the final grades are posted. The highest weighted grade point average will be selected as Honor Valedictorian. All students with a GPA above 4.0 will be classified as Valedictorian. The next highest weighted grade point average will be selected as salutatorian. In the event of a tie, students will share the honor. The top 2 Students (by GPA) will be invited to speak at commencement. It is the student’s responsibility to remain informed of current status. The counselor will assist in calculation; however, it is difficult to determine the final calculation. Students should be aware that enrolling in or dropping advanced level classes will affect final GPA in some way. The administration makes no promises on how certain enrollment decisions will affect final GPA.

Honors Courses are offered for the enrichment of the student who wishes to be challenged. They are also important in determining graduation honors. In most cases, these top grade point averages will be significantly affected by the successful completion of honors courses. Those who do not elect to take honors courses, or who fail to successfully complete them, may eliminate themselves from this honor. IT IS THE STUDENT’S RESPONSIBILITY TO CHECK WITH THE HIGH SCHOOL COUNSELOR IF THEY WISH TO TRACK THEIR CLASS RANK FOR THIS HONOR (see note above). Students completing designated honors and Advanced Placement courses and Honors courses with a passing grade shall be graded on a point scale: AP and Honors courses will have different weights.

A=5 AP POINTS

A=4.5 HONORS POINTS

B=4 AP POINTS

B=3.5 HONORS POINTS

C=3 AP POINTS

C=2.5 HONORS POINTS

D=2 AP POINTS

D=1.5 HONORS POINTS

F=0 AP POINTS

F=0 HONORS POINTS

ONLY QUALIFIED STUDENTS WHO HAVE HAD THE REQUIRED PRE-REQUISITES SHALL BE ELIGIBLE TO ENROLL IN THE HONORS COURSES.

Honors courses include: all AP courses, Pre-AP English II, and Biology courses when an honors contract has been signed and the honors curriculum is followed.

Points mentioned above are considered only in determining the top seniors and to determine the student’s rank in his/her class on the average point basis for recognition at graduation. To be considered for honor as one of the top seniors, a student must have attended Jones High School for at least two full years immediately prior to graduation. Students transferring into Jones High School can transfer honor classes as long as they match the courses offered at Jones High School. Students are graded on academic ability and are not to be graded down on discipline.

JONES PUBLIC SCHOOLS VIRTUAL ACADEMY

Jones high school offers a virtual and personalized academic option through Odysseyware. This program allows the school to creatively reach each students’ unique needs to create a successful life plan after school. For more information contact the counselor.

JONES HIGH SCHOOL STUDENT OF THE MONTH

Each month, JHS staff members nominate students whom they feel have “made a difference in the classroom.” The goal of the Student of the Month Program is to reward teamwork, positive behavior, extra effort, and good

citizenship. The program is coordinated through the high school office. The nomination form lists character traits from which to choose when nominating students. Teachers must also explain how the particular student exhibits those traits. Each month, one student from each grade 9-12 is praised for exhibiting a positive influence to classmates by showing respect, active participation in the classroom, dedication to work, and leadership. Students of the month will receive a JHS T-shirt, "lunch with the principal" and if student drives will receive a designated parking area near the main entrance.

RATIONALE: By creating a Student of the Month Program, JHS hopes to celebrate individual achievement by creating a culture of learning that values academic success, as well; as elevates awareness of student contributions to the Jones Community at large.

Criteria for nomination: A JHS Teacher, administrator, guidance counselor, or staff member may nominate a student for student of the month based upon any or all of the following criteria:

- Outstanding grades
- Marked improvement in grades
- Exemplary attendance
- Cooperation
- Leadership
- Overall Achievement
- Consideration to others
- Academic curiosity
- Outstanding attitude/disposition
- Community Involvement/service
- Other: _____

Selection: A committee made up of faculty members will meet monthly to review nominations and make selections for Student of Month. Every faculty member will have the opportunity to join the committee in August.

LOCKERS

Lockers will be assigned when the student enrolls. It is recommended that each student secures his/her locker, as the school assumes no responsibility for books and articles missing from lockers or any other school area or property (this includes athletic locker rooms). Lockers have built-in locks and should be secured at all times. Students are required to place book bags in lockers. If the book bag does not fit, it should be emptied and then placed in lockers. Book bags are not permitted in classrooms. Lockers should be kept neat and clean at all times and doors closed quietly. Food and other perishable items must be removed at the end of each day. Pupils will not have any reasonable expectations of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel will have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason will be necessary for such search. *Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.* (70-24-102)

STUDENT TEXTBOOKS AND EQUIPMENT

The Jones School District provides textbooks and other equipment at no charge for use by its students. The textbooks and equipment remain the property of the District and must be returned in good condition. Students are not to write in any book or abuse equipment or property in any way. Students who lose books or equipment or cause damage to them will be required to pay replacement costs or book fines up to the replacement cost of the book or equipment.

COMPUTER POLICY

Student use of electronic resources is supported provided that abuses do not occur. Students and parents should be aware that there is no legitimate expectation of privacy in the use of the school district's technology. Access is a privilege that will be denied if used inappropriately. In addition, disciplinary and/or legal action may be taken if abuses occur. Access requires responsibility. Students in possession of WAP passcodes will be subject to disciplinary action.

No information loaded from a disk created off campus may be loaded on any drive. Students responsible for damages caused to school equipment as the result of loading infected or malicious files may be disciplined and responsible for the cost of repairing all infected machines, drives, and equipment.

CHANGE OF SCHEDULE

Students desiring to drop a course or to make some other change in their class schedule should make their request at the counselor's office. If the administration decides the change is appropriate, the student will be given instructions for making the necessary change in the schedule. No changes will be considered after the first two (2) days of school except at the request of a teacher, counselor, or parent. For any changes after the first two (2) days of the term, the Principal, receiving teacher, and counselor, will determine if credit will be given.

GRADUATION REQUIREMENTS

Students are required to earn 24 of 28 possible credits to graduate. This schedule assumes students are on track for regular graduation. Students falling behind classmates or advancing beyond classmates will check with the counselor to determine if required credits will be different from the above track.

EACH 1 Semester course equals ½ credit.

STATE GRADUATION REQUIREMENTS

Language Arts 4 units

1 credit each of: English I, English II, English III, English IV, AP Language, AP Literature

Mathematics 3 units (legislature has passed a law requiring 4 units. Waiting on guidance from SDE)

1 unit of Algebra I, 2 units from Algebra II, Intermediate Algebra, Geometry, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability.

Science 3 units

1 unit of Biology I, 2 units from Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology.

Social Studies 3 units

1 unit of U.S. History, 1/2 to 1 United States Government, 1/2 Oklahoma History, 1 unit from World History, Geography, Economics, Anthropology, Psychology, Sociology.

The Arts 2 units or sets of competencies
Electives 8 units or sets of competencies
Total 23 units

COLLEGE PREPARATORY CURRICULUM

4 English: Grammar, Composition, Literature, or any English course approved for college admission requirements.

3 Laboratory Science: limited to Biology, Chemistry, Physics, or any lab science course with content and/ or rigor equal to or above Biology and approved for college admission requirements. Science courses above Biology I may be taught at a high school or technology center.

3 Mathematics: limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements. Math courses above Algebra I may be taught at a high school or technology center.

3 History and Citizenship Skills: including 1 U.S. History, and 2 units from the subjects of History, Government, Geography, Economics, Civics, or Non-Western Culture.

2 units of the same Foreign Language or non-English language or 2 units of Computer Technology approved for college admission requirements, whether taught at a high school or technology center school, including Computer Programming, Hardware, and Business Computer Applications such as Word Processing, Databases, Spreadsheets, and graphics, excluding keyboarding or Typing courses.

1 additional unit selected from any of the above or career and technology education courses approved for college admission requirements.

1 unit or set of competencies of Fine Arts, such as Music, Art, or Drama, or 1 unit of Speech.

Vo-Tech students will receive two credits for eligibility purposes assuming they attend the regular two period class.

There is no provision for three year graduation at Jones High School. All students must attend seven (7) periods per day.

All students in concurrent enrollment must attend Jones High School three (3) periods or more daily, depending on graduation unit requirements met.

Freshmen entering during the 2007-2008 school year must also receive instruction in personal finance. These competencies may be completed within the curriculum of other courses.

All seniors must participate in CPR/AED training to meet requirements to graduate in the State of Oklahoma

With HB 3218 being signed into law, the ACE graduation requirement of passing 4 of 7 end of instruction exams has been repealed effective July 1, 2016. The State has directed that each school district will adopt policy for graduation requirements as related to assessments. Jones High School requires that students take all state assessments to be eligible for graduation.

NCAA ELIGIBILITY

Students planning on participating in athletics at an NCAA school after graduation need to register with the NCAA clearinghouse by end of their sophomore year. See Appendix for NCAA Initial Eligibility Reference Sheet. See High School Counselor regarding more detailed

information on NCAA Clearinghouse Registration and eligibility. The following courses at Jones High School are not approved to meet NCAA eligibility: Art, Music, Drama, Health and Physical Education, Athletics, and Computer Classes. Approved and non-approved NCAA courses can change from year to year, please maintain communication with Counselor regarding coursework if you are in NCAA Clearinghouse.

Oklahoma's Promise

The State Of Oklahoma provides a scholarship to qualifying students that are attending in state schools. See Appendix for scholarship requirements. Once a student is enrolled in the 8th, 9th or 10th grade they must maintain a 2.5 overall GPA and a 2.5 GPA in the 17 core courses. The 17 Core Courses are:

Units	Courses
4	English (<i>grammar, composition, literature; courses should include an integrated writing component</i>)
3	Lab science (<i>biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement</i>)
3	Mathematics (<i>Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus [must have completed geometry and Algebra II], calculus, Advanced Placement [AP] statistics</i>)
3	History and citizenship skills (<i>including one unit of American history and two additional units from the subjects of history, economics, geography, government, non-Western culture</i>)
2	Foreign or non-English language (<i>two years of the same language</i>) OR Computer technology (<i>two units in programming, hardware and business computer applications, such as word processing, databases, spreadsheets and graphics, will qualify; keyboarding or typing classes do NOT qualify</i>) (1 foreign language and 1 computer course will NOT meet this requirement.)
1	Additional unit of subjects listed above
1	Fine arts (<i>music, art, drama</i>) OR Speech
17	Total Units

Please maintain communication with counselor regarding coursework and GPA.

Grade Classification:

Jones High School requires that students accumulate 24 credits to graduate. Classification of students will be established at the beginning of each school year and will not change until the next enrollment year. The following criteria will be used in determining the grade classification of students:

- a. Twenty-one (21) credits classifies a student as a senior.
- b. Thirteen (13) credits classifies a student as a junior.
- c. Five (5) credits classifies a student as a sophomore.

CONCURRENT ENROLLMENT / DUAL CREDIT

Qualifying juniors and seniors may participate in concurrent enrollment. Concurrent enrollment allows students the opportunity to obtain college credit while in high school. Check with the counselor for qualifications.

The state regents for higher education offer in-state tuition waivers for qualifying seniors. Jones High School is not responsible for any financial obligations associated with concurrent enrollment.

Concurrent Enrollment for Jones High School

Jones High School has a strong partnership with Rose State College, providing ample opportunities for high school students to take college classes. Rose State offers a variety of courses on the Jones High School campus, utilizing Interactive Television technology. Additionally, students have the option to take online courses or attend on-campus classes at Rose State.

Students are able to enroll concurrently through any college. Rose State is recommended due to the assistance their counselors can offer and their proximity to Jones High School.

Concurrent Enrollment Requirements

Rose State College **Option 1:** 19 ACT score or 990 SAT score; **Option 2:** 3.0 overall unweighted cumulative GPA

All concurrent students must have a signed statement from their high school principal stating that they are eligible to satisfy requirements for graduation from high school, including curricular requirements for college admission, no later than the spring of their senior year. Students must also provide a letter of recommendation from their school counselor and written permission from a parent or legal guardian. A high school student may enroll in a combined number of high school and college courses per semester, not to exceed a full-time college workload of 19 credit hours per semester. For purposes of calculating workload, a .5 high school unit shall be equivalent to three semester credit hours of college work.

