



Student Handbook

2018-2019 School Year

Head of School, Dr. Joe Pierce

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John Rex: A Launchpad for Learning and Discovery!

School Mascot: Rockets!

School Mission: to offer quality educational opportunities to children in the heart of downtown Oklahoma City through an innovative public-private partnership.

School Vision: to be nationally recognized as the premier PK-6 learning center that equips students to excel at their life's passions.

The John Rex Philosophy:

Relationships: The new John W. Rex Charter Elementary School will build positive relationships by...

- Bringing the City into the school to catalyze the downtown community
- Guiding positive and nurturing learning relationships between students, teachers, city leaders, and parents
- Creating 'learning launcher' spaces that accommodate all students in a grade level or team

Relevance: Students will be able to address authentic learning situations using problem-solving and critical thinking skills in unpredictable real-world situations. JRCES will create relevant learning experiences by...

- Utilizing the entire downtown landscape as the learning environment
- Capturing the city's downtown art, cultural, civic, governmental, medical, and business resources
- Creating project-based units of inquiry that will also engage the community as "adjunct faculty"
- Incorporating 21st century technology skills utilizing 1-to-1 devices
- Scheduling weekly job-embedded time for teachers to work and plan collaboratively
- Offering a safe-haven that will support metacognition, processing, and reflection of new learning
- Connecting students by encouraging them to share their learning stories with others

Rigor: JRCES will engage all learners in the new Oklahoma Academic Standards to preparing to be college and/or career ready by...

- Understanding that learning is non-linear and must allow for flex and flow between various learning modalities, developmental milestones, and the time/support needed to develop mastery of learning
- Personalizing learning and demonstrating that schooling is not merely a "widget factory" in which one size fits all
- Building a solid foundation in enduring learning concepts so that all students will be grounded in the essential skills needed to compete successfully in a global economy



2018-2019 Academic Calendar

<u>Date</u>	<u>Event or Holiday</u>
August 1-3 & 6-7	Teacher Work Days (No School)
August 3	Meet Your Teacher
August 8	First Day of School
Sept 3 & 4	Labor Day (School Closed)
Oct 12	P/T Conference Day (No School)
Oct 12	Teacher Work Day (No School)
Oct 15-19	Fall Break
Nov 19-23	Thanksgiving Break
Dec 20 – Jan 2	Winter Break
Jan 2	Teacher Work Day (No School)
Jan 3	Classes Resume
Jan 21	MLK Jr. Day (No School)
Feb 18	President's Day (No School)
March 14	P/T Conference Day (No School)
March 15	Teacher Work Day (No School)
March 18-22	Spring Break
April 2-20	State Testing: Grades 3, 4, 5, & 6
April 25-26	Downtown Arts Days (No School)
May 23	Last Day of School
May 24	Teacher Record Day (No School)
May 27	Memorial Day

***For a detailed monthly calendar, please visit www.johnrexschool.org and click on the "News" tab.**



John Rex Charter Elementary School 2018-2019 Arrival/Dismissal Procedures:

Student Safety is our First Priority

At John Rex, every child's safety is important to us. Your patience, understanding, and support of "Operation Cooperation" is appreciated. It remains our highest priority to ensure that students enter and exit cars in a safe and organized way. We need your help to keep the school and your children safe.

We ask everyone to correctly follow our current pick-up and drop-off procedures. Failure to do so creates chaos, frustration and unsafe conditions. Each family should discuss these loading and walking procedures. The staff knows that your time is precious, but the safety of every student is their first priority.

General Safety Measures:

- 👉 Be your child's best example. Please be courteous and follow all safety guidelines at all times.
- 👉 Use crosswalks to cross streets.
- 👉 Follow all directions from school safety personnel. They can see potential problems you may not.
- 👉 **DO NOT BLOCK intersections!!**
- 👉 Say your goodbyes before your turn to unload – this will help keep cars moving in line.
- 👉 SINGLE lane in the loading zone ONLY!
- 👉 Devote more time and be extra cautious on rainy or foggy days. Drive with your headlights on.
- 👉 Please **NO CELL PHONE use during drop off or pick up.**
- 👉 Please drive slowly and watch for children!

Morning Drop-Off Information:

7:00am	YMCA Before Care Students (<i>Main Entrance report to cafeteria</i>)	8:00 - Lift Off begins in Gym <i>Students who arrive after 8:00 am are tardy and will need to be signed in by an adult at the front office through Lobby Guard.</i>
7:30am	Students eating breakfast (<i>Main Entrance and South Gate, report to cafeteria</i>)	
7:45am	All students (North Gate, South Gate, and West Gate) report to Gym Students eating breakfast (<i>Main Entrance and South Gate, report to cafeteria</i>)	
8:00am	Gates Close	

Drop-Off Procedures:

YMCA DROP-OFF: 7:00am – 7:45am

Main Entrance (corner of Walker Ave. and Sheridan Ave.)

Please walk to Main Entrance or park on Walker Ave. or Sheridan Ave. and walk students into the school.

- Please note that YMCA Drop-off ends at 7:45am. If you are dropping students off after 7:45am, please utilize the Car Rider Drop-Off procedures detailed below.

