**JONES MIDDLE SCHOOL**

# SCHOOL CALENDAR

**2018-2019**

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| --- | --- |
| **Aug. 20, 21** | **In-Service** |
| **Aug. 22** | **First Day for Students** |
| **Sept. 3** | **Labor Day (no school)** |
| **Sept. 25, 27** | **Parent Teacher Conferences** |
| **Sept 28** | **In-Service (no school)** |
| **Oct. 18-19** | **Fall Break (no school)** |
| **Nov. 21-23** | **Thanksgiving Break (no school)** |
| **Dec. 21 – Jan. 4** | **Christmas Break(no school)** |
| **Jan. 7** | **Students return from Christmas** |
| **Jan. 21** | **MLK Day (no school)** |
| **Feb. 18** | **President’s Day (no school)** |
| **March 12, 14** | **Parent Teacher Conferences** |
| **March 15** | **No School** |
| **March 18-22** | **Spring Break (no school)** |
| **March 29** | **No School** |
| **April 5** | **No School** |
| **April 12** | **In-Service (no school)** |
| **April 19** | **Easter (no school)** |
| **May 24** | **Last Day for Students** |

MLK, Presidents Day, Easter, and all Activity/Makeup days may be used for inclement weather if needed. Community will be notified accordingly.

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# 

**WELCOME**

The middle school 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.

Educating your child is our primary responsibility. The faculty and staff of Jones Middle 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, and safe learning 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.

Students will be assigned lockers (students are responsible for a lock). Coats, jackets, book bags, hats, athletic bags, and all personal items are to be kept locked in the lockers. Only textbooks and classroom materials will be allowed in the classroom.

Thank you for your support and have a great year,

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 leaning 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, 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 the building principal.

# 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.

# 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°, 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 the Oklahoma county district attorney 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).

If a student is truant, s/he will be picked up by law enforcement and taken to the Truancy Habits Reduced, Increasing Valuable Education (THRIVE) Center located at 201 NE 50th in Oklahoma City. The parent/guardian of the child will be notified by the THRIVE Center.

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 worked 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**

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## 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.

1. 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.
2. 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.
3. 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.
4. A student with excessive absences may jeopardize attendance to school activities during the day.

## INTERNAL ACTIVITY REVIEW COMMITTEE DUE TO ABSENCES

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)
   1. District and state livestock shows (students must be in the top 10 at local or county)
   2. Chapter Officers Leadership Conference
   3. State or National FFA Convention
   4. 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.

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# 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 8:30 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, *or* the parent/ guardian must call the office 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. Tardies will not be reclassified or changed after they are 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.**

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## 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 c*heck-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 8:30 a.m.
* Students should not arrive before 7:55 a.m. There will not be anyone on duty until this time. If a student arrives before 7:55 a.m. the school is not responsible for his/her supervision.
* Students will report to the gym.
* Students may purchase breakfast from 7:55 a.m. - 8:20 a.m.
* When the warning bell rings at 8:25 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 8:30 a.m. will be considered tardy and must report to the office for an admittance slip.

# AFTERNOON DEPARTURE FROM JMS

* The day ends at 3:30 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 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 one semester.

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 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.

# 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 school messenger 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* is defined as exposing someone, **repeatedly** and over time to negative actions, such as verbal

comments, name-calling, spreading rumors, or assault (this includes in person, through a third person, or

through social media). Bullying is a behavior designed to threaten, frighten or get someone to do something they would not normally do. Bullying is serious and will not be tolerated.

**KINDS OF BULLYING**

**Physical Bullying**- Harm to another’s body or property (i.e., threatening physical harm or gestures, tripping, hitting, starting fights, destroying property, extortion, assaulting with a weapon)

**Emotional Bullying**- Harm to another’s self-worth (i.e., insulting remarks, insulting gestures, harassing, challenging in public)

**Social Bullying**- Harm to another’s group acceptance (i.e., gossiping, playing mean tricks, spreading rumors, insulting race, excluding from the group, arranging public humiliation, undermining other relationships, ruining a reputation)

**Social Media Bullying**- Harm to another’s self-worth (i.e., insulting remarks, spreading rumors, etc.) via social media (Twitter, Facebook, Myspace, etc.)

