John Rex
Charter School

School Board Policies

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POLICY A-001
SCHOOL CALENDAR (HOURS)

Introduction
The Board of Education of John Rex Charter Elementary School wishes to use a "hours" schedule instead of days, the School must adopt a policy and notify SDE prior to September 15 of the applicable year.

School Calendar
The school year shall consist of not less than one thousand eighty (1,080) hours of classroom instruction. In addition, parent-teacher conferences may be held during the school day and counted as classroom instruction for no more than six (6) hours per semester, for a total of twelve (12) hours per school year. Annually, the Head of School or designee shall prepare and present for Board approval a school calendar which indicates the dates of the opening and the closing of school and any applicable instructional and professional days. Extending the length of the school day to make up for instructional hours lost due to school cancellations is an option to be given consideration.

School Day
The Head of School, or designee, shall establish the school hours within the school day and class schedules, and may provide for flexible scheduling and a longer school day to accommodate flexible scheduling. The Head of School shall be responsible for implementing an instructional schedule for each student which provides for the best use of the student's time in relationship to the student's goals within the framework of practicable school operation, course offerings, and staffing.

Class Size
John Rex Charter Elementary School is exempt from the requirement to maintain appropriate class sizes as required by Oklahoma statutes.

School Ceremonies and Observances
John Rex Charter Elementary School may conduct a daily pledge of allegiance to the flag of the United States of America and a moment of silence. The United States and Oklahoma flags shall be flown on the school grounds on all school days when weather permits. The flags should be lowered as declared by state or federal government officials. During gatherings and assemblies where a stage or a podium is involved, the United States and Oklahoma flags shall be appropriately placed on the stage or beside the podium.

The School may observe the holidays of various religions and present assembly programs with songs and decorations in accordance with the traditional and historical significance of the religious holiday. The School may conduct programs commemorating events in Oklahoma's history and U.S. history.

Closed Campus
All students are to remain on the school campus between the time of arrival and the close of the school day unless leaving for school-sponsored events or checked out by a parent or guardian. Parents and/or guardians must check out students through the school office before taking the student from campus. Students who leave campus without permission shall be subject to disciplinary action.

Updated: June 2015 & February 2020
Adopted: July 2014
LEGAL REFERENCE: 70 0.S § 1-109-111.

POLICY A-002
TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

Introduction
It is the policy of the John Rex Charter Elementary School Board of Education to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records.

For the purposes of this policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner.

The school will transfer and release confidential information in accordance with this policy to:

1. The Department of Human Services,
2. The Department of Mental Health and Substance Abuse Services,
3. The State Department of Health,
4. The State Department of Education,
5. The State Department of Career and Technology Education,
6. The Oklahoma Commission on Children and Youth,
7. The J.D. McCarty Center for Handicapped Children,
8. The Department of Corrections,
9. Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (8) and providing institutional, community residential or community-based services as defined by Title 10, Section 7001-1.3 of the Oklahoma Statutes, to children and family,
10. Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (8),
11. Statutorily-constituted juvenile bureaus, and
12. Other school districts upon their request and in compliance with state law.

Unless otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult.

The School will follow the rules promulgated by the State Department of Education for authorizing access to and the transfer or release of confidential information for the purpose of gathering statistical information or conducting studies or research otherwise authorized by law.

The School may charge $.10 per page for all copies made pursuant to this policy plus the actual cost of mailing the copies.

Adopted: July 2014
LEGAL REFERENCE: 10 O.S. §620.1, et seq.; 10 O.S. §7001-1.3; 70 O.S. §24-101.4.

POLICY A-003
HEALTHY AND FIT SCHOOL ADVISORY COMMITTEES

Introduction
Oklahoma Senate Bill 1627, the Healthy and Fit Kids Act of 2004, requires each public school site in Oklahoma to establish a Healthy & Fit School Advisory Committee which is an advisory group of at least six individuals who represent segments of the school (i.e. teacher, coach, student, administrator, parent, school nurse, health care professional, community member, food service personnel, custodian, school bus driver, school secretary, school counselor). The group acts collectively to study, make recommendations, and to provide advice to the Head of School and school regarding school health issues. The Healthy & Fit School Advisory Committee is committed to creating healthy school environments enabling students to reach their learning potential.