Minimum ACT Subject Scores for Concurrent Enrollment in Courses in Subject Areas

At a minimum, concurrent students shall demonstrate college readiness in a particular subject area to be eligible to enroll in a college-level course in the corresponding subject area. A high school student not demonstrating college readiness in science, reasoning, mathematics, or English will not be permitted enrollment in the corresponding college subject area. A student who is unable to demonstrate college readiness in reading will not be permitted enrollment in any other collegiate course (outside the subjects of science, mathematics, and English). Concurrent enrollment students are prohibited from enrolling in any form of developmental education, including any configuration in which developmental education is embedded within a credit-bearing course. A concurrent student will be eligible to enroll based on the criteria detailed in the chart below.

Curricular Area	English	Math	Reading	Science
ACT Score	19	19	19	19

Costs and Fees:

These will vary from college to college. Rose State will waive up to 9 hours of tuition for a high school junior over the course of the student's junior year. Rose State will waive up to 18 hours of tuition for a high school senior over the course of their Senior Year. Students and parents are responsible for the cost of books and fees for these concurrent courses. Fees will need to be paid by the deadline set by the college before a student can enroll in future semesters. The college may impose late fees if payment is not made by the deadline.

Concurrent Enrollment for Dual Credit:

ENGLISH	
ENGLISH COMP I	1 UNIT OF ENGLISH ELECTIVE

ENGLISH COMP II	1 UNIT OF ENGLISH IV* *must have Eng Comp I and II to receive this credit
FUNDAMENTALS OF SPEECH	1 UNIT OF SPEECH I
ANY OTHER COLLEGE ENGLISH OR LIT	TRANSCRIPT AS ENGLISH ELECTIVE
MATHEMATICS	
COLLEGE ALGEBRA	1 UNIT OF ALGEBRA III
COLLEGE TRIG	1 UNIT OF TRIG
COLLEGE PRECALCULUS	1 UNIT OF PRECALCULUS
COLLEGE CALCULUS	1 UNIT OF CALCULUS
FUNCTIONS AND MODELING	1 UNIT OF ALGEBRA III
STATISTICS	1 UNIT OF STATISTICS
PERSONAL FINANCE	1 UNIT OF MATH OF FINANCE
SOCIAL STUDIES	
AMERICAN HISTORY TO 1877	1 UNIT OF US HIST
AMERICAN HIST SINCE 1877	1 UNIT OF US HIST
AMERICAN FEDERAL GOVT	1 UNIT OF US GOVT
OKLAHOMA HIST	1 UNIT OF OKLA HIST
STATE AND LOCAL GOVT	1 UNIT OF HIST ELECTIVE
WORLD REGIONAL GEOGRAPHY	1 UNIT OF GEOGRAPHY
EARLY WESTERN CIV	1 UNIT OF WORLD HIST
MODERN WESTERN CIV	1 UNIT OF WORLD HIST
INTRO TO SOCIOLOGY	1 UNIT OF SOCIOLOGY
INTRO TO PSYCH	1 UNIT OF PSYCHOLOGY
INTRO TO ECONOMICS	1 UNIT OF ECONOMICS
SCIENCE	
GENERAL BIOLOGY(LAB REQUIRED)	1 UNIT OF BIOLOGY
GENERAL CHEMISTRY I(LAB REQUIRED)	1 UNIT OF CHEMISTRY

GENERAL PHYSICAL SCIENCE(LAB REQUIRED)	1 UNIT OF PHYSICAL SCIENCE
FINE ARTS	
MUSIC APPRECIATION	1 UNIT OF MUSIC APP
HUMANITIES	1 UNIT OF HUMANITIES
WORLD LANGUAGES	
ELEMENTARY SPANISH I	1 UNIT OF SPANISH I
ELEMENTARY SPANISH II	1 UNIT OF SPANISH II
ASL I	1 UNIT OF ASL I
ASL II	1 UNIT OF ASL II
ELEMENTARY FRENCH I	1 UNIT OF FRENCH I
ELEMENTARY FRENCH II	1 UNIT OF FRENCH II
ELEMENTARY GERMAN I	1 UNIT OF GERMAN I
ELEMENTARY GERMAN II	1 UNIT OF GERMAN II
ANY OTHER LANGUAGE	UNIT OF EQUIVALENT LANGUAGE

Any college course taken through concurrent enrollment but not listed above is approved by Jones High School for elective credit and will count towards high school graduation requirements. Courses that are one (1) and two (2) hours will be transcribed as a ½ unit for high school credit, and courses that are three (3) will receive 1 unit.

Students may seek approval for academic core credit for courses not listed above. A school administrator or counselor must make requests for consideration.

All concurrent college courses, where credit is earned, will be entered on the high school transcript along with the grade earned in the class. Grades placed on the transcript will be used for GPA and class ranking calculations and will not be weighted.

Students must adhere to the GPA requirements set forth by the college to remain eligible to enroll in any courses for the following semester.

College course grades will be monitored and used for determining OSSAA eligibility on a weekly basis and students are required to follow the procedures for reporting grades to the high school.

Students will be required to provide an official transcript with final semester grades for each college course taken concurrently. Transcripts should be submitted to the high school registrar no later than five (5) school days after grades are made available by the higher education institution.

Although grades lower than a C will be transcribed for high school credit, some colleges may require the course to be repeated in order to fulfill degree requirements.

Students who withdraw from a course during the semester without enrolling in another college course during the same term are required to notify their high school counselor within one (1) school day. Students will be enrolled in a high school course at that time, which may or may not count for high school credit, depending on the date enrolled.

Students who fail to report grades or to notify their counselor as specified above may receive additional academic and/or disciplinary consequences, which may include an F grade assigned for the concurrent course or assigned elective.

SUMMER SCHOOL/NIGHT SCHOOL

All summer school and/or night school enrollment must have prior approval of the Principal or Counselor. Failure to do so will affect the granting of credit. As a rule, summer school and/or night school shall be approved to fulfill the need to re-take courses that have been failed and cannot be rescheduled during the regular term. (Normally night school approval shall be restricted to seniors.)

GRADUATION CEREMONY

Students meeting all graduation requirements and wishing to participate in the graduation ceremony must purchase a cap and gown from the school sponsored provider. Qualifying members of the Jones High School chapter of the National Honor Society will be allowed to wear the official chords and medals sponsored by that organization. In addition, Students that earn their STATE FFA Degree may also wear the official cords for State FFA Degree. **NO OTHER REGALIA WILL BE WORN DURING THE CEREMONY.** Parents will be provided with seating on the field near their student. Only parents or guardians that have been listed by the student will be allowed in the student/parent seating area. All other visitors are asked to remain in the stands throughout the ceremony. Seating for handicapped will be available on the ground near the stage area.

It is sometimes necessary for students to finish some credits during the summer immediately following graduation. These students will be allowed to participate in graduation only if they have made reasonable progress on a make-up plan established by the school counselor. The counselor and principal will determine if the student has made reasonable progress. Reasonable progress will include no more than 2 credits short and all financial obligations for credit recovery paid. The plan may include a requirement that any credit recovery courses required for graduation be paid in advance and the student enrolled in the summer course(s). Students attending CATS must have completed that program prior to participation in the graduation ceremony. Appropriate attire is required for the graduation ceremony. Boys are required to wear long pants preferably slacks. Students needing assistance with this requirement should see the counselor several weeks prior to graduation.

Please see the “Graduation Activity Contributions” section for further information on graduation ceremony requirements.

ACADEMIC ELIGIBILITY

OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. The Oklahoma Secondary School Activity Association sets up eligibility rules

for athletes and other activities. The following extract of their policy is presented to define solids, non-solids, and eligibility.

Any student failing 2 or more term classes (semester grade) will be ineligible for the first 6 weeks of the subsequent term.

Section 2. Weekly Eligibility

Scholastic eligibility for students will be checked after two (2) weeks (during the third week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.

A student must be passing in all subjects in which he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

"Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3. Special Provisions

The 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education (physical education and athletics cannot be included in the four requirements.)

An ineligible student who changes schools during a block will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period.

Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) (Board policy allows a maximum of two weeks to apply this exception.)

One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a for the end of spring semester.

School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

All organizations that are governed by any charter or constitution may impose requirements and standards which are higher than those established by the OSSAA. It is the responsibility of interested students to become familiar with these rules. Interested students should check with the sponsor of the organization. Remember, you are the JONES STUDENT BODY, GOOD WINNERS, GOOD LOSERS, AND ABOVE ALL, GOOD SPORTS.

Vo-Tech students will now be able to count the full three credits for eligibility purposes assuming they attend the regular three hour class.

APPEALS AND INCOMPLETES

When a student fails to complete work for a term and circumstances dictate that make-up work is appropriate, the student will be issued an "I" for Incomplete. Students shall make arrangements to complete all work required to remove the "I" within two weeks after the close of the block or term. After that time a "No Credit" will be assigned for all outstanding work and the student's grade will be averaged.

ALL APPEALS FOR FAILING GRADES DUE TO ABSENCES SHALL BE SUBMITTED TO THE ADMINISTRATION ON THE APPROPRIATE FORMS WITHIN TWO WEEKS OF THE ISSUANCE OF THE FAILING GRADE. After that time, recorded grades shall stand.

Appeals must include all documentation to be considered by administration. Photocopied documentation will not be considered. Allowable documentation includes doctor notes or court documents showing a required attendance.

Also see: Making up Absences for Appeals.

ASSEMBLIES

A variety of educational and entertaining assemblies are presented at regular intervals. These assemblies provide Jones Students opportunities to demonstrate the courtesy, cooperation and consideration that they have been taught at school and at home. There are always visitors at our assembly programs, and it is a credit to the student body when guests are able to comment on the courtesy of the students toward speakers, performers and guests.

These steps will be followed by students and teachers:

- Building Principal will release students.

- Teachers will escort students to the gym and monitor them.

- Students will be dismissed by the principal or his designee.

CAFETERIA

Jones Public Schools offers breakfast and lunch at all school sites. All meals meet federal requirements with quantities and contents.

When a student enrolls in Jones Public Schools he/she is set up with a meal account with his/her own pin number and barcode. Families can make deposits into this account which will cover any purchases made from the cafeteria by the student. Deposits can be made by cash or check and sent as often as needed.

We ask that accounts carry a positive balance. Should an account go into the negative the district charging policy will become effective. See back of this form. *Beginning the first week of May*

until the end of the school year, charging will no longer be allowed. All purchases will need to be paid for in advance and all negative balances will need to be paid in full.

It is the responsibility of the student and parent to ensure a positive balance remains in a meal account. Parents can refer to the payment reminders that are sent home each week (elementary and middle school only), or call their child's school to find out what balance is in their child's meal account. Students at the high school can ask cafeteria personnel.

NOTE: Additional purchases that are not included in a full meal will cost regular price and require money to be in the account for these purchases to occur.(For example: milk purchased without a meal or in addition to a meal (extra milk) or a la carte items purchased at the high school level.)

Should you have questions regarding your student's account, or would like to request that limits be placed on an account, please call the Nutrition Office at 399-6113 and we will assist you in managing your student's account.

The meal charging policy for the district is as follows:

1. Meal accounts should not carry a negative balance. All purchases should be paid for in advance or at time of purchase.
2. If an account goes into the negative we will allow a **\$20 limit** for students charging **per individual**. Students that are on a "family account" will be considered as individuals and each student will have the charge limit of \$20. For example a family with 3 students on a "family account" will be allowed to charge up to \$60.
3. If an account has charged \$20, and no payment is received or no prior arrangements have been made then:
 - a. Students will NOT be allowed to eat breakfast.
 - b. Student will receive a sandwich and milk for lunch at no charge for 3 days. If account balance is not corrected after 3 days, student will need to bring a sack lunch to school.

Note: Free and reduced-price meals are available for families that qualify. Information is available at each school site or you may call the foodservice office at 399-6113.