Breakfast DROP-OFF: 7:30am – 7:55am (*serving line closes at 7:55am*)

ALL STUDENTS Main Entrance (YMCA only) or South Gate (*south side of school grounds*): westbound on California Ave:

Please approach on Sheridan Ave. heading eastbound from Shartel Ave., turn right onto Walker Ave. heading southbound and turn right onto California Ave. into the loading zone. Refer to map.

DROP-OFF: 7:45-8:00am

South Gate (California Ave.):

Please approach on Sheridan Ave. heading eastbound from Shartel Ave., turn right onto Walker Ave. heading southbound and turn right onto California Ave. into the loading zone. Refer to map.

- Pull your car as far forward into the loading zone as traffic allows, but DO NOT stop your car in the white striped area in front of the fire hydrant or in crosswalks. Police will issue traffic citations for those stopped in the fire zone or in crosswalks. Drivers may drop-off students during supervised times only.
- Students can unload from PASSENGER SIDE of vehicle only. (Move booster seats to passenger side)
 - > Parent/Guardians, please be ready and quick. We need to keep the line moving.
- Staff supervise students as they exit vehicles, offer assistance, and guide them along the walkway towards the cafeteria entrance.
- Once your child has exited your vehicle safely, exit the loading zone and continue straight on California or left (south) on Dewey. AVOID Dewey St. to the north as it is another unloading zone and is congested at this time of day.



- **8:00am** - Gates are closed and locked. *Students arriving after 8:00am must enter through main entrance.*

West Gate (Dewey Ave.):

Please use California heading eastbound and turn left into the loading zone along Dewey. AVOID coming in on California westbound, as this is another loading zone and is congested at this time of day. In order to join the back of this line, you may have to enter the line as far west as Classen Blvd. Refer to map.

- **7:45am** - Pull your car as far forward into the loading zone as traffic allows. Please DO NOT block crosswalks. Drivers may drop-off students during supervised times only.
- Students can unload from PASSENGER SIDE of vehicle only.
 - > Parent/Guardians, please be ready and quick. We need to keep the line moving.
- Staff supervise students as they exit vehicles, offer assistance, and guide them along the walkway to the cafeteria.
- Once your student has exited your vehicle safely, exit the loading zone continuing straight on Dewey Ave. or right onto Sheridan Ave. Avoid turning left onto Sheridan Ave., as it is a busy street at this time of day and will cause backups in the exit line.
- **8:00am** - Gates are closed and locked. Students arriving after 8:00am must enter through front entrance.

North Gate (Sheridan Ave.):

Please utilize the crosswalks at Sheridan Ave. and Walker Ave. As there is no stoplight at Sheridan Ave. and Dewey Ave., it is less safe to cross the street at that intersection. Refer to map.

- **7:45am** – Walk your student(s) to the North Gate, between the Gym and the Cafeteria. Wait at the gate until a teacher or administrator has opened the gate and welcomed the students.
- Please note that only John Rex Families who walk or ride bikes from their homes, offices, or work parking lots are permitted to utilize the North Gate Drop-off. All families arriving via car should be utilizing the Car Rider Drop-off at the South or West gates.
- **8:00am** - Gates are closed and locked. Students arriving after 8:00am must enter through front entrance.

Afternoon Pickup Information:

<p>Early checkout ends 15 minutes prior to the end of the school day due to students in transition to their dismissal locations. Changing end of day transportation is discouraged. However, if you need to change the daily norm of transportation, please send in a <i>detailed signed note</i> to the office that morning or call the office up to one hour before dismissal.</p> <p>For another adult to pick up your child, he/she <u>must be listed on the school record</u> as authorized to do so. If you have updated information to add to your student’s record and dismissal directive, please provide the office with written notification of requested changes. It is imperative that we are able to reach you or another authorized adult in an emergency.</p> <p>Late Pick-up: Students should be picked up no later than 15 minutes after dismissal time. If a student is habitually left at school, he/she will be sent to our YMCA (onsite). The YMCA charges a fee for students who are left in their care and not a regular JRCES-YMCA registered student.</p> <p>We understand that occasionally there are emergencies that come up and we will do everything that we can to assist you. These procedures will enable us to safely dismiss all students in the most efficient and timely manner possible. Thank you for your help and cooperation.</p>	Mon, Tues, Thurs, & Fri:		Wednesday:
	3:00pm PreK & Kinder	3:30pm 1st – 5th Grades	2:00pm All Grades
<p>Student Dismissal Locations:</p> <p><i>NOTE: All students will only be released using the Student Match Card System.</i></p>			
	Location	Details:	
Pre-K & Kinder Car Riders (3:00)	South Gate	Students report to designated area in Pre-K/K Hall for dismissal procedures. Parents remain in car. <i>See map</i>	
Daycare Riders & PK/K/1st + Sibling Car Riders	South Gate	Older siblings of Pre-K or Kinder students will report to the Pre-K Hall to meet siblings from Astronauts Club. Parents remain in car. <i>See map</i>	
Walkers	Gym - N. Gate	Students report to east end of gym. Parents must form a line at North Gate by Gym.	
2nd – 5th Car Riders	West Gate	Students report to the Gym for dismissal procedures. Parents remain in car. <i>See map</i>	
YMCA Aftercare	Cafeteria	Pick up through Main Entrance ONLY	

Car Rider Pickup Procedures:

- Teachers and Safety Committee PTA Volunteers will dismiss students at loading zones.
- You must remain in your car. Your child will be escorted to your car.
- Supervisors will call students using our Student Match Card System. No child will be released without a matching number card authorized by John Rex. No photocopies, printed pictures, or homemade Match Cards will be accepted.
- Students must wait in the designated area until the supervising teacher takes them to their teacher or PTA volunteer.