Health and Wellness Education
The John Rex Charter Elementary School Board of Education recognizes that student health and success in school are interrelated. The school cannot achieve its primary mission of education if students (and staff) are not healthy and fit physically, mentally, and socially. The Board of Education will present students with a wide spectrum of health information, delivered in different aspects through the instructional program. In order to play a proactive role in preventing disabling chronic health conditions such as unnecessary injury and disease; helping students learn to take responsibility for their own health and adopting health-enhancing attitudes and behaviors, the school shall adopt a comprehensive health education program consistent with the requirements of state and federal law. The school will provide resources and materials to classroom teachers that will complement physical education and the subjects taught integrating health and wellness in the classroom.

The school's program will be monitored in cooperation with the school's Wellness Committee and Healthy and Fit School Advisory Committees. The input of students, staff, parents and members of the community are encouraged.

Physical Education and Physical Activity Opportunities
The Head of School, or designee, shall promote a comprehensive health and fitness curriculum aligned with the Oklahoma standards. Evaluation procedures will utilize classroom-based assessments or other strategies.

Physical Education: **To the extent required by law,** all students in grades kindergarten through five should complete an average of sixty (60) instructional minutes per week of physical education and an additional 60 minutes to include health/wellness education and a variety of means to increase student physical activity for a total of 120 minutes. In addition, students must be physically active during the majority of time in physical education class. This includes instruction and practice in basic movement and fine motor skills, progressive physical fitness and wellness activities through age-appropriate activities.

Suitable adapted physical education shall be included as part of individual education plans for students with chronic health problems, other disabling conditions, or other special needs that preclude such students' participation in regular physical education instruction or activities. Only medical waivers/exemptions from participation in physical education shall be allowed.

Integrate Physical Activity in the Classroom: The school will provide professional training to classroom teachers on effective ways to integrate physical activity into their curriculum. Schools should discourage extended periods (i.e., periods of two or more hours) of inactivity. Therefore, teachers will be encouraged to provide short physical activity breaks between lessons or classes as appropriate. When activities such as mandatory school-wide testing make it necessary for students to remain indoors for long periods of time, the school should give students periodic breaks during which they are encouraged to stand and be moderately active.

Daily Recess: All students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Physical Activity and Punishment**:** Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity as punishment.

Child Nutrition Program

On December 13, 2010, President Obama signed the Healthy Hunger Free Kids Act of 2010, also known as the Child Nutrition Reauthorization 2010, into law. Subsequently, the USDA released their proposed guidelines, in accordance with this Act, on January 13, 2011. The committee has proactively included these proposed changes into our updated policy to be at the forefront of making these positive changes.

Nutrition Standards: John Rex Charter Elementary School will operate a school nutrition program that will include lunch, and breakfast, through participation in the Child Nutrition Programs. The Head of School in conjunction with the food service supervisor and with the approval of the Board of Education will establish and post meal prices.

As required for participation in the Child Nutrition Programs, the Board prescribes that:

- School lunch is to be made available to all students.
- Free and reduced price lunches are to be made available for students who meet the federal income guidelines.
- In the operation of the Child Nutrition Programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. Discrimination complaints under these programs should be filed with the State Department of Education Child Nutrition Programs, 2500 North Lincoln Blvd., Oklahoma City, Oklahoma 73105-4599.

The school shall inform parents of the eligibility standards for free or reduced price meals. Reasonable efforts shall be made to protect the identity of students receiving such meals. A parent has the right to appeal to the Head of School any decision with respect to his/her application for free or reduced price food services. The Head of School may set a maximum balance limit that students can charge on a meal account so as to limit the number and size of any negative meal accounts at the School. The Head of School may set a maximum balance limit students can charge on a meal account.

