

Agenda

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 8, 2025.
5. Financial Consent Docket - Discuss and possible vote on encumbrances, change orders, warrants supported by proper invoice, and monthly financial reports.

5.A. General Fund.

1. Approve FY26 General Fund Purchase Orders 74-106 for a total of \$37,080.81
2. Approve FY26 General Fund Change Orders for Purchase Order 1-73 for a total of \$3,338.89.
3. Approve FY26 General Fund Payroll Purchase Orders 50015-50119 for a total of \$5,654,701.51.
4. Approve FY26 General Fund Payroll Change Orders for Purchase Orders 50000-50014 for a total of \$104.48.
5. Approve FY26 General Fund AP Warrants for a total of \$233,790.25.
6. Approve FY25 General Fund AP Warrants for a total of \$2,496.00.

5.B. Building Fund.

1. Approve FY26 Building Fund Purchase Orders 21-29 for a total of \$42,054.31.
2. Approve FY26 Building Fund Change Order for Purchase Orders 1-20 for a total of \$3,000.00.
3. Approve FY26 Building Fund AP Warrants for a total of \$66,688.00.
4. Approve FY25 Building Fund AP Warrants for a total of \$881.42.

5.C. Child Nutrition Fund.

1. Approve FY26 Child Nutrition Purchase Orders 5-7 for a total of \$15,494.00.
2. Approve FY26 Child Nutrition AP Warrants for a total of \$5,494.00.
3. Approve FY25 Child Nutrition AP Warrants for a total of \$11,227.45.

5.D. Building Bond Fund 38.

1. Approve FY26 Building Bond Fund Purchase Order 1 for a total of \$1,538,682.00.
2. Approve FY26 Building Bond Fund AP Warrants for a total of \$1,538,682.00.

5.E. Sinking Fund.

1. Approve FY26 Sinking Fund Purchase Order 1 for a total of \$27,945.00.

2. Approve FY26 Sinking Fund AP Warrants for a total of \$27,945.00.

5.F. Activity Fund Accounts.

5.G. Monthly Financial Report.

1. Treasurer's Report.

2. FY26 Encumbrance Comparison Chart.

6. Administrative report.

7. Presentation of JEA.

8. Discuss and possible vote on student handbooks for the 2025-2026 school year.

9. Discuss and possible vote to approve the use of hours calculation for the 2025-2026 academic calendar.

10. Discuss and possible vote on breakfast and lunch price increases for the 2025-2026 school year.

1. \$0.25 increase in all breakfast and lunch prices.

- Student breakfast price - \$1.75
- Teacher/Staff breakfast price - \$1.75
- Visitor paid breakfast price - \$1.75
- Full price elementary and middle school student lunch price - \$3.00
- Full price high school student lunch price - \$3.25
- Second student lunch price - \$3.25
- Adult lunch price - \$3.50

11. 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 2025-2026 school year.

12. Discuss and possible vote on student transfer for the 2025-2026 school year.

13. Discuss and possible action to approve the agreement with CNP schools for allocation of statewide alternative education academy program funds for the 2025-2026 school year.

14. Discuss and possible vote to approve teachers teaching during their planning period with compensation as provided in the negotiated agreement with Jones Education Association.

- JD Marinko, High School
- Ava Battese, Middle School

15. Discuss and possible vote on revised Jones High School fundraisers for the 2025-2026 school year.

16. Discuss and possible vote on an out-of-state trip request:

1. Cross Country Teams to Fayetteville, AR for the 37th Chile Pepper Festival, October 4, 2025.

17. Proposed executive session to discuss:

1. student transfer denial appeal as per 25 O.S. 307(B)(5).

2. the employment 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).

17.A. Vote to convene or not to convene into executive session.

17.B. Acknowledge return to open session.

- 17.C. Minutes compliance statement.
- 17.D. Possible vote on the student transfer denial appeal.
- 17.E. Possible vote on employment as listed on the personnel schedule.
- 17.F. Possible vote to approve the negotiation agreement concerning employees and representatives of employee groups, as per 25 O.S. 307(B)(2)
- 18. New business.
- 19. Vote to adjourn.

Jones Public Schools
MINUTES
Regular Meeting Jones Board of Education
Tuesday, July 8, 2025 • 5:30 PM
Board of Education Building Board Room
9200 N Hiwassee
Jones, OK 73049

Attendance Taken at 5:31 PM.

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.

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 following meetings:

- **June 10, 2025 (Regular Meeting)**
- **June 17, 2025 (Special Meeting)**
- **June 26, 2025 (Special Meeting)**

Motion to approve the minutes of the following meetings: June 10, 2025 (Regular Meeting) June 17, 2025 (Special Meeting) June 26, 2025 (Special Meeting) passed with a motion by Scott Smith and a second by Steve Todd.

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

Yea: 5, Nay: 0

5. Financial Consent Docket - Discuss and possible vote on encumbrances, change orders, warrants supported by proper invoice, and monthly financial reports. Motion to approve financial consent docket, items 5.A. to 5.E. as presented passed with a motion by Scott Smith

and a second by Brett Ramsey.

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

Yea: 5, Nay: 0

A. General Fund.

1. Approve FY26 General Fund Purchase Orders 1-73 for a total of \$1,670,184.80.
2. Approve FY26 General Fund Payroll Purchase Orders 50000-50014 for a total of \$1,392,616.08.
3. Approve FY26 General Fund AP Warrants for a total of \$214,357.24.
4. Approve FY25 General Fund AP Warrants for a total of \$20,515.91.

B. Building Fund.

1. Approve FY26 Building Fund Purchase Orders 1-20 for a total of \$296,477.16.
2. Approve FY26 Building Fund AP Warrants for a total of \$160.00.
3. Approve FY25 Building Fund AP Warrants for a total of \$10,232.50.

C. Child Nutrition Fund.

1. Approve FY26 Child Nutrition Purchase Orders 1-4 for a total of \$153,000.00.

D. Activity Fund Accounts.

E. Monthly Financial Reports.

1. Treasurer's Report.
2. FY26 Encumbrance Comparison Chart.

6. Administrative report.

7. Presentation of JEA.

8. Discuss and possible vote on district student capacity numbers. Motion to approve the district student capacity numbers with the correction of available spots for the freshman class being changed to 17 to correct the calculation error passed with a motion by Brett Ramsey and a second by Scott Smith.

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

Yea: 5, Nay: 0

9. Discuss and possible vote on student transfers for the 2025-2026 school year. Motion to approve the recommendations for the student transfers for the 2025-2026 school year as presented passed with a motion by Brett Ramsey and a second by Steve Todd.

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

Yea

Yea: 5, Nay: 0

10. Discuss and possible vote on districtwide fundraisers for the 2025-2026 school year:

- **JES Fundraisers**
- **JMS Fundraisers**
- **JHS Fundraisers**

Motion to approve the districtwide fundraisers for the 2025-2026 school year passed with a motion by Steve Todd and a second by Scott Smith.

Andrew Chase: Yea, Matthew Gindhart: Yea, Brett Ramsey: Abstain (Without Conflict), Scott Smith: Yea, Steve Todd: Yea

Yea: 4, Nay: 0, Abstain (Without Conflict): 1

11. Discuss and possible vote on sanctioning booster clubs for the 2025-2026 school year:

- **Jones Cheer Parent Association**
- **Jones Cross Country and Track Booster Club**
- **Homerun Club**
- **Jones Elementary School PTO, Inc.**
- **Jones Parent Band Club**
- **Jones Middle School PTO**
- **Ag Booster Club (Jones FFA & 4-H Booster Club)**
- **Jones Lady Longhorns Fastpitch Softball Booster Club**

Motion to approve the sanctioning of the following booster clubs: Jones Cheer Parent Association Jones Cross Country and Track Booster Club Homerun Club Jones Elementary School PTO, Inc. Jones Parent Band Club Jones Middle School PTO Ag Booster Club (Jones FFA & 4-H Booster Club) Jones Lady Longhorns Fastpitch Softball Booster Club for the 2025-2026 school year passed with a motion by Scott Smith and a second by Steve Todd.