- No students will be dismissed from their classroom.
- If a student needs assistance buckling into a seat or booster, please pull forward first to allow other cars to load.

Attendance Policy

Student attendance is required for continued enrollment. All schools are required to track attendance according to state law. Chronic absenteeism is defined as missing 10% or about 18 days in a normal 180-day school year, or 2 days a month. Students that do not meet attendance requirements may be found truant and/or withdrawn from JRCES by revoking the student’s transfer, if applicable, or other disciplinary action may be taken. Truancy, including excessive late arrivals, (as well as late pick-ups) may result in referral to appropriate authorities.

It is important that all students attend school regularly. However, if a student has to be absent due to illness or other extenuating circumstances, it is the responsibility of the parent to notify the school by 8:30 a.m. on the day of the absence. Written or verbal communication is required to document excused absences in the office.

Any student who arrives after 9:45 a.m. will be counted ½ day absence for the morning. Pre-K and Kindergarten students that leave prior to 1:50 p.m. will be counted ½ day absence for the afternoon and K – 5th students that leave prior to 2:45 p.m. will be counted ½ day absence for the afternoon. **On Wednesdays** – Any student who arrives after 9:00 a.m. will be counted ½ day absence in the morning and any student leaving prior to 1:00 will be counted ½ day absence for the afternoon.

Please escort your child into the school lobby when bringing your child to school at the front door. If your child arrives after 8:00 a.m., you must walk your child in and sign them in at the office and your child will receive a tardy slip.

If the Head of School, or designee, determines that a parent and/or student are not upholding their agreement(s) with the School and abiding by School policy, a student may be denied a transfer to the School in future school years, or a transfer may be revoked effective immediately.

Before/After School Care

We have selected to partner with the Downtown YMCA for our before/after school care program. The program will be onsite at John Rex and will available from 7 a.m. until school begins and when school dismisses until 6 p.m. The YMCA offers childcare during breaks and vacations at the Downtown YMCA facility. For more information, please contact the Downtown YMCA.

Bullying

Bullying at JRCES is taken very seriously and will not be tolerated. Students should always feel welcome to notify their teacher or administrator if they feel they are being bullied or witness a bullying event. Bullying happens whenever someone uses his or her power unfairly to hurt another person. This type of aggression can take many forms, including physical, verbal or psychological and can happen repeatedly or be a one-time event.

Reporting vs. Tattling

- “Reporting” is telling an adult if a person is doing something harmful or on purpose. It indicates a need for help or that the student is scared.
- “Tattling” is trying to get another person in trouble or trying to get attention.
- Students should be encouraged to report “bullying” behavior. Once reported, they should be acknowledged for doing the right thing and told that the adult will investigate the matter and take care of it.

How to Respond to a Bully



Students are taught to look the bully in the eye, respond immediately and assertively say:

1. "Stop. I don't like what you said (did)."
2. *If the bully does not stop what he/she is doing, say...* "If you do not stop, it is my responsibility to report you (tell an adult)."
3. *If the bully does not stop immediately, report the incident to an adult.*

Stopping bullying is the responsibility of all school personnel. Faculty and staff will investigate all notifications of bullying. If your child has been bullied or witnesses a bullying event, a Bullying Report Form is available to be completed and submitted at <https://goo.gl/forms/MF4TZxdeJc76GsFI2>. Results will be reported back to the parties involved, within the boundaries of FERPA laws.

Parents may request a full copy of the Board Discipline Policy S-005 and S006 by contacting JRCES.

Checking Students Out

Parents must sign their child in and out at the office when a student leaves/returns the school during the day. The only people who will be allowed to check out a student are those who are listed on their enrollment information as parents/guardians or emergency contacts. If you ask someone else to pick up a child, please notify the office **in writing** before 2:30 p.m. (M, T, Th, F) and before 1:00 p.m. on Wednesday. Anyone picking up students must be prepared to provide their identification. Students who leave during the day and are gone for more than 2 hours will be marked as ½ day absent.

Child Custody Issues/Custodial Rights of Parents

Each parent or court-appointed guardian shall be assumed to have all legal rights pertaining to parenthood or guardianship. In those circumstances in which children's parents/guardians are legally separated or divorced, the parent(s) must provide the building administrator with a court order delineating the custodial rights of the parties involved. Unless parental rights have been legally waived or revoked, both parents retain full parental rights regarding access to school records, grades, parent-teacher conferences, IEP meetings, and so forth. JRCES will remain neutral in custody cases and will rely on parental agreement or court documents in honoring parental requests. Any changes require the parent(s) to provide the building administrator with the updated court order.

Child Nutrition

All meals served follow the guidelines of the National School Lunch and the National School Breakfast Programs. A computerized cashiering system is used for all JRCES students in the cafeteria. It is the responsibility of the parent to **monitor** and maintain a positive balance in their child's account. This system has many advantages for the student. The two most important advantages are:

1. No need for cash each day as the meals may be purchased in advance.
2. A PayPal Account has been set up to facilitate advanced purchase of meals. Contact the office for more information.

