

**JONES HIGH SCHOOL  
SCHOOL CALENDAR  
2017-2018**

<b>Aug. 21-22</b>	<b>In-Service</b>
<b>Aug. 23</b>	<b>First Day for Students</b>
<b>Sept. 4</b>	<b>Labor Day (no school)</b>
<b>Sept. 26,28</b>	<b>Parent Teacher Conferences</b>
<b>Sept 29</b>	<b>In-Service</b>
<b>Oct. 19-20</b>	<b>Fall Break (no school)</b>
<b>Nov. 22-24</b>	<b>Thanksgiving Break (no school)</b>
<b>Dec. 22 – Jan. 5</b>	<b>Christmas Break(no school)</b>
<b>Jan. 8</b>	<b>Students return from Christmas</b>
<b>Jan. 15</b>	<b>MLK Day (if not used as snow day)</b>
<b>Feb. 19</b>	<b>President’s Day (if not used as snow day)</b>
<b>March 6,8</b>	<b>Parent Teacher Conferences</b>
<b>March 9-16</b>	<b>Spring Break (no school)</b>
<b>March 30</b>	<b>Easter Break</b>
<b>April 6</b>	<b>Snow Day(No School)</b>
<b>April 13</b>	<b>Inservice</b>
<b>April 27</b>	<b>Snow Day(No School)</b>
<b>May 24</b>	<b>Last Day for Students</b>
<b>May 25</b>	<b>Record Day</b>

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

**El distrito escolar proveerá traducciones de este noticia a los padres que no hablan ingles o estudiantes elegibles en su propio idioma.**

SCHOOL CALENDAR ..... 1

Non-Discrimination Policy ..... 6

Title IX ..... 6

I.D.E.A. .... 6

No Child Left Behind Act – Parent’s Right to Know ..... 6

STATE ATTENDANCE LAWS ..... 7

ABSENCES ..... 7

LEAVING SCHOOL DURING THE DAY ..... 8

Making up Absences for Appeals ..... 9

ACTIVITY ABSENCES ..... 9

Internal Activity Review Committee ..... 9

TARDINESS..... 10

ENROLLMENT PROCEDURE..... 11

GRADING SYSTEM ..... 12

HONOR PROGRAM AND HONOR COURSES..... 13

LOCKERS ..... 14

STUDENT TEXTBOOKS AND EQUIPMENT..... 15

Computer Policy ..... 15

CHANGE OF SCHEDULE..... 15

GRADUATION REQUIREMENTS ..... 15

State Graduation Requirements ..... 15

COLLEGE PREPARATORY CURRICULUM..... 16

NCAA ELIGIBILITY..... 17

Oklahoma’s Promise..... 17

CONCURRENT ENROLLMENT / DUAL CREDIT..... 18

SUMMER SCHOOL/NIGHT SCHOOL..... 18

GRADUATION CEREMONY ..... 18

ACADEMIC ELIGIBILITY..... 19

APPEALS AND INCOMPLETES ..... 20

ASSEMBLIES ..... 21

CAFETERIA..... 21

CAR REGULATIONS ..... 23

CLASSROOM CARE ..... 24

COUNSELING AND GUIDANCE SERVICES..... 24

BEHAVIOR AT ALL SCHOOL-SPONSORED EVENTS..... 25

BULLYING, HAZING AND HARASSMENT ..... 25

CONTROLLED DANGEROUS SUBSTANCES..... 26

DRUG DOG POLICY ..... 26

DANCES..... 27

Graduation Activity Contributions ..... 28

DETENTION ..... 29

SUSPENSION PROGRAM..... 31

SPECIAL DISCIPLINE PROBLEMS ..... 34

EMERGENCY PROCEDURES..... 36

EMERGENCY HEALTH PLAN ..... 36

FUND RAISERS ..... 36

HALL PASSES..... 36

HEAD LICE..... 37

INSURANCE..... 37

LIBRARY HOURS AND RULES ..... 37

LOITERING ..... 38

MEDICATION-ADMINISTERING TO STUDENTS ..... 38

MISCELLANEOUS REGULATIONS ..... 39

EXTRACURRICULAR ACTIVITIES ..... 39

Advertising, Promotion, and Solicitation ..... 39

PLAGIARISM ..... 39

PUBLIC DISPLAY OF AFFECTION (PDA)..... 40

SAFE-CALL..... 40

SEARCHES ..... 40

SEXUAL HARASSMENT..... 41

THREATS..... 41

TELEPHONE ..... 41

TOBACCO POLICY ..... 41

TRANSPORTATION..... 42

FIELD TRIPS ..... 45

VISITORS..... 45

WEAPONS ..... 45

WIRELESS TELECOMMUNICATIONS DEVICES ..... 46

WITHDRAWAL FROM SCHOOL ..... 47

Notification of Rights under FERPA for Elementary and Secondary Schools ..... 51

Family Educational Rights and Privacy Act (FERPA)..... 53

Notice for Directory Information..... 53

# WELCOME

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

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

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

Educating your child is our primary responsibility. The faculty and staff of Jones High School arrive everyday determined to fulfill that responsibility. We do this by being knowledgeable of the content and pedagogy, knowing each student's individual needs, and creating a structured, disciplined environment. It is the student's responsibility to arrive on time every day motivated and prepared to work and accept the challenges provided by our teachers. It is the parent's responsibility to assist both parties in reaching our goals. This happens by staying informed and involved in the process.

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

Thank you for your support and have a great year,

Curtis D. Moses  
Principal  
Jones High School

# **Non-Discrimination Policy**

Jones High 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 High School does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to:

Curtis Moses  
Principal, Jones High School  
304 Dr. Lee Simmons St  
Jones, OK 73049  
405-399-9122

## **Title IX**

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Any person who believes that the school district has violated Title IX is encouraged to file a discrimination complaint by contacting 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 of 2015. A provision of this act gives parents of each student the right to request information regarding the professional qualifications of the student’s classroom teacher(s) including:

- Whether the teacher has not met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and if so, their qualifications.

Parents who wish to request information regarding the professional qualifications of the student’s classroom teacher(s) may deliver or mail a written request to:

Curtis Moses  
Principal, Jones High School  
304 Dr. Lee Simmons St  
Jones, OK 73049  
405-399-9122

A written response will be mailed to the parent within 10 working days. Additionally, the school district is required to provide the parents of each child:

- Information on the level of achievement of the parent’s child on each of the state academic assessments. This information will be provided to the parent in written form after they are received by the school district from the State Department of Education.

- Timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

## STATE ATTENDANCE LAWS

SECTION 229 states "It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of five (5) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session... It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years and who has not finished four (4) years of high school work, or received an education by other means to neglect or refuse to attend and comply with rules of some public, private or other school for the full term the schools of the district are in session." "It shall be the duty of any parent, guardian, or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absence of such child. After investigation of the facts relating to the absence of any child or children from school, the attendance office shall, if justified by the circumstances, promptly give written notice... that the attendance of such child is required in some public, private or other school. If within 5 days thereafter, such parent, guardian or custodian does not comply, then such attendance officer will make complaint against the parent, guardian or custodian of such student in a court having competent jurisdiction for such violation."

## ABSENCES

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

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

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

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

Students who have been absent from school at any time are to report to the principal's office immediately upon returning to school. A "Zero" will be entered in the grade book for each day of absence. Make-up work is not provided for unexcused absences, and the "Zero" may not be removed. The "Zero" may be removed by make-up work completed within the time limits for excused absences. Students who are absent have the same number of days to make up work. Absent one day – one day to make up work. Principals will have the option of extending these times in extreme circumstances. Participation in any extracurricular activity requires at least half day attendance on the day of the activity.

**The Office will classify all absences.**

If a student leaves school without first checking out, he or she will be subject to appropriate disciplinary action. If a student cuts class, he or she will receive appropriate disciplinary action. **ISP will be assigned for EACH truancy from class. A full day unexcused absence will result in 5 days of ISP. If a parent refuses to excuse a**

**student, that student will be assigned the appropriate ISP. Once the student enters ISP, the term nor the type of absence will be changed.**

NOTE: No student is to leave school without first securing a written pass from the principal's office. Otherwise, he or she will be considered as truant.

Students absent as a result of activities must request assignments from teachers prior to absence. All work received is due upon return to class.

Participants of school activities are not to be reported as absent, nor will these students be required to obtain a reinstatement permit when they return. They will, however, be expected to make up work they have missed as described above.

A student will be excused one day in which to get his or her driver's license. This includes driver's permits. While this is an excused absence, it will still count against the 9 days allowed. (see last paragraph this section)

Senior students will be excused one day in which to visit college campuses. Juniors who have completed an ACT exam and are on track to graduate on time, may receive one college visit with prior approval from the principal. The principal can approve additional days under certain circumstances. This will not count against the 9 days allowed.

Being absent the previous period does not eliminate the obligation for the current day's work. Any work or tests missed are to be made up at a time and place chosen at the discretion of the teacher. Unless arrangements are made with the teacher, students who are absent or on school trips for only part of the day will hand in assignments either before they leave or upon their return that day. Students may also be expected to complete tests when time permits.

It will be the **responsibility of the student** to contact the teacher to make arrangements for make-up work. Grades not made up will be recorded as failing grades, which will undoubtedly result in lowering of the final grade.

Students wishing to spend additional time in a class other than the class they are currently scheduled to attend must secure permission from the current teacher of record PRIOR to missing class. No teacher other than the teacher of record for that period may grant permission for a student to miss class. Such an absence may be classified as truancy.

Students who are absent more than nine days (10%) during a semester will not receive credit for that course in that semester. For students enrolling late, and who have not been in any school, the nine days allowable will be converted into a percentage for the number of days in that semester. These students will be allowed only that percentage of the time that they are on roll. (Therefore, the total days allowable will be less than nine days.) Students enrolling from other schools will be charged with absences accrued at their previous school. Failure is defined as a grade of 59 or if the student's grade is less, the lesser grade will be entered.

## **LEAVING SCHOOL DURING THE DAY**

Students, except students attending the career tech center, are required to be at school seven periods each day. No student will be allowed to leave until the last bell, unless cleared through the office.

**UNDER NO CIRCUMSTANCES SHALL A STUDENT LEAVE SCHOOL DURING SCHOOL HOURS WITHOUT PERMISSION FROM THE OFFICE.**

If a student leaves the grounds during school hours (except during the lunch hour) no matter what the case, whether by request of a teacher or for personal reasons, such as sickness, he/she must report to the Principal's

office for permission before leaving. Students who leave school grounds during lunch and do not return due to illness or any other reason must report to the Principal before being admitted.