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

Yea: 5, Nay: 0

12. Discuss and possible vote to approve the use of the Don Ramsey Agriculture Education Facility by the Oklahoma County Free Fair for the 2025 Oklahoma County Fall Livestock Show. Motion to approve the use of the Don Ramsey Agriculture Education Facility by the Oklahoma County Free Fair for the 2025 Oklahoma County Fall Livestock Show passed with a motion by Andrew Chase and a second by Scott Smith.

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

Yea: 5, Nay: 0

13. Discuss and possible vote on declaring the following items as district surplus:

- **2005 Elite Aluminum Trailer, VIN #5MKWG242850006363**
- **HP Color Laser Jet 2600n Printer**
- **HP Laser Jet 1320 Printer**
- **APC Battery Backup and Surge Protector, Qty. 3**

Motion to approve the declaring of presented items as district surplus passed with a motion by Brett Ramsey and a second by Steve Todd.

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

Yea: 5, Nay: 0

14. Discuss and possible vote to approve the lease purchase agreement with SNB Bank N.A. located in Shattuck, OK, for a new 2026 Sundowner aluminum livestock trailer purchased from Swinford Group LLC, located in Morrison, OK; and to authorize Shawn Blankenship, Superintendent, to sign all documents related to the transaction on behalf of Jones Public Schools. Motion to approve the lease purchase agreement with SNB Bank N.A. located in Shattuck, OK, for a new 2026 Sundowner aluminum livestock trailer purchased from Swinford Group LLC, located in Morrison, OK; and to authorize Shawn Blankenship, Superintendent, to sign all documents related to the transaction on behalf of Jones Public Schools passed with a motion by Scott Smith and a second by Brett Ramsey.

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

Yea: 5, Nay: 0

15. Discuss and possible vote to accept the land donation of 18.5 acres located in Jones, Oklahoma from Brett and Lisa Ramsey. Motion to to accept the land donation of 18.5 acres located in Jones, Oklahoma from Brett and Lisa Ramsey passed with a motion by Steve Todd and a second by Scott Smith.

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

Yea: 5, Nay: 0

16. Proposed executive session to discuss the employment 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 Brett Ramsey and a second by Scott Smith.

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

Yea: 5, Nay: 0

B. Acknowledge return to open session.

C. Minutes compliance statement.

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

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

Yea: 5, Nay: 0

17. New business.

18. Vote to adjourn. Motion to adjourn at 6:15 pm passed with a motion by Scott Smith and a second by Steve Todd.

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

Yea: 5, Nay: 0

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 8/11/2025, PO Range: 74 - 200, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	74	07/09/2025	7096	DIRECT DISCOUNT TIRE	TIRES FOR GREY EXPEDITION AND AG TRUCK	1,015.28
11	75	07/09/2025	7295	HARRINGTON'S	MOUNTING AND BALANCING TIRES	1,000.00
11	76	07/10/2025	2851	BELL PRINTING & ADVERTISING	TRANSPORTATION DISIPLINARY REPORTS/DIST	325.00
11	77	07/10/2025	6193	BANCFIRST	RENTAL PAYMENT FOR LEASE/REVENUE BONDS SERIES 2020	1,500.00
11	78	07/14/2025	9337	MIKE'S ALIGNMENT AND BRAKE	BRAKE PADS AND ROTERS FOR AG TRUCK	730.00
11	79	07/14/2025	9128	SPRINGHILL SUITES BY MARRIOTT	HOTEL FOR FFA SUMMER CONFERENCE	500.00
11	80	07/14/2025	6441	OKLAHOMA ACTE	SUMMER CONFERENCE REGISTRATION	450.00
11	81	07/16/2025	9339	ADV. CHIROPRACTIC AND REHAB CLINIC	BUS DRIVER PHYSICALS	800.00
11	82	07/17/2025	8453	SYLOGISTED, INC.	ADDING ANOTHER SIS CONTACT	1,326.88
11	83	07/20/2025	8858	BLOCK SAND COMPANY, INC.	CONCRETE FOR PIG BARN RAMP	315.75
11	84	07/20/2025	9173	ACE INDUSTRIAL & SUPPLY INC.	SHOP SUPPLIES FOR AG	800.00
11	85	07/21/2025	6912	CPI	District Training Workbooks	361.83
11	86	07/21/2025	8666	STAPLES BUSINESS CREDIT	TWO PALLETS OF PAPER FOR SCHOOL START UP	3,552.22
11	87	07/22/2025	1561	CAPITAL ONE	PALLET OF WATER FOR BAND	514.56
11	88	07/23/2025	8744	AMAZON CAPITAL SERVICES	FILE CABINETS, MICR INK AND MICR INK PRINTER	1,137.41
11	89	07/24/2025	8555	BLUUM USA, INC.	LAPTOPS FOR TEACHERS	2,994.00
11	91	07/28/2025	8857	QUIK PRINT	Grade Level Printing (2nd - 5th)	7,207.66
11	92	07/28/2025	8744	AMAZON CAPITAL SERVICES	Office supplies for HS	1,500.00
11	93	07/28/2025	2851	BELL PRINTING & ADVERTISING	sub forms for EL, MS, HS	450.00
11	94	07/28/2025	8395	INSTRUCTURE, INC.	transcript program	1,929.00
11	95	07/30/2025	5593	SAM'S CLUB DIRECT	TV for band classroom	600.00
11	96	07/30/2025	7552	ID Wholesaler	student ids and teacher key fobs	1,284.84
11	97	07/30/2025	8864	MYSTERY SCIENCE	Online Science Curriculum	1,999.00
11	98	07/30/2025	8342	ESGI, LLC	EC Assessment and Report Card Software	2,590.00
11	99	07/31/2025	5441	SCHOLASTIC MAGAZINES	EC Magazine Subscription	400.00
11	100	07/31/2025	8183	BULKBOOKSTORE.COM	Chapterbook Class Set	304.50
11	101	08/04/2025	8744	AMAZON CAPITAL SERVICES	last of office supplies JHS	257.00
11	102	08/04/2025	8744	AMAZON CAPITAL SERVICES	TOOLS FOR THE BUS BARN	58.49
11	103	08/04/2025	5816	BIO-RAD LABORATORIES, INC	science department material	286.65
11	104	08/04/2025	4461	CAROLINA BIOLOGICAL SUPPLY CO.	science department material	118.47
11	105	08/04/2025	4471	FLINN SCIENTIFIC INC.	science department material	672.27
11	106	08/04/2025	8696	BACKGROUND INVESTIGATION BUREAU LLC	BACKGROUND CHECKS FOR VOLUNTEERS/DIST	100.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 8/11/2025, PO Range: 74 - 200, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
					Non-Payroll Total:	\$37,080.81
					Payroll Total:	\$0.00
					Balance Forward:	\$0.00
					Report Total:	\$37,080.81