**Sexual Bullying**-Sexual harm to another (i.e., unwanted sexual comments and behaviors including dating violence, domestic violence, sexual assault)

If a student feels that s/he is being bullied, s/he may file an incident report to the office. This will be handled confidentially. The student **being** **accused** will be counseled/disciplined and the parent/guardian contacted.

## 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.

Punishable ***harassment*** is conduct, including verbal, physical, or sexual conduct that (1) creates a hostile environment by substantially interfering with a student’s educational benefits, opportunities, performance or with physical or psychological well-being of the student; or (2) is threatening or seriously intimidating.

Sexual harassment is a form of harassment that also violates school policy and will not be tolerated.

***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. Students involved in any type of harassment may be subject to long-term suspension and charges filed.

## 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 expelled 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.

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 of the Jones Public School Drug and Substance Abuse Policy is available in the superintendent’s office.

## VIOLATION OF DRUG, ALCOHOL AND SUBSTANCE ABUSE POLICY

(UNDER THE INFLUENCE, POSSESSION, AND DISTRTIBUTION)

**First Offense: Six-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 ten (10) days out-of-school and ten (10) 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 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 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.**

# 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 mediation by a student.
  2. Provide the school with a written statement from the student’s treating physician containing the following information:
     1. That the student has asthma or anaphylaxis.
     2. That the student is capable of and has been instructed in the proper method of administration of the student’s asthma or anaphylaxis medication.
     3. The name and the purpose of the asthma or anaphylaxis medication.
     4. The prescribed dosage.
     5. 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:

1. Student’s name.
2. Prescription number
3. Asthma or anaphylaxis medication name and dosage
4. Method of administration and dosage
5. Date of prescription and refill
6. Licensed prescriber’s name
7. Pharmacy name, address, and phone number
8. 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 pick up the student from school. The student will 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

In order to become better at a skill one must practice independently. Unfortunately, this concept is understood much better in extracurricular activities---sports, music, etc., than in the academic area. We hope to change this mind set.

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 assessment 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. The progress report will be distributed to the students.

## GRADE REPORT CARD

Grade report cards shall be distributed to students 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. Final grade report cards are mailed to the address on file in the JMS office.

## 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:

* Writing
* Mathematics
* Reading
* Science

## 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 attaining no grades lower than B's 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.

## VALEDICTORIAN/SALUTATORIAN

The 8th grade student(s) with the highest academic rank (JMS cumulative GPA) will be named as valedictorian. The 8th grade student(s) with the second highest academic rank (JMS cumulative GPA) will be named as salutatorian. A student must be in attendance at JMS for at least one (1) semester to be eligible for valedictorian/salutatorian. The student’s grades from the previous school will also be used to calculate GPA for valedictorian/salutatorian.

## 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
* Gum chewing
* 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 beverage or low-point beer 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 restriction
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 DIPLAY 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 given a detention slip that indicates 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.
6. After eating lunch in a designated area, the student will be assigned a cleaning, beautification, or maintenance project by the detention supervisor (i.e., teacher/custodian/cook). These projects may include, but are not limited to, cleaning cafeteria tables, stacking chairs, taking out trash, sweeping the floor, picking up outside trash, or cleaning flower beds.
7. Failure of a student to attend an assigned detention will result in the student being assigned one (1) day of In-School-restricted Placement (ISP).

## LUNCH DETENTION Consequences

**Detention numbers are per student and not per teacher.**

* The first detention will be for 1 day of lunch detention.
* The second lunch detention will be for 1 day of lunch detention.
* The third detention will result in 3 days of lunch detention in a row.
* The forth detention will result in 1 day of ISP in lieu of lunch detention.
* The fifth detention will result in 2 days of ISP in lieu of lunch detention.
* Students receiving more than 5 detention write-ups in one semester will have additional consequences at the discretion of the principal.
* Lunch detention numbers will reset at the start of a new semester.

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

One of the oldest practices in American schools is the policy of annoying annoyers by keeping them after school. After school detention is from 3:15-5:00. If a student is assigned after school detention due to academics or behavior on the day of an activity, the student will not participate in after school activities until after the detention is served. School transportation will not be provided for after school detention.