## **Making up Absences for Appeals**

Saturday school will be available as needed. Students with excessive absences may use Saturday school as a way to make up absences. One hour of seat time in Saturday school may replace one hour of regular class time. Students arriving late will not be admitted. Students assigned Saturday school as a part of a discipline plan may not use that time for making up absences. Making up time during Saturday school will not remove the absences from the permanent record. Saturday school time applies to the appeals process only.

Absences made up during Saturday school must be completed by the conclusion of the first available Saturday school immediately following the end of the term in which the absences will be applied.

## **ACTIVITY ABSENCES**

Activity absences are absences in which the student is participating in a scheduled, organized school activity where a school sponsor is present. Most activity absences are associated with athletics, Ag Ed, and music. Class field trips are usually considered an extension of the school day and may not be categorized as an absence of any type. The administration will be responsible for determining if the activity is an absence.

Students are allowed only 10 activity absences per year.

The Jones Board of Education endorses the concept of students being in the classroom with a minimum loss of time for activities. The administration, however, recognizes that extracurricular activities, when properly planned, regulated and conducted in an appropriate environment, represent an essential part of the educational experience at Jones High School.

- A. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are school sponsored contests at the district, state, and national levels. State and national contests are those for which a student must earn the right to participate.
- B. The Jones Board of Education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten days absence rule shall not exceed five days.
- C. Jones Public Schools shall be responsible for maintaining an addendum to the attendance records to verify the conditions within the school system that apply to (A) above.

## **Internal Activity Review Committee**

The student may apply for additional days after seven (7) absences.

Criterion for additional days:

- The student must have and maintain a letter grade of “C” or better in each class for which the request is being made.
- The student must have an overall 3.0 grade point average with no grade lower than a “C” at the time of the request.
- The student must demonstrate that the previous absences have not adversely affected the student’s performance (regardless of letter grade), and all work missed was turned in complete and on time.
- The committee may allow up to five (5) additional days.

Activities excluded from ten day activity rule:

1. All activities sponsored by OSSAA elimination rounds.
2. All district, regional, state, and national conventions with administration approval
3. Leadership training activities approved by the administration.
4. FFA/4-H (a specific list should be presented to administration prior to September board meeting)
  - a. District and State livestock shows (students must be in the top 10 at local or county)
  - b. Chapter Officers Leadership conference
  - c. State or National FFA Convention
  - d. District or state interscholastic contest
5. Activities designed to promote volunteerism in our community with administration approval.
6. One senior day to visit colleges or universities.
7. Serving as a senate or house of representative page.
8. Field trips that are a continuation of learning in the classroom with administration approval.
9. Music Contests with administrative approval.

(Travel time will not count toward time missed.)

Students and parents need to understand that the absences are cumulative, and absences early in the year may affect participation late in the year.

PLEASE SEE "**APPEALS AND INCOMPLETES**" SECTION

## **TARDINESS**

Students and faculty must realize that the intent of the tardy policy is to maximize educational time. Students who are not in their seats and ready for work when the bell for their class rings will be considered tardy.

THREE (3) TARDIES WILL EQUAL ONE UNEXCUSED ABSENCE.

**TARDIES ARE CUMULATIVE BY SEMESTER ONLY.**

Students who arrive more than 20 minutes late or leave more than 20 minutes early will be counted as absent rather than tardy.

If a student arrives at school after the designated start time-beginning of the school day or after lunch- he/she must report to the principal’s office for clearance to class.

The following are considered valid excused tardies:

Tardies covered by a doctor's statement showing the date or dates the student was under a doctor's care. The statement must be presented when the student returns to school. In case of sudden illness, parent or guardian must notify school before student arrives.  
School activities.  
Tardies that occur as a result of religious ceremonies.  
Court appearances. (Documentation must be provided.)  
Funerals.

All parental requests for excused tardies anytime during the day must be received before the student enters the building. **Tardies will not be reclassified or changed after they are written. IF A STUDENT IS TARDY (LATE), HE/SHE MUST BE CHECKED IN BY A PARENT/GUARDIAN, OR A PARENT/ GUARDIAN MUST CALL THE OFFICE BEFOREHAND.**

Tardies before school and after lunch will be handled through the principal's office. All other tardies will be the responsibility of the individual classroom teacher.

### **DETENTION SCHEDULE FOR TARDIES**

1<sup>ST</sup> TARDY BEFORE SCHOOL-1 DETENTION

2<sup>ND</sup> TARDY BEFORE SCHOOL-3 DETENTIONS (PARENTAL CONTACT)

3<sup>RD</sup> TARDY BEFORE SCHOOL-5 DETENTIONS (REFERRAL TO PRINCIPAL)

1<sup>ST</sup> TARDY FROM LUNCH-3 DETENTIONS

2<sup>ND</sup> TARDY FROM LUNCH-5 DETENTIONS

Students who are charged with an unexcused absence due to excessive tardies will be referred to the principal. The principal will determine what action is necessary to prevent the student from failing due to excessive tardies. The situation will require student and parent involvement and may require further disciplinary action. Students considered by the principal to be chronically tardy may have additional disciplinary action including ISP.

### **ENROLLMENT PROCEDURE**

The board will review the application of a student who requests admission and who has left a previous school for reasons of discipline, suspension, expulsion, and under other questionable circumstances. All prospective new students must furnish proof of residence in the Jones School District.

1. Students must have or the school must have:
  - a. A withdrawal from the previous school student attended.
  - b. A transcript from the previous school attended.
  - c. Transfer from another school district (if applicable).
2. The student's relationship to the people he/she is living with will be checked. Legal guardianship papers will need to be shown if people are not the natural parents.

3. Students must reside in our transportation area; check map to make sure. If not, transfer procedure should be followed.
  - a. Transfer must be in possession of school or enrollee.
  - b. Jones Board of Education approval is required.
4. Counselor will check with principals when question arises.
5. The Counselor or Principal will call the previous school for records and/or other information.

First time "enrollment" must have shots confirmed or religious papers filled out or there will be no enrollment.

Documents accepted as proof of legal residence include electric bill showing parent/guardian name and physical address, rental contract / lease agreement, tax records. Other utility bills are not acceptable (cable, garbage, phone).

If a family is living with a host family in the JonesSchool District, the host family must sign a notarized statement verifying this family's residence at the beginning of each school year.

*Any person who willfully makes a statement in the affidavit, which the person knows to be false, shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year or a fine of not more than five hundred dollars (\$500) or both such fine and imprisonment.*

## **GRADING SYSTEM**

1. All classes will be graded on the following scale:

**A = 90-100**

**B = 80-89**

**C = 70-79**

**D = 60-69**

**F = Below 60**

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

2. **PROGRESS REPORTS**-During each semester (@ approximately 4 weeks), grade reports will be sent to all parents. This will be a personal invitation for parents to consult teachers concerning student progress and educational problems. The administration and faculty feel it is their obligation to keep parents informed of the student's progress. Therefore, it is the desire of the faculty to inform parents of those students who are doing excellent work in class also.

3. **REPORT CARDS WILL BE MAILED TO THE PARENTS AT THE END OF EACH SEMESTER.**

4. Proficiency based promotion is available twice a year (see district policy).

## **CREDIT BY EXAM**

Students who received a failing grade in a course for which an EOI test is required, and who then score at least a Proficient or Advanced on the related EOI or an associated alternative test approved by the State Board of Education, will be given credit for the class and have a grade of “P” Pass recorded on the Transcript in addition to the grade of F.

## **HONOR PROGRAM AND HONOR COURSES**

**The top Graduates after 15 quarters (or the equivalent in current scheduling system) will be identified.**

Class rankings are subject to change after the grades of the 16<sup>th</sup> quarter (or equivalent) are posted. Class ranking is not final until after the final grades are posted. The highest weighted grade point average will be selected as Honor Valedictorian. All students with a GPA above 4.0 will be classified as Valedictorian. The next highest weighted grade point average will be selected as salutatorian. In the event of a tie, students will share the honor. The top 2 Students (by GPA) will be invited to speak at commencement. It is the student’s responsibility to remain informed of current status. The counselor will assist in calculation; however, it is difficult to determine the final calculation. Students should be aware that enrolling in or dropping advanced level classes will affect final GPA in some way. The administration makes no promises on how certain enrollment decisions will affect final GPA.

Honors Courses are offered for the enrichment of the student who wishes to be challenged. They are also important in determining graduation honors. In most cases, these top grade point averages will be significantly affected by the successful completion of honors courses. Those who do not elect to take honors courses, or who fail to successfully complete them, may eliminate themselves from this honor. **IT IS THE STUDENT’S RESPONSIBILITY TO CHECK WITH THE HIGH SCHOOL COUNSELOR IF THEY WISH TO TRACK THEIR CLASS RANK FOR THIS HONOR** (see note above). Students completing designated honors and Advanced Placement courses with a passing grade shall be graded on a five-point scale:

**A=5 POINTS**

**B=4 POINTS**

**C=3 POINTS**

**D=2 POINTS**

**F=0 POINTS**

**ONLY QUALIFIED STUDENTS WHO HAVE HAD THE REQUIRED PRE-REQUISITES SHALL BE ELIGIBLE TO ENROLL IN THE HONORS COURSES.**

Honors courses include: all AP courses, Pre-AP English II, and Biology courses when an honors contract has been signed and the honors curriculum is followed.

Points mentioned above are considered only in determining the top seniors and to determine the student’s rank in his/her class on the average point basis for recognition at graduation. To be considered for honor as one of the top seniors, a student must have attended Jones High School for at least two full years immediately prior to graduation. Students transferring into Jones High School can transfer honor classes as long as they match the courses offered at Jones High School. Students are graded on academic ability and are not to be graded down on discipline.

# **JONES HIGH SCHOOL STUDENT OF THE MONTH**

Each month, JHS staff members nominate students whom they feel have “made a difference in the classroom.” The goal of the Student of the Month Program is to reward teamwork, positive behavior, extra effort, and good citizenship. The program is coordinated through the high school office. The nomination form lists character traits from which to choose when nominating students. Teachers must also explain how the particular student exhibits those traits. Each month, one student from each grade 9-12 is praised for exhibiting a positive influence to classmates by showing respect, active participation in the classroom, dedication to work, and leadership. Students of the month will receive a JHS T-shirt, “lunch with the principal” and if student drives will receive designated parking area near main entrance.

**RATIONALE:** By creating a Student of the Month Program, JHS hopes to celebrate individual achievement by creating a culture of learning that values academic success, as well; as elevates awareness of student contributions to the Jones Community at large.

**Criteria for nomination:** A JHS Teacher, administrator, guidance counselor, or staff member may nominate a student for student of the month based upon any or all of the following criteria:

Outstanding grades

Marked improvement in grades

Exemplary attendance

Cooperation

Leadership

Overall Achievement

Consideration to others

Academic curiosity

Outstanding attitude/disposition

Community Involvement/service

Other:\_\_\_\_\_

**Selection:** A committee made up of faculty members will meet monthly to review nominations and make selections for Student of Month. Every faculty member will have the opportunity to join the committee in August.