Change Order Listing

Options: Fund(s): GENERAL FUND, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 7/7/2025 - 6/30/2026, PO Range: 1 - 73, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
4	07/01/2025	5591	THE CENTER FOR EDUCATION LAW	BASIC LEGAL SERVICES PROGRAM FEE/ADMIN	1,000.00
51	07/01/2025	7005	FOLLETT SCHOOL SOLUTIONS, INC.	LIBRARY LICENSE RENEWAL/DIST	2,060.96
56	07/01/2025	7826	SCHOOL SAFE ID, LLC	School Safe Software License	497.00
69	07/01/2025	7992	SHERATON GRAND CHICAGO	LIM Symposium Hotel - July 22-25	-69.03
72	07/01/2025	8291	RENAISSANCE HOTEL AND CONV. CENTER	HOTEL ROOM FOR BAND DIRECTOR CONF.	-150.04
Non-Payroll Total:					\$3,338.89
Payroll Total:					\$0.00
Report Total:					\$3,338.89

Unpaid Encumbrances

Options: Year: 2025-2026, Fund(s): GENERAL FUND, As Of Date: 8/11/2025, Include Only Certified: True

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2025	1591	AIRGAS USA, LLC	VO-AG TEACHING SUPPLIES	355.88
2	07/01/2025	6659	A T & T MOBILITY	IPAD SERVICE	46.48
3	07/01/2025	6659	A T & T MOBILITY	CELL PHONE SERVICE FOR THE YEAR/DIST	308.95
4	07/01/2025	5591	THE CENTER FOR EDUCATION LAW	BASIC LEGAL SERVICES PROGRAM FEE/ADMIN	1,870.00
6	07/01/2025	7934	DE LAGE LANDEN PUBLIC FINANCE LLC	LEASE/PURCHASE FOR COPIERS/DIST	800.00
7	07/01/2025	7539	HAMPEL OIL	FUEL FOR SCHOOL VEHICLES	2,801.10
8	07/01/2025	5547	JONES HARDWARE & LUMBER	VO-AG TEACHING SUPPLIES	215.41
9	07/01/2025	5548	JONES PUBLIC WORKS	WATER, SEWER, TRASH & GAS	2,940.47
12	07/01/2025	5552	O G & E	ELECTRICITY FOR THE SCHOOL YEAR	33,064.44
13	07/01/2025	7979	OKLAHOMA COPIER SOLUTIONS	MAINTENANCE AGREEMENT & TONER FOR THE YEAR/COPIERS	397.30
16	07/01/2025	5595	OSIG	PROPERTY & LIABILITY INSURANCE PREMIUM	131,803.33
18	07/01/2025	7459	GOVERNMENT ACCOUNT SERVICES	TOLLS FOR SCHOOL VEHICLES	142.77
24	07/01/2025	5555	TDS	TELEPHONE SERVICE	6,886.55
26	07/01/2025	2571	UNITED SYSTEMS LLC	MANAGED IT SERVICE AGREEMENT	12,515.96
40	07/01/2025	8337	BLEDSON, HEWETT & GULLEKSON	AUDIT SERVICES FOR THE YEAR	3,500.00
47	07/01/2025	5369	APPTGY, INC.	WEBSITE APP, PARENT NOTIFICATION SOFTWARE	4,800.00
49	07/01/2025	6788	IXL LEARNING INC.	IXL SITE LICENSE FOR MATH AND ELA	8,401.25
53	07/01/2025	7918	OSSBA EMPLOYMENT SERVICES	REPLENISH UNEMPLOYMENT ACCT.	150.00
55	07/01/2025	7338	EAST OKLAHOMA COUNTY ROTARY CLUB	EOC ROTARY MEMBERSHIP & DUES/S. BLANKENSHIP	312.00
56	07/01/2025	7826	SCHOOL SAFE ID, LLC	School Safe Software License	1,497.00
69	07/01/2025	7992	SHERATON GRAND CHICAGO	LIM Symposium Hotel - July 22-25	2,630.97
72	07/01/2025	8291	RENAISSANCE HOTEL AND CONV. CENTER	HOTEL ROOM FOR BAND DIRECTOR CONF.	549.96
74	07/09/2025	7096	DIRECT DISCOUNT TIRE	TIRES FOR GREY EXPEDITION AND AG TRUCK	1,015.28
75	07/09/2025	7295	HARRINGTON'S	MOUNTING AND BALANCING TIRES	300.00
76	07/10/2025	2851	BELL PRINTING & ADVERTISING	TRANSPORTATION DISCIPLINARY REPORTS/DIST	325.00
77	07/10/2025	6193	BANCFIRST	RENTAL PAYMENT FOR LEASE/REVENUE BONDS SERIES 2020	1,500.00
78	07/14/2025	9337	MIKE'S ALIGNMENT AND BRAKE	BRAKE PADS AND ROTERS FOR AG TRUCK	730.00
83	07/20/2025	8858	BLOCK SAND COMPANY, INC.	CONCRETE FOR PIG BARN RAMP	315.75
85	07/21/2025	6912	CPI	District Training Workbooks	361.83
88	07/23/2025	8744	AMAZON CAPITAL SERVICES	FILE CABINETS, MICR INK AND MICR INK PRINTER	1,137.41

Unpaid Encumbrances

Options: Year: 2025-2026, Fund(s): GENERAL FUND, As Of Date: 8/11/2025, Include Only Certified: True

PO No	Date	Vendor No	Vendor	Description	Amount
91	07/28/2025	8857	QUIK PRINT	Grade Level Printing (2nd - 5th)	7,207.66
97	07/30/2025	8864	MYSTERY SCIENCE	Online Science Curriculum	1,999.00
98	07/30/2025	8342	ESGI, LLC	EC Assessment and Report Card Software	2,590.00
100	07/31/2025	8183	BULKBOOKSTORE.COM	Chapterbook Class Set	304.50
106	08/04/2025	8696	BACKGROUND INVESTIGATION BUREAU LLC	BACKGROUND CHECKS FOR VOLUNTEERS/DIST	14.00
Non-Payroll Total:					\$233,790.25
Payroll Total:					\$0.00
Report Total:					\$233,790.25

Unpaid Encumbrances

Options: Year: 2024-2025, Fund(s): GENERAL FUND, As Of Date: 8/11/2025, Include Only Certified: True

PO No	Date	Vendor No	Vendor	Description	Amount
4	07/01/2024	5591	THE CENTER FOR EDUCATION LAW	BASIC LEGAL SERVICES PROGRAM FEE/ADMIN	300.00
220	06/10/2025	7296	APPLE INC	IPADS FOR SPECIAL ED DEPARTMENT	2,196.00
Non-Payroll Total:					\$2,496.00
Payroll Total:					\$0.00
Report Total:					\$2,496.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 8/11/2025, PO Range: 21 - 75, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	21	07/09/2025	9335	BEST OPTION RESTORATION	DRYWALL REPLACEMENT IN COACHES OFFICE	12,990.09
21	22	07/09/2025	9336	FLOOR PRO COMMERCIAL	CARPET INSTALL FOR BAND ROOM	5,963.69
21	23	07/14/2025	6147	LOWE'S CREDIT SERVICES	BUILDING SUPPLIES FOR UPKEEP	1,000.00
21	24	07/14/2025	9338	METRO GLASS LLC	WINDOW REPLACEMENTS/DIST	1,264.90
21	25	07/16/2025	9340	A&T MECHANICAL	NEW A/C UNIT FOR COACHES OFFICE/HS	12,400.00
21	26	07/29/2025	9358	GENTRY WADE	GRAVEL INSTALLATION FOR SOFTBALL FIELDS	1,700.00
21	27	08/01/2025	9313	TRANE U.S. INC.	HVAC PARTS AND SERVICE	2,500.00
21	28	08/07/2025	8744	AMAZON CAPITAL SERVICES	BATTERIES FOR SECURITY SYSTEM/HS	35.63
21	29	08/07/2025	9365	MILL CREEK	CARPET FOR FOOTBALL LOCKER ROOM	4,200.00
Non-Payroll Total:						\$42,054.31
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$42,054.31