It is the intent of the Board of Education that John Rex Charter Elementary School takes a proactive effort to encourage students to make nutritious food choices. Meals served in school before the end of the last lunch period shall conform to the U.S. Dietary Guidelines for Americans. Training and support to food service and other relevant staff will be provided to meet nutrition standards for preparing healthy meals. Food and beverages sold or served on school grounds or at school-sponsored events shall meet the federal

requirements for nutritional standards and/or other guidelines as may be recommended by the school, John Rex Charter Elementary School Wellness Committee and/or any Healthy and Fit School Advisory Committee. Food, beverages, and candy will not be used to reward or punish academic performance or student behavior. The Head of School shall ensure that nutritious foods are available as an affordable option whenever food is sold or served on school property or at school sponsored events.

The Head of School is directed to prepare rules and regulations to implement and support this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks, and beverages sold from vending machines, school stores and fundraising activities and refreshments that are made available at school parties, celebrations and meetings), including staff development, family and community involvement and program evaluation.

The school shall encourage healthy fundraisers as alternatives to fundraising that involve selling food items of limited nutritional value, such as candy, cupcakes or sugary beverages. Example: sales of candy items (candy bars, sugar coated chocolate snacks, cookie dough) as a school or grade-level fundraising project should be replaced with non-food items such as candles, flower plant seeds, etc.

Nutrition Education: The School's child nutrition program shall reflect the Board's commitment to providing adequate time for instruction to promote healthy eating through nutrition education, serving healthy and appealing foods, developing food-use guidelines for staff and establishing liaisons with nutrition service providers as appropriate. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level and coordinated with the school's nutrition and food services operations. The School will use multiple channels to promote healthy eating behaviors, including the classroom, cafeteria, and communications with parents.

Employee Wellness

The John Rex Charter Elementary School seeks to promote and support a healthy work environment, health awareness, individual responsibility for a healthy lifestyle, decreased risk of disease and enhanced quality of life for all personnel. The school will provide opportunities along with tools and resources that empower personnel to make healthy lifestyle choices to improve health and well being. The John Rex Charter Elementary School Wellness Committee will provide a Coordinated School Health framework from which the Wellness Committee shall make recommendations, provide guidance, and oversee timely opportunities for access to health and wellness information, fitness challenges and other opportunities for the promotion and preservation of healthy lifestyles.

Monitoring and Policy Review

The Head of School or designee (e.g. John Rex Charter Elementary School Wellness Committee) will ensure compliance with established health and wellness policies.

1. The Head of School or designee (Healthy and Fit School Advisory Committee) will ensure compliance with those policies in his/her school.
2. School food service staff will ensure compliance with nutrition policies within school food service areas.
3. The School will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

Updated: June 2015 & February 2020
Adopted: July 2014
LEGAL REFERENCE: P.L. 108-235, Sec. 204; 70 O.S. § 11-103.9; 70 O.S. § 24-100a; 70 O.S. § 11-103.9.
REFERENCE: USDA Regulations.

POLICY A-004
WELLNESS POLICY

Introduction

John Rex Charter Elementary School (hereto referred to as the LEA) is committed to the optimal development of every student. The LEA believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

This policy outlines the LEA's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the LEA have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during, and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the LEA in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The LEA establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff, and schools in the LEA.

I. School Wellness Committee

Committee Role and Membership

The LEA will convene a representative LEA wellness committee that meets at least two times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of this LEA-level wellness policy (heretofore referred as "wellness policy").

The Committee membership will represent, but not be limited to: parents; representatives of the school nutrition program (ex., school nutrition director); teachers; school administrators, school board members; health professionals; and the general public.

Leadership

The Head of School or designee(s) will convene the Committee and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy. The Committee will consist of staff, teachers, parents and others as necessary to improve student wellness and in compliance with the law.