Parents are ALWAYS welcome to eat breakfast or lunch with their child, whether it is purchased at school or brought in to school. If parents want to eat the school lunch with their child, they must pay the **exact amount** in advance at the office.

Meal prices are set annually and are posted on the John Rex website. The school also provides a dairy free and nut-free table for students with those allergies may sit. A visitor's table is also available for those eating lunch with students.

- **How do I qualify for Free or Reduced Meal Benefits?** Free and reduced meal forms are sent home at the beginning of JRCES if you have additional questions. Forms are also available on the school website or in the office.



Applications and DHS Benefit Letters must be processed, eligibility determined and approval notification made before students receive free or reduced price meals. This process may take up to ten business days. Students are responsible for paying full price for all meals received prior to application approval.

Civil Rights

The School complies with the Civil Rights Laws [Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973] in assuring the students, parents, and employees of the school that the school does not discriminate on the basis of race, color, gender, national origin, disability, religion, or age. The Head of School is designated by the Board to coordinate the School’s efforts to comply with this assurance.

Current Student Information

For your child’s protection in the event of an illness or injury, schools must have the current address, home and work phone numbers, and at least two emergency contacts. Please call or send a note to the office if this information changes.

Discipline

Student Discipline/In School

The John Rex Charter Elementary School Board of Education believes that the school's primary goal is to educate. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. It is the policy of the School that students may be disciplined for any misconduct related to the programs or activities of the School.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

1. The seriousness of the offense;
2. The effect of the offense on other students;
3. Whether the offense is physically or mentally injurious to other people;
4. Whether the incident is isolated or habitual behavior;
5. The manifestation of a disability;
6. Any other circumstances which may be appropriately considered

Standards of behavior for all members of society are generally a matter of common sense. Some behaviors are not acceptable in society generally, and particularly in a school environment. When, in the judgment of a teacher or administrator, a student misbehaves, is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

Minor Infraction/Classroom Managed	Major Infraction/Office Managed
Disruption Disrespect Non-compliance Property misuse Physical contact Inappropriate language Lying Cheating Left supervised area Trash/littering Theft/possession of stolen property Name calling	Fighting Assault Reckless endangerment: engaging in conduct that creates a grave risk of death or serious injury Harassment Chronic bullying, including intimidation Weapon Destruction of Property Left supervised area (missing student)



Student Discipline/Out of School

The John Rex Charter Elementary School Board of Education recognizes that out-of-school conduct of students is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property or outside of school hours and not involving a school activity is proper if the conduct has an adverse effect upon the School. Therefore, it is the policy of this Board that any student will be subject to disciplinary action including, but not limited to, suspension from School for any conduct, which, in the opinion of the school administrators, has an adverse impact upon the School, even if such misconduct occurs off school property and during non-school time. Such activity includes, but is not limited to, the following:

1. Damaging school property;
2. Engaging in activity that causes physical or emotional harm to other students, teachers, or other school personnel, including social media;
3. Engaging in activity that directly impedes discipline at School or the general welfare of School activities.

Parents may request a full copy of the Board Out of School Discipline Policy S-008 by contacting JRCES.

Five-Tier Discipline Plan

The following is the JRCES five-step discipline plan that will be used to maintain a fair and consistent consequence for all students. The Dean of Students will work with teachers, parents, and students for implementation of the plan.

The classroom teacher will document minor infractions as necessary. The child's action will determine the level at which he/she is placed and consequence received. If further/repeated infractions occur, the child will advance to the next level. Please reinforce that proper behavior is expected at school so that we can have a safe and orderly environment where everyone can learn. Should you have any questions, please contact the Dean of Students.

Tier	Consequences	Procedures
Tier 1	Mild Consequences: List:	<input type="checkbox"/> Redirect/Modification based on need <input type="checkbox"/> Conference, loss of privileges or alternative assignment.
Tier 2	Moderate Consequences: List:	<input type="checkbox"/> Parents contacted via ClassTag <input type="checkbox"/> Loss of privileges/Buddy Teacher <input type="checkbox"/> Positive time-out/Safe Place
Tier 3	<i>In-School Suspension</i> <i>Students are removed from the regular classroom setting for a period of time and are provided schoolwork to be completed. Students are expected to be productive and not engage in any other misbehavior while in AISP.</i>	<input type="checkbox"/> Meet with Dean of Students <input type="checkbox"/> School-service work or additional loss of privileges. <input type="checkbox"/> Further disruptions or misbehavior while placed in ISS will result in further disciplinary action. <input type="checkbox"/> Parents contacted by phone
Tier 4	<i>Out-of-School Suspension:</i> <input type="checkbox"/> Short Term: _____ days <input type="checkbox"/> Long Term: _____ days	<input type="checkbox"/> Dates of Suspension _____ <input type="checkbox"/> Parent conference set prior to re-entry into school.
Tier 5	<i>Revocation of Transfer, if applicable</i>	<input type="checkbox"/> Effective Date of Revocation _____ <input type="checkbox"/> Parents contacted

Parents may request a full copy of the Board Discipline Policy S-007 by contacting JRCES.