Change Order Listing

Options: Fund(s): BUILDING FUND, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 7/7/2025 - 6/30/2026, PO Range: 1 - 20, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
3	07/01/2025	5718	DEPARTMENT OF ENVIRONMENTAL QUALITY	Public Water Testing/MS	1,000.00
14	07/01/2025	8933	FIRETROL PROTECTION SYSTEMS, INC.	FIRETROL REPAIRS	2,000.00
Non-Payroll Total:					\$3,000.00
Payroll Total:					\$0.00
Report Total:					\$3,000.00

Unpaid Encumbrances

Options: Year: 2025-2026, Fund(s): BUILDING FUND, As Of Date: 8/11/2025, Include Only Certified: True

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2025	5830	BILLY WILSON	Weed Control	1,196.00
3	07/01/2025	5718	DEPARTMENT OF ENVIRONMENTAL QUALITY	Public Water Testing/MS	3,811.60
5	07/01/2025	9252	BAILEY BROTHERS PLUMBING, HEAT, AIR	PLUMBING WORK AND SUPPLIES/DIST	1,555.00
7	07/01/2025	5561	INTEGRATED PEST CONTROL	Pest Control	225.00
8	07/01/2025	9079	JANI-KING OF OKLAHOMA, INC.	DAY PORTERS AND NIGHT CREW CLEANING SERVICES/DIST	15,230.87
9	07/01/2025	5547	JONES HARDWARE & LUMBER	Supplies for Building & Grounds Upkeep/Dist	1,289.00
10	07/01/2025	7163	LIL BIT WESTERN LAWN CARE, L.L.C.	Lawn Care Service/District	2,926.66
11	07/01/2025	7672	MOLLMAN'S/CULLIGAN WATER	Water Conditioner Rental & Supplies	200.00
12	07/01/2025	6611	TK ELEVATOR CORPORATION	Maintenance Agreement for the Elevator/HS	470.00
14	07/01/2025	8933	FIRETROL PROTECTION SYSTEMS, INC.	FIRETROL REPAIRS	2,409.50
17	07/01/2025	5638	THE SHERWIN-WILLIAMS CO.	PAINT FOR BUILDING UPKEEP/DIST	512.65
19	07/01/2025	8095	ALLEN'S POWER EQUIPMENT	LAWN MOWER BLADES/DIST	43.99
21	07/09/2025	9335	BEST OPTION RESTORATION	DRYWALL REPLACEMENT IN COACHES OFFICE	12,990.09
22	07/09/2025	9336	FLOOR PRO COMMERCIAL	CARPET INSTALL FOR BAND ROOM	5,963.69
23	07/14/2025	6147	LOWE'S CREDIT SERVICES	BUILDING SUPPLIES FOR UPKEEP	664.05
24	07/14/2025	9338	METRO GLASS LLC	WINDOW REPLACEMENTS/DIST	1,264.90
25	07/16/2025	9340	A&T MECHANICAL	NEW A/C UNIT FOR COACHES OFFICE/HS	12,400.00
26	07/29/2025	9358	GENTRY WADE	GRAVEL INSTALLATION FOR SOFTBALL FIELDS	1,700.00
27	08/01/2025	9313	TRANE U.S. INC.	HVAC PARTS AND SERVICE	1,835.00
Non-Payroll Total:					\$66,688.00
Payroll Total:					\$0.00
Report Total:					\$66,688.00

Unpaid Encumbrances

Options: Year: 2024-2025, Fund(s): BUILDING FUND, As Of Date: 8/11/2025, Include Only Certified: True

PO No	Date	Vendor No	Vendor	Description	Amount
14	07/01/2024	8933	FIRETROL PROTECTION SYSTEMS, INC.	FIRETROL REPAIRS	596.42
43	05/14/2025	9294	BRADY INDUSTIES, LLC	MAINTENANCE & CUSTODIAL SUPPLIES	285.00
Non-Payroll Total:					\$881.42
Payroll Total:					\$0.00
Report Total:					\$881.42

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 8/11/2025, PO Range: 5 - 15, Fund(s): CN PROGRAMS FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	5	07/21/2025	9341	RED RIVER GASKET/GASKET GUY OF OK	WALK IN FREEZER DOOR/FRAME KIT/JMS	5,319.00
22	6	07/30/2025	5546	JONES ACTIVITY/PETTY CASH	START UP MONEY FOR CAFETERIAS	175.00
22	7	07/31/2025	9359	MASTERS MECHANICAL	WORK DONE TO WALK IN COOLERS	10,000.00
Non-Payroll Total:						\$15,494.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$15,494.00

Unpaid Encumbrances

Options: Year: 2025-2026, Fund(s): CN PROGRAMS FUND, As Of Date: 8/11/2025, Include Only Certified: True

PO No	Date	Vendor No	Vendor	Description	Amount
5	07/21/2025	9341	RED RIVER GASKET/GASKET GUY OF OK	WALK IN FREEZER DOOR/FRAME KIT/JMS	5,319.00
6	07/30/2025	5546	JONES ACTIVITY/PETTY CASH	START UP MONEY FOR CAFETERIAS	175.00
Non-Payroll Total:					\$5,494.00
Payroll Total:					\$0.00
Report Total:					\$5,494.00

Unpaid Encumbrances

Options: Year: 2024-2025, Fund(s): CN PROGRAMS FUND, As Of Date: 8/11/2025, Include Only Certified: True

PO No	Date	Vendor No	Vendor	Description	Amount
11	06/25/2025	9333	OSWALT EQUIPMENT COMPANY	MILK COOLER, DISPOSER AND ICEMAKER	11,227.45
Non-Payroll Total:					\$11,227.45
Payroll Total:					\$0.00
Report Total:					\$11,227.45

JONES PUBLIC SCHOOLS

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 8/11/2025, PO Range: 1 - 15, Fund(s): BUILDING BOND FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
38	1	07/10/2025	6193	BANCFIRST	ACQUISITION PAYMENT	1,538,682.00
Non-Payroll Total:						\$1,538,682.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$1,538,682.00

Unpaid Encumbrances

Options: Year: 2025-2026, Fund(s): BUILDING BOND FUND, As Of Date: 8/11/2025, Include Only Certified: True

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/10/2025	6193	BANCFIRST	ACQUISITION PAYMENT	1,538,682.00
Non-Payroll Total:					\$1,538,682.00
Payroll Total:					\$0.00
Report Total:					\$1,538,682.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 8/11/2025, PO Range: 1 - 15, Fund(s): SINKING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
41	1	07/08/2025	7657	UMB BANK n.a.	REGISTERED INT FOR BLDG BONDS FOR 2023	27,945.00
Non-Payroll Total:						\$27,945.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$27,945.00

Unpaid Encumbrances

Options: Year: 2025-2026, Fund(s): SINKING FUND, As Of Date: 8/11/2025, Include Only Certified: True

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/08/2025	7657	UMB BANK n.a.	REGISTERED INT FOR BLDG BONDS FOR 2023	27,945.00
Non-Payroll Total:					\$27,945.00
Payroll Total:					\$0.00
Report Total:					\$27,945.00