## **LOCKERS**

Lockers will be assigned when the student enrolls. It is recommended that each student secures his/her locker, as the school assumes no responsibility for books and articles missing from lockers or any other school area or property (this includes athletic locker rooms). Lockers have built-in locks and should be secured at all times. Students are required to place book bags in lockers. If the book bag does not fit, it should be emptied and then

placed in lockers. Book bags are not permitted in classrooms. Lockers should be kept neat and clean at all times and doors closed quietly. Food and other perishable items must be removed at the end of each day.

Pupils will not have any reasonable expectations of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel will have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason will be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.(70-24-102)

## **STUDENT TEXTBOOKS AND EQUIPMENT**

The Jones School District provides textbooks and other equipment at no charge for use by its students. The textbooks and equipment remain the property of the District and must be returned in good condition. Students are not to write in any book or abuse equipment or property in any way.

Students who lose books or equipment or cause damage to them will be required to pay replacement costs or book fines up to the replacement cost of the book or equipment.

### **Computer Policy**

Students in possession of WAP passcodes will be subject to disciplinary action.

No information loaded from a disk created off campus may be loaded on any drive. Students responsible for damages caused to school equipment as the result of loading infected or malicious files may be disciplined and responsible for the cost of repairing all infected machines, drives, and equipment.

## **CHANGE OF SCHEDULE**

Students desiring to drop a course or to make some other change in their class schedule should make their request at the counselor's office. If the administration decides the change is appropriate, the student will be given instructions for making the necessary change in the schedule. No changes will be considered after the first two (2) days of school except at the request of a teacher, counselor, or parent. For any changes after the first two (2) days of the term, the Principal, receiving teacher, and counselor, will determine if credit will be given.

## **GRADUATION REQUIREMENTS**

Students are required to earn 24 of 28 possible credits to graduate. This schedule assumes students are on track for regular graduation. Students falling behind classmates or advancing beyond classmates will check with the counselor to determine if required credits will be different from the above track.

EACH 1 Semester course equals ½ credit.

### **State Graduation Requirements**

**Language Arts 4 units**

1 credit each of: English I, English II, English III, English IV, AP Language, AP Literature

**Mathematics 3 units**

1 unit of Algebra I, 2 units from Algebra II, Intermediate Algebra, Geometry, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability.

**Science 3 units**

1 unit of Biology I, 2 units from Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology.

**Social Studies 3 units**

1 unit of U.S. History. 1/2 to 1 United States Government, 1/2 Oklahoma History, 1 unit from World History, Geography, Economics, Anthropology, Psychology, Sociology.

**The Arts 2 units** or sets of competencies

**Electives 8 units** or sets of competencies

**Total 23 units**

## **COLLEGE PREPARATORY CURRICULUM**

4 English: Grammar, Composition, Literature, or any English course approved for college admission requirements.

3 Laboratory Science: limited to Biology, Chemistry, Physics, or any lab science course with content and/ or rigor equal to or above Biology and approved for college admission requirements. Science courses above Biology I may be taught at a high school or technology center.

3 Mathematics: limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements. Math courses above Algebra I may be taught at a high school or technology center.

3 History and Citizenship Skills: including 1 U.S. History, and 2 units from the subjects of History, Government, Geography, Economics, Civics, or Non-Western Culture.

2 units of the same Foreign Language or non-English language or 2 units of Computer Technology approved for college admission requirements, whether taught at a high school or technology center school, including Computer Programming, Hardware, and Business Computer Applications such as Word Processing, Databases, Spreadsheets, and graphics, excluding keyboarding or Typing courses.

1 additional unit selected from any of the above or career and technology education courses approved for college admission requirements.

1 unit or set of competencies of Fine Arts, such as Music, Art, or Drama, or 1 unit of Speech.

Vo-Tech students will receive two credits for eligibility purposes assuming they attend the regular two period class.

There is no provision for three year graduation at Jones High School. All students must attend seven (7) periods per day.

All students in concurrent enrollment must attend Jones High School three (3) periods or more daily, depending on graduation unit requirements met.

Freshmen entering during the 2007-2008 school year must also receive instruction in personal finance. These competencies may be completed within the curriculum of other courses.

All seniors must participate in CPR/AED training to meet requirements to graduate in the State of Oklahoma

With HB 3218 being signed into law, the ACE graduation requirement of passing 4 of 7 end of instruction exams has been repealed effective July 1, 2016. The State has directed that each school district will adopt policy for graduation requirements as related to assessments. Jones High School requires that students take all state assessments to be eligible for graduation.

## NCAA ELIGIBILITY

Students planning on participating in athletics at an NCAA school after graduation need to register with the NCAA clearinghouse by end of their sophomore year. See Appendix for NCAA Initial Eligibility Reference Sheet. See High School Counselor regarding more detailed information on NCAA Clearinghouse Registration and eligibility. The following courses at Jones High School are not approved to meet NCAA eligibility: Art, Music, Drama, Health and Physical Education, Athletics, and Computer Classes. Approved and non-approved NCAA courses can change from year to year, please maintain communication with Counselor regarding coursework if you are in NCAA Clearinghouse.

## Oklahoma's Promise

The State Of Oklahoma provides a scholarship to qualifying students that are attending in state schools. See Appendix for scholarship requirements. Once a student is enrolled in the 8<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> grade they must maintain a 2.5 overall GPA and a 2.5 GPA in the 17 core courses. The 17 Core Courses are:

Units	Courses
4	English ( <i>grammar, composition, literature; courses should include an integrated writing component</i> )
3	Lab science ( <i>biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement</i> )
3	Mathematics ( <i>Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus [must have completed geometry and Algebra II], calculus, Advanced Placement [AP] statistics</i> )
3	History and citizenship skills ( <i>including one unit of American history and two additional units from the subjects of history, economics, geography, government, non-Western culture</i> )
2	Foreign or non-English language ( <i>two years of the same language</i> ) OR Computer technology ( <i>two units in programming, hardware and business computer applications, such as word processing, databases, spreadsheets and graphics, will qualify; keyboarding or typing classes do NOT qualify</i> ) <b>(1 foreign language and 1 computer course will NOT meet this requirement.)</b>

1	Additional unit of subjects listed above
1	Fine arts ( <i>music, art, drama</i> ) OR Speech
<b>17</b>	<b>Total Units</b>

Please maintain communication with counselor regarding coursework and GPA.

## Grade Classification:

Jones High School requires that students accumulate 24 credits to graduate. Classification of students will be established at the beginning of each school year and will not change until the next enrollment year. The following criteria will be used in determining the grade classification of students:

- a. Twenty-one credits (21) credits classifies a student as a senior.
- b. Thirteen (13) credits classifies a student as a junior.
- c. Five (5) credits classifies a student as a sophomore.

## CONCURRENT ENROLLMENT / DUAL CREDIT

Qualifying juniors and seniors may participate in concurrent enrollment. Concurrent enrollment allows students the opportunity to obtain college credit while in high school. Check with the counselor for qualifications.

The state regents for higher education offer in-state tuition waivers for qualifying seniors. Jones High School is not responsible for any financial obligations associated with concurrent enrollment.

## SUMMER SCHOOL/NIGHT SCHOOL

All summer school and/or night school enrollment must have prior approval of the Principal or Counselor. Failure to do so will seriously affect the granting of credit. As a rule, summer school and/or night school shall be approved to fulfill the need to re-take courses that have been failed and cannot be rescheduled during the regular term. (Normally night school approval shall be restricted to seniors.)

## GRADUATION CEREMONY

Students meeting all graduation requirements and wishing to participate in graduation ceremony must purchase a cap and gown from the school sponsored provider. Qualifying members of the Jones High School chapter of the National Honor Society will be allowed to wear the official chords and medals sponsored by that organization. In addition, Students that earn their STATE FFA Degree may also wear the official cords for State FFA Degree. **NO OTHER REGALIA WILL BE WORN DURING THE CEREMONY.** Parents will be provided with seating on the field near their student. Only parents or guardians that have been listed by the student will be allowed in the student/parent seating area. All other visitors are asked to remain in the stands

throughout the ceremony. Grandparent and seating for handicapped will be available on the ground near the stage area.

It is sometimes necessary for students to finish some credits during the summer immediately following graduation. These students will be allowed to participate in graduation only if they have made reasonable progress on a make-up plan established by the school counselor. The counselor and principal will determine if the student has made reasonable progress. Reasonable progress will include no more than 2 credits short and all financial obligations for credit recovery paid. The plan may include a requirement that any credit recovery courses required for graduation be paid in advance and the student enrolled in the summer course(s). Students attending CATS must have completed that program prior to participation in the graduation ceremony. Appropriate attire is required for the graduation ceremony. "Flip-flop" type shoes, sneakers, or unsightly footwear will not be allowed. Boys are required to wear long pants preferably slacks. Students needing assistance with this requirement should see the counselor several weeks prior to graduation.

Please see "Graduation Activity Contributions" section for further information on graduation ceremony requirements.

## **ACADEMIC ELIGIBILITY**

OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. The Oklahoma Secondary School Activity Association sets up eligibility rules for athletes and other activities. The following extract of their policy is presented to define solids, non-solids, and eligibility.

Any student failing 2 or more term classes (semester grade) will be ineligible for the first 6 weeks of the subsequent term.

### Section 2. Weekly Eligibility

Scholastic eligibility for students will be checked after two (2) weeks (during the third week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.

A student must be passing in all subjects in which he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

"Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

### Section 3. Special Provisions

The 12<sup>th</sup> grade student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes can be no less than four. A 12<sup>th</sup> grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of four subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education (physical education and athletics cannot be included in the four requirements.)

An ineligible student who changes schools during a block will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period.

Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) (Board policy allows a maximum of two weeks to apply this exception.)

One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a for the end of spring semester.

School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

All organizations that are governed by any charter or constitution may impose requirements and standards which are higher than those established by the OSSAA. It is the responsibility of interested students to become familiar with these rules. Interested students should check with the sponsor of the organization. Remember, you are the JONES STUDENT BODY, GOOD WINNERS, GOOD LOSERS, AND ABOVE ALL, GOOD SPORTS.

Vo-Tech students will now be able to count the full three credits for eligibility purposes assuming they attend the regular three hour class.

## **APPEALS AND INCOMPLETES**

When a student fails to complete work for a term and circumstances dictate that make-up work is appropriate, the student will be issued an "I" for Incomplete. Students shall make arrangements

to complete all work required to remove the "I" within two weeks after the close of the block or term. After that time a "0" (ZERO) will be assigned for all outstanding work and the student's grade will be averaged.