All students will receive a free and reduced price meal application at the beginning of the school year. These may be filled out at any time during the school year. If you don't qualify at the beginning of the year, something may change and your family could qualify at another time. These applications are completely confidential. Only certain people know about the results. This district also utilizes a program called Direct Certification which is a list that is received directly from the Department of Human Services. Students listed are not required to turn in a free and reduced price meal application to get approved for free meals. Students that meet this requirement will be notified.

CAR REGULATIONS

Students who are qualified may drive to school with no responsibility assumed by the school. Any student wishing to park on the Jones High School campus or any of the designated parking areas must obtain a parking permit from the front office within the first week of school. Parking permits will be \$5 for the first permit and \$15 for a replacement permit. Students parking without permits will be given one warning. Students will then have one week to purchase a permit. After this time, the permit fee will increase to \$15. Students will be expected to abide by the following:

No student is to leave the campus in his or her car during class periods without permission of the principal.

Speed limits of 15 miles per hour on campus streets and 5 miles per hour in parking lots must be respected.

No student will be permitted to sit in cars during school hours or lunch periods.

The Board of Education or the school officials are not to be held responsible for any accident involving student drivers.

The school discourages students from securing or allowing rides in cars. Those that do ride in cars are the responsibility of the parents.

Students that do not possess a valid driver's license, insurance verification, or parking permit will not be allowed to park on school property or any property in which the school is providing parking spaces or drive during the school day.

With the exception of the lunch period, students are not to go to their vehicles or move them without permission of the principal.

Cars driven to school or to school activities are subject to search by school administration designated personnel.

Parking spaces off limits to students include: the north side and immediately in front of the high school, Hayden Flowers Fieldhouse, and faculty parking.

Students are not allowed to park at the church main parking or east of Flowers Fieldhouse during school hours. All students must park in 1 of 3 lots: gravel lot across the street from the high school, the northwest and southwest lots.

Only seniors may park in the student designated parking in the northwest lot.

All parking is on a first come basis.

Students shall not carry passengers in the cargo area of pickup trucks.

CLASSROOM CARE

EATING IN THE CLASSROOM

There will be no eating of food, or candy in the halls or classrooms of Jones High School. Eating is to be confined to the commons area and courtyard. No gum is allowed at anytime.

Outside drinks are allowed in commons area only and must be in an original container with a lid.

If the classroom teacher allows drinks in the classroom, they must be purchased from the vending area and twist on caps must remain in place. **NO OUTSIDE DRINKS ARE ALLOWED IN CLASSROOMS.**

If food is part of a special project in the classroom, it must be approved through the office.

COUNSELING AND GUIDANCE SERVICES

The purpose of the Counseling and Guidance Department is to help the individual in solving his or her problems, to work with other school personnel in identifying needs and in finding ways to

meet these needs, and to aid in the coordination of the over-all school program. Counseling is the process in which an experienced and trained person assists a second person:

- to understand himself/herself and his/her opportunities,
- to make appropriate adjustments and decisions in light of his/her understanding,
- to accept the responsibility of his/her choice,
- to follow a course of action in harmony with his choice.

There is a counselor available to aid the student, parents, and other staff personnel in coordination of the total school program.

The following guidance services are available in the Jones School Counselor's office:

- Personal counseling
- Individual counseling
- Prepatory programs
- Enrollment
- Individual testing
- Group testing
- Parent conferences
- Student-teacher conferences
- Student aid
- Change of schedules

The Guidance Department works closely with all educational and referral services within the area.

BEHAVIOR AT ALL SCHOOL-SPONSORED EVENTS

Students are expected to discipline themselves and demonstrate appropriate behavior at all school-related activities and events at home or away. The students should act in such a manner that their behavior will be a credit to the individual, his/her family, the school, and the community. **ONLY RECOGNIZED PARTICIPANTS OF THE ACTIVITY WILL BE ALLOWED ON THE PLAYING OR PERFORMANCE AREA WHILE THE EVENT IS IN PROGRESS. THE DURATION OF THE EVENT INCLUDES HALF-TIME OR INTERMISSION.**

The administration will work closely with students (and their parents) who have difficulty in adjusting their behavior to meet school expectations and comply with school policies and regulations.

Students who leave the event area (football stadium, basketball gymnasium, etc.) will not be allowed back in and must leave the area completely. The administrator on duty may be asked to escort the student for a specific need. This is left to the discretion of the administrator.

One or more of the following actions or a similar type of action will be taken when a student's behavior is unacceptable:

- Student conference with the administrator on duty at the school activity.
- Notify and/or conference with parents.
- Leave school sponsored event.
- Special privileges such as attending future school sponsored events or participating in school activities or events revoked.
- Detention/Campused.
- In School Placement.
- Suspension.

LACK OF REPORTING

Students who do not report issues that may put the school, themselves, or other students at risk of possible danger are subject to disciplinary action.

BULLYING, HAZING AND HARASSMENT

It is the policy of this school district that no student or employee of the district shall participate in or be a member of any secret fraternity or secret organization that is any degree related to the school or to a school activity. No student in this school district will be subject to hazing, harassment, or any other form of persecution by any student or employee whether connected to any secret fraternity or organization or not. For the purpose of this policy, hazing is defined as the deliberate harassment of a student to perform meaningless, difficult, or humiliating tasks. This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include suspension for students and employment termination for employees. A copy of this policy will be furnished to each student in the district.

"Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture or written, verbal, or physical act.

"At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

CONTROLLED DANGEROUS SUBSTANCES

It shall be the policy of the Jones Board of Education that any teacher, school administrator, or counselor who has reasonable cause to suspect that a student may be under the influence of or said student has in his or her possession:

- non-intoxicating beverages designed to appear as alcoholic beverages (near-beer)
- alcoholic beverages, or
- controlled dangerous substances

as the above are defined by state law, shall immediately notify the principal or his or her designee of such suspicions. After conducting an investigation, the principal will contact a parent or guardian.

Sec. 514. "School Officials Immune from Liability for Making Certain Reports".

Any public school administrator, teacher or counselor having reasonable cause to suspect that a student is under the influence of low-point beer as defined in Section 163.2 of Title 37 of the Oklahoma Statutes or a controlled dangerous substance as defined in Section 2-101 of Title 63 of the Oklahoma Statutes or has in the student's possession low-point beer or alcoholic beverages or a controlled dangerous substance, who reports such information to the appropriate school official, court personnel, community substance abuse agency, pursuant to the school's policy

shall have immunity from any civil liability that might otherwise be incurred or imposed as a result of the making of such a report. (70-24-132)
A copy of the district drug and alcohol free school policy can be obtained from the office.

DRUG DOG POLICY

Anytime a drug dog alerts, the student will be brought to the office and the incident will be investigated, the student counseled, and the parent notified. If the drug dog comes to a "full alert" the school administration will search and seize, notify the police, notify the parents, and the student will be suspended to the legal limit the law allows. Any malice shown toward the drug dog can result in appropriate disciplinary action being taken.

DANCES

RULES FOR HIGH SCHOOL SPONSORED DANCES

Occasionally organizations may desire to sponsor a dance. The following rules will apply to this situation:

- Approval must be obtained through the Building Principal.
- Sufficient sponsors must be present to supervise, both teacher and parents (combination a must).
- Only Jones High School students and their dates (not guests), who are high school age or older, may attend high school dances.
- The group sponsoring the dance will set the age level.
- Concessions may be opened. Organizations sponsoring dances will be responsible for cleaning building and concession stand. All clean-up work will be taken care of immediately following dance. This includes all equipment that is used.
- Police must be called in for high school dances to provide some community supervision.
- When a student leaves the dance, he/she cannot return to the building.
- High School dances must end no later than 11:00 P.M.
- Tickets are sold only to Jones High School students and their dates.
- Any date not attending Jones High School must be approved by the administration before he/she can attend any school dance.

HIGH SCHOOL PROM RULES

The Jones High School Jr./Sr. Prom is an end of the year activity that targets the Juniors and Seniors. While the administration understands that underclassmen may be invited as dates, students requesting underclassmen to attend under false pretenses may be restricted from attending further functions including graduation and subsequent proms. The prom is a private event and no person is guaranteed attendance. Jones Public Schools and the administration reserve the right to act according to personal judgments in good taste and decorum. Some determinations may result in students or guests being asked to leave at any time without refund of tickets.

- Only Jones High School students and their dates (not guests), who are sophomore age or older may attend the Junior-Senior Prom. It is expected that when the sponsoring student leaves the Prom, his/her date must also leave.
- Guests 21 years or older will not be allowed to attend unless they are the spouse of a Jones High School junior or senior in good standing.
- Any date who is not a Jones High School Junior or Senior must be approved by the Administration before he/she can attend any school Prom.

Any Jones High School non-junior or non-senior must have the approval of the Administration before he/she can attend any prom. The student's discipline file will be reviewed and considered before any decision is made. Students with behavioral problems may not be approved to attend. Students who are "drop-outs" and have not obtained a diploma or GED may be denied attendance to the prom. Once the effected student's freshmen class has graduated, the student may be considered for attendance.

Anyone attending a Jones Prom must have a valid ticket. While the cost of tickets may at times be included in class dues (see: class dues), this is not always the case. Each year sponsors will announce the cost of tickets and whether or not they are included in class dues paid. As a rule, non-juniors and non-seniors and other dates will be expected to pay.

The Administration recognizes that prom attire may differ from regular school attire and the school Dress Code. The administration and sponsors will provide guidance on the degree of variance. Only those areas where there is a variance will be covered; it is understood that all other areas of the Dress Code will remain in effect. Once established, proper prom attire will be worn at all times.

When anyone attending a Prom leaves the building, he/she will be expected to leave the area. He/she will not be permitted back in the building.

Police security shall be present at all proms. The number of officers may be dictated by the facility management; however, as a minimum, one officer shall be present.

Dancing or other behavior that the administration considers to be in poor taste may result in the offending student / guest being asked to leave.

Any area not covered by "PROM RULES" will be covered by the current Jones High School Student Handbook section "RULES FOR HIGH SCHOOL SPONSORED DANCES".

Graduation Activity Contributions

Students are expected to contribute to the cost of providing an enjoyable prom and graduation. Both are significant events in a high school student's life. GAC's help off-set the costs associated with these two events. Students who do not pay GAC's may not be invited to participate fully in either or both the prom and graduation. GAC's have been scheduled so as to spread the financial impact through the 4 years of high school. If a student enters Jones High School after their junior year, the GAC's will be prorated as determined by the administration. It is important to receive and save a receipt for GAC's. It will be the responsibility of the student to provide proof of payment if a question arises.

Freshmen	\$20
Sophomore	\$20
Junior	\$30
Senior	none if balance is current

DISCIPLINE

The purpose of discipline is to maintain good order in the Jones School system. It begins with the student initiating self-discipline, which includes following the rules and regulations of the school and in the various classrooms that he or she attends. Discipline by a teacher or by an administrator becomes necessary only when a student fails to demonstrate self-discipline. In the event that a student is in need of discipline by the principal, it will be administered in a progressive manner, depending upon the seriousness of the offense committed by the student. Corporal punishment may be used at the discretion of the building principal unless the

parent/guardian has a signed statement on file in the principal's office saying he/she does not want his/her child to receive corporal punishment. Specific behavior and consequences may be listed under specific headings: Public Display of Affection (PDA), Dress Code, etc.

LEVEL I

DETENTION

LUNCH DETENTION/CAMPUSED – H.S.

Lunch detention will be assigned at the principal's discretion. No outside food or drinks will be allowed in lunch detention. Only the lunches purchased from the "main line" of the cafeteria will be allowed in lunch detention. Vending items or "a la carte" items are not allowed.

AFTER SCHOOL DETENTION:

Although not widely used in our school because we recognize its limitations, it still has the great advantage of being a form of minor punishment that students understand.

The after school detention will be from 3:30-5:00 P.M. Students assigned after school detention will not be provided school transportation. Parents are responsible for getting the student home safely.