JONES PUBLIC SCHOOLS

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 7/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 ATHLETICS/K. WITT	\$0.00	\$0.00	\$53,856.58	\$9,223.41	\$44,633.17	\$7,611.05	\$37,022.12
820 HS GENERAL/WATKINS	\$0.00	(\$24.32)	\$1,387.62	\$0.00	\$1,363.30	\$574.75	\$788.55
822 HS VENDING/WATKINS	\$0.00	\$0.00	\$886.39	\$0.00	\$886.39	\$349.00	\$537.39
824 HS SUNSHINE/WATKINS	\$0.00	\$0.00	\$183.61	\$0.00	\$183.61	\$0.00	\$183.61
826 BAND/CROWE	\$0.00	\$0.00	\$48.57	\$0.00	\$48.57	\$0.00	\$48.57
828 ART/NORMAN	\$0.00	\$0.00	\$254.96	\$0.00	\$254.96	\$0.00	\$254.96
830 HS FCA/STEVERSON	\$0.00	\$0.00	\$675.39	\$0.00	\$675.39	\$0.00	\$675.39
832 FFA/STALLINGS	\$0.00	\$1,625.00	\$4,796.56	\$392.56	\$6,029.00	\$2,400.00	\$3,629.00
834 HS STUDENT COUNCIL/NEAL	\$0.00	\$0.00	\$2,151.01	\$0.00	\$2,151.01	\$0.00	\$2,151.01
836 HS HONOR SOCIETY/MOSES	\$0.00	\$0.00	\$778.21	\$0.00	\$778.21	\$0.00	\$778.21
838 MU ALPHA THETA/STANDLEY	\$0.00	\$0.00	\$1,467.88	\$0.00	\$1,467.88	\$0.00	\$1,467.88
840 CHOIR/JOHNSON	\$0.00	\$0.00	\$2,365.04	\$0.00	\$2,365.04	\$0.00	\$2,365.04
842 HS CHEER/NEAL	\$0.00	\$2,625.17	\$24,444.12	\$200.00	\$26,869.29	\$13,780.00	\$13,089.29
846 YEARBOOK/ROWLEN	\$0.00	\$0.00	\$4,007.83	\$0.00	\$4,007.83	\$600.00	\$3,407.83
848 PLANET EARTH/SCIENCE CLUB/PAPERA	\$0.00	\$0.00	\$91.33	\$0.00	\$91.33	\$0.00	\$91.33
850 HS LIBRARY/ROWLEN	\$0.00	\$0.00	\$3,157.39	\$0.00	\$3,157.39	\$0.00	\$3,157.39
852 HS DRAMA/JOHNSON	\$0.00	\$0.00	\$1,526.21	\$0.00	\$1,526.21	\$0.00	\$1,526.21
854 KEY CLUB/DORRELL	\$0.00	\$0.00	\$2,424.12	\$0.00	\$2,424.12	\$0.00	\$2,424.12
858 HS ACADEMIC CLUB/A GIERHART	\$0.00	\$0.00	\$2,049.06	\$0.00	\$2,049.06	\$0.00	\$2,049.06
860 GSA/RUST	\$0.00	\$0.00	\$867.69	\$0.00	\$867.69	\$0.00	\$867.69
862 CLASS OF 2025/WATKINS	\$0.00	\$0.00	\$2,319.59	\$0.00	\$2,319.59	\$0.00	\$2,319.59
864 CLASS OF 2026/NORMAN, ANDERSON	\$0.00	\$0.00	\$3,007.15	\$0.00	\$3,007.15	\$0.00	\$3,007.15
866 CLASS OF 2027/NEAL, BENNINGTON	\$0.00	\$0.00	\$3,406.00	\$0.00	\$3,406.00	\$0.00	\$3,406.00
868 SPECIAL EDUCATION/HOPKINS	\$0.00	\$0.00	\$552.60	\$0.00	\$552.60	\$0.00	\$552.60
870 CLASS OF 2028/DORRELL, MALY	\$0.00	\$0.00	\$180.00	\$0.00	\$180.00	\$0.00	\$180.00
872 CLASS OF 2023/WATKINS	\$0.00	\$0.00	\$259.63	\$0.00	\$259.63	\$250.00	\$9.63
876 GENERAL/SUPERINTENDENTS	\$0.00	\$0.00	\$23.49	\$0.00	\$23.49	\$0.00	\$23.49
884 MS GENERAL/ELERICK	\$0.00	(\$24.32)	\$227.61	\$0.00	\$203.29	\$115.00	\$88.29
886 MS LIBRARY/CARNEY	\$0.00	\$0.00	\$2,941.44	\$0.00	\$2,941.44	\$0.00	\$2,941.44
888 MS TECHNOLOGY/ELERICK	\$0.00	\$0.00	\$4,017.39	\$0.00	\$4,017.39	\$0.00	\$4,017.39
890 MS ARCHERY CLUB/ROHLER	\$0.00	\$0.00	\$66.42	\$0.00	\$66.42	\$0.00	\$66.42
892 MS BOOK CLUB/WEAR & CARNEY	\$0.00	\$0.00	\$517.23	\$0.00	\$517.23	\$0.00	\$517.23
894 MS VENDING/ELERICK	\$0.00	\$0.00	\$7,088.08	\$0.00	\$7,088.08	\$5,824.75	\$1,263.33
896 MS SUNSHINE FUND/ELERICK	\$0.00	\$0.00	\$502.57	\$0.00	\$502.57	\$80.00	\$422.57
898 MS STUDENT COUNCIL/ELERICK, MCCULLOUGH & TOWLER	\$0.00	\$0.00	\$1,594.04	\$0.00	\$1,594.04	\$0.00	\$1,594.04
900 MS SCIENCE/STEM CLUB/WINSETT	\$0.00	\$0.00	\$2,510.60	\$0.00	\$2,510.60	\$0.00	\$2,510.60
902 MS HONOR SOCIETY/CHANDLER, WALKER	\$0.00	\$0.00	\$2,694.15	\$0.00	\$2,694.15	\$0.00	\$2,694.15
904 MS FCA/KNIGHT	\$0.00	\$0.00	\$111.70	\$0.00	\$111.70	\$0.00	\$111.70
906 MS CHEER/LONG	\$0.00	\$400.00	\$4,048.11	\$1,050.45	\$3,397.66	\$0.00	\$3,397.66
912 MS BUILDERS CLUB/SALAZAR & ELERICK	\$0.00	\$0.00	\$217.15	\$0.00	\$217.15	\$0.00	\$217.15
920 ELEMENTARY SCHOOL/GUTHERY	\$0.00	(\$24.31)	\$26,408.44	\$502.15	\$25,881.98	\$3,882.70	\$21,999.28
922 ELEMENTARY LIBRARY/DEARDORFF	\$0.00	\$0.00	\$67.41	\$0.00	\$67.41	\$0.00	\$67.41
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/GUTHERY	\$0.00	\$0.00	\$1,375.29	\$0.00	\$1,375.29	\$0.00	\$1,375.29
Total	\$0.00	\$4,577.22	\$171,616.28	\$11,368.57	\$164,824.93	\$35,467.25	\$129,357.68

JONES PUBLIC SCHOOLS

Treasurer's Report

Balance Sheet

Options: Fiscal Years: 2025, 2026, Funds: 11-41, As Of Date: 7/31/2025

Assets				
Cash				
11	2025	GENERAL FUND		\$76,104.95
11	2026	GENERAL FUND		\$1,724,408.51
			Fund 11 Total	\$1,800,513.46
21	2025	BUILDING FUND		\$5,219.78
21	2026	BUILDING FUND		\$532,115.17
			Fund 21 Total	\$537,334.95
22	2025	CN PROGRAMS FUND		\$11,227.45
22	2026	CN PROGRAMS FUND		\$212,017.88
			Fund 22 Total	\$223,245.33
38	2026	BUILDING BOND FUND		\$1,595,660.02
			Fund 38 Total	\$1,595,660.02
41	2026	SINKING FUND		\$2,022,715.53
			Fund 41 Total	\$2,022,715.53
			Cash Total	\$6,179,469.29