**ALL APPEALS FOR FAILING GRADES DUE TO ABSENCES SHALL BE SUBMITTED TO THE ADMINISTRATION ON THE APPROPRIATE FORMS WITHIN TWO WEEKS OF THE ISSUANCE OF THE FAILING GRADE. After that time, recorded grades shall stand.**

**Appeals must include all documentation to be considered by administration. Photocopied documentation will not be considered. Allowable documentation includes doctor notes or court documents showing a required attendance.**

**Also see: Making up Absences for Appeals.**

## **ASSEMBLIES**

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

These steps will be followed by students and teachers:

Building Principal will release students.

Teachers will escort students to the gym and monitor them.

Students will be dismissed by the principal or his designee.

## **CAFETERIA**

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

When a student enrolls in Jones Public Schools he/she is set up with a meal account with his/her own pin number and barcode. Families can make deposits into this account which will cover any purchases made from the cafeteria by the student. Deposits can be made by cash or check and sent as often as needed.

We ask that accounts carry a positive balance. Should an account go into the negative the district charging policy will become effective. See back of this form. *Beginning the first week of May*

***until the end of the school year, charging will no longer be allowed. All purchases will need to be paid for in advance and all negative balances will need to be paid in full.***

It is the responsibility of the student and parent to ensure a positive balance remains in a meal account. Parents can refer to the payment reminders that are sent home each week (elementary and middle school only), or call their child's school to find out what balance is in their child's meal account. Students at the high school can ask cafeteria personnel.

**NOTE: Additional purchases that are not included in a full meal will cost regular price and require money to be in the account for these purchases to occur.**(For example: milk purchased without a meal or in addition to a meal (extra milk) or a la carte items purchased at the high school level.)

Should you have questions regarding your student's account, or would like to request that limits be placed on an account, please call the Nutrition Office at 399-6113 and we will assist you in managing your student's account.

**The meal charging policy for the district is as follows:**

1. Meal accounts should not carry a negative balance. All purchases should be paid for in advance or at time of purchase.
2. If an account goes into the negative we will allow a **\$20 limit** for students charging **per individual**. Students that are on a "family account" will be considered as individuals and each student will have the charge limit of \$20. For example a family with 3 students on a "family account" will be allowed to charge up to \$60.
3. If an account has charged \$20, and no payment is received or no prior arrangements have been made then:
  - a. Students will NOT be allowed to eat breakfast.
  - b. Student will receive a sandwich and milk for lunch at no charge for 3 days. If account balance is not corrected after 3 days, student will need to bring a sack lunch to school.

**Note: Free and reduced-price meals are available for families that qualify. Information is available at each school site or you may call the foodservice office at 399-6113.**

All students will receive a free and reduced price meal application at the beginning of the school year. These may be filled out at any time during the school year. If you don't qualify at the beginning of the year, something may change and your family could qualify at another time. These applications are completely confidential. Only certain people know about the results. This district also utilizes a program called Direct Certification which is a list that is received directly from the Department of Human Services. Students listed are not required to turn in a free and reduced price meal application to get approved for free meals. Students that meet this requirement will be notified.

## CAR REGULATIONS

Students who are qualified may drive to school with no responsibility assumed by the school. Any student wishing to park on the Jones High School campus or any of the designated parking areas must obtain a parking permit from the front office within the first week of school. Parking permits will be \$5 for the first permit and \$15 for a replacement permit. Students parking without permits will be given one warning. Students will then have one week to purchase a permit. After this time, the permit fee will increase to \$15. Students will be expected to abide by the following:

No student is to leave the campus in his or her car during class periods without permission of the principal.

Speed limits of 15 miles per hour on campus streets and 5 miles per hour in parking lots must be respected.

**No student will be permitted to sit in cars during school hours or lunch periods.**

The Board of Education or the school officials are not to be held responsible for any accident involving student drivers.

The school discourages students from securing or allowing rides in cars. Those that do ride in cars are the responsibility of the parents.

Students that do not possess a valid driver's license, insurance verification, or parking permit will not be allowed to park on school property or any property in which the school is providing parking spaces or drive during the school day.

With the exception of the lunch period, students are not to go to their vehicles or move them without permission of the principal.

Cars driven to school or to school activities are subject to search by school administration designated personnel.

Parking spaces off limits to students include: the north side and immediately in front of the high school, Hayden Flowers Fieldhouse, and faculty parking. Students are not allowed to park at the church main parking or east of Flowers Fieldhouse during school hours. All students must park in 1 of 3 lots: gravel lot across the street from the high school, the northwest and southwest lots.

Only seniors may park in the student designated parking in the northwest lot.

All parking is on a first come basis.

Students shall not carry passengers in the cargo area of pickup trucks.

# **CLASSROOM CARE**

## **EATING IN THE CLASSROOM**

There will be no eating of food, or candy in the halls or classrooms of Jones High School. Eating is to be confined to the commons area and courtyard. No gum is allowed at anytime.

Outside drinks are allowed in commons area only and must be in an original container with a lid.

If the classroom teacher allows drinks in the classroom, they must be purchased from the vending area and twist on caps must remain in place. **NO OUTSIDE DRINKS ARE ALLOWED IN CLASSROOMS.**

If food is part of a special project in the classroom, it must be approved through the office.

## **COUNSELING AND GUIDANCE SERVICES**

The purpose of the Counseling and Guidance Department is to help the individual in solving his or her problems, to work with other school personnel in identifying needs and in finding ways to meet these needs, and to aid in the coordination of the over-all school program. Counseling is the process in which an experienced and trained person assists a second person:

to understand himself/herself and his/her opportunities,  
to make appropriate adjustments and decisions in light of his/her understanding,  
to accept the responsibility of his/her choice,  
to follow a course of action in harmony with his choice.

There is a counselor available to aid the student, parents, and other staff personnel in coordination of the total school program.

The following guidance services are available in the Jones School Counselor's office:

- Personal counseling
- Individual counseling
- Prepatory programs
- Enrollment
- Individual testing
- Group testing
- Parent conferences
- Student-teacher conferences
- Student aid
- Change of schedules

The Guidance Department works closely with all educational and referral services within the area.

## **BEHAVIOR AT ALL SCHOOL-SPONSORED EVENTS**

Students are expected to discipline themselves and demonstrate appropriate behavior at all school-related activities and events at home or away. The students should act in such a manner that their behavior will be a credit to the individual, his/her family, the school, and the community. **ONLY RECOGNIZED PARTICIPANTS OF THE ACTIVITY WILL BE ALLOWED ON THE PLAYING OR PERFORMANCE AREA WHILE THE EVENT IS IN PROGRESS. THE DURATION OF THE EVENT INCLUDES HALF-TIME OR INTERMISSION.**

The administration will work closely with students (and their parents) who have difficulty in adjusting their behavior to meet school expectations and comply with school policies and regulations.

Students who leave the event area (football stadium, basketball gymnasium, etc.) will not be allowed back in and must leave the area completely. The administrator on duty may be asked to escort the student for a specific need. This is left to the discretion of the administrator.

One or more of the following actions or a similar type of action will be taken when a student's behavior is unacceptable:

Student conference with the administrator on duty at the school activity.

Notify and/or conference with parents.

Leave school sponsored event.

Special privileges such as attending future school sponsored events or participating in school activities or events revoked.

Detention/Campused.

In School Placement.

Suspension.

## **BULLYING, HAZING AND HARASSMENT**

It is the policy of this school district that no student or employee of the district shall participate in or be a member of any secret fraternity or secret organization that is any degree related to the school or to a school activity. No student in this school district will be subject to hazing, harassment, or any other form of persecution by any student or employee whether connected to any secret fraternity or organization or not. For the purpose of this policy, hazing is defined as the deliberate harassment of a student to perform meaningless, difficult, or humiliating tasks.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include suspension for

students and employment termination for employees. A copy of this policy will be furnished to each student in the district.

"Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture or written, verbal, or physical act.

"At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

## **CONTROLLED DANGEROUS SUBSTANCES**

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

- non-intoxicating beverages designed to appear as alcoholic beverages (near-beer)
- alcoholic beverages, or
- controlled dangerous substances

as the above are defined by state law, shall immediately notify the principal or his or her designee of such suspicions. After conducting an investigation, the principal will contact a parent or guardian.

Sec. 514. "School Officials Immune from Liability for Making Certain Reports".

Any public school administrator, teacher or counselor having reasonable cause to suspect that a student is under the influence of low-point beer as defined in Section 163.2 of Title 37 of the Oklahoma Statutes or a controlled dangerous substance as defined in Section 2-101 of Title 63 of the Oklahoma Statutes or has in the student's possession low-point beer or alcoholic beverages or a controlled dangerous substance, who reports such information to the appropriate school official, court personnel, community substance abuse agency, pursuant to the school's policy shall have immunity from any civil liability that might otherwise be incurred or imposed as a result of the making of such a report. (70-24-132)

A copy of the district drug and alcohol free school policy can be obtained from the office.

## **DRUG DOG POLICY**

Anytime a drug dog alerts, the student will be brought to the office and the incident will be investigated, the student counseled, and the parent notified. If the drug dog comes to a "full alert" the school administration will search and seize, notify the police, notify the parents, and the

student will be suspended to the legal limit the law allows. Any malice shown toward the drug dog can result in appropriate disciplinary action being taken.

## **DANCES**

### **RULES FOR HIGH SCHOOL SPONSORED DANCES**

Occasionally organizations may desire to sponsor a dance. The following rules will apply to this situation:

Approval must be obtained through the Building Principal.

Sufficient sponsors must be present to supervise, both teacher and parents (combination a must).

Only Jones High School students and their dates (not guests), who are high school age or older, may attend high school dances.

The group sponsoring the dance will set the age level.

Concessions may be opened. Organizations sponsoring dances will be responsible for cleaning building and concession stand. All clean-up work will be taken care of immediately following dance. This includes all equipment that is used.

Police must be called in for high school dances to provide some community supervision.

When a student leaves the dance, he/she cannot return to the building.

High School dances must end no later than 11:00 P.M.

Tickets are sold only to Jones High School students and their dates.

Any date not attending Jones High School must be approved by the administration before he/she can attend any school dance.

### **HIGH SCHOOL PROM RULES**

**The Jones High School Jr./Sr. Prom is an end of the year activity that targets the Juniors and Seniors. While the administration understands that underclassmen may be invited as dates, students requesting underclassmen to attend under false pretenses may be restricted from attending further functions including graduation and subsequent proms. The prom is a private event and no person is guaranteed attendance. Jones Public Schools and the administration reserve the right to act according to personal judgments in good taste and decorum. Some determinations may result in students or guests being asked to leave at any time without refund of tickets.**

Only Jones High School students and their dates (not guests), who are sophomore age or older may attend the Junior-Senior Prom. It is expected that when the sponsoring student leaves the Prom, his/her date must also leave.