Student Suspension and Revocation of Transfer

It is the policy of the John Rex Charter Elementary School Board of Education that the Head of School or designee may suspend a student or revoke a student's transfer to the School for any of the following reasons:

1. Acts of immorality;
2. Violations of School policy or regulations;
3. Possession of an intoxicating beverage, low-point beer;
4. Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities;
5. Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act);
6. Possession of a firearm;
7. Any act which disrupts the academic atmosphere of the school, or endangers or threatens fellow students, teachers, or officials or damages property; and
8. Adjudication as a delinquent for a violent or non-violent offense.

A student who has been suspended from any school within the state of Oklahoma, or another state, for a violent act or an act showing deliberate or reckless disregard for the health or safety of employees or other students shall not be entitled to enroll in the School until the term of the suspension has been met or the time of suspension has expired, and may be a consideration by the School as to whether to approve a transfer.

Parents may request a full copy of the Board Suspension Policy S-011 by contacting JRCES.

Emergency Protocol

John Rex Charter Elementary School has established a Standard Response Protocol (SRP). Weather events, fire, accidents, and intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

The SRP is based on these four actions: Lockout, Lockdown, Evacuate, and Shelter. In the event of an emergency, the action and appropriate direction will be taken. John Rex Charter Elementary School is required by and complies with the Oklahoma School Security Commission (OSSC) to complete Security, Tornado, Fire, and other drills and to report when these drills take place.

English Language Learners

John Rex Charter Elementary School has established an English Language Learners (ELL) Program. The Board recognizes English to be the primary language spoken and taught within the School. The School will provide programs, services and activities designed to meet all state and national academic standards for English language learners equivalent to those standards expected of all learners.

ELL Testing

Appropriate testing will be administered to students in grades PreK-12 whose primary language is not English in order to determine English language skill proficiency in listening, speaking, reading, and writing. All English language learners will be identified for testing, appropriate placement, and specialized instruction. For more information, contact the ELL Teacher.

Parents may request a full copy of the Board ELL Policy I-001 by contacting JRCES



Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“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 educational records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to Head of School a written request that identifies the record(s) they wish to inspect. The Head of School 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 believe are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Head of School, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosure of personally identifiable information contained in the student’s educational 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); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performance of 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 educational records without consent to officials of other school schools or post-secondary schools in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-4605

Guidelines for Visiting Animals

To limit the risk of injury and allergic reactions from animals to students and teachers, the school has established guidelines for animals in the classroom that include animals that parents bring to visit a classroom.

Parents who would like to take an animal to visit a child’s classroom need to contact the child’s teacher in advance to obtain the specific guidelines and fill out the necessary form. Teachers wanting to have a classroom pet must also check for allergic reactions of students.

Head Lice

When a student is found to have live head lice or nits:

1. The parent is notified and information related to detection and elimination of head lice and nits may be provided to the parent or guardian.
2. The student will be sent home from School so as to avoid any other students or staff from being infected.
3. The parent is instructed that the student must be treated before returning to School, and evidence of the treatment should be provided to the School (e.g., used treatment container/note).
4. The school may check student’s head upon return to School. If live lice or nits are found, the student should not return to the classroom. Parents will be instructed to remove all live lice and nits before the student returns.



5. If only nits are found, the parent will be notified to keep combing them out with a lice comb at least daily for the next two weeks.
6. School staff may do follow up head checks to confirm lice and nit elimination efforts.
7. If live lice or nits are found, the process of notification to parents/guardians begins again.

When to check beyond the identified student with live lice or nits:

1. Determine if the student has siblings in the School. If yes, then check the siblings.
2. Full classroom screenings for head lice may be done as deemed necessary by the Head of School, or designee.

Health Screenings

Each year various health screenings are conducted at school. While each school is different in the screenings they do, the following health screenings may be done on the students at your child's school: vision, hearing, and/or dental. If you do not want your child screened, please call JRCES and specify which screenings you do not want done on your child. You will be asked to provide, in writing, any requests.

Home & School Communications

Thursday Folders / Agenda Planners

Thursday folders will be sent home each week with completed student work, various communications from the teacher (i.e. weekly newsletter), the school, and the PTA. Parents are to sign and return the folder/agenda to school. All teachers maintain a mobile application as a form of communication for parents to join to receive information about their child, class/school events, etc. Please be watching for this request at the beginning of the year.

Homework

At John Rex we acknowledge the potential value of students working at home on tasks and assignments. Research indicates that the type of homework varies depending on the age of the child. Although there are mixed findings about whether homework actually increases students' academic achievement, many teachers and parents agree that homework develops students' initiative and responsibility. Studies generally have found homework to be most helpful if they are carefully planned by the teachers and have direct meaning to students.

What Is Homework?

Homework is defined as out-of-class tasks assigned to students in support of skills taught in the classroom. There are three types of homework: practice, preparation, and extension.

- Practice assignments reinforce newly acquired skills
- Preparation assignments help students get ready for activities that will occur in the classroom
- Extension assignments are frequently projects that parallel classwork

An emphasis on differentiated homework assignments is highly encouraged. In addition, homework is not to be assigned as a disciplinary consequence.