Monthly Revenue Summary

July 1 – July 31, 2025

	Receipts	Transfers	Balance
General Fund			
FY25		(\$1,804,819.86)	
FY26-Jul	\$233,848.53	\$1,804,819.86	\$2,038,669.39
Building Fund			
FY25		(\$530,208.84)	
FY26-Jul	\$2,066.33	\$530,208.84	\$532,275.17
Child Nutrition Fund			
FY25		(\$211,936.24)	
FY26-Jul	\$81.64	\$211,936.24	\$212,017.88
Sinking Fund			
FY25		(\$2,010,004.10)	
FY26-Jul	\$12,711.43	\$2,010,004.10	\$2,022,715.53
Bond Fund 38			
FY25		(\$1,595,660.02)	
FY26-Jul		\$1,595,660.02	\$1,595,660.02
Revenue Report Total:			\$6,401,337.99

JONES PUBLIC SCHOOLS

Treasurer's Activity

July 1 - 31, 2025

ASSETS	Beginning Balance	Deposits	Net Transfers	Disbursements	Ending Balance
Checking	\$ 100,000.00	\$ 229,521.56	\$ 1,228,700.74	\$ 1,458,222.30	\$ 100,000.00
Sweep Account	\$ 7,096,524.75	\$ 213,155.58	\$ -	\$ 1,230,211.04	\$ 6,079,469.29
Total Assets:	\$ 7,196,524.75	\$ 442,677.14	\$ 1,228,700.74	\$ 2,688,433.34	\$ 6,179,469.29

FUND SUMMARY	Beginning Balance	Deposits	Net Transfers	Disbursements	Ending Balance
GENERAL FUND					
FY26	\$ -	\$ 233,848.53	\$ 1,804,819.86	\$ 314,259.88	\$ 1,724,408.51
FY25	\$ 2,756,122.02	\$ -	\$ (1,804,819.86)	\$ 875,197.21	\$ 76,104.95
Total GF:					\$ 1,800,513.46

BUILDING FUND					
FY26	\$ -	\$ 2,066.33	\$ 530,208.84	\$ 160.00	\$ 532,115.17
FY25	\$ 588,284.10	\$ -	\$ (530,208.84)	\$ 52,855.48	\$ 5,219.78
Total BF:					\$ 537,334.95

CHILD NUTRITION FUND					
FY26	\$ -	\$ 81.64	\$ 211,936.24	\$ -	\$ 212,017.88
FY25	\$ 241,225.63	\$ -	\$ (211,936.24)	\$ 18,061.94	\$ 11,227.45
Total CN:					\$ 223,245.33

BOND FUND (38)					
FY26	\$ -	\$ -	\$ 1,595,660.02	\$ -	\$ 1,595,660.02
FY25	\$ 1,600,888.90	\$ -	\$ (1,595,660.02)	\$ 5,228.88	\$ -
Total Fund 38:					\$ 1,595,660.02

SINKING FUND (41)					
FY26	\$ -	\$ 12,711.43	\$ 2,010,004.10	\$ -	\$ 2,022,715.53
FY25	\$ 2,010,004.10	\$ -	\$ (2,010,004.10)	\$ -	\$ -
Total Sinking Fund:					\$ 2,022,715.53

Total Fund Summary:	\$ 7,196,524.75	\$ 248,707.93	\$ -	\$ 1,265,763.39	\$ 6,179,469.29
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General Fund Encumbrance Comparison

FY 26	Acct Payable	Change Order	AP Total	Payroll	Pay Change	Payroll Total	Monthly Total
July	\$ 1,670,184.80	\$ -	\$ 1,670,184.80	\$ 1,392,616.08	\$ -	\$ 1,392,616.08	\$ 3,062,800.88
August	\$ 37,080.81	\$ 3,338.89	\$ 40,419.70	\$ 5,654,701.51	\$ 104.48	\$ 5,654,805.99	\$ 5,695,225.69
Sept.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nov.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jan.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June-Closed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,707,265.61	\$ 3,338.89	\$ 1,710,604.50	\$ 7,047,317.59	\$ 104.48	\$ 7,047,422.07	\$ 8,758,026.57

FY 25	Acct Payable	Change Order	AP Total	Payroll	Pay Change	Payroll Total	Monthly Total
July	\$ 1,265,560.71	\$ -	\$ 1,265,560.71	\$ 1,398,621.91	\$ -	\$ 1,398,621.91	\$ 2,664,182.62
August	\$ 180,376.75	\$ 498.00	\$ 180,874.75	\$ 5,612,605.09	\$ 11,469.07	\$ 5,624,074.16	\$ 5,804,948.91
Sept.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nov.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jan.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June-Closed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,445,937.46	\$ 498.00	\$ 1,446,435.46	\$ 7,011,227.00	\$ 11,469.07	\$ 7,022,696.07	\$ 8,469,131.53

Building Fund Encumbrance Comparison

FY 26	Acct Payable	Change Order	AP Total	Payroll	Pay Change	Payroll Total	Monthly 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

FY 25	Acct Payable	Change Order	AP Total	Payroll	Pay Change	Payroll Total	Monthly Total
July	\$ 301,134.36	\$ -	\$ 301,134.36	\$ -	\$ -	\$ -	\$ 301,134.36
August	\$ 30,340.00	\$ 2,250.22	\$ 32,590.22	\$ -	\$ -	\$ -	\$ 32,590.22
Sept.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nov.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jan.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June-Closed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 331,474.36	\$ 2,250.22	\$ 333,724.58	\$ -	\$ -	\$ -	\$ 333,724.58

Child Nutrition Fund Encumbrance Comparison

FY 26	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 Closed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 168,494.00	\$ -	\$ 168,494.00	\$ -	\$ -	\$ -	\$ 168,494.00

FY 25	Acct Payable	Change Order	AP Total	Payroll	Pay Change	Payroll Total	Montly Total
July	\$ 388,700.00	\$ -	\$ 388,700.00	\$ -	\$ -	\$ -	\$ 388,700.00
August	\$ 175.00	\$ -	\$ 175.00	\$ -	\$ -	\$ -	\$ 175.00
Sept.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nov.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jan.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feb.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June-Closed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 388,875.00	\$ -	\$ 388,875.00	\$ -	\$ -	\$ -	\$ 388,875.00

Jones Elementary School

Student Handbook

2025-2026



9000 N Hiwassee, Jones, OK 73049

405-399-9118

www.jones.k12.ok.us

Mrs. Brooke Guthery, Principal Mr. Sid McCoy, Dean of Students

WELCOME

The administration, faculty and staff of Jones Elementary School welcome you to a new school year. Our main 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's faculty and staff, in partnership with our community, are committed to collaborating with students and parents to provide a safe and caring environment where each student feels valued while developing the whole child. We actively support the belief that a positive school and home partnership will help develop the knowledge and skills necessary to be responsible, productive citizens in an ever-changing world.

MISSION STATEMENT- GIVE THEM ROOTS & GIVE THEM WINGS

Jones Elementary School will strive to form a strong partnership with the community and to provide a learning environment in which students can develop self-confidence, leadership skills, a solid academic foundation, and a desire for life-long learning.

LEADER IN ME SCHOOL

Jones Elementary is embarking on the fifth year as a Leader In Me School, where leadership and practices of The 7 Habits of Highly Effective People® are embedded into our daily lives and inherent in everything we do. The Leader in Me is Franklin Covey's whole school transformation process. It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader. The Leader in Me program defines our school's operations, and is the guiding spirit behind our instructional practices and leadership opportunities. Schools should not merely be focused on improving test scores, but should provide opportunities for students to develop their full potential.