Guests 21 years or older will not be allowed to attend unless they are the spouse of a Jones High School junior or senior in good standing.

Any date who is not a Jones High School Junior or Senior must be approved by the Administration before he/she can attend any school Prom.

Any Jones High School non-junior or non-senior must have the approval of the Administration before he/she can attend any prom. The student's discipline file will be reviewed and considered before any decision is made. Students with behavioral problems may not be approved to attend. Students who are "drop-outs" and have not obtained a diploma or GED may be denied attendance to the prom. Once the effected student's freshmen class has graduated, the student may be considered for attendance.

Anyone attending a Jones Prom must have a valid ticket. While the cost of tickets may at times be included in class dues (see: class dues), this is not always the case. Each year sponsors will announce the cost of tickets and whether or not they are included in class dues paid. As a rule, non-juniors and non-seniors and other dates will be expected to pay.

The Administration recognizes that prom attire may differ from regular school attire and the school Dress Code. The administration and sponsors will provide guidance on the degree of variance. Only those areas where there is a variance will be covered; it is understood that all other areas of the Dress Code will remain in effect. Once established, proper prom attire will be worn at all times.

When anyone attending a Prom leaves the building, he/she will be expected to leave the area. He/she will not be permitted back in the building.

Police security shall be present at all proms. The number of officers may be dictated by the facility management; however, as a minimum, one officer shall be present.

Dancing or other behavior that the administration considers to be in poor taste may result in the offending student / guest being asked to leave.

Any area not covered by "PROM RULES" will be covered by the current Jones High School Student Handbook section "RULES FOR HIGH SCHOOL SPONSORED DANCES".

## **Graduation Activity Contributions**

Students are expected to contribute to the cost of providing an enjoyable prom and graduation. Both are significant events in a high school student's life. GAC's help off-set the costs associated with these two events. Students who do not pay GAC's may not be invited to

participate fully in either or both the prom and graduation. GAC's have been scheduled so as to spread the financial impact through the 4 years of high school. If a student enters Jones High School after their junior year, the GAC's will be prorated as determined by the administration. It is important to receive and save a receipt for GAC's. It will be the responsibility of the student to provide proof of payment if a question arises.

Freshmen	\$20
Sophomore	\$20
Junior	\$30
Senior	none if balance is current

## **DISCIPLINE**

The purpose of discipline is to maintain good order in the Jones School system. It begins with the student initiating self-discipline, which includes following the rules and regulations of the school and in the various classrooms that he or she attends. Discipline by a teacher or by an administrator becomes necessary only when a student fails to demonstrate self-discipline. In the event that a student is in need of discipline by the principal, it will be administered in a progressive manner, depending upon the seriousness of the offense committed by the student. Corporal punishment may be used at the discretion of the building principal unless the parent/guardian has a signed statement on file in the principal's office saying he/she does not want his/her child to receive corporal punishment. Specific behavior and consequences may be listed under specific headings: Public Display of Affection (PDA), Dress Code, etc.

### **LEVEL I**

## **DETENTION**

### **LUNCH DETENTION/CAMPUSED – H.S.**

Lunch detention will be assigned at the principal's discretion. No outside food or drinks will be allowed in lunch detention. Only the lunches purchased from the "main line" of the cafeteria will be allowed in lunch detention. Vending items or "a la carte" items are not allowed.

### **AFTER SCHOOL DETENTION:**

Although not widely used in our school because we recognize its limitations, it still has the great advantage of being a form of minor punishment that students understand.

The after school detention will be for a period of one (1) hour-3:25-4:25 P.M. Students assigned after school detention will not be provided school transportation. Parents are responsible for getting the student home safely.

**Detention Procedure** Our rules for detention are simple:

If a student is not in his seat 10 minutes after the close of school, he/she is not permitted to complete the detention assignment.

Bus students may have a 24-hour delay if they wish in order to arrange transportation. Beyond that time, busing does not excuse a student from detention.

Students who work after school may have up to 48 hours to arrange matters with their employers. Beyond that time, work does not excuse a student from detention.

If a student wishes to see a teacher after school for special assistance, this takes priority over, but does not substitute for detention. The helping teacher must write a note for the student to give to the principal verifying the extra help session. Detention is then postponed for an appropriate period.

All students can avoid detention by simply obeying the rules.

## SATURDAY DETENTION

Saturday detention is another step in progressive discipline. This form of detention will be held from 7 a.m. – 11 a.m. on designated Saturdays. 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.

## LEVEL II

### **THE JONES SCHOOLS IN-SCHOOL ALTERNATIVE PLACEMENT (ISP )**

**THE JONES SCHOOLS IN-SCHOOL ALTERNATIVE PLACEMENT IS AN ALTERNATIVE TO SUSPENSION. IT SHOULD NOT BE CONSIDERED SUSPENSION. HOWEVER, IT IS A FORM OF PUNISHMENT. THE PROGRAM IS AN OPPORTUNITY FOR THE STUDENT WHO HAS COMMITTED A DISCIPLINE INFRACTION TO REMAIN IN SCHOOL AND CONTINUE HIS/HER EDUCATION. IF THE STUDENT MAKES SATISFACTORY PROGRESS, HE/SHE MAY RECEIVE CREDIT.**

THE PROGRAM WILL TAKE COMMITMENT ON THE PART OF THE STUDENT AND HIS/HER PARENTS. THE PROGRAM WILL PRESENT A CHALLENGE TO MOST STUDENTS. IT IS DESIGNED THAT WAY. **THE JONES SCHOOLS IN-SCHOOL ALTERNATIVE PLACEMENT** IS INTENDED FOR THE STUDENT WHO HAS MADE A MISTAKE AND DESIRES THE CHANCE TO IMPROVE HIS/HER SITUATION BY OBEYING SCHOOL RULES AND CONCENTRATING HIS/HER EFFORTS ON ACADEMICS. PRIVILEGES, SUCH AS TRANSPORTATION (BUSING) AND EXTRA-CURRICULAR ACTIVITIES WILL NOT BE PART OF THE STUDENTS PROGRAM.

**PARTICIPATION IN THE JONES SCHOOLS IN-SCHOOL ALTERNATIVE PLACEMENT IS NOT OPTIONAL. THE PARENT AND STUDENT MUST AGREE TO ABIDE BY THE RULES OF THE PROGRAM. FOR THOSE WISHING TO REFUSE TO ABIDE BY THE RULES, OR WHOSE BEHAVIOR DEMONSTRATES NON-COMPLIANCE, HOMEBASED PLACEMENT WILL BE AVAILABLE AT THE DISCRETION OF THE PRINCIPAL (SEE "SPECIAL DISCIPLINE PROBLEMS"). UNDER THIS NO CREDIT PROGRAM, THE STUDENT WILL BE PLACED ON HOME-BASED SUSPENSION WITH AN INDIVIDUAL EDUCATION PROGRAM WITH THE PARENT AS THE RESPONSIBLE FACILITATOR. THE SCHOOL'S RESPONSIBILITY SHALL BE LIMITED TO PROVIDING WORK FROM TEACHERS AND MONITORING PROGRESS. CREDIT WILL NOT BE GRANTED.**

THE NATURE OF BOTH PROGRAMS MAKES IT IMPOSSIBLE FOR THE CURRICULUMS TO BE IDENTICAL TO THAT WHICH THE STUDENT IN THE TRADITIONAL PLACEMENT RECEIVES. WHEN PRACTICAL, EVERY EFFORT TO DUPLICATE INFORMATION AND EXPERIENCES WILL BE MADE. HOWEVER, MANY TIMES SUBSTITUTION EXPERIENCES AND ASSIGNMENTS WILL HAVE TO BE MADE.

STUDENTS MAY NOT VOLUNTARILY DROP FROM **THE JONES SCHOOLS IN-SCHOOL ALTERNATIVE PLACEMENT**, BE PLACED ON HOME-BASED SUSPENSION, AND THEN RETURN TO **THE JONES SCHOOLS IN-SCHOOL ALTERNATIVE PLACEMENT**. (EXAMPLE, REFUSE TO PARTICIPATE IN A DRUG TEST, HAVE PLACEMENT CHANGED AND ATTEMPT TO RETURN AFTER THE REQUIREMENT HAS PASSED.)

ISP will begin at 8:00 am and end at 3:00 pm. Students are not allowed to ride the bus while assigned to ISP. Students arriving before 8:00 am will report immediately to the front office and wait for the ISP teacher. Students will not be allowed to leave ISP early. Students must be constantly engaged in some educational activity while in ISP. Students should bring a book or other work and class materials including paper and pencil/pen. Students arriving with nothing to work with or work on may be assigned an additional day. Teachers will provide class work; however, this is not always enough to last the entire day. It is the student's responsibility to remain productive. Student's not working, arriving late, sleeping, out of dress code, arguing, or being disruptive in any way will be sent home. If a student is sent home, that day will not count toward the assigned days and will be listed as an unexcused absence.

Students are not allowed to participate or attend any school event (home or away) while assigned ISP.

### **LEVEL III**

## **SUSPENSION PROGRAM**

A student violating any of the articles below may be suspended from school. The question of the seriousness of the violation shall be determined by the principal. The principal shall have the authority to order the suspension, but the period of suspension will not be extended beyond the current term and the succeeding term.

Violation of the rules and/or regulations of the school.

Creating a classroom disturbance.

Use of language detrimental to the educational environment.

Possession or use of any dangerous weapon.

Assault and battery upon another person.

Damage to school property.

Possession or consumption of any alcoholic beverage, narcotic drugs or stimulant or barbiturate without a specific doctor's prescription. Students who are with others who are participating in such activities are also in violation of school rules and are subject to suspension.

Participation in any act which disrupts the educational process.

Engaging in acts of immorality.

Possession and/or use of arson agents (lighters, matches, etc.)

Harassment of student, faculty or staff.

Intimidation or threat to do bodily harm.

Possession or use of self-defense spray, such as Mace or pepper spray.

Recognized gang activity, or recruitment of new members.

Turning in false alarms.

Absenteeism from school in excess of 10 percent of school days for the term (or approximately six days). Students who are over in some classes but not others may be allowed to remain in school if they commit to attending all classes. They may not selectively attend.

Possession of tobacco or tobacco products (to include Vapes and E-Cigarettes).

Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers.

Refusing to identify or falsely identifying one's self to district personnel.

Entering, without authority, into classrooms or other restricted school premises.

Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process.

Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the district or any other person.

Possession of pornography.

Possession of any type of weapon.

Encouraging any of the above acts.