## SATURDAY DETENTION

Saturday detention is another step in progressive discipline. The time of Saturday detention will be determined by the detention monitor. The objective of Saturday detention is to give the student an awareness of consequences for actions. There will be a short time spent on written exercises; the remainder of time will be spent on community service projects. If a student does not fulfill his/her Saturday detention obligations, further discipline (including but not limited to suspension) will be enforced.

## 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 Restricted Placement (ISP)

In-School Restricted Placement in 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. Suspension is effective until the next school day following the ending date of the suspension (i.e., If suspended from school through Friday, suspension is effective until the next school day, which would be the following Monday.)

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 with the exception of those suspended for weapons and drug violations. 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. The student will receive no higher than 70% credit on completed and returned class work.

**EXAMPLE:** If a student makes 100% on an assignment, s/he will receive no higher than 70%. If a student makes 70% on an assignment, s/he will receive no higher than 49%. Students who are suspended for drug or weapon possession or related acts are not entitled to an individual education plan, nor are they entitled to course credit during the time of their suspension.

## APPEAL OF SUSPENSIONS

If the decision of the administrator, in the case of short-term suspensions, or the superintendent, in the case of long-term suspensions, is adverse to the student, 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 five (5) days of the receipt of a written decision of the administrator or the superintendent. The decision of the 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.

Students will accept judgment of principal or leave the school with his/her parent/guardian until the student is willing to accept the punishment.

## 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.
* Dresses, and skirts (to include slits) must be lower than fingertip length (no fingers on skin) when arms are extended down the individual’s side.
* Shorts must be lower than thumb tip length (no thumbs on skin) when arms are extended down the individual’s side.
* 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.
* 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. 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 (1) day of lunch detention for each infraction. 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**.

# WIRELESS TELECOMMUNICATIONS DEVICES

The Jones Board of Education prohibits a student from possessing a wireless telecommunication device during the school day while on school premises or while an active participant in a school activity. The pupil may possess a wireless telecommunication device upon the prior consent of both a parent or guardian and school principal or superintendent upon a showing of medical necessity or in other appropriate circumstances as specified in the rules. Requests may be made through the site principal. Students found to be in possession of a wireless telecommunications device in violation of the rules will serve lunch detention as determined by the principal.

Students are allowed to keep cell phones in their assigned lockers during the school day from 8:30 a.m. – 3:30 p.m. **Students are responsible for providing combination locks for their lockers**. Phones must be turned off. No other setting is permitted (including silent). If a phone is activated during the school day, it will be confiscated per the prior cell phone policy. An example would include a teacher walking down the hall hears a cell phone vibrating in a locker and contacts the office. The administration will open the locker and confiscate the cell phone. The cell phone must be placed in the locker at 8:30 a.m. or at the first opportunity. Students are not permitted to retrieve phones at lunch. The phones must remain in the locker from 8:30 a.m. until departure at 3:30 p.m. **Students are allowed to use cell phones before and after school, but may not possess their cell phones at any time during school hours (8:30 a.m. – 3:30 p.m., including lunch, or it will be considered a violation of the cell phone policy and subject to disciplinary action.**

Jones Middle School has maintained a cell phone policy that prohibits the use or possession of a cell phone during school hours in order to limit disruptions in the educational process, and ensure the security and safety of students. Violation of this policy typically results in varying lengths of lunch detention.

A disturbing trend, has emerged, with many phones containing graphic images of pornography, hate crimes, drugs, under-age alcohol use, vandalism, and defacing of school and public property. Some students are distributing these images through the use of cell phones. **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.** These issues take the use of cell phones beyond a classroom disturbance. These activities are illegal and interfere with the moral development of our students. As such, we are revising our current cell phone policy as follows:

1. Cell phones are not allowed in a student’s possession during school hours 8:30 a.m. – 3:30 p.m.

* Cell phones are permissible on campus but must be kept in lockers and turned off
* Includes the lunch period

1. All school employees are instructed to confiscate cell phones immediately.
2. A student must surrender the cell phone when ordered. Violations of this policy will result in the following:

First offense

* + One day lunch detention
  + Cell phone will be returned to student after 3 school days
  + ALTERNATE: Parent may pick up phone between 3:15 p.m. - 4:00 p.m.