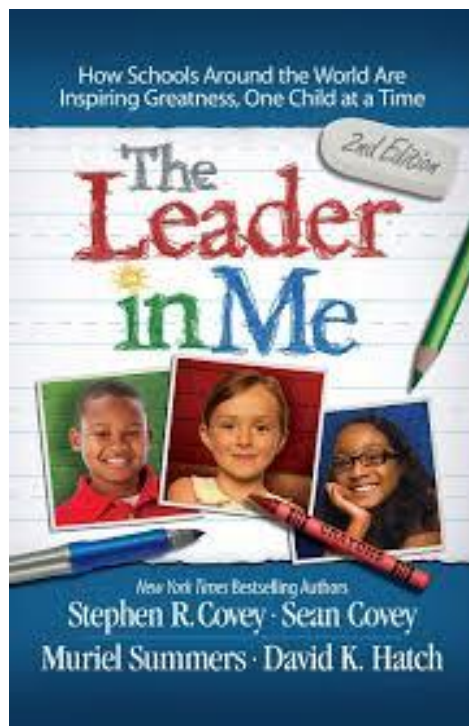
Content from The 7 Habits of Highly Effective People is a key component of the overall Leader in Me process. The 7 Habits are a synthesis of universal, timeless principles of personal and interpersonal effectiveness, such as responsibility, vision, integrity, teamwork, collaboration and renewal, which are secular in nature and common to all people and cultures.

The Leader in Me is also aligned to many national and state academic standards. The process teaches students the skills needed for academic success in any setting. These

skills include critical thinking, goal setting, listening and speaking, self-directed learning, presentation-making and the ability to work in groups.

BENEFITS TO OUR STUDENTS

- Teaches skills needed to be successful in a global society.
- Personal leadership – being accountable for actions and attitudes
- Initiative and self-discipline, making healthy choices
- Ability to work well with others, cross-culturally and in teams
- Effective communication and listening skills
- Ability to solve complex problems and creative thinking skills
- Inspires greater self-confidence with a belief that every child can be a “leader of their own life”, has unique talents and can make a difference



Leader in Me®

FIND YOUR VOICE

ENROLLMENT REQUIREMENTS

- Enrollment at Jones Elementary is an online process for all students using our Wengage App.
- The person, who has legal custody of the student, should complete the enrollment process. In the event of divorce or foster care, court orders or state placement papers must be uploaded at the time of enrollment. Note: All school paperwork must list the student's "legal" name.
- Students must be four years of age on or before September 1 to be admitted to the PreK Program. Kindergarten students must be five years of age on or before September 1.
- A birth certificate, a copy of the parent's/guardian's driver's license, proof of residence (electric bill), and a record of immunization must be uploaded/presented to the district prior to a child being placed in a class.

RESIDENCY REQUIREMENTS

Students must prove their residency in the school district EACH YEAR with a current electric bill, prior to 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 place up to 90 days to confirm residency in the district.

PLEASE NOTE: If **ever** the student's family falsifies 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 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 absences 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 SafeSchool 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 are 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 developed that addresses the student's required work, the due dates of the work, and the 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 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 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 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 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 7:50am

School Begins 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 SchoolSafe Kiosk.**

Dismissal Begins 3:10pm

Buses load 3:25 pm

Arrival Procedures

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

At 7:50am – 8:15 am, parents may drop students off at school for breakfast. Enter the far east entrance off of Montana Street and drive in a single line closest to the school around to the front entrance. All students enter the building on the east 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 SchoolSafe kiosk. Parents are not permitted in the hallways during the school day. Meetings with the teachers should be previously scheduled 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 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 (3:10pm)

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 follow school personnel guidance and safety expectations at all times. 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 (3:15pm)

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 3:15pm. 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 3:45pm. 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 prior to the pickup time, please come in the front office **prior to 3:00pm** and sign them out on the SchoolSafe 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 (3:20pm)

Parents must go through the office to retrieve a child off of 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 2:30pm.**

PRE-K PROGRAM

The Jones Elementary School PreK Program is a first-come, first-serve state approved program. Space and staffing is 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 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 it is determined by the site team, a child, who may not be socially or behaviorally prepared for the PreK program, 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 SafeSchool 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 be volunteers to assist the 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 are able to 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. If and 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. Student becomes 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. Parent unavailable - 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 on file 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 their 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," the parents will be 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. The students, staff and community will be encouraged to live a healthy lifestyle by increasing their exercise and by making better food choices. Please join us in becoming a healthier community by sending healthy snacks to parties and in 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, gold fish, cheez-its, popcorn, animal crackers, trail mix, fruit snacks, apple sauce, 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 by using an account that is set up when students are enrolled in the district. These meal accounts are used much like a bank account. Students are able to 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 increment desired. We ask that these accounts keep a positive balance and meals be purchased in advance. Notification will be made by child nutrition 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 that 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 an 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 12:00pm 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:

Brooke Guthery, Principal bguthery@jonesps.org

Sid McCoy, Dean of Students smccoy@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 messages should be directed by phone to the school office. In order 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 turn around 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 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 parent
- 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 provides authority to the principal to suspend a child from school. A student violating any of the following articles may be suspended from school. The question of the seriousness of the violation shall be determined by the principal. 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 be worn at all times, houseshoes are allowed on dress up days. 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 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 re-claim it. If there are repeat offenses the item will not be returned. Pets may only be brought to school with the knowledge of the classroom teacher, and must be brought by an adult in a pet carrier or cage. Students are not allowed to hold or pet the animal(s) due to safety concerns.

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 a 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, that 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.

Violation of this policy could result in any or all of 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, by collaborating and communicating with parents and families, by providing appropriate individual and group counseling, by providing classroom guidance, and by 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 any threat to a staff member immediately. Non-reporting of 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 is well-documented. Administrators, after getting the written document, 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 to 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 reclaiming items. Clothing or other items that are not marked are placed in the Lost and Found box. All items that are unclaimed 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 2:30pm for the safety of our students.

JES does not accept outside deliveries for students. Please refrain from sending unapproved 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 the safety concern of 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, 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 concerned with school related fundraisers are merely voluntary. There should be no soliciting of 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.

The majority of our school assemblies and performances will be streamed through FBLive for family to watch.

SAFETY DRILLS

The safety of students and staff are of the utmost importance in the development of emergency procedures. Security drills are required by law and 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 the school hours, it is advised that parents/guardians remain in a safe area until the warning is lifted and the students will be 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 lock-down 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 persons 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 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/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 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 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.

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 in order 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 parent 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 the majority of the event, not “wandering” about. *Parents are asked to know the whereabouts of their child/children at all times 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 administrator 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) commits 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 a 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 lacking paperwork normally required for enrollment.
- 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 Institution The Jones Public School 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 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 is inaccurate. Parents or eligible students may ask the District to amend a record that they believe is inaccurate. They should write 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 employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student 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 US Dept. of Education 400 Maryland Ave., SW Washington, DC 20202-4605

(5) The District proposes to designate the following personally identifiable information contained in 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.), extra curricular 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 of 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!

Lesa Elerick
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:

Mrs. Lesa Elerick
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:

**Mrs. Lesa Elerick
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)(I) - (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
2025-2026

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WELCOME

The Jones administration, faculty, and staff welcome you to a new school year. 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.