Any suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulation. A student shall be subject to the above while the student is in attendance at Jones or in transit to or from school, or under public school supervision to or from school or when present on any property that belongs to or is under the control of the Jones Public School District.

Students may also be held accountable for their conduct off school premises and during after school hours. Misconduct which has a direct and immediate effect on the discipline and general welfare of the school will result in disciplinary action. (Actions which shall be considered as having this effect shall include but not be limited to: attacks on the person, family, animals or property of school officials, acts of violence or intimidation directed against other students.)

Any student who is suspended will not take part in any school activities during the suspension nor will he/she be allowed at any school sponsored activity or function. Discipline problems which result in suspension or other action by the administration do not rule out punishment deemed necessary by the sponsor in charge of the student at that time.

Any student who is suspended may have the right to appeal under Article 24 Section 487 of The Oklahoma School Law. A copy of this law may be obtained from the principal's office should the need arise.

When a student is suspended under the level III suspension (this does not include At-Home-Placement; see special discipline problems), the student shall be allowed to make-up any work missed during the suspension period. A student who is suspended from school shall be given assignments in all subject areas that will be completed and returned to the school on a regular basis according to an education plan to be developed and provided to the student and/or the student's parent or guardian. The student will be given no higher than 70% credit on completed and returned class work. EXAMPLE: If a student makes 80% on an assignment, he/she will receive no higher than 56%. 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.

## **SPECIAL DISCIPLINE PROBLEMS**

Students refusing punishment will be taken to the principal's office. The student will then be counseled with and parents will be called. The student will then accept judgment of principal or leave school until he or she is willing to accept punishment. This does not constitute suspension because the student may return at any time he or she is ready to receive punishment from the teacher or the principal depending upon whether the teacher or principal is the punishing agent. Work missed will not be allowed to be finished late. Parents will be made aware of this regulation during the conference.

Student should be restrained physically only if the teacher or administrator finds it necessary to defend self or others or there is the possibility of student harming self or other's property.

Students are under the discipline regulations of the school during all of the school day and at any school-sponsored event regardless of time, place, or reason for attendance.

## **DRESS CODE**

In an attempt to establish conditions that are favorable to the growth and progress of each individual student, it is felt by the school administrator, faculty members, representatives of the student body, and community members that the Dress Code be revised. Although it is agreed that revised code should be general and flexible, it also should have some specific limitations. These are to give security to those required to follow the regulations and stability to those who enforce them. All rules apply to male and female students.

Blankets will not be allowed in the classroom. If students need help with appropriate cold-weather clothing, please see the counselor.

Dresses and skirts must be appropriate for school and school-related activities. Backless dresses or outfits or any type, midriffs, see-through blouses-slacks-or other garments, spaghetti strap outfits, or low cut blouses or dresses are not allowed. All shirts or blouses must be of a length that will cover and extend past the waistband of the skirt, shorts, jeans, slacks, or trousers. The stomach must not be exposed when standing normal. All straps on sleeveless shirts or blouses must be no less than three (3) fingers in width. Strapless tops are not allowed.

Shorts, 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. Underwear type "T" shirts, tank tops, or cutout garments are not allowed.

Leggings/jeggings/tights/skinny spandex jeans/yoga pants, etc., may not be worn as slacks/pants unless dress code appropriate shorts are worn over the top.

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 knee are not allowed. Holes at the knee that the administration considers as an attempt to circumvent this rule will also be determined unacceptable and subject to disciplinary action.

All clothing must be properly fitted and worn with the proper foundation. Shirts or blouses that have large armholes that expose undergarments or body parts are not permitted.

Gloves, bandannas, or other items of wear which have been related to gang recognition will not be worn.

Sagging trousers or the wearing of trousers in an inappropriate low manner is prohibited.

Chains are not to be worn as part of apparel.

Any display (earrings, tattoos, or other) that depicts weapons, violence, drugs or obscenity is also prohibited.

All clothing must be appropriate for school according to weather and activity. Any manner of dress or grooming that is offensive or disruptive will be corrected.

If clothing is not appropriate, students will be required to change into clothing provided by the office and assigned one (1) day of lunch detention for the first violation of the Dress Code. If the violation is determined to be unsuitable for the classroom and no other solution is available, the student may be sent to ISP immediately. The student will remain in ISP until suitable clothes are provided. Subsequent violations will receive (5) days of lunch detention. If the principal deems the behavior to be habitual or previous actions to be ineffective in deterring the behavior, more serious action may be required. The clothing provided by the office will be clean but perhaps not fashionable to all individuals. Examples: T-shirts, longer shorts, sweats.

**IF A STUDENT CHOOSES NOT TO CHANGE, THE PARENT/GUARDIAN WILL BE CALLED TO PICK UP THE STUDENT. THE ABSENCE WILL BE CONSIDERED UNEXCUSED.**

**ALL FINAL DECISIONS REGARDING SCHOOL DRESS WILL BE MADE BY THE BUILDING PRINCIPAL.**

## **EMERGENCY PROCEDURES**

The safety of students and staff are the consideration in the development of emergency procedures. Fire and security drills are required by law and are an important safety precaution. The classroom teacher will give instructions for fire, tornado, and other emergency procedures for each classroom. These will be thoroughly discussed, reviewed, and posted.

## **EMERGENCY HEALTH PLAN**

The following procedures will be used for medical care:

- A. Non-emergency:
  - a. Student will report to office
  - b. Office will attempt to notify parent listed on notification form
    - i. Parent will advise office on course of action
    - ii. Parent not available – student rests with supervision until parent or person designated is contacted.
- B. Emergency:
  - a. First aid rendered immediately by closest responsible person.
  - b. Administration notified
  - c. Attempt to contact parent
    - i. If parent is unavailable: emergency aid obtained in accordance with information given on enrollment sheet
    - ii. If no information is available on enrollment sheet, aid will be obtained at the nearest appropriate facility.

## **FUND RAISERS**

Activities concerned with raising money must be cleared with the Administration in advance. There should be no soliciting of funds from the businessmen without permission. There should be no unauthorized selling at school. All fundraisers must be board approved and the proper forms filed.

## **HALL PASSES**

No student may leave the classroom without permission from the teacher. Hall passes will not be issued unless it is an emergency or extenuating circumstance. The student must sign out from the class he/she is leaving. The student must sign in when returning. **STUDENTS ARE NOT TO**

LEAVE THE CAMPUS DURING SCHOOL UNLESS BY WRITTEN PERMISSION FROM THE OFFICE.

BE WHERE YOUR PASS SHOWS YOU TO BE.

The librarian will sign library passes. Students will sign in upon entering the library and give their pass to the librarian. They will also have their pass and sign out upon leaving the library. Both the sending teacher and the receiving teacher are to sign the pass. Any student going into a class without a signed pass will be sent to the office.

## **HEAD LICE**

Any student found to have head lice will be sent home immediately.

Any student prohibited from attending school due to head lice shall present to appropriate school authorities, before the child may re-enter school, certification from a health professional or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.

## **INSURANCE**

In conjunction with a licensed provider chosen by the district, Jones High School offers its students an opportunity to participate in a school group accident policy. Each student will have the opportunity to purchase this insurance. If you are interested in this policy, see the counselor. Please read the policy carefully. This is a secondary policy. It is not intended as primary insurance, nor does Jones Public Schools claim or accept any responsibility for ensuring the quality of the policy. Jones Public Schools will not file claims. Jones Public Schools will not be involved in any way with the policy other than providing information concerning enrollment in the policy.

## **LIBRARY HOURS AND RULES**

New Library hours will be announced at the beginning of each year.

Students will be expected to honor all rules posted in the library. The librarian will be in the library to assist students during these times as well as during class periods. Students may come to the library at other times if they are given a pass from a classroom teacher and admitted by the librarian.

Because the library is a place that students go to student and concentrate on schoolwork, conversations should be kept to a minimum. Food and drinks are not allowed in the library. The check – out period is two weeks; however, students in good standing may renew the selection. Fines are \$.10 each day.

The computers are for educational use only.

## LOITERING

In accordance with Oklahoma State Statute OS 2101376 (orders to leave institutions of learning), the chief administrative officer, or any person designated by him to maintain order at an institution of learning, shall have the authority and power to direct any person to leave the institution of learning who is not a student, officer or employee thereof, and who:

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

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

Violation of the above Statute is a misdemeanor. Any person to whom this section applies, who fails to leave the institution of learning as directed or returns within thirty (30) days thereafter, without first obtaining written permission from the chief administrative officer, shall be guilty of a misdemeanor. (Laws 1971, c78, 2, emerg. Effective April 16, 1971.)

## MEDICATION-ADMINISTERING TO STUDENTS

A school medication form must be filled out and returned to the school before medication can be administered by school personnel. All medication brought to school must be administered by school personnel and must be CLEARLY marked with student's name. Please attach directions, times, and amounts to be administered. Students are not allowed to carry any type of medication with them during school or school activities except as noted on form. This will include inhalers.

If a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication, the principal or a designated school employee may administer the medication as follows:

- **Over-the-counter** medication and prescription medication may be administered only with written request and permission from the parent or guardian.
- Prescription medication must be in a container that indicates the authorizing physician's name, the student's name, and the strength of medication and dosage and directions for administration. If requested, small containers labeled for school use may be prepared at the pharmacy and left at school for the duration of the illness.
- Over-the-counter medications must be accompanied with written permission from the parent/guardian. Student's name, dosage, time medication was last taken, and time medication shall be administered must be included.
- The office will keep a record of the name of the student to whom medication is administered, the date, the time, the medication, and the name of the person administering the medication. Unused medication will be returned to the parent or guardian only.
- Medications will be kept in a cabinet except those medications retained by a student per physician's order.
- The school shall keep on file the written authorization of the parent/ guardian of the student to administer the prescribed medicine to the student.

- The parent/guardian of the student is responsible for informing the school of any change in medication.

## **MISCELLANEOUS REGULATIONS**

Students must be responsible for picking up after themselves.

Students may not stand on stairways or in the flow of hallway traffic.

Students may not have in their possession any of the following items: matches or lighters, double rings, studded rings or collars, heavy chains, handcuffs, radios or headsets, tape recorders, canes, pepper spray, mace, or any other items which might pose a danger or a disruption.(Headsets may be permitted outside of class time)

## **EXTRACURRICULAR ACTIVITIES**

Jones High School students are encouraged to be involved in school extracurricular activities. This includes Athletics, Band, Cheer, Choir, as well as Future Farmers of America, as well as the various clubs available at Jones High School. Many of these activities overlap and may cause a student to have to make a choice in what event to attend or participate. Students that have to make a choice will not have additional consequences from activity that was missed due to attending another school sponsored activity.