Effective Homework Assignments

- Are curriculum-based and meet the needs of students through differentiation/choice
- Are designed to require no additional teaching outside of the classroom
- Are engaging, relevant to student interests, and help students connect with the real world
- Should not require resources or technology to which a student may not have access
- Should not require parents/guardians to teach new concepts; and
- Are reviewed, given academic feedback, and returned to the student in a reasonable time



Timeframe for Homework

The JRCES school day is longer than most schools. Recognizing that students also need quality time with family/friends and may participate in other activities (e.g. music lessons, sports), homework may be provided to students up to 2-3 days per week within these approximate timeframes:

- Pre-K & Kindergarten: 20 minutes of daily at-home reading*
- 1st & 2nd grades: 30 minutes, *including* the 20 minutes of daily at-home reading*
- 3rd, 4th, & 5th grades: 40 minutes, *including* the 20 minutes of daily at-home reading*

*All students are expected to participate in at least 20 minutes of daily at-home reading. Activities may include reading to/with your child and/or independent reading. Typically, most children enjoy being read to, regardless of their age. Depending upon your child's developmental reading stage, s/he may be ready for more independent reading. Independent reading levels are predictably one grade level less than the current instructional reading level. Reading for pleasure at an independent reading level builds fluency and comprehension while also inspiring a lifelong love of reading.

Completion of work due to absence(s) may result in a longer time commitment than the above approximated times. Parents should contact the teacher to arrange for missed work.

We encourage students to have well balanced lives outside of school and we value the time away from the classroom. Students may be involved in a range of after-school organized activities such as dance, singing, sports, drama, and cultural activities. And, finally, we firmly believe that students should have relaxation and recreational times.

Illnesses

When students and staff are sick, we encourage them to stay home. It is important to stay home at least 24 hours after fever (chills; sweating or flushed appearances) has disappeared **without** using a fever-reducing medicine.

Many people are still contagious with the stomach flu for 3 or more days after the symptoms have stopped. Your child needs to be well for at least 3 days before you send them back to school. That means 72 hours since they last vomited or had diarrhea. Twenty-four hours is the **minimum** amount of time to wait to be sure your child is no longer ill.

Learning Behaviors for Success

John Rex Charter Elementary School's *Learning Behaviors for Success* (LBS) are the observable behaviors that contribute to a student's success in school, work, and life. They are important qualities in our social curriculum and will be on your child's report card. They do not exist in isolation, but should be an integral part of the school culture as demonstrated in daily classroom instruction and assessment.

Therefore, LBS should be rated on the qualities your child displays across all content areas and not just a single discipline. It is important that all teachers infuse the LBS into all areas of the curriculum and rate them accordingly, e.g., effective communicator is observed and rated in all classes and not only in Mathematics.

SELF-DIRECTED LEARNER: <i>being responsible for his or her own learning</i>
COMMUNITY CONTRIBUTOR: <i>understands that it is essential for human beings to work together</i>
COMPLEX THINKER: <i>demonstrates critical thinking and problem-solving strategies</i>
QUALITY PRODUCER: <i>recognizes and produces quality performance and quality products</i>
EFFECTIVE COMMUNICATOR: <i>communicates effectively</i>
EFFECTIVE/ETHICAL USER OF TECHNOLOGY: <i>uses a variety of technologies effectively & ethically</i>



Lost and Found

We request that your child's name be clearly marked on all items that come to school. Lost items that are found will be donated quarterly and then resold by the PTA or contributed to charity. Any unmarked items will be donated.

Medical Alert Form

Parents are requested to complete the "Annual Medical Alert" for each child enrolled at JRCES. This form alerts all staff to any medical problems your child may have (i.e. allergies, asthma, diabetes, seizure disorders, hearing or vision problems, etc.) This also alerts all staff to the treatment or restrictions that need to be followed in case of an emergency.

Medications Given At School

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. It is the responsibility of the parent to inform appropriate school personnel of medical conditions of the student and medications that the student is taking that may have an effect on their child's educational success, even if the medications are not taken at school. This information will be kept in confidential health records. If, however, it is necessary that a medication be given during the school day, compliance with the following instructions is required. **For the safety of all students, students are not allowed to have any medication in their possession (unless pre-approved items such as EpiPens). All medication to be given at school must be kept in the school clinic regardless of the student's age.** The "Authorization for Administering Medication" form must be on file with the JRCES office in order for students to receive medication during the school day. For the complete list of regulations on giving medications at school, contact the office.

Non-Discrimination Policy

It shall be the policy of John W. Rex Elementary Charter School and its Board of Directors to prohibit discrimination based on the following grounds:

Race	Ethnicity	Gender identity/expression	Veteran status
Color	Age	Genetic information	Citizenship
Religion	Sex	Socio-economic status	Disability
Family or Marital Status	Sexual orientation	Any other status covered by applicable law	

In addition to the grounds set forth above, discrimination against a student or applicant for enrollment purposes based on English proficiency, achievement, aptitude, or athletic ability is prohibited.

This policy shall apply to both members of the Board of Directors and all employees of the school when they are acting in their official capacities and/or carrying out the duties and responsibilities that are required of them due to their positions with the school. It shall also apply to students as they interact with one another. It shall also apply to volunteers who act on behalf of the school.

Notice Regarding Directory Information

Please read carefully this notification of rights concerning the privacy of student information. If you wish to restrict the release of information about your child, please annually notify your JRCES in writing.