Detention Procedure Our rules for detention are simple:

If a student is not in his seat 10 minutes after the close of school, he/she is not permitted to complete the detention assignment.

Bus students may have a 24-hour delay if they wish in order to arrange transportation. Beyond that time, busing does not excuse a student from detention. Students who work after school may have up to 48 hours to arrange matters with their employers. Beyond that time, work does not excuse a student from detention.

If a student wishes to see a teacher after school for special assistance, this takes priority over, but does not substitute for detention. The helping teacher must write a note for the student to give to the principal verifying the extra help session.

Detention is then postponed for an appropriate period.

All students can avoid detention by simply obeying the rules.

LEVEL II

THE JONES SCHOOLS IN-SCHOOL ALTERNATIVE PLACEMENT (ISP)

THE JONES SCHOOLS IN-SCHOOL ALTERNATIVE PLACEMENT IS AN ALTERNATIVE TO SUSPENSION. IT SHOULD NOT BE CONSIDERED SUSPENSION. HOWEVER, IT IS A FORM OF PUNISHMENT. THE PROGRAM IS AN OPPORTUNITY FOR THE STUDENT WHO HAS COMMITTED A DISCIPLINE INFRACTION TO REMAIN IN SCHOOL AND CONTINUE HIS/HER EDUCATION. IF THE STUDENT MAKES SATISFACTORY PROGRESS, HE/SHE MAY RECEIVE CREDIT.

THE PROGRAM WILL TAKE COMMITMENT ON THE PART OF THE STUDENT AND HIS/HER PARENTS. THE PROGRAM WILL PRESENT A CHALLENGE TO MOST STUDENTS. IT IS DESIGNED THAT WAY. THE JONES SCHOOLS IN-SCHOOL ALTERNATIVE PLACEMENT IS INTENDED FOR THE STUDENT WHO HAS MADE A

MISTAKE AND DESIRES THE CHANCE TO IMPROVE HIS/HER SITUATION BY OBEYING SCHOOL RULES AND CONCENTRATING HIS/HER EFFORTS ON ACADEMICS. PRIVILEGES, SUCH AS TRANSPORTATION (BUSING) AND EXTRA-CURRICULAR ACTIVITIES WILL NOT BE PART OF THE STUDENTS PROGRAM.

PARTICIPATION IN **THE JONES SCHOOLS IN-SCHOOL ALTERNATIVE PLACEMENT** IS NOT OPTIONAL. THE PARENT AND STUDENT MUST AGREE TO ABIDE BY THE RULES OF THE PROGRAM. FOR THOSE WISHING TO REFUSE TO ABIDE BY THE RULES, OR WHOSE BEHAVIOR DEMONSTRATES NON-COMPLIANCE, HOMEBASED PLACEMENT WILL BE AVAILABLE AT THE DISCRETION OF THE PRINCIPAL (SEE “SPECIAL DISCIPLINE PROBLEMS”). UNDER THIS **NO CREDIT PROGRAM**, THE STUDENT WILL BE PLACED ON HOME-BASED SUSPENSION WITH AN INDIVIDUAL EDUCATION PROGRAM WITH THE PARENT AS THE RESPONSIBLE FACILITATOR. THE SCHOOL’S RESPONSIBILITY SHALL BE LIMITED TO PROVIDING WORK FROM TEACHERS AND MONITORING PROGRESS. **CREDIT WILL NOT BE GRANTED.**

THE NATURE OF BOTH PROGRAMS MAKES IT IMPOSSIBLE FOR THE CURRICULUMS TO BE IDENTICAL TO THAT WHICH THE STUDENT IN THE TRADITIONAL PLACEMENT RECEIVES. WHEN PRACTICAL, EVERY EFFORT TO DUPLICATE INFORMATION AND EXPERIENCES WILL BE MADE. HOWEVER, MANY TIMES SUBSTITUTION EXPERIENCES AND ASSIGNMENTS WILL HAVE TO BE MADE.

STUDENTS MAY NOT VOLUNTARILY DROP FROM **THE JONES SCHOOLS IN-SCHOOL ALTERNATIVE PLACEMENT**, BE PLACED ON HOME-BASED SUSPENSION, AND THEN RETURN TO **THE JONES SCHOOLS IN-SCHOOL ALTERNATIVE PLACEMENT**. (EXAMPLE, REFUSE TO PARTICIPATE IN A DRUG TEST, HAVE PLACEMENT CHANGED AND ATTEMPT TO RETURN AFTER THE REQUIREMENT HAS PASSED.)

ISP will begin at 8:30 am and end at 3:30 pm. Students arriving before 8:30 am will report immediately to the front office and wait for the ISP teacher. Students will not be allowed to leave ISP early. Students must be constantly engaged in some educational activity while in ISP. Students should bring a book or other work and class materials including paper and pencil/pen. Students arriving with nothing to work with or work on may be assigned an additional day. Teachers will provide class work; however, this is not always enough to last the entire day. It is the student’s responsibility to remain productive. Student’s not working, arriving late, sleeping, out of dress code, arguing, or being disruptive in any way will be sent home. If a student is sent home, that day will not count toward the assigned days and will be listed as an unexcused absence.

Students are not allowed to participate or attend any school event (home or away) while assigned ISP.

LEVEL III

SUSPENSION PROGRAM

A student violating any of the articles below may be suspended from school. The question of the seriousness of the violation shall be determined by the principal. The principal shall have the authority to order the suspension, but the period of suspension will not be extended beyond the current term and the succeeding term.

Violation of the rules and/or regulations of the school.

Creating a classroom disturbance.

Use of language detrimental to the educational environment.

Possession or use of any dangerous weapon. (Mace, Pepper spray)

Assault and battery upon another person.

Damage to school property.

Possession or consumption of any alcoholic beverage, narcotic drugs or stimulant or barbiturate without a specific doctor's prescription. Students who are with others who are participating in such activities are also in violation of school rules and are subject to suspension.

Participation in any act which disrupts the educational process.

Engaging in acts of immorality.

Possession and/or use of arson agents (lighters, matches, etc.)

Harassment of student, faculty or staff.

Intimidation or threat to do bodily harm.

Possession or use of self-defense spray, such as Mace or pepper spray.

Recognized gang activity, or recruitment of new members.

Turning in false alarms.

Absenteeism from school in excess of 10 percent of school days for the term (or approximately six days). Students who are over in some classes but not others may be allowed to remain in school if they commit to attending all classes. They may not selectively attend.

Possession of tobacco or tobacco products (to include Vapes and E-Cigarettes).

Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers.

Refusing to identify or falsely identifying one's self to district personnel.

Entering, without authority, into classrooms or other restricted school premises.

Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process.

Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the district or any other person.

Possession of pornography.

Possession of any type of weapon.

Encouraging any of the above acts.

Inappropriate pictures, photos, and/or videos

Possession of contraband and anything not allowed in school

Any suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulation. A student shall be subject to the above while the student is in attendance at Jones or in transit to or from school, or under public school supervision to or from school or when present on any property that belongs to or is under the control of the Jones Public School District.

Students may also be held accountable for their conduct off school premises and during after school hours. Misconduct which has a direct and immediate effect on the discipline and general welfare of the school will result in disciplinary action. (Actions which shall be considered as having this effect shall include but not be limited to: attacks on the person, family, animals or property of school officials, acts of violence or intimidation directed against other students.)

Any student who is suspended will not take part in any school activities during the suspension nor will he/she be allowed at any school sponsored activity or function. Discipline problems

which result in suspension or other action by the administration do not rule out punishment deemed necessary by the sponsor in charge of the student at that time.

Any student who is suspended may have the right to appeal under Article 24 Section 487 of The Oklahoma School Law. A copy of this law may be obtained from the principal's office should the need arise.

When a student is suspended under the level III suspension (this does not include At-Home-Placement; see special discipline problems), the student shall be allowed to make-up any work missed during the suspension period. A student who is suspended from school shall be given assignments in all subject areas that will be completed and returned to the school on a regular basis according to an education plan to be developed and provided to the student and/or the student's parent or guardian.

SPECIAL DISCIPLINE PROBLEMS

Students refusing punishment will be taken to the principal's office. The student will then be counseled with and parents will be called. The student will then accept judgment of principal or leave school until he or she is willing to accept punishment. This does not constitute suspension because the student may return at any time he or she is ready to receive punishment from the teacher or the principal depending upon whether the teacher or principal is the punishing agent. Work missed will not be allowed to be finished late. Parents will be made aware of this regulation during the conference.

Student should be restrained physically only if the teacher or administrator finds it necessary to defend self or others or there is the possibility of student harming self or other's property.

Students are under the discipline regulations of the school during all of the school day and at any school-sponsored event regardless of time, place, or reason for attendance.

DRESS CODE

In an attempt to establish conditions that are favorable to the growth and progress of each individual student, it is felt by the school administrator, faculty members, representatives of the student body, and community members that the Dress Code be revised. Although it is agreed that revised code should be general and flexible, it also should have some specific limitations. These are to give security to those required to follow the regulations and stability to those who enforce them. All rules apply to male and female students.

Blankets will not be allowed in the classroom. If students need help with appropriate cold-weather clothing, please see the counselor.

Dresses and skirts must be appropriate for school and school-related activities.

Backless dresses or outfits or any type, midriffs, see-through blouses-slacks-or other garments, spaghetti strap outfits, or low cut blouses or dresses are not allowed. All shirts or blouses must be of a length that will cover and extend past the waistband of the skirt, shorts, jeans, slacks, or trousers. The stomach must not be exposed when standing normal. All straps on sleeveless shirts or blouses must be no less than two (2) fingers in width. Strapless tops are not allowed.

Underwear type "T" shirts, tank tops, or cutout garments are not allowed.

Shorts and Skirts: clothing should be worn in a manner that covers undergarments and does not reveal the buttocks, midriff, or cleavage.

The administration reserves the right to determine the appropriateness of attire and may request a student to change if their clothing is deemed disruptive to the educational environment.

ALL students must wear shoes. House slippers or other footwear that may be deemed unsafe will not be allowed.

Items of wear may not advertise or display alcohol, tobacco, drugs, weapons, violence, or inappropriate language. Clothing that has any connotations of immorality, obscenity, nudity, racial, or gang activity is not appropriate for school or school activities. Items of wear in poor taste or otherwise detrimental to the educational setting are not permitted.

Hats, caps, or other headgear will not be allowed in the building.

Jeans or pants with holes above the thumb tip length are not allowed.

All clothing must be properly fitted and worn with the proper foundation. Shirts or blouses that have large armholes that expose undergarments or body parts are not permitted.

Gloves, bandannas, or other items of wear which have been related to gang recognition will not be worn.

Sagging trousers or the wearing of trousers in an inappropriate low manner is prohibited.

Chains are not to be worn as part of apparel.

Any display (earrings, tattoos, or other) that depicts weapons, violence, drugs or obscenity is also prohibited.

All clothing must be appropriate for school according to weather and activity.

Any manner of dress or grooming that is offensive or disruptive will be corrected.

If clothing is not appropriate, students will be required to change into clothing provided by the office and assigned one (1) day of lunch detention for the first violation of the Dress Code. If the violation is determined to be unsuitable for the classroom and no other solution is available, the student may be sent to ISP immediately. The student will remain in ISP until suitable clothes are provided.

Subsequent violations will receive (5) days of lunch detention. If the principal deems the behavior to be habitual or previous actions to be ineffective in deterring the behavior, more serious action may be required. The clothing provided by the office will be clean but perhaps not fashionable to all individuals. Examples:

T-shirts, longer shorts, sweats.

IF A STUDENT CHOOSES NOT TO CHANGE, THE PARENT/GUARDIAN WILL BE CALLED TO PICK UP THE STUDENT. THE ABSENCE WILL BE CONSIDERED UNEXCUSED.

ALL FINAL DECISIONS REGARDING SCHOOL DRESS WILL BE MADE BY THE BUILDING PRINCIPAL.

EMERGENCY PROCEDURES

The safety of students and staff are the consideration in the development of emergency procedures. Fire and security drills are required by law and are an important safety precaution. The classroom teacher will give instructions for fire, tornado, and other emergency procedures for each classroom. These will be thoroughly discussed, reviewed, and posted.