II. Wellness Policy Assessment Implementation, Monitoring, Accountability, Community Engagement, and Public Release

Annual Progress Reports and Assessment Implementation

The LEA will compile and publish an annual assessment report to share basic information about the wellness policy and report on the progress of the schools within the LEA in meeting wellness goals. This annual report will be published around the same time each year, and will include information from each school within the LEA. This report will include, but is not limited to:

- The website address for the wellness policy and/or how the public can receive/access a copy of the wellness policy;
- A description of the LEA's progress in meeting the wellness policy goals;
- A summary of the LEA's events or activities related to wellness policy assessment implementation;
- The name and position title of the designated LEA policy leader(s) identified in Section I; and
- Information on how individuals and the public can get involved with the Committee.

The LEA will actively notify households/families of the availability of the annual report. The Committee, will establish and monitor goals and objectives for the LEA.

Policy Review, Update and Responsible Parties

The Committee will work with stakeholders and the school administration to update or modify the wellness policy based on the results of the annual progress reports and assessments, and/or as LEA priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as needed.**

Community and Stakeholder Awareness, Outreach, and Communications

The LEA is committed to being responsive to community input, which begins with awareness of the wellness policy. The LEA will actively communicate ways in which representatives of Committee and other Stakeholders can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means appropriate for that LEA. The LEA will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The LEA will use electronic mechanisms, such as email or displaying notices on the LEA's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The LEA will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the LEA and individual schools are communicating other important school information with parents.

Public Release

The LEA will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum.

III. Nutrition

School Meals

Our school LEA is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

The LEA participates in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP). The LEA is committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The LEA offers reimbursable school meals that meet USDA nutrition standards.)

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day* and throughout every school campus* ("school campus" and "school day" are defined in the glossary). The LEA will make drinking water available where school meals are served during mealtimes. In addition, students may be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

Competitive Foods and Beverages

The LEA is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. Competitive Foods and Beverages will not be allowed.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The LEA will make available to parents and teachers a list of healthy fundraising ideas [*examples from the Alliance for a Healthier Generation and the USDA*].

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff and teachers, parents, students, and the community.

The LEA will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.

Nutrition Education

The LEA aims to teach, model, encourage, and support healthy eating by students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise); and
- Include nutrition education training for teachers and other staff.

IV. Physical Activity

Children and adolescents should participate in 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive, school-based physical activity program that includes these components: physical education, recess, classroom-based physical activity, and out-of-school time activities and the LEA is committed to providing these opportunities. Schools will ensure that these varied opportunities are in addition to, and not as a substitute for, physical education.

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) **will not be withheld** as punishment for any reason The LEA will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

To the extent practicable, the LEA will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The LEA will conduct necessary inspections and repairs.

Physical Education

The LEA will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts.

All students will be provided equal opportunity to participate in physical education classes. The LEA will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All LEA **elementary students** will receive physical education for at least **120 minutes per week** throughout the school year.

Essential Physical Activity Topics in Health Education

The LEA will include in the health education curriculum the following essential topics on physical activity:

- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community

Recess

The LEA may offer **recess** on all or most days during the school year. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather is feasible for outdoor play.
In the event that the school or LEA must conduct **indoor recess,** teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.
Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Physical Activity Breaks

The LEA recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students may be offered **periodic opportunities** to be active or to stretch throughout the day on all or most days during a typical school week. The LEA recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom time. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

Before and After School Activities

The LEA offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods.

V. Other Activities that Promote Student Wellness

The LEA will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The LEA will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

Community Partnerships

The LEA will develop relationships with community partners (i.e. hospitals, universities/colleges, local businesses, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Engagement
The LEA will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection**,** the LEA will use electronic mechanisms (such as email or displaying notices on the LEA's website), as well as non-electronic mechanisms, (such as newsletters, presentations to parents, or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

Staff Wellness and Health Promotion
The Committee will have also focus on staff wellness issues, identifies and disseminates wellness resources, and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the LEA will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The LEA promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Updated: October 2014 & February 2018 & February 2020
Adopted: July 2014
Reference: Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296); Richard B. Russell National School Lunch Act (42 USC 1758b), Local School Wellness Policy Implementation; Women, Infants and Children (WIC) Reauthorization Act of 2004 (Public Law 108-265).