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that JRCES, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, JRCES may disclose appropriately designated "directory information" without your written consent, unless you advise the school to the contrary. The primary purpose of directory information is to allow JRCES to use this type of information from your child's education records in certain school publications or media stories.



Examples of these uses include:

- Honor roll or other recognition lists
- School directories
- Printed programs showing student roles in plays or other fine arts programs
- Stories written or taped by newspaper, television, radio or Internet media

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 publish yearbooks
- Companies that provide tutoring

JRCES has designated the following information for possible disclosure:

- Student's name
- Parent's or guardian's name
- Address
- Email address
- Telephone number
- Grade level
- Honors and awards received
- Student statements/quotes
- Photographs
- Audio or video or files which identify the student's participation in and/or achievements earned in enrolled courses or recognized activities and sports.

The school will be free to release or use directory information as appropriate without prior consent, unless parents notify the Head of School in writing **within 10 days** of the date of receiving this handbook that the above information should not be released without consent. Parents/guardians may submit a written request to JRCES. Requests must be submitted each academic year.

Parties

No more than three parties are planned during the school year. When these parties occur may change from year to year. Teachers may plan special events (not additional parties) that are an extension of the regular curriculum. Parents may assist with special activities anytime during the school year under the direct supervision of the classroom teacher. It is critical that a certified teacher is always responsible for students.

Floral or balloon bouquets that are delivered to school will not be delivered to classrooms but kept in the office. The student may be called out of his/her class to see the arrangement, but will not be delivered to class.

If you are planning a private birthday party, please work with the teacher to distribute invitations in an unobtrusive manner. Invitations are allowed to be distributed in class only if the entire class is being invited. You may wish to obtain a school directory for published personal information.

Photo/Media Release

The JRCES enrollment form includes a section in which parents initial to grant permission for their student's image to be used in school publications. Student photographs are commonly used in yearbooks, websites, newsletters and other school publications. Parents who do not wish for their child's image to be used in school publications must notify JRCES in writing each academic year.



Problem Solving Procedures

From time to time, problems may arise that need to be addressed. The following procedures have been put into place to secure the lowest level of equitable resolution for the problem. A parent-teacher conference should always be the first level of communication. If an agreeable solution cannot be reached, a Parent-Dean of Student conference may be arranged. These procedures will be kept as informal and confidential as may be appropriate in order to facilitate reconciliation, communication, and the strengthening of the school community.

State Mandated Testing

Beginning in the third grade, John Rex Charter Elementary School will be participating in the Oklahoma Criterion Curriculum Test (OCCT). We again would like to stress the importance of insuring your child's attendance during the testing time and ask for parental commitment to this vital piece of assessment. For more information on this, please visit the Oklahoma State Department of Education's website at <http://www.ok.gov/sde/rsa-legislation>.

Student Acceptable Use Policy

Computer network resources, provided by JRCES via Oklahoma City Schools, enable communication with electronic communities around the world. The use of electronic resources shall be consistent with the purpose, mission, and goals of the John Rex Charter Elementary School and used only for educational and professional purposes. The purpose in providing these services is to facilitate access to information and resources.

Student Creed

As a part of our culture and climate, we ask all students and teachers to live and learn our John Rex Rocket Creed. Your child will be taught hand movements that go with the creed. Please help your child practice the creed.

I am a proud John Rex Rocket. It is my mission to demonstrate...

- **Respect for others**
- **Ownership of my behavior**
- **Citizenship**
- **Kindness**
- **Excellence**
- **Trustworthiness**
- **Safety**

Substance Abuse By Students

Student Substance Use, Possession, Being Under the Influence

Whenever a student is suspected of using, consuming, possessing, or being under the influence of drugs or alcohol, the Head of School shall verify such suspicion by observation and/or documentation.

Use, Possession, or Being under the Influence of Drugs or Alcohol/Distribution of Non-controlled Prohibited Substances: The following discipline shall be imposed on students who violate the policy provisions relating to (a) the use, consumption, possession, abuse or being under the influence of an alcoholic beverage, low-point beer, narcotic drug, stimulant, barbiturate, marijuana, depressant, hallucinogen, opiate, inhalant, counterfeit drug, any controlled substances, controlled substances without a valid prescription, mood altering chemicals or drug paraphernalia, or (b) the sale, transfer, distribution, or exchange of any over-the-counter medications, counterfeit drugs, alcoholic beverages or low-point beer.

For any student attending the School on a transfer, the Head of School may either immediately revoke the transfer such that the student shall return to the School that would otherwise be their home/resident school; or the Head of School may impose other disciplinary action as appropriate and revoke the transfer to the School at the semester or the end of



the school year as determined by the Head of the School. For students that reside within the residence boundaries of the School, the following disciplinary actions may be taken:

First Offense: Upon verification of a first offense, the Head of School or designee shall notify the student's parent or guardian. The Head of School or designee shall suspend the student found to have violated these provisions for a minimum of 10 days. The Head of School or designee may modify the suspension. Furthermore, the Head of School or designee may recommend long-term suspension up to the remainder of the semester/term depending on circumstances of violation and/or lack of compliance with Student Assistance Program.