EMERGENCY HEALTH PLAN

The following procedures will be used for medical care:

- A. Non-emergency:
 - a. Student will report to office
 - b. Office will attempt to notify parent listed on notification form
 - i. Parent will advise office on course of action
 - ii. Parent not available – student rests with supervision until parent or person designated is contacted.
- B. Emergency:
 - a. First aid rendered immediately by closest responsible person.
 - b. Administration notified
 - c. Attempt to contact parent
 - i. If parent is unavailable: emergency aid obtained in accordance with information given on enrollment sheet
 - ii. If no information is available on enrollment sheet, aid will be obtained at the nearest appropriate facility.

FUND RAISERS

Activities concerned with raising money must be cleared with the Administration in advance. There should be no soliciting of funds from the businessmen without permission. There should be no unauthorized selling at school. All fundraisers must be board approved and the proper forms filed.

HALL PASSES

No student may leave the classroom without permission from the teacher. Hall passes will not be issued unless it is an emergency or extenuating circumstance. The student must sign out from the class he/she is leaving. The student must sign in when returning. **STUDENTS ARE NOT TO LEAVE THE CAMPUS DURING SCHOOL UNLESS BY WRITTEN PERMISSION FROM THE OFFICE.**

BE WHERE YOUR PASS SHOWS YOU TO BE.

The librarian will sign library passes. Students will sign in upon entering the library and give their pass to the librarian. They will also have their pass and sign out upon leaving the library. Both the sending teacher and the receiving teacher are to sign the pass. Any student going into a class without a signed pass will be sent to the office.

HEAD LICE

Any student found to have head lice will be sent home immediately.

Any student prohibited from attending school due to head lice shall present to appropriate school authorities, before the child may re-enter school, certification from a health professional or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.

INSURANCE

In conjunction with a licensed provider chosen by the district, Jones High School offers its students an opportunity to participate in a school group accident policy. Each student will have the opportunity to purchase this insurance. If you are interested in this policy, see the counselor. Please read the policy carefully. This is a secondary policy. It is not intended as primary insurance, nor does Jones Public Schools claim or accept any responsibility for ensuring the quality of the policy. Jones Public Schools will not file claims. Jones Public Schools will not be involved in any way with the policy other than providing information concerning enrollment in the policy.

LIBRARY HOURS AND RULES

New Library hours will be announced at the beginning of each year.

Students will be expected to honor all rules posted in the library. The librarian will be in the library to assist students during these times as well as during class periods. Students may come to the library at other times if they are given a pass from a classroom teacher and admitted by the librarian.

Because the library is a place that students go to student and concentrate on schoolwork, conversations should be kept to a minimum. Food and drinks are not allowed in the library. The check – out period is two weeks; however, students in good standing may renew the selection. Fines are \$.10 each day.

The computers are for educational use only.

LOITERING

In accordance with Oklahoma State Statute OS 2101376 (orders to leave institutions of learning), the chief administrative officer, or any person designated by him to maintain order at an institution of learning, shall have the authority and power to direct any person to leave the institution of learning who is not a student, officer or employee thereof, and who:

- (1) Interferes with the peaceful conduct of activities at an institution of learning;
- or
- (2) Commits an act which interferes with the peaceful conduct of activities at an institution of learning

Violation of the above Statute is a misdemeanor. Any person to whom this section applies, who fails to leave the institution of learning as directed or returns within thirty (30) days thereafter, without first obtaining written permission from the chief administrative officer, shall be guilty of a misdemeanor. (Laws 1971, c78, 2, emerg. Effective April 16, 1971.)

MEDICATION-ADMINISTERING TO STUDENTS

A school medication form must be filled out and returned to the school before medication can be administered by school personnel. All medication brought to school must be administered by school personnel and must be CLEARLY marked with student's name. Please attach directions, times, and amounts to be administered. Students are not allowed to carry any type of medication with them during school or school activities except as noted on form. This will include inhalers. If a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication, the principal or a designated school employee may administer the medication as follows:

- **Over-the-counter** medication and prescription medication may be administered only with written request and permission from the parent or guardian.
- Prescription medication must be in a container that indicates the authorizing physician's name, the student's name, and the strength of medication and dosage and directions for administration. If requested, small containers labeled for school use may be prepared at the pharmacy and left at school for the duration of the illness.
- Over-the-counter medications must be accompanied with written permission from the parent/guardian. Student's name, dosage, time medication was last taken, and time medication shall be administered must be included.
- The office will keep a record of the name of the student to whom medication is administered, the date, the time, the medication, and the name of the person administering the medication. Unused medication will be returned to the parent or guardian only.
- Medications will be kept in a cabinet except those medications retained by a student per physician's order.
- The school shall keep on file the written authorization of the parent/ guardian of the student to administer the prescribed medicine to the student.
- The parent/guardian of the student is responsible for informing the school of any change in medication.

MISCELLANEOUS REGULATIONS

Students must be responsible for picking up after themselves.

Students may not stand on stairways or in the flow of hallway traffic.

Students may not have in their possession any of the following items: matches or lighters, double rings, studded rings or collars, heavy chains, handcuffs, radios or headsets, tape recorders, canes, pepper spray, mace, or any other items which might pose a danger or a disruption.(Headsets may be permitted outside of class time)

EXTRACURRICULAR ACTIVITIES

Jones High School students are encouraged to be involved in school extracurricular activities. This includes Athletics, Band, Cheer, Choir, as well as Future Farmers of America, as well as the various clubs available at Jones High School. Many of these activities overlap and may cause a student to have to make a choice in what event to attend or participate. Students that have to make a choice will not have additional consequences from activity that was missed due to attending another school sponsored activity.

Student Conduct in Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. All students involved in athletics, clubs, organizations, or other school-sponsored extracurricular activities are expected to uphold the highest standards of behavior both during school hours and at all school-related events and functions, including practices, meetings, competitions, and performances.

Expectations for Conduct:

Students are expected to:

- Show respect for coaches, sponsors, peers, officials, and opponents.
- Follow all school rules, district policies, and the code of conduct.
- Represent the school positively at all times, both on and off campus.
- Refrain from using profanity, engaging in physical altercations, or displaying unsportsmanlike behavior.
- Avoid the use of alcohol, tobacco, vaping products, or illegal substances.

- Maintain academic eligibility and attend school regularly and on time.

Potential Consequences for Misconduct:

Failure to adhere to these expectations may result in one or more of the following consequences, depending on the severity and frequency of the offense:

- Verbal warning or reprimand
- Parent/guardian conference
- Temporary removal from practice, meeting, or event
- Suspension from participation for a designated period
- Removal from leadership positions (e.g., team captain, club officer)
- Permanent dismissal from the team, club, or organization
- Referral to administration and additional school disciplinary action

Consequences will be determined at the discretion of the sponsor/coach in consultation with school administration, and may vary based on the nature of the infraction.

Note: Serious violations—including but not limited to physical violence, harassment, threats, possession or use of prohibited substances, or illegal activities—may result in immediate removal from all extracurricular activities and further disciplinary action in accordance with the district's student code of conduct.

Advertising, Promotion, and Solicitation

The school staff and/or student body shall not be employed in any manner for the purpose of delivering home advertising for any commercial, religious, charitable, or other non-school organization. All handouts and announcements that fall within the limits of this policy, as well as commercial items approved for instructional use, must be approved by the building principal prior to their release to the student body.

PLAGIARISM

According to Webster's New World College Dictionary, 4th Edition, to plagiarize means "to take (ideas, writings, etc.) from (another) and pass them off as one's own" (1100). Plagiarism in the age of the Internet has become excessive among students. In order to combat this growing problem, Jones High School subscribes to Turnitin.com, a plagiarism prevention service. Students will be required to submit written work such as essays, research papers, etc., online from home or school at each teacher's discretion. Consequences of plagiarism can include but are not limited to:

- Loss of credit for the plagiarized assignment (minimum punishment)
- ISP
- Suspension for recurring infractions

PUBLIC DISPLAY OF AFFECTION (PDA)

This display of affection is not appropriate at school, (e.g., around school, on school grounds, in school buildings, in the parking lot, on bus to and from school activities, etc.) Examples: Kissing, hand-holding, leaning against each other, hands in each other's clothing, hands in each other's pockets, arms around each other in an affectionate manner. All students are asked to refrain from Public Display of Affection at school. Students not honoring this request will be referred to the Principal for counseling/discipline.

SAFE-CALL

(A Service of the Oklahoma State Department of Education)

1-877-723-3225 (1-877-SAFE-CALL)

SAFE-CALL is a confidential, toll-free school safety hotline that can be used by anyone in Oklahoma. It is available 24 hours a day, 365 days a year. A fully-bonded firm operates the hot line.

Once a call is received, it is immediately transcribed and sent to the local school involved and to the State Department of Education. Each call received remains totally confidential. If you are concerned about the safety of your school, please use this hot line.

SEARCHES

Oklahoma School Law, Section 489 (Extract) "Pupils – Dangerous Weapons – Dangerous Substances."

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when a said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person to be of the same sex if practicable.

The superintendent, principal, teacher, or security personnel searching or authorizing search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, or controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve dangerous weapons, or controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Pupils will not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel will have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason will be necessary for such search. School shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

(70-24-102)

The Jones Board of Education informs students that vehicles brought to school are considered as property in possession of students as per paragraph one (1) above, and are therefore subject to search in accordance with Section 489 as stated above. The Jones Board of Education hereby informs students that in accordance with state law they have no reasonable expectation of privacy rights toward school officials in school lockers, desks, or other school property.

SEXUAL HARASSMENT

Sexual harassment is any type of unwelcome conduct directed toward a student or employee because of gender. This conduct may include touching, verbal comments, name calling, spreading sexual rumors, suggestive gestures, suggestive sounds, pressure for sexual activity, or sexual assault.

Sexual harassment is illegal and will not be tolerated at Jones Public Schools. Violation of this policy may result in suspension from school. Incidents of sexual harassment should be reported to a teacher, counselor, or an administrator.

THREATS

Jones Public Schools will not tolerate threats. Written and/or verbal threats to another student or a faculty member to do physical harm will be grounds for disciplinary action. Students who make threats may be subject to long-term suspension. Bomb threats will be handled in the same manner.

TELEPHONE

The school phone is for business purposes only. A student will not be called out of class to answer telephone calls except in cases of emergency, and such calls are subject to monitor. Students are not to use classroom telephones without the permission of classroom teacher.

TOBACCO/VAPING POLICY

In accordance with the state law prohibiting the use of tobacco products by minors, Jones School has prohibited all students from possessing, concealing, or transmitting tobacco in any form (i.e. snuff, cigarettes, etc.) or tobacco containers or paraphernalia associated with smoking (i.e. lighters, matches). Students shall be under this restriction while at school, around school grounds or while participating in school sponsored activities. Students are reminded that although Jones High School operates an open campus they remain under the jurisdiction of the school. The Jones Board of Education has declared the school to be a tobacco-free work place to student and employees. Students who violate this policy are subject to disciplinary action and a report filed with the ABLE COMMISSION.

VIOLATION OF TOBACCO/VAPE POLICY

First Offense: Three week out-of-school suspension.

- A reduction may be granted if the student and the parents/guardians agree to the following:
 - Meet with the School Resource Officer.
 - Obtain, from a mental health professional, a tobacco/alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc., will be the sole responsibility of the student's parent or guardian.
- If the student complies with both items as stated above, and is in compliance with the assessment recommendation verified with documentation, the out-of-school suspension may be reduced to five (5) days out-of-school and five (5) days in the In-School-Suspension Program.
- To participate in **Extra-Curricular activities** for the calendar year, the student must take and pass a monthly drug test during the next 6 random drug testing events, through our School district drug testing program. If the student misses and/or fails a drug test during the 6 months they will be removed from extra-curricular activities for one year. The cost of the drug test will be the sole responsibility of the student's parent or guardian.