POLICY A-005
SAFETY PROGRAMS

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

Safety Education
The practice of safety shall also be considered a facet of the instructional plan of the School by virtue of educational programs such as traffic and pedestrian safety, driver education, fire prevention, and emergency procedures which are appropriately suited for students of different grade levels. In addition, safety education shall be provided as is necessary and appropriate to students participating in laboratory science courses, shop courses, and physical education courses. The Head of School, or designee shall be responsible for the supervision of a safety program for the school.

Safe Schools Committee
The School and the families of the school's students should work together to address concerns of safety and the threat of violence in schools. Therefore, the School hereby authorizes the establishment of a Safe School Committee. The Head of School, or designee shall appoint two (2) teachers, two (2) students, and two (2) parents or guardians of students to the school's Safe School Committee.

The Head of School, or designee shall appoint the members of the Committee at the beginning of each school year, but no later than October 1. The Committee shall study and make recommendations to the Head of School, or designee at least once each year regarding unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and any other issues which relate to the providing and the maintaining of a safe school environment for all students.

Accidents
Accidents involving employees, students, or visitors shall be reported immediately to Head of School or designee.

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

The Head of School, or designee, in conjunction with other appropriate officials, shall identify hazardous substances on School property, shall maintain proper labeling, notice, and storage of containers of hazardous substances, and shall provide appropriate safety training and equipment as required.

Emergency Plans
Written plans and procedures shall be in place for protecting students, faculty, administrators, and visitors from natural and man-made disasters and emergencies. Such plans will be kept on file in the School and at each local emergency management organization. Annual reports will be presented to the Board detailing the status of emergency preparedness and identifying safety needs for School.

Emergency Closings
The Head of School may close the school, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action.

Bomb Threats
Bomb threats shall be handled according to the Emergency Plan.

First Aid
A nurse or health aide shall perform all first aid and emergency care in accordance with applicable laws and regulations. In the event that a nurse or health aide is not available, first aid may be administered by the Head of School, an administrator, secretary, counselor, and other qualified personnel as designated.

In the event of a serious injury to a student, school personnel shall contact emergency services (911) if deemed appropriate and shall attempt to notify the student's family or guardian as soon as possible. If a family member or guardian can be reached, that person shall determine whether the student is to be transported to a designated hospital or picked up by the family member or guardian. If a family member or guardian cannot be reached and school personnel deem the injury serious enough to warrant emergency treatment, an ambulance shall be requested. The School is not responsible for any transportation and/or medical costs associated with emergency care.

Updated: February 2020
Adopted: July 2014
LEGAL REFERENCE: 70 O.S. § 24-100.5; 40 O.S. § 401-424.

POLICY A-006
WEAPONS-FREE SCHOOLS

Introduction
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, billy, 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.

Students
If a teacher or other school employee should find a student in possession of a dangerous weapon, the teacher or employee shall immediately secure the safety of the other students and notify the Head of School or the appropriate supervisor. If safety permits, the weapon should be confiscated. The Head of School or designee shall notify the police.

Employees
Employees found to be in violation of this policy shall be subject to disciplinary action, including termination. All disciplinary action will be in accordance with Board policy. Disciplinary action will be independent of any resultant criminal proceeding. If any employee finds another employee in violation of this policy, he/she shall immediately notify the police and the Head of the School. An exception to this policy may be made for any employee who is using a box knife or other knife in the course of his/her employment.

Disposition of Confiscated Weapons
All confiscated weapons will be turned over to police authorities.

Use of Firearms by City Police Officers
The Board recognizes that the use of firearms by law enforcement officers is specifically authorized and limited by Oklahoma state law. Personnel in the city police department shall not deviate from the state law in the use of firearms and in all circumstances, bearing in mind the value of human life, exercise the utmost discretion in the use of a weapon.