Subsequent Offenses: Upon verification of a subsequent offense, the Head of School or designee shall notify the student's parent or guardian. The Head of School or designee may recommend long-term suspension for the remainder of the current semester/term and succeeding semester/term.

Parents may request a full copy of the Board Substance Use Policy A-010 by contacting JRCES.

Title IX Procedures

Title IX protects students and employees from all forms of sex discrimination, including discrimination based on sexual orientation, gender identity, parental status, or marital status. John Rex is committed to providing an environment that is free from all forms of sex discrimination, which includes gender-based discrimination, sexual harassment and sexual violence, as regulated by Title VII and Title IX, and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding all forms of sex discrimination and sexual harassment.

John Rex reserves the authority to independently deal with sex discrimination and sexual harassment whenever becoming aware of their existence, regardless of whether a complaint has been lodged in accordance with the grievance procedure. Any student, parent/guardian, current or prospective employee or other individual within the school community who believes he/she has experienced and/or observed sex discrimination or sexual harassment should promptly report the matter to the school's Title IX Coordinator, Dr. Joe Pierce, via email at jpierce@johnrexshool.org or any other school administrator.

See Board Policy on Title IX Procedures for the complete policy, forms, and detailed information

Uniform Dress Code

The John Rex Board of Education requires the wearing of student uniforms in order to promote and to maintain an orderly and safe learning environment, to eliminate distractions while at school so as to increase the focus on instruction, to minimize socio-economic differences so that all students are treated equally, and to encourage and to promote professional and responsible dress for all students.

Caps, hats, or head coverings including scarves, bandanas, and sweatbands are not worn in school building. Exceptions include a head covering associated with student's religious beliefs, for medical reasons, or as approved by school administration for a special school activity.

Students have the right to choose their own grooming and clothing styles subject to the requirements of this policy. We also recognize that the learning environment may be disrupted when students alter their hair. Hair should be well groomed and students should refrain from using coloring (including gels or sprays) or other hairstyles that could be deemed as a distraction.

Parents may request a full copy of the Board Dress Code Policy S-001 by contacting JRCES.

To see specific color and style choices, please visit www.johnrexschool.org



Visitors

Our children's safety is important to us. While we welcome visitors, we must maintain a secure campus. All visitors must sign in through the Lobby Guard System located in the office foyer. All visitors must utilize their driver's license or other photo identification to obtain access and a visitor badge. Please do not walk your child to class as this can disrupt the class or monopolize the teacher's time. All outside building doors, playground gates, and classroom doors will remain secured during school hours.

Walking Field Trips

The JRCES Permissions and Authorization form includes a section in which parents initial to the grant permission for their student(s) to participate in walking field trips in the downtown area under the supervision of JRCES faculty. Parents will receive notification from their child's teacher in advance of any such trips. Parents are encouraged to volunteer as a chaperone or guest on field trips. Chaperones will be expected to assist in supervision of students while guests are welcome to attend.

Weather Policy / School Closings

Should it become necessary to close school because of bad weather, we ask that you do the following to find out whether school will be in session

- Listen to one of the three major network channels on television.
- Do **not** call the school, school officials, or radio or TV stations. These lines must be kept open.
- When school is called off, the Head of School's goal is to notify the media by 6:00 a.m.
- If a winter storm hits in the afternoon, the snow day announcement may be on the 10 p.m. news.
- When winter conditions develop during the school day, the school will send out notification if there is to be an early dismissal option.
- In order to avoid confusion, the television stations are **not** notified when school will be in session as usual.
- Parents may also be notified using social media or our most current school app.

Weapons-Free School

The John Rex Charter Elementary School Board of Education recognizes its responsibility for the safety of the students and staff. Therefore, the Board prohibits the possession and/or the carrying of dangerous weapons by students, employees, or others either in a vehicle or about the person, whether concealed or open, while on School property, at a school-sponsored activity, or on a school bus. The policy includes all weapons listed or any object that is considered dangerous or capable of inflicting serious bodily harm. Dangerous weapons also include all instruments that could not be considered dangerous weapons when used in the manner intended by the manufacturer, but which are used by an employee or student in a way that is dangerous or capable of inflicting serious bodily harm.

It is the policy of this School to comply fully with the Gun-Free Schools Act.

1. Any student in this school who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from School for not less than one full calendar year, and if attending the School on a transfer, may have their transfer immediately revoked. The Head of School or designee has the authority to modify the term of a suspension on a case-by-case basis. However, any substantial modification must be reported to the Board.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine



or any device similar to the above. Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billyclub, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Other dangerous weapons include: Manually operated pocket knives, box knives, knife replicas, utility or scouting type knives, ammunition clips for automatic weapons, pipes, gun replicas, or any objects considered dangerous or capable of inflicting serious bodily injury; or any object, which through ordinary use is not considered a dangerous weapon, but which is used in a way that is dangerous or capable of inflicting serious bodily harm. Police will be allowed to carry weapons in the performance of their duties.

Parents may request a full copy of the Board Weapons-Free School Policy A-006 by contacting JRCES.

Withdrawal from School

Please notify the school several days in advance if you will be withdrawing your child from school to allow sufficient time to process the withdrawal and prepare the student's records for transfer to the new school. All textbooks and library books must be returned and school debts (cafeteria charges, lost books, etc.) paid before a student is cleared and records released.