Second Offense: Suspension for remainder of current semester and all of the subsequent next semester.

TRANSPORTATION

BUS RIDER RULES

All students must be registered in the site office to ride a bus. Jones School buses are at capacity; therefore, each student will be assigned to one (1) bus. This may not be changed without approval from the site office and the transportation director. If a student rides a bus other than the assigned bus without permission from the site office, discipline measures may be taken. The site office must be contacted in writing or by phone from the parent/guardian for an alternate bus route request. An alternate bus route request will only be honored in extreme emergency situations. If the request is approved, the student will then be given a “*boardingpass*” for special permission to ride another bus other than his/her route bus.

BUS RESPONSIBILITIES AND REGULATIONS FOR STUDENTS

1. COURTESY TRANSPORTATION (RIDING AN ALTERNATE BUS FOR SUCH ACTIVITIES AS PRIVATE MUSIC PRACTICE, OUTSIDE SCHOOL ATHLETIC ACTIVITIES, AFTER SCHOOL ATHLETIC ACTIVITIES AS A SPECTATOR, BIRTHDAY PARTIES, OR GOING TO VISIT OTHER STUDENTS, ETC. IS NOT PERMITTED). In rare emergency situations, permission may be given to ride an alternate bus. The office must be contacted and permission granted by the site administrator. If permission is granted, the student will be given a “*boardingpass*” that must be submitted to the bus driver at the time of boarding.
2. The site administrator may deny any bus transportation to and/or from school if they choose not to cooperate with the driver.
3. Be on time at the designated school bus stops; help to keep the bus on schedule. Wait for the bus to come to a complete stop before trying to board. If you must cross a road, wait for your driver to signal you across with his hand. Always cross at least 10-feet in front of the bus.
4. When necessary, there could be at least three persons in a seat, and the practice of saving seats for other students will not be allowed. STUDENTS MUST SIT FACING THE FRONT.
5. After boarding the bus, you must remain in your seat until the bus reaches your designated stop. Any alternate stops must be approved in advance with the site office. STUDENTS ARE REQUIRED TO USE THE BUS STOP NEAREST THEIR HOME.
6. Students will be assigned a seat. Students are to remain in his/her assigned seat for the entire route.
7. Any damage to bus fixtures or equipment must be paid by students responsible for the damages.
8. Keep the aisles clear of items, such as musical instruments, school projects, bags, etc. If you must carry personal items on the bus with you, please hold them in your lap or store them under the seat. Flowers, balloons, and other party favors are not permitted on the bus.
9. At no time will a student put hands, head or other parts of his/her body outside the window. Students should not talk to others outside the bus.
10. Do not be loud or boisterous on the bus. Excessive noise can distract the driver and could result in a serious accident.

11. Do not throw objects inside or outside the bus. This could obstruct the view of an oncoming vehicle and result in an accident or cause the driver to stop suddenly, causing injury to passengers.
12. No spitting inside or outside the window of the bus.
13. Food or beverage may not be sold or consumed on the bus. If the driver had to suddenly stop, a student could choke if consuming food. Loose papers or food may cause a slipping hazard. This includes gum, suckers, and other candy.
14. Fighting, harassment, intimidation, bullying, abusive language or gestures, failure to cooperate with school personnel, possession and/or use of drugs, tobacco, alcohol, weapons, lasers, lighters, matches, etc., are major violations that may result in automatic suspension or revocation of your riding privilege.
15. Cell phones shall not be used on the bus.
16. Any student(s) who observe(s) or are the victims of any harassment, intimidation, and/or bullying behavior should report any such incident(s) to the bus driver when it happens. If, for some reason, a student is not comfortable reporting such incident(s) on the bus, the student should make the report as soon as possible to his or her principal, counselor, or teacher.
17. Any item that is prohibited at school is also prohibited on the bus.

RESPONSIBILITIES OF DRIVERS

1. The school bus is considered an extension of the classroom.
2. Drivers have the authority to enforce all bus rules. Students refusing to obey the rules will be reported to the site principal and may lose bus-riding privileges.
3. Bus drivers/site administration must discuss the bus regulations with students at the beginning of each school year.
4. The bus driver will assign each student a seat.
5. The driver must address all incidents seen for the safety of all the riders.
6. Keep the bus clean for the health and safety of the riders.
7. Inform administration of any incidents or problems.

RESPONSIBILITIES OF PARENT/GUARDIAN

1. Parents must insure they and their student(s) sign the “*Registration for Transportation*” and return it to the school site.
2. It is the parents’ responsibility to discuss with the child the provisions of this contract and to work with school administration in upholding these provisions.
3. The parent must assume responsibility for the behavior of the child while riding the bus. IF PERMISSION TO RIDE THE BUS IS REVOKED, THE PARENT MUST PROVIDE TRANSPORTATION TO AND FROM SCHOOL FOR THE CHILD UNTIL SUCH TIMES AS REINSTATEMENT MAY BE MADE. Bus suspension shall be served in the consecutive days stated, even if it is an inconvenience to parents.

Misconduct on the bus will be reported immediately to the site administrator. A student may be denied bus-riding privileges at any time due to misbehavior.

CONSEQUENCES GUIDELINE:

1st report: Student and parent will be notified and appropriate action will be taken.

2nd report: Student and parent will be notified. The student may be subject to suspension of riding privileges for up to five school days.

3rd report: Student and parent will be notified. The student may be subject to suspension of riding privileges for up to equivalent of two terms.

4th report: Student and parent will be notified. The student may be subject to suspension of bus riding privileges for up to the equivalent of three terms.

A student whose behavior is such that it directly jeopardizes the safe operation of the school bus, or directly challenges the authority of the bus driver, will lose his/her riding privilege without receiving previous warnings. Immediate loss of riding privilege will result from vandalism, fighting, abusive language or gestures directed toward school personnel, failure to cooperate with driver, possession or use of drugs, weapons, etc., throwing/spitting objects or any other actions that jeopardizes the safety of student passengers or school personnel.

A student may be removed by a driver at the student's school site when released to an administrator.

The discipline steps listed may be altered if the student's behavior merits a more severe disciplinary action to correct the behavior. When bus riding privileges are removed for the given number of days, there will be no flexibility regarding the consecutive days involved. It is important to have a time separation between the driver and student. Your cooperation and understanding is greatly appreciated.

AFTER LEAVING THE BUS, students will:

Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross the road.

Go home immediately, staying clear of traffic.

Help look after the safety and comfort of smaller children.

EXTRACURRICULAR TRIPS

The above rules and regulations apply to all trips under school sponsorship. Sponsors will be appointed by the school officials.

Misconduct will be reported immediately to the principal. Persistent improper conduct, vulgar language or gestures may cause the student to be deprived of bus riding privileges. Activities on the bus may be recorded at any time.

NOTE: Items not allowed at school will also NOT be allowed on the bus – including radios, tape players, electronic equipment, knives, guns, Frisbees, or other disruptive items.

FIELD TRIPS

- Educational trips may be scheduled throughout the year. Field trips are considered appropriate extensions of the classroom and should stimulate student interest and inquiry in the subject being taught.
- To participate in these activities, students must have parental permission and pay the appropriate fees.
- In addition, regular attendance, academic effort, and behavior must be satisfactory. The sponsor of the field trip will notify parents in advance of students not participating. Students not participating will be required to attend school and will be placed in available supervised classrooms.
- Regular attendance, academic effort, and behavior will be determined at the sponsor's and the principal's discretion.
- Students are expected to adhere to all rules, regulations, and policies formulated by the Administration and the Board while on school sponsored field trips.

Due to the rising cost of fuel, the following guidelines will be followed for all field trips:

- The class/organization/club will be responsible for the expense of the field trip.**
- The expense will be calculated in the following manner:**
 - One dollar (\$1.00) per mile.**
 - An hourly wage will be paid to the bus driver if the driver is needed through the Transportation Department. The driver's compensation will begin at the time of departure and end at the time of return from the field trip.**
 - With guidance from the site administrator, the classroom teacher/sponsor of the club/organization will be responsible for figuring the expense.**
 - The expense of a field trip will be divided equally among the participants making the field trip, taken from the club's account, or other suggestions approved by the site administrator.**

VISITORS

We welcome parents to our school. For the safety and security of students and staff members, all visitors must report first to the principal's office, sign in and obtain a visitor's badge. Upon departure, visitors are asked to return to the office to sign out. Classroom visits are intended for infrequent, short time periods only. Guests are asked not to interfere with the learning process unless directed by the teacher. Any discussion/ comments about the visit should be made during an arranged meeting with the teacher. Parents should not visit with the teacher about their child during class time. Prior arrangements (24 hours) must be made with the child's teacher before a classroom visit. Meeting to discuss observations during visitations will be at the teacher's convenience. Students are not allowed to bring visitors to school. Exceptions may be made only by the administration.

WEAPONS

Any student found in possession (possession includes vehicles) of a firearm, facsimile, or dangerous weapon while on any public school property or while on any school bus or other vehicle used by a public school for transportation of students or teachers may be suspended out-of-school for a period of not less than one (1) year.

WIRELESS TELECOMMUNICATIONS DEVICES

Students will be able to keep cell phones in their lockers during the school day. The phones must be turned off. No other setting is permitted (including silent). If a phone is activated during the school day, it could be confiscated per the prior cell phone policy. Students may have their phones before and after school, during lunch, and during passing periods. Students are not allowed to have phones during the instructional day or between classes.

Jones High School has maintained a cell phone policy that prohibits the use or possession of a cell phone during school hours. Violation of this policy typically results in varying lengths of lunch detention. Unfortunately there is a new, more disturbing element complicating this issue. We are finding that many phones contain graphic images of pornography, hate crimes, drugs, under-age alcohol use, vandalism, and defacing of school and public property. Some students are distributing these images through the use of cell phones. Students are not allowed to take

pictures, audio, or videos of any student during the school day or school activities without their permission.

These issues take the use of cell phones beyond a classroom disturbance. These activities are illegal and interfere with the moral development of our students. As such, we are revising our current cell phone policy as follows:

- 1) All school employees are instructed to confiscate cell phones immediately
- 2) Any student must surrender the cell phone when ordered

WITHDRAWAL FROM SCHOOL

In order to insure proper handling of school records and to facilitate entrance into another school, a student wishing to withdraw from school should:

1. Have parent come into office explaining reason for withdrawal.
2. Obtain a withdrawal notice from the counselor's office as early as possible on the day he/she intends to check out of school.
3. The withdrawal notice should be properly endorsed by all subject teachers, the librarian, lunch personnel, and counselor's office.
4. Bring complete withdrawal notice to office by the last bell.
5. A student should have in his or her possession a withdrawal notice and final clearance from the principal's office.

DRUG TESTING AND EXTRA-CURRICULAR ACTIVITIES

In an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, the Board adopts the following policy for drug testing of students who participate in competitive extra-curricular activities ("Activity Students") as well as any other student who voluntarily wishes to be tested. This policy supplements and complements all other policies, rules, and regulations of the District regarding possession or use of illegal and/or performance-enhancing drugs. The District believes that accountability is a powerful tool to help students avoid using illegal and/or performance-enhancing drugs and that early detection and intervention can save students' lives.

Although the Board, administration, and staff desire that every student in the District refrain from using or possessing illegal drugs, District officials realize that their power to restrict the possession or use of illegal and/or performance-enhancing drugs is limited. Therefore, this policy governs performance-enhancing and/or illegal drug use by students participating in competitive extra-curricular activities and those who voluntarily participate in the drug testing program. The sanctions imposed for violations of this policy by an Activity Student will be limited to the opportunity of such student to exercise the privilege of participating in competitive extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy.

In addition to Activity Students, any student who does not participate in any competitive extra-curricular activities may voluntarily consent to being tested on a random and a reasonable suspicion basis, with permission of a parent, legal custodian, or legal guardian. This would

allow parents and guardians to be notified as to a potential drug problem and enable them to seek help.