Students will be assigned lockers with a lock. Coats, jackets, book bags, hats, athletic bags, and all personal items are to be kept in the lockers. Only textbooks and classroom materials will be allowed in the classroom. Students will receive a student ID card. This card will grant access to the building. All outside doors are equipped with card readers that will unlock the door. The readers will not be activated during class time, so any student needing access to the building once classes have started will need to enter through the main office.

Parent drop off is at the front of the building on Dr Lee Simmons. Please pull forward when dropping off or picking up to avoid blocking traffic. There are two student parking lots. Both lots are located on the west side of campus. The northwest lot is for senior parking, and the southwest lot is for all other student parking. The east lot is for FACULTY PARKING ONLY.

Educating your child is our primary responsibility. The faculty and staff of Jones High School arrive everyday 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 environment. It is the student's responsibility to arrive on time every day motivated and prepared to work and accept the challenges provided by our teachers. It is the parent's responsibility to assist both parties in reaching our goals. This happens by staying informed and involved in the process.

One of the most significant variables in academic success is attendance. The parents and school must work closely to ensure students are in class daily. Students having difficulty in class almost always have several absences or tardies. Parents can have the largest impact on their child's success by insisting that the student is in class on time every day.

Thank you for your support and have a great year,

Mike Watkins
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:

Mike Watkins
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:

Mike Watkins
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 complaint against the parent, guardian or custodian of such student in a court having competent jurisdiction for such violation."

ABSENCES

When a student is absent, the parent/guardian must phone the school on the day of the absence. The following are considered valid excused absences:

School activities (to include approved 4-H activities).
Illness.
Doctor's Care (Documentation must be provided.)
Absences that occur as a result of religious ceremonies.
Court appearances. (Documentation must be provided.)
Funerals.

All other absences will be classified unexcused. If an absence is unexcused, the student will not be given credit for his/her missed work.

The building principal will make all final decisions regarding the classification of absences.

Students who have been absent from school at any time are to report to the principal's office immediately upon returning to school. A "Zero" will be entered in the grade book for each day of absence. Make-up work is not provided for unexcused absences, and the "Zero" may not be removed. The "Zero" may be removed by make-up work completed within the time limits for excused absences. Students who are absent have the same number of

days to make up work. Absent one day – one day to make up work. Principals will have the option of extending these times in extreme circumstances. Participation in any extracurricular activity requires at least half day attendance on the day of the activity.

The Office will classify all absences.

If a student leaves school without first checking out, he or she will be subject to appropriate disciplinary action. If a student cuts class, he or she will receive appropriate disciplinary action. NOTE: No student is to leave school without first securing a written pass from the principal's office. Otherwise, he or she will be considered as 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, which will undoubtedly result in lowering of the final grade.

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 allowable 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.

LEAVING SCHOOL DURING THE DAY

Students, except students attending the career 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.

If a student leaves the grounds during school hours (except during the lunch hour) no matter what the case, whether by request of a teacher or for personal reasons, such as sickness, he/she must report to the Principal's office for permission before leaving. Students who leave school grounds during lunch and do not return due to illness or any other reason must report to the Principal before being admitted.

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 administrative approval.

(Travel time will not count toward time missed.)

Students and parents need to understand that the 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 seats and ready for work when the bell for their class 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 principal's office for clearance to class.

The following are considered valid excused tardies:

Tardies covered by a doctor's statement 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, parent or guardian must notify school before student arrives.

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 will not be reclassified or changed after they are written. 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 principal's office. All other tardies will be the responsibility of the individual classroom teacher.

DETENTION SCHEDULE FOR TARDIES

1st offense for unexcused tardy is 1 day lunch detention

2nd offense for unexcused tardy is 1 day ISP

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.

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 = Below 60

STUDENTS WHOSE COURSE WORK IS BELOW GRADE LEVEL SHALL NOT BE ELIGIBLE FOR THE HONOR OF BEING SELECTED AS ONE OF THE TOP THREE SENIORS.

2. **PROGRESS REPORTS**-During each semester (@ 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 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
B=4 AP POINTS
C=3 AP POINTS
D=2 AP POINTS
F=0 AP POINTS

A=4.5 HONORS POINTS
B=3.5 HONORS POINTS
C=2.5 HONORS POINTS
D=1.5 HONORS 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. This program allows the school to creatively reach each students' unique needs to create a successful life plan after school. For more information see the Principal.

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 designated parking area near 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 districts 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 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 credits (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 seriously 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 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. Grandparent and 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. "Flip-flop" type shoes, sneakers, or unsightly footwear will not be allowed. 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 "[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

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 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 3:30 bell
- Cell phone policy will be emailed to parent

Second offense:

- 1 day of ISP
- Device will stay in office for the duration of the day and be returned at the 3:30 bell
- Cell phone policy will be emailed to parent

Third offense:

- 3 day of ISP
- Device will stay in office for the duration of the day and be returned at the 3:30 bell

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 prove era traditions de Este notice a loss padres que no Harlan ingles o estudiantes elegibles en su proprio idioma.

High School Fundraisers 2025-2026

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	communtiy	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
	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 Olympics	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
	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
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
	Advertisement	community	100	supplies
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	chromebooks
	lift-a-thon	Community	100	football equipment
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
<i>School wide/Principal</i>	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

Personnel Schedule
August 12, 2025

Employment FY26				
Last Name	First Name	Certified Support Hourly/Daily	Site/Assignment	Effective Date
Parker	Jacqueline	Support	District/Bus Monitor; Custodian	08-11-2025
Ward	Nicole	Support	Elementary School/Paraprofessional	08-11-2025
White	Garrett	Support	Middle School/Paraprofessional	08-11-2025

Resignations				
Last Name	First Name	Certified Support Hourly/Daily	Site/Assignment	Effective Date
Pennock	Bryan	Support	Middle School/Paraprofessional	07-29-2025

Substitute Teachers FY26				
Last Name	First Name	Certified Support Hourly/Daily	Site/Assignment	Effective Date
Barber	Patricia	Daily	District/Substitute Teacher	08-14-2025
Bolding	Ursula	Daily	District/Substitute Teacher	08-14-2025
Bowen	Delma	Daily	District/Substitute Teacher	08-14-2025
Bowers	Shanda	Daily	District/Substitute Teacher	08-14-2025
Caroll	Cristin	Daily	District/Substitute Teacher	08-14-2025
Cox	Riley	Daily	District/Substitute Teacher	08-14-2025
Dozier	Dorothy	Daily	District/Substitute Teacher	08-14-2025
Ely	Bailey	Daily	District/Substitute Teacher	08-14-2025

**Personnel Schedule
August 12, 2025**

Substitute Teachers FY26				
Last Name	First Name	Certified Support Hourly/Daily	Site/Assignment	Effective Date
Gierhart	Carter	Daily	District/Substitute Teacher	08-14-2025
Gilbert	Jamie	Daily	District/Substitute Teacher	08-14-2025
Hansen	Kacia	Daily	District/Substitute Teacher	08-14-2025
Horton	Natalie	Daily	District/Substitute Teacher	08-14-2025
Howard	Angie	Daily	District/Substitute Teacher	08-14-2025
Jackson	Casey	Daily	District/Substitute Teacher	08-14-2025
Jeffries	Amanda	Daily	District/Substitute Teacher	08-14-2025
Jones	Jamarlin	Daily	District/Substitute Teacher	08-14-2025
Keast	Quinn	Daily	District/Substitute Teacher	08-14-2025
Montgomery	Kerri	Daily	District/Substitute Teacher	08-14-2025
Neasbitt	Austin	Daily	District/Substitute Teacher	08-14-2025
Tucker	Susan	Daily	District/Substitute Teacher	08-14-2025
Wright	Lindsey	Daily	District/Substitute Teacher	08-14-2025