Second offense

* + Three days lunch detention
  + Cell phone will be returned to student after 5 school days
  + ALTERNATE: Parent may pick up phone between 3:15 p.m. - 4:00 p.m.

Third offense and each subsequent offense

* + Five days lunch detention
  + Cell phone will be returned to student after 12 weeks
  + ALTERNATE: Parent may pick up phone between 3:15 p.m. - 4:00 p.m.

**Possession of pornography, hate-related activities, drugs, alcohol, vandalism, or any other criminal activity will result in:**

* + Minimum five days ISP
  + Maximum five days ISP and five days out-of-school suspension
  + Specific outcomes will be determined by administration.
  + Any content found to be criminal in nature will be delivered to proper authorities.

# 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

The following clubs/organizations are offered to Jones Middle School students.

* Academic Team
* ACT
* Athletics (*7th& 8th only*)
* Band
* Builders Club
* Fellowship of Christian Athletes (FCA)
* Honor Society (*by invitation only*)
* Longhorn Book Club
* Science Club
* Student Council *(selected by the student body*)
* Vocal

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.

Participation in all extracurricular activities is a privilege and can be terminated at any time for issues such as the following:

* repeated ineligibility
* inappropriate behavior at school, school activities, or games
* excessive tardies/absences to school
* practice lateness/absences from practice
* consistently being picked up more than fifteen (15) minutes late from practices/meetings/games/events
* a student must be in attendance for at least ½ day to participate in after school/evening activities

### 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**

**It is the responsibility of the student to get the form signed by the appropriate teachers, the student’s parent/guardian, and returned to the counselor.** A schedule change will not be considered complete until the form is returned to the counselor with all signatures. The student will follow his/her original schedule until the form is returned with all requested signatures and the change is approved.

**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.

### CAFETERIA PROCEDURE

In order to have a pleasant dining experience, students are required to act in a mannerly fashion at all times. Students are expected to follow the rules below to assure a clean and orderly lunchroom.

**While in the cafeteria, the students will:**

* Politely and clearly give the cafeteria personnel his/her grade and name;
* Deposit all lunch litter in the appropriate receptacle;
* Return all trays and utensils to the dishwashing area;
* Leave the table and the floor in a clean condition;
* Stack the chairs around the tables when they leave;
* Keep visiting to a low noise level. Loud talking or boisterous conduct is not acceptable behavior.

### Meal Charging Policy

Meal accounts should not carry a negative balance. All purchases should be paid for in advance or at time of purchase. If an account goes into the negative, a **$20 limit** will be allowed for each individual student.

If an account has charged $20 and no prior arrangements have been made the following policy will be in effect:

* Students will NOT be allowed to eat breakfast.
* Student will receive a sandwich and milk for lunch at no charge for 3 days. If account balance is not corrected after 3 days, the student will need to bring a sack lunch to school.

### 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. Students in possession of WAP pass codes 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.

## 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 combination lock. Students are required to place book bags in lockers. If the book bag does not fit, it should be emptied and then placed in the student's locker. Book bags are not permitted in classrooms. Lockers should be kept neat and clean at all times and doors closed.

## LOCKER PRIVACY/LOCKER SEARCH

Students 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 students. 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 per ***(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 8:30 p.m.
* The JMS dress code will be enforced.
* Spaghetti straps and strapless dresses are acceptable at the semi-formal dance, as long as no cleavage is showing. If in doubt of the attire, please take a picture and send it to the site principal’s e-mail or contact the JMS office.
* 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.
* When a student leaves the dance, s/he must leave with his/her parent or have written or verbal permission from parent/guardian stating otherwise.
* JMS dances will be chaperoned by teachers.
* To attend dances, students cannot be failing classes or have attendance issues.
* The 15-minute pick up rule applies. Students must have a ride no later than 8:35 p.m.

**TELEPHONE CALLS-OFFICE**

The school phone is for business purposes only. Students may not receive telephone calls during class time, except in rare cases of emergency. All calls are subject to monitor. 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.

## 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.

1. 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.

1. 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.]

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**

**U.S. Department of Education**

**400 Maryland Avenue, SW**

**Washington, DC 20202**

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

* To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1)
* To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)
* To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
* In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
* To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
* To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
* To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
* To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
* To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
* To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)
* Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))