Participation in school-sponsored competitive extra-curricular activities at the District is a privilege. Students who participate in these activities should be respected by the student body as well as the District and the community they represent. Accordingly, students in competitive extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs. Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the District. For the safety, health, and well-being of students in extra-curricular activities, the District has adopted this policy for use by all participants in competitive extra-curricular activities in grades 7-12.

Seniors who have already participated in extra-curricular activities and refuse to take a drug test may be subject to not participating in graduation events as well as other school events, and possible school suspension at the discretion of the principal.

Students tampering or altering drug tests for themselves or others may be subject to a one year suspension of all extra-curricular activities.

The purposes of this policy are five-fold:

1. To educate students as to the serious physical, mental, and emotional harm caused by illegal and/or performance-enhancing drug use.
2. To alert students with possible substance-abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. To ensure that students adhere to a training program that bars the intake of illegal and/or performance-enhancing drugs.
4. To prevent injury, illness, and harm for students that may arise from illegal and/or performance-enhancing drug use.
5. To offer students practices, competition and school activities free of the effects of illegal and/or performance-enhancing drug use.

Confidentiality: The laboratory will notify the principal/athletic director or designee of any positive test. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor (if applicable), and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The District will rely on the opinion of the laboratory which performed the test in determining whether the

positive test result was produced by something other than consumption of an illegal and/or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

Appeal: An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. An Activity Student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

Consequences: Any Activity Student who tests positive in a drug test under this policy shall be subject to the following consequences. These consequences and requirements shall begin immediately and be consecutive in nature for a period of one calendar year, unless a review appeal is filed following receipt of a positive test. However, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of illegal and/or performance-enhancing drug usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will, however, be considered to have committed his/her first offense under the policy and will be required to re-test as would a student who has tested positive. A student will be allowed to self-refer only once during the time he/she spends in the District.

First Offense: Within 2 school days of receipt of a positive test result, the District will contact and schedule a private conference with the parent/guardian to present the test results to the parent/guardian. This conference will include the student, parent/guardian, athletic director or sponsor as appropriate, and the principal, and the purpose of the meeting is to discuss the positive drug test student with a positive drug test will be suspended from participating in any meetings, practices, scrimmages, or competitions for extra-curricular activities for five (5) school days. After the five (5) day suspension, in order to continue participation in the activity, the student and parent/guardian must provide proof to the principal that the student has received drug counseling from a qualified drug treatment program or counseling entity. After a first offense, students may receive drug counseling and/or treatment through the District's partnership with Tri-City Youth and Family Counseling at no cost to the student's parent/guardian. The cost of any other counseling and/or treatment programs in which a student participates shall not be the responsibility of the District. The student will be randomly tested monthly for the remainder of the school year. The cost of subsequent, random testing will be the responsibility of the parent/guardian. The time and date will be unknown to the student and determined by the principal/athletic director or designee

Second Offense(same calendar year): Within 2 school days of receipt of a second positive test result, the District will contact and schedule a private conference with the parent/guardian to present the test results to the parent/guardian. This conference will include the student, parent/guardian, athletic director or sponsor as appropriate, and the principal, and the purpose of the meeting is to discuss the positive drug test. A student with a second positive drug test will be suspended from participating in any meetings, practices, scrimmages, or competitions for extra-curricular activities for ten (10) school days. After the

ten (10) day suspension, in order to continue participation in the activity, the student and parent/guardian must provide proof to the principal that he/she is actively participating in a program of substance abuse education/counseling from a qualified drug treatment program or counseling entity, the cost of which shall be paid by the student or his/her parent/guardian. The student will be randomly tested monthly for the remainder of the school year. The cost of subsequent, random testing will be the responsibility of the parent/guardian. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

Third Offense (same calendar year): An Activity Student who commits a third offense under this policy will be suspended from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year or eighty-eight (88) school days (one semester) whichever is longer. Parents should strongly consider additional assistance from outside sources, including, but not to be limited to, the possibility of drug treatment centers.

Refusal to Submit to Drug Use Test: A Participating Student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy, including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the District.

Virtual Students Drug Testing: Virtual students who are picked from the random drug testing list must come to the school and take the drug test immediately. Virtual students will have a window to travel to the school from their current location as to when they are notified to take a drug test. Once the student is at school the drug testing time window will begin. Failure to report to take a drug test will result in a refusal to submit to drug use test. Students without transportation may request it if needed, the administration will do everything they can to assist a virtual student who needs access to transportation.

ANY RULE OR REGULATION PRINTED IN THE STUDENT HANDBOOK MAY BE CHANGED BY THE BOARD OF EDUCATION AT ANY PERIOD DURING THE YEAR.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Jones High School 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 records they wish to inspect. The school official 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 otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Jones High School to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Jones High School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(I)(B)(1) - (a)(1)(I)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Jones Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, **Jones Public Schools** may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Jones Public Schools to include this type of information from your child’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 require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – 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.¹

If you do not want Jones Public Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by Aug 15, 2014. Jones Public Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

El district escolar provee esta traducción de Este notice a los padres que no hablan inglés o estudiantes elegibles en su propio idioma.

Jones Elementary Fundraisers 26-27

GROUP	ACTIVITY	Target audience	SPLIT	PURPOSE
Principal	Advertising - Car Tags	Bussinesses	100%	Off Set costs of Car Dismissal Tags
	Apparel Sales	Students and Parents	100%	school/classroom supplies
	Restaurant Night (various establishments)	Students and Parents	100%	school/classroom supplies
	Boosterthon	Students and Parents	100%	school/classroom supplies
	CrockStar Online Sales	Community	100%	school/classroom supplies
	Donations	Community	100%	school/classroom supplies
	Field Trips	Students and Parents	100%	field trip costs
	Spirit Ribbons	Students	100%	more spirit ribbons
	Pickle Shack	Students	100%	school/classroom supplies
STEM Club	Apparel Sale	Club Members	100%	Purchase of Shirts
Lighthouse	Penny Wars	Students & Parents	100%	Designated Service Project
K-Kids	Apparel Sale	Club Members	100%	Purchase of Shirts
Library	Book Fair	Community	100%	Library Books & Supplies

Middle School Fundraisers 26-27

GROUP	ACTIVITY	Target audience	SPLIT	PURPOSE
Principal	vending sales	Students	70%	school/classroom supplies
	tee shirt sales	Students and Parents	varies	school/classroom supplies
	Restaurant Night (various establishments)	Students and Parents	varies	school/classroom supplies
	donation drive	Students and Parents	100%	school/classroom supplies
	MS/HS Concession Stand	Community	100%	school/classroom supplies
	School Dance	Students	100%	school/classroom supplies
	Hype Socks	Students	50%	school/classroom supplies
	Stomp Stickers-custom longhorn sticker	Students and Parents	80%	school/classroom supplies
	School Supplies	Students	50%	school/classroom supplies
	Gibson Sweets	Students	50%	school/classroom supplies
	Kona Ice	Students/Community	50%	school/classroom supplies
Choir	Pasta Sales	Community	100%	New music/classroom supplies
	MS/HS Concession Stand	Community	100%	New music/classroom supplies
	tee shirt sales	Students and Parents	varies	camp costs, pep assemblies, misc
	School Spirit Jewelry	Students	50%	New music/classroom supplies
Band	Candy Sales Cherrydale Farms	Community	40-50%	band supplies/classroom supplies
	MS/HS Concession Stand	Community	100%	band supplies/classroom supplies
	tee shirt sales	Students and Parents	varies	band supplies/classroom supplies
Science Club	Flower bulb Sale	Parents/community/Work support	varies	projects for science, competitions
	vending sales	Students	varies	STEM, lab projects
	tee shirt sales	Students and Parents	varies	lab supplies
	Science Fees	Students	100%	STEM, lab projects

JMS Cheer	vending sales	Students	varies	camp costs, pep assemblies, misc
	tee shirt sales	Students and Parents	varies	camp costs, pep assemblies, misc
	vinyl locker stickers	Students	varies	camp costs, pep assemblies, misc
	MS/HS Concession Stand	Community	100%	camp costs, pep assemblies, misc
	Parents Night Out	Community	100%	camp costs, pep assemblies, misc
	Gibson Sweets	Students/Community	50%	camp costs, pep assemblies, misc
	Lanyard sales	Students/Community	varies	camp costs, pep assemblies, misc
	locker decals	Students	50%	camp costs, pep assemblies, misc
	Century Resources Popcorn	Students	50%	camp costs, pep assemblies, misc
	Car flags	Students	60%	camp costs, pep assemblies, misc
	calendar fill-in	Students/Community	100%	camp costs, pep assemblies, misc
	Sell mums & fall pictures @ Old Timers Day	Students/Community	varies	camp costs, pep assemblies, misc
	Original Gourmet Food Company	Students/Community	varies	camp costs, pep assemblies, misc
Longhorn Book Club	vending sales	Students	varies	club books/supplies/awards
	T-shirt sales	Students	varies	club books/supplies/awards
	MS/HS Concession Stand	Students	50%	club books/supplies/awards
	Read-a-Thon	Community	100%	club books/supplies/awards
Builders Club	vending sales	Students	varies	club organization
	t-shirt sales	Students	varies	club organization
	MS/HS Concession Stand	Community	100%	club supplies
Student Council	School Dances	Students	100%	teachers' gifts, supplies, decorations
	Hat Day	Students	100%	teachers' gifts, supplies, decorations
	vending sales	Students	varies	school/classroom supplies

	MS/HS Concession Stand	Community	100%	school/classroom supplies
	Christmas & Valentine Grams	Students	100%	teachers' gifts, supplies, decorations
	Locker Decals	Students	varies	teachers' gifts, supplies, decorations
	Movie Night	Students	100%	teachers' gifts, supplies, decorations
	Dodge Ball	Students	100%	teachers' gifts, supplies, decorations
	tee shirt sales	Students and Parents	varies	student spirit decorations
Honor Society	towels	Students	60%	teachers' gifts, supplies, decorations
	vending sales	Students	varies	club organization
	t-shirt sales	Students	varies	club organization
	MS/HS Concession Stand	Community	100%	teachers' gifts, supplies, decorations
Life Skills	towels	Students	60%	school/classroom supplies
Library	MS/HS Concession Stand	Community	100%	library books
	vending sales	Students	varies	library books
	tee shirt sales	Students and Parents	varies	library books
Archery	Concession	Students, Parents, Community		student events, program supplies
	Tournament dues/fees	Community		student events, program supplies

High School Fundraisers 2026-2027

GROUP	ACTIVITY	Target audience	SPLIT	PURPOSE
Planet Earth	computer match	High School Students only	50/50	materials for Science Dept.
	Earth Day Buttons	High School Students only	100	materials for Science Dept.
	HS vending	students	75	chromebooks
	Candy grams	Students	100	materials for Science Dept.
Key Club	tickets to Kiwanis Pancake Breakfast	Community	100	community service, conventions
	dues	High School Students only	33/66	community service, conventions
	T-shirts	Community	40/60	community service, conventions
	Relay for Life	Community	100	Relay for Life donation
	Candy / Bake sale	Community	100	community service, conventions
	Bully Week Ribbons	community	40%	Genesis Boys
	Civic projects, rustic cuff	community	80%	community service, conventions
	Concession stand at basketball	Community	40%	Genesis Boys
	HS vending	students	75%	chromebooks
Mu Alpha Theta	Basketball concession	NA	40/60	outings; community service
	HS vending	students	75	chromebooks
Cheer squad	cheer clinic FB & BB	Elementary students only	100	supplies
	cookie dough	Community	75	uniforms
	Football concession	N/A	40/60	supplies
	HS vending	students	75	chromebooks
	Basketball concession	N/A	40/60	supplies
	T-shirts	High School Students only	\$2 / shirt	Judges
Senior Class	Graduation Costs	students	100	class T-shirts
	HS vending	students	75	chromebooks
	T-shirt sales	community	20/80	Graduation
Junior Class	candy grams	community	50/50	prom
	Raffle donated merch.	Community	100	prom
	T-Shirts	High School Students only	40/60	Prom
	pumpkins for prom	community	100	program supplies, student activities
	Basketball concession	N/A	40%	prom
	Craft Night	community	100%	Prom
	Hat day/ PJ day	High School Students only	100%	Prom
	HS vending	students	75%	chromebooks
	Popsicles 4 Prom	students	80%	prom
	Painting for Prom	communitiy	100%	Prom
	Prom Ticket sales	High School Students only	100	Prom
FFA	Blue & Gold	Community	20/80	contests, registrations, meeting exp.
	Plant sale	Community	100	contests, registrations, meeting exp.
	T-shirt & Hat sale	community	60	FFA activities
	HS vending	students	75	chromebooks
	Freshies (different shapes and smells)	Community	80	Chapter meeting supplies
	Egg the yard	community	80	program
	Raffle meat	community	80	program