## **Advertising, Promotion, and Solicitation**

The school staff and/or student body shall not be employed in any manner for the purpose of delivering home advertising for any commercial, religious, charitable, or other non-school organization. All handouts and announcements that fall within the limits of this policy, as well as commercial items approved for instructional use, must be approved by the building principal prior to their release to the student body.

## **PLAGIARISM**

According to Webster's New World College Dictionary, 4<sup>th</sup> Edition, to plagiarize means "to take (ideas, writings, etc.) from (another) and pass them off as one's own" (1100). Plagiarism in the age of the Internet has become excessive among students. In order to combat this growing problem, Jones High School subscribes to Turnitin.com, a plagiarism prevention service. Students will be required to submit written work such as essays, research papers, etc., online from home or school at each teacher's discretion. Consequences of plagiarism can include but are not limited to:

Loss of credit for the plagiarized assignment (minimum punishment)

ISP

Suspension for recurring infractions

## **PUBLIC DISPLAY OF AFFECTION (PDA)**

This display of affection is not appropriate at school, (e.g., around school, on school grounds, in school buildings, in the parking lot, on bus to and from school activities, etc.) Examples: Kissing, hand-holding, leaning against each other, hands in each other's clothing, hands in each other's pockets, arms around each other in an affectionate manner. All students are asked to refrain from Public Display of Affection at school. Students not honoring this request will be referred to the Principal for counseling/discipline.

## **SAFE-CALL**

**(A Service of the Oklahoma State Department of Education)**

**1-877-723-3225 (1-877-SAFE-CALL)**

SAFE-CALL is a confidential, toll-free school safety hotline that can be used by anyone in Oklahoma. It is available 24 hours a day, 365 days a year. A fully-bonded firm operates the hot line.

Once a call is received, it is immediately transcribed and sent to the local school involved and to the State Department of Education. Each call received remains totally confidential. If you are concerned about the safety of your school, please use this hot line.

## **SEARCHES**

**Oklahoma School Law, Section 489 (Extract) "Pupils – Dangerous Weapons – Dangerous Substances."**

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when a said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person to be of the same sex if practicable.

The superintendent, principal, teacher, or security personnel searching or authorizing search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, or controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve dangerous weapons, or controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property.

Pupils will not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel will have access to school lockers, desks, and other school property in order to properly supervise the

welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason will be necessary for such search. School shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. **(70-24-102)**

The Jones Board of Education informs students that vehicles brought to school are considered as property in possession of students as per paragraph one (1) above, and are therefore subject to search in accordance with Section 489 as stated above. The Jones Board of Education hereby informs students that in accordance with state law they have no reasonable expectation of privacy rights toward school officials in school lockers, desks, or other school property.

## **SEXUAL HARASSMENT**

Sexual harassment is any type of unwelcome conduct directed toward a student or employee because of gender. This conduct may include touching, verbal comments, name calling, spreading sexual rumors, suggestive gestures, suggestive sounds, pressure for sexual activity, or sexual assault.

Sexual harassment is illegal and will not be tolerated at Jones Public Schools. Violation of this policy may result in suspension from school. Incidents of sexual harassment should be reported to a teacher, counselor, or an administrator.

## **THREATS**

Jones Public Schools will not tolerate threats. Written and/or verbal threats to another student or a faculty member to do physical harm will be grounds for disciplinary action. Students who make threats may be subject to long-term suspension. Bomb threats will be handled in the same manner.

## **TELEPHONE**

The school phone is for business purposes only. A student will not be called out of class to answer telephone calls except in cases of emergency, and such calls are subject to monitor. Students are not to use classroom telephones without the permission of classroom teacher.

## **TOBACCO POLICY**

In accordance with the state law prohibiting the use of tobacco products by minors, Jones School has prohibited all students from possessing, concealing, or transmitting tobacco in any form (i.e. snuff; cigarettes, etc.) or tobacco containers or paraphernalia associated with smoking (i.e.

lighters, matches). Students shall be under this restriction while at school, around school grounds or while participating in school sponsored activities. Students are reminded that although Jones High School operates an open campus they remain under the jurisdiction of the school.

The Jones Board of Education has declared the school to be a tobacco-free work place to student and employees. Students who violate this policy are subject to disciplinary action and a report filed with the ABLE COMMISSION.

**STUDENTS SMOKING IN SCHOOL BUILDINGS PRESENT A SAFETY HAZARD AND WILL BE SUSPENDED ON THE FIRST AND ALL SUBSEQUENT OFFENSES.**

## **TRANSPORTATION**

### **BUS RIDER RULES**

All students must be registered in the site office to ride a bus. Jones School buses are at capacity; therefore, each student will be assigned to one (1) bus. This may not be changed without approval from the site office and the transportation director. If a student rides a bus other than the assigned bus without permission from the site office, discipline measures may be taken. The site office must be contacted in writing or by phone from the parent/guardian for an alternate bus route request. An alternate bus route request will only be honored in extreme emergency situations. If the request is approved, the student will then be given a “*boardingpass*” for special permission to ride another bus other than his/her route bus.

### **BUS RESPONSIBILITIES AND REGULATIONS FOR STUDENTS**

1. COURTESY TRANSPORTATION (RIDING AN ALTERNATE BUS FOR SUCH ACTIVITIES AS PRIVATE MUSIC PRACTICE, OUTSIDE SCHOOL ATHLETIC ACTIVITIES, AFTER SCHOOL ATHLETIC ACTIVITIES AS A SPECTATOR, BIRTHDAY PARTIES, OR GOING TO VISIT OTHER STUDENTS, ETC. IS NOT PERMITTED). In rare emergency situations, permission may be given to ride an alternate bus. The office must be contacted and permission granted by the site administrator. If permission is granted, the student will be given a “*boardingpass*” that must be submitted to the bus driver at the time of boarding.
2. The site administrator may deny any bus transportation to and/or from school if they choose not to cooperate with the driver.
3. Be on time at the designated school bus stops; help to keep the bus on schedule. Wait for the bus to come to a complete stop before trying to board. If you must cross a road, wait for your driver to signal you across with his hand. Always cross at least 10-feet in front of the bus.
4. When necessary, there could be at least three persons in a seat, and the practice of saving seats for other students will not be allowed. **STUDENTS MUST SIT FACING THE FRONT.**
5. After boarding the bus, you must remain in your seat until the bus reaches your designated stop. Any alternate stops must be approved in advance with the site office. **STUDENTS ARE REQUIRED TO USE THE BUS STOP NEAREST THEIR HOME.**
6. Students will be assigned a seat. Students are to remain in his/her assigned seat for the entire route.

7. Any damage to bus fixtures or equipment must be paid by students responsible for the damages.
8. Keep the aisles clear of items, such as musical instruments, school projects, bags, etc. If you must carry personal items on the bus with you, please hold them in your lap or store them under the seat. Flowers, balloons, and other party favors are not permitted on the bus.
9. At no time will a student put hands, head or other parts of his/her body outside the window. Students should not talk to others outside the bus.
10. Do not be loud or boisterous on the bus. Excessive noise can distract the driver and could result in a serious accident.
11. Do not throw objects inside or outside the bus. This could obstruct the view of an oncoming vehicle and result in an accident or cause the driver to stop suddenly, causing injury to passengers.
12. No spitting inside or outside the window of the bus.
13. Food or beverage may not be sold or consumed on the bus. If the driver had to suddenly stop, a student could choke if consuming food. Loose papers or food may cause a slipping hazard. This includes gum, suckers, and other candy.
14. Fighting, harassment, intimidation, bullying, abusive language or gestures, failure to cooperate with school personnel, possession and/or use of drugs, tobacco, alcohol, weapons, lasers, lighters, matches, etc., are major violations that may result in automatic suspension or revocation of your riding privilege.
15. Cell phones shall not be used on the bus.
16. Any student(s) who observe(s) or are the victims of any harassment, intimidation, and/or bullying behavior should report any such incident(s) to the bus driver when it happens. If, for some reason, a student is not comfortable reporting such incident(s) on the bus, the student should make the report as soon as possible to his or her principal, counselor, or teacher.
17. Any item that is prohibited at school is also prohibited on the bus.

#### RESPONSIBILITIES OF DRIVERS

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

#### RESPONSIBILITIES OF PARENT/GUARDIAN

1. Parents must insure they and their student(s) sign the “*Registration for Transportation*” and return it to the school site.
2. It is the parents’ responsibility to discuss with the child the provisions of this contract and to work with school administration in upholding these provisions.
3. The parent must assume responsibility for the behavior of the child while riding the bus.  
**IF PERMISSION TO RIDE THE BUS IS REVOKED, THE PARENT MUST PROVIDE TRANSPORTATION TO AND FROM SCHOOL FOR THE CHILD UNTIL**

SUCH TIMES AS REINSTATEMENT MAY BE MADE. Bus suspension shall be served in the consecutive days stated, even if it is an inconvenience to parents.

Misconduct on the bus will be reported immediately to the site administrator. A student may be denied bus-riding privileges at any time due to misbehavior.

#### CONSEQUENCES GUIDELINE:

1<sup>st</sup> report: Student and parent will be notified and appropriate action will be taken.

2<sup>nd</sup> report: Student and parent will be notified. The student may be subject to suspension of riding privileges for up to five school days.

3<sup>rd</sup> report: Student and parent will be notified. The student may be subject to suspension of riding privileges for up to equivalent of two terms.

4<sup>th</sup> report: Student and parent will be notified. The student may be subject to suspension of bus riding privileges for up to the equivalent of three terms.

A student whose behavior is such that it directly jeopardizes the safe operation of the school bus, or directly challenges the authority of the bus driver, will lose his/her riding privilege without receiving previous warnings. Immediate loss of riding privilege will result from vandalism, fighting, abusive language or gestures directed toward school personnel, failure to cooperate with driver, possession or use of drugs, weapons, etc., throwing/spitting objects or any other actions that jeopardizes the safety of student passengers or school personnel.

A student may be removed by a driver at the student's school site when released to an administrator.

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

#### **AFTER LEAVING THE BUS,** students will:

Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross the road.

Go home immediately, staying clear of traffic.

Help look after the safety and comfort of smaller children.

#### **EXTRACURRICULAR TRIPS**

The above rules and regulations apply to all trips under school sponsorship. Sponsors will be appointed by the school officials.

Misconduct will be reported immediately to the principal. Persistent improper conduct, vulgar language or gestures may cause the student to be deprived of bus riding privileges. Activities on the bus may be recorded at any time.

NOTE: Items not allowed at school will also NOT be allowed on the bus – including radios, tape players, electronic equipment, knives, guns, Frisbees, or other disruptive items.