High School Fundraisers 2026-2027

GROUP	ACTIVITY	Target audience	SPLIT	PURPOSE
	Lip Sync Battle at the end of the year	High School Students Only	75	officer meeting supplies and profesional development.
H.S. Basketball	HS vending	students	75	chromebooks
Special Education	Special Olympics plant sale	community	75	program supplies
	Special Olympics Youth Leadership	community		program
	T-shirt sales Blended Threads	students and community		program supplies, student and teacher appreciation
	School Cornhole Tournament	students		program supplies, student activities
	Donations	community		program supplies, student activities
HS baseball	golf tournament	community		program supplies, student activities
	ham sales	community		program supplies, student activities
	1/2 cow raffle	community		program supplies, student activities
Band / Choir	HS vending	students	75	student activities, student supplies
	Tickets from various performances	Community	100	instrument repair, music
	Boren Group LLC Longhorn jewelry	community	50	music, competition, fees,
	Snap Raise	community	80	program supplies, student activities
	Adrenaline fundraiser	community	75%	music; contests; trips/ risers; equipment
	Jones BB concession stand	students	40/60	uniforms; music
	HS vending	students	75	chromebooks
	Swig Cards	community		program supplies, student activities
	Bake sale	community		program supplies, student activities
	Century Resources Sweets & Treats	community		program supplies, student activities
	donations	community	100	music;uniforms;contest;trips;etc
National Honor Society	candles/scented wax sales	Community	50/50	awards
	HS vending	students	75	chromebooks
Student Council	T-shirt sales	Community	?	Conferences / community donations
	HS vending	students	75	chromebooks
	Powder Puff	community	75	chromebooks
	winter dance	students	75	program supplies, student activities
	Spirit ribbons	students	75	homecoming
	Parking spot auction	students	100	events, student recognition, student activities
JAD	Dues	High School Students only	100	Red Ribbon Week
	BB concession stand	High School Students only	40/60	drug testing
	Hat Passes	Students	100	Red Ribbon Week
	HS vending	Students	75	chromebooks
FCA	pumpkin bash	community	40/60	Lunches
	HS vending	Students	75	chromebooks
Academic Team	BB concession stand		40/60	entry fees, shirts
	HS vending	Students	75	chromebooks
	Dues	Students	100	entry fees, shirts
Jazz Club	HS vending	Students	75	entry fees, shirts
	Advertisment	community	100	supplies

High School Fundraisers 2026-2027

GROUP	ACTIVITY	Target audience	SPLIT	PURPOSE
GSA	concession stand	community	75	t-shirts, snacks, supplies for signs
	pumpkin bash	community		program supplies, student activities
Drama	HS Vending	student body	75%	chromebooks
	Donations	Community	100%	props/scripts
	Tickets to performances	Community	100	props / scripts
Cross Country	Beef sticks/suckers sales	community	75	food, drinks, equipment
	Homecoming spirit ribbons	students	75	food, drinks, equipment
	megaphones	Community	75	food, drinks, equipment
	basketball/football concession	Community	60	food, drinks, equipment
Football	Bean Dinner and Auction	Community	100	football equipment
	golf tournament	community		program supplies, student activities
	HS Vending	students	75	program supplies, student activities
	lift-a-thon	Community	100	football equipment
	ticket sales	Community	100	program supplies, student activities
	pledge-a-thon	Community	85	program supplies, student activities
	Donations	Community	100	program supplies, student activities
GSA	concession stand	community	75	t-shirts, snacks, supplies for signs
Art Club	Art Show (student work)	Community	100	art supplies
	Old Timer's Day Booth	Community	100	Supplies for art show
	T-shirt sales	students	70	supplies and field trip
	Valentine's Day paper roses	students	50/50	art supplies
	HS Vending	students	75	chromebooks
	Face Painting	Community	100	art supplies
School wide/Principal	Vending, Parking Permit	High School Students only	varies	classroom supplies, teacher luncheons
	Class dues	High School Students only	100	prom and graduation excersises
	HS Vending	school wide	varies	office supplies, student activities
	HS pork dinner	community	varies	chromebooks
	Longhorn Stampede	Community	100	Technology Chromebooks
	Chromebook Drive	Community	100	Technology Chromebooks
	Book Fair	Students	TBD	Library supplies
	Donations	Community	100	office supplies, student activities, staff activities, staff appreciation



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BASIC LEGAL SERVICES PROGRAM 2026-2027 AGREEMENT

Jones Public Schools

Independent School District No. 9 of Oklahoma County, Oklahoma

Agreement between the school district named above (“District”) and The Center for Education Law, P.C., an Oklahoma professional corporation, (“Center”) for Fiscal Year 2026-2027 (“Fiscal Year”).

IT IS AGREED:

1. Scope of Services: Center shall provide legal representation and services to District as directed by the Superintendent or the President of the Board of Education as provided below.
2. Program Fee and Benefits: District shall pay Center the sum of One Thousand Dollars (\$1,000.00) as a participation fee for Center's 2026-2027 Basic Legal Services Program and be entitled to the following:
 - a. Center shall provide District with a Seventy-five Dollar (\$75.00) discount on attorney fees and expenses billed in each calendar month of the Fiscal Year which shall not be cumulative;
 - b. Center shall provide District with a toll-free telephone number (800-375-3375) to call the Center;
 - c. Center shall provide the hourly rates set forth below which are discounted from the firm's regular hourly rates;
 - d. Center shall provide the availability of an on-call attorney after hours for consultation during board meetings Monday through Thursday until 10:30 p.m. with advanced notice; and
 - e. Travel time will be billed at one-half the rates set forth above for travel outside of Oklahoma County.
3. Discounted Hourly Rates: District shall compensate Center for legal services provided by Center to District on an hourly basis, billed in one-tenth-hour (6 minutes) increments, as follows:

Shareholders/Of Counsel	\$ 300.00
Senior Associates	\$ 260.00
Associate Attorneys	\$ 245.00
Legal Interns/Paralegals	\$ 125.00
4. Reimbursed Expenses: The following expenses incurred in the representation of District by Center shall be reimbursed by District:
 - a. Litigation costs including but not limited to, filing fees, deposition costs, witnesses and investigation expenses;
 - b. Photocopies at 15¢ per copy;

- c. Computerized legal research;
 - d. Postage and actual charges incurred for out-of-office copy, courier, and express mailing services; and
 - e. Mileage for travel per mile from Center's office at the rate approved by the Internal Revenue Service.
5. Invoices: Center shall submit invoices to District for fees and expenses for calendar months in which fees and expenses are incurred. Monthly summaries of fees and expenses will be provided to District's Superintendent.
6. Other Representation: District acknowledges that Center represents other entities, including but not limited to public schools in Oklahoma. Center will disclose any potential conflicts of interest once identified and may seek consent to waive any conflict of interest if applicable.
7. Staffing: From time to time, two or more attorneys may confer or attend meetings and/or proceedings on District's behalf. We believe that this practice facilitates communication, improves the quality of work, and better serves your legal needs.
8. Technology: Center utilizes various technology, including electronic communications and case management software which cannot be fully protected from unauthorized interception and, due to human error, may result in electronic communications being inadvertently sent to the wrong person. You authorize Center to transmit information, including confidential information, by unencrypted e-mail, text messages, or case management software when we believe it is appropriate.
9. Use of Artificial Intelligence: Center may utilize artificial intelligence ("AI") tools or software to assist in the performance of its legal services. These tools may be used to enhance legal research, drafting, document review, or other tasks to improve efficiency and reduce costs. Center is fully responsible for all work product and will review and supervise any output generated with the assistance of AI tools to ensure it meets professional standards and complies with applicable ethical obligations. Confidentiality will be maintained in accordance with applicable rule of professional conduct. No confidential client information will be entered into any AI system without reasonable assurances that such information will remain protected and not be shared, stored, or used by third parties without authorization. By entering into this Agreement, District acknowledges and consents to Center's limited use of AI tools as described above.

THE CENTER FOR EDUCATION LAW, P.C.

By: Laurad Holmes

“DISTRICT”

By: _____
Board President or Superintendent

Personnel Schedule
August 11, 2026

Employment FY27				
Last Name	First Name	Certified Support Hourly/Daily Temporary	Site/Assignment	Effective Date
Carmichael	Rusty	Certified	Elementary School/Teacher	08-10-2026
Delahoussaye	Charina	Certified	Elementary School/Teacher	08-10-2026
Fowler	Kiona	Certified	High School/Counselor	08-01-2026
Hall	Skylar	Support	Elementary School/Teacher's Aide	08-10-2026
Kibbe	Jordyn	Certified	Elementary School/Teacher	08-10-2026
Romero	Desiree	Certified	Elementary School/Teacher	08-10-2026
Womack	Julie	Certified	Elementary School/Teacher	08-10-2026

Resignations				
Last Name	First Name	Certified Support Hourly/Daily Temporary	Site/Assignment	Effective Date
Bray	Monica	Support	Elementary School/Paraprofessional	05-15-2026

Retirement				
Last Name	First Name	Certified Support Hourly/Daily Temporary	Site/Assignment	Effective Date
Cosby	Vicki	Certified	Elementary School/Reading Specialist	09-30-2026

Personnel Schedule

August 11, 2026

Rescind Employment for FY27				
Last Name	First Name	Certified Support Hourly/Daily Temporary	Site/Assignment	Effective Date
Flowers	Kayla	Support	Elementary School/Teacher's Aide	08-10-2026
McNamara	Jennifer	Certified	High School/Teacher	08-10-2026
Jones	Lynzie	Certified	Elementary School/Teacher	08-10-2026

Substitute Teachers FY27				
Last Name	First Name	Certified Support Hourly/Daily	Site/Assignment	Effective Date
Banda	Marlene	Daily	District/Substitute Teacher	08-13-2026
Barber	Patricia	Daily	District/Substitute Teacher	08-13-2026
Bowen	Delma	Daily	District/Substitute Teacher	08-13-2026
Bowers	Shanda	Daily	District/Substitute Teacher	08-13-2026
Carroll	Cristin	Daily	District/Substitute Teacher	08-13-2026
Copeland	Julie	Daily	District/Substitute Teacher	08-13-2026
Dozier	Dorothy	Daily	District/Substitute Teacher	08-13-2026
Ely	Bailey	Daily	District/Substitute Teacher	08-13-2026
Hansen	Kasia	Daily	District/Substitute Teacher	08-13-2026
Heathe	Vickie	Daily	District/Substitute Teacher	08-13-2026
Horton	Natalie	Daily	District/Substitute Teacher	08-13-2026
Howard	Angie	Daily	District/Substitute Teacher	08-13-2026
Jeffries	Amanda	Daily	District/Substitute Teacher	08-13-2026
Jones-Howerton	Jennifer	Daily	District/Substitute Teacher	08-13-2026

Personnel Schedule
August 11, 2026

Substitute Teachers FY27				
Last Name	First Name	Certified Support Hourly/Daily	Site/Assignment	Effective Date
Montgomery	Kerri	Daily	District/Substitute Teacher	08-13-2026
Smith	Dustin	Daily	District/Substitute Teacher	08-13-2026
Swarnes	Blake	Daily	District/Substitute Teacher	08-13-2026
Tucker	Susan	Daily	District/Substitute Teacher	08-13-2026
Wilson	Melissa	Daily	District/Substitute Teacher	08-13-2026