## FIELD TRIPS

- Educational trips may be scheduled throughout the year. Field trips are considered appropriate extensions of the classroom and should stimulate student interest and inquiry in the subject being taught.
- To participate in these activities, students must have parental permission and pay the appropriate fees.
- In addition, regular attendance, academic effort, and behavior must be satisfactory. The sponsor of the field trip will notify parents in advance of students not participating. Students not participating will be required to attend school and will be placed in available supervised classrooms.
- Regular attendance, academic effort, and behavior will be determined at the sponsor's and the principal's discretion.
- Students are expected to adhere to all rules, regulations, and policies formulated by the Administration and the Board while on school sponsored field trips.

**Due to the rising cost of fuel, the following guidelines will be followed for all field trips:**

- **The class/organization/club will be responsible for the expense of the field trip.**
- **The expense will be calculated in the following manner:**
  - **One dollar (\$1.00) per mile.**
  - **An hourly wage will be paid to the bus driver if the driver is needed through the Transportation Department. The driver's compensation will begin at the time of departure and end at the time of return from the field trip.**
  - **With guidance from the site administrator, the classroom teacher/sponsor of the club/organization will be responsible for figuring the expense.**
  - **The expense of a field trip will be divided equally among the participants making the field trip, taken from the club's account, or other suggestions approved by the site administrator.**

## VISITORS

We welcome parents to our school. For the safety and security of students and staff members, all visitors must report first to the principal's office, sign in and obtain a visitor's badge. Upon departure, visitors are asked to return to the office to sign out. Classroom visits are intended for infrequent, short time periods only. Guests are asked not to interfere with the learning process unless directed by the teacher. Any discussion/ comments about the visit should be made during an arranged meeting with the teacher. Parents should not visit with the teacher about their child during class time. Prior arrangements (24 hours) must be made with the child's teacher before a classroom visit. Meeting to discuss observations during visitations will be at the teacher's convenience. Students are not allowed to bring visitors to school. Exceptions may be made only by the administration.

## WEAPONS

Any student found in possession (possession includes vehicles) of a firearm, facsimile, or dangerous weapon while on any public school property or while on any school bus or other

vehicle used by a public school for transportation of students or teachers may be suspended out-of-school for a period of not less than one (1) year.

## WIRELESS TELECOMMUNICATIONS DEVICES

The Jones Board of Education prohibits a pupil from possessing a wireless telecommunication device during the school day while pupil is 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 will be able to keep cell phones in their lockers during the school day. The phones must be turned off. No other setting is permitted (including silent). If a phone is activated during the school day, it 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 the first opportunity. If a student is on campus before school and has not had an opportunity to place the phone in a locker, the phone must be off and put away. Students are not permitted to retrieve phones at lunch. The phones must remain in the locker from arrival until departure. Students using their cell phones at any time between arriving at school and 3:20 will be in violation of the cell phone policy and subject to disciplinary action.

Jones High School has maintained a cell phone policy that prohibits the use or possession of a cell phone during school hours. Violation of this policy typically results in varying lengths of lunch detention. Unfortunately there is a new, more disturbing element complicating this issue. We are finding that many phones contain graphic images of pornography, hate crimes, drugs, under-age alcohol use, vandalism, and defacing of school and public property. Some students are distributing these images through the use of cell phones.

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.
  - a) Cell phones in cars ***or lockers*** are permissible if turned off
  - b) This includes the time from arrival to 3:20
  - c) This includes the lunch period
- 2) All school employees are instructed to confiscate cell phones immediately
- 3) Any student must surrender the cell phone when ordered

Violations of this policy will result in the following:

- 1) First offense
  - a) One day lunch detention
  - b) Cell phone will be returned to student after 3 school days

- c) ALTERNATE: Parent may pick up phone between 3 and 4 pm
- 2) Second offense
  - a) Three days lunch detention
  - b) Cell phone will be returned to student after 5 school days
  - c) ALTERNATE: Parent may pick up phone any time before 4 pm
- 3) Third offense and each subsequent offense
  - a) Five days lunch detention
  - b) Cell phone will be returned to student after 12 weeks
  - c) ALTERNATE: Parent may pick up phone any time before 4 pm
- 4) Possession of pornography, hate related activities, drugs, alcohol, vandalism, or any other criminal activity
  - a) Minimum five days ISP
  - b) Maximum five days ISP and five days out-of-school suspension
  - c) Specific outcomes will be determined by administration
  - d) Any content found to be criminal in nature will be delivered to proper authorities

## **WITHDRAWAL FROM SCHOOL**

In order to insure proper handling of school records and to facilitate entrance into another school, a student wishing to withdraw from school should:

1. Have parent come into office explaining reason for withdrawal.
2. Obtain a withdrawal notice from the counselor's office as early as possible on the day he/she intends to check out of school.
3. The withdrawal notice should be properly endorsed by all subject teachers, the librarian, lunch personnel, and counselor's office.
4. Bring complete withdrawal notice to office by the last bell.
5. A student should have in his or her possession a withdrawal notice and final clearance from the principal's office.

## **DRUG TESTING AND EXTRA-CURRICULAR ACTIVITIES**

In an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, the Board adopts the following policy for drug testing of students who participate in competitive extra-curricular activities ("Activity Students") as well as any other student who voluntarily wishes to be tested. This policy supplements and complements all other policies, rules, and regulations of the District regarding possession or use of illegal and/or performance-enhancing drugs. The District believes that accountability is a powerful tool to help

students avoid using illegal and/or performance-enhancing drugs and that early detection and intervention can save students' lives.

Although the Board, administration, and staff desire that every student in the District refrain from using or possessing illegal drugs, District officials realize that their power to restrict the possession or use of illegal and/or performance-enhancing drugs is limited. Therefore, this policy governs performance-enhancing and/or illegal drug use by students participating in competitive extra-curricular activities and those who voluntarily participate in the drug testing program. The sanctions imposed for violations of this policy by an Activity Student will be limited to the opportunity of such student to exercise the privilege of participating in competitive extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy.

In addition to Activity Students, any student who does not participate in any competitive extra-curricular activities may voluntarily consent to being tested on a random and a reasonable suspicion basis, with permission of a parent, legal custodian, or legal guardian. This would allow parents and guardians to be notified as to a potential drug problem and enable them to seek help.

Participation in school-sponsored competitive extra-curricular activities at the District is a privilege. Students who participate in these activities should be respected by the student body as well as the District and the community they represent. Accordingly, students in competitive extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs. Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities and upon the positive image these students project to other students and to the community on behalf of the District. For the safety, health, and well-being of students in extra-curricular activities, the District has adopted this policy for use by all participants in competitive extra-curricular activities in grades 7-12.

The purposes of this policy are five-fold:

1. To educate students as to the serious physical, mental, and emotional harm caused by illegal and/or performance-enhancing drug use.
2. To alert students with possible substance-abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. To ensure that students adhere to a training program that bars the intake of illegal and/or performance-enhancing drugs.
4. To prevent injury, illness, and harm for students that may arise from illegal and/or performance-enhancing drug use.
5. To offer students practices, competition and school activities free of the effects of illegal and/or performance-enhancing drug use.

**Confidentiality:** The laboratory will notify the principal/athletic director or designee of any positive test. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student, the head coach/sponsor (if applicable), and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal and/or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

**Appeal:** An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. An Activity Student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

**Consequences:** Any Activity Student who tests positive in a drug test under this policy shall be subject to the following consequences. These consequences and requirements shall begin immediately and be consecutive in nature for a period of one calendar year, unless a review appeal is filed following receipt of a positive test. However, a student who on his or her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of illegal and/or performance-enhancing drug usage before being notified to submit to a drug use test will be allowed to remain active in all activities covered under this policy. Such student will, however, be considered to have committed his/her first offense under the policy and will be required to re-test as would a student who has tested positive. A student will be allowed to self-refer only once during the time he/she spends in the District.

First Offense: Within 2 school days of receipt of a positive test result, the District will contact and schedule a private conference with the parent/guardian to present the test results to the parent/guardian. This conference will include the student, parent/guardian, athletic director or sponsor as appropriate, and the principal, and the purpose of the meeting is to discuss the positive drug test. A student with a positive drug test will be suspended from participating in any meetings, practices, scrimmages, or competitions for extra-curricular activities for five (5) school days. After the five (5) day suspension, in order to continue participation in the activity, the student and parent/guardian must provide proof to the principal that the student has received drug counseling from a qualified drug treatment program or counseling entity. After a first offense, students may receive drug counseling and/or treatment through the District's partnership with Tri-City Youth and Family Counseling at no cost to the student's parent/guardian. The cost of any other counseling and/or treatment programs in which a student participates shall not be the responsibility of the District. The student will be randomly tested monthly for the remainder of the school year. The cost of subsequent, random testing will be the responsibility of the parent/guardian. The time and date will be unknown to the student and determined by the principal/athletic director or designee

Second Offense(same calendar year): Within 2 school days of receipt of a second positive test result, the District will contact and schedule a private conference with the parent/guardian to present the test results to the parent/guardian. This conference will include the student, parent/guardian, athletic director or

sponsor as appropriate, and the principal, and the purpose of the meeting is to discuss the positive drug test. A student with a second positive drug test will be suspended from participating in any meetings, practices, scrimmages, or competitions for extra-curricular activities for ten (10) school days. After the ten (10) day suspension, in order to continue participation in the activity, the student and parent/guardian must provide proof to the principal that he/she is actively participating in a program of substance abuse education/counseling from a qualified drug treatment program or counseling entity, the cost of which shall be paid by the student or his/her parent/guardian. The student will be randomly tested monthly for the remainder of the school year. The cost of subsequent, random testing will be the responsibility of the parent/guardian. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

Third Offense (same calendar year): An Activity Student who commits a third offense under this policy will be suspended from participation in all extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year or eighty-eight (88) school days (one semester) whichever is longer. Parents should strongly consider additional assistance from outside sources, including, but not to be limited to, the possibility of drug treatment centers.

**Refusal to Submit to Drug Use Test:** A Participating Student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy, including all meetings, practices, performance and competitions for the remainder of the school year. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the District.

**ANY RULE OR REGULATION PRINTED IN THE STUDENT HANDBOOK MAY BE CHANGED BY THE BOARD OF EDUCATION AT ANY PERIOD DURING THE YEAR.**

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Jones High School receives a request for access.

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

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

Parents or eligible students who wish to ask Jones High School to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

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

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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

## **Family Educational Rights and Privacy Act (FERPA)**

### **Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Jones Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, **Jones Public Schools** may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Jones Public Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.<sup>1</sup>

If you do not want Jones Public Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by Aug 15, 2014. Jones Public Schools has designated the following information as directory information:

---

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

**El distrito escolar proveerá traducciones de este noticia a los padres que no hablan ingles o estudiantes elegibles en su propio idioma.**