The Head of School or designee shall forward reports of any incident involving the use of firearms to the Board and any recommendations as to action to be taken by the Board. Personnel in the city police department will adhere to state laws and the Oklahoma City police department's firearm policy.

Updated: February 2020
Adopted: July 2014
LEGAL REFERENCE: 18 U.S.C. § 921; 21 O.S. § 1271.1, 21 O.S. § 1280.1.

NOTE 1: The School is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.
NOTE 2: Firearms and weapons are allowed on school property and deemed not in violation as follows: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property; a gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety, or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, provided the course or event is approved by the Head of School or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program, or competition; and weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of his/her duties and responsibilities. Although state law allows weapons on school premises, federal law dictates that students in possession of a firearm on school premises are to be suspended for one calendar year. The Head of School may modify this on a case-by-case basis.

POLICY A-007
MANAGEMENT AND ACCOUNTING OF FUNDS

General:
The Board and the employees of the School are charged with a public trust to receive, expend, and account for the monies and property of the School. These resources are to be managed in an efficient and lawful manner, with the objective of maximizing their availability for and contribution to the School's educational programs. No indebtedness shall be created in excess of the funds on hand available for payment of such indebtedness, except as provided by law. No School funds shall be used to pay for any indebtedness created in excess of the total adopted budget for expenditures for such funds, except as provided by law. The Head of School/Superintendent shall be responsible for receiving and properly accounting for all funds of the School, pursuant to School policy and applicable law.

Accounting System:
The School shall utilize an accounting system which conforms to the requirements of the State Department of Education and to good accounting practices and procedures.

Annual Budget:
The school budget is a written document which presents the Board's plans for the allocation of resources into an explicit expenditure plan to sustain and improve the educational function of the School. The budget shall be based on the educational needs and financial ability of the School, as cooperatively identified by the Head of School/Superintendent, school staff, and the Board. The budget shall be balanced and shall provide for adequate reserves.

Audits:
It is the policy of the Board to employ an auditor for the district. The Board shall select an auditor experienced in municipal accounting approved by the State Board of Education. The auditor shall serve at the discretion of the Board and for such compensation as the Board may determine. The auditor's duties will be to assist the Board in preparing district budgets and to make such reports as may be required.

The Board will provide for and cause to be made an annual audit of the School district for each fiscal year. The audit shall be a financial audit and a compliance audit of all School funds. Audits will be made at the end of each fiscal year at a minimum and may be required by the Board at more frequent intervals.

A written report of the audit shall be furnished to the Board by the auditor. The Board will conduct a final exit interview with the auditor at an open Board meeting. The Head of School/Superintendent shall be responsible for filing copies of the audit as required by law.

Deposits:
As required by law, the Treasurer shall be responsible for the deposit of all revenues received by the School in the School's depository bank. The Treasurer shall maintain a record of all revenues and deposits and shall provide periodic reports to the Board. Subject to applicable state law, the Board shall select a depository bank for depository bank services.

Fund Balance:
In order to meet the School's financial obligations and provide a contingency for emergencies or unexpected expenditures, the Board establishes an acceptable range for the general fund year-end fund balance. Based on an analysis of the School's cash flow and the need for a contingency, the targeted minimum annual fund balance for the general fund is 3% of annual revenue with a maximum fund balance of 10%. For purposes of this policy, the term annual revenue refers to the total amount of annual general fund collections, including the previous year's fund balance, as of June 30.

The annual fund balance for all other funds will be based on an analysis of cash flow requirements, the need for a contingency, and any legal or program requirements as may be established by state law or regulations.

Inventories:
The Head of School or designee shall be responsible for maintaining accurate inventories of all School equipment, vehicles, and fixed assets purchased with both public funds and private donations. All equipment purchased with federal funds shall be labeled in accordance with the rules and regulations of the State Department of Education. To the extent allowed by law, assets with an original value of Two Hundred Fifty Dollars or more will be maintained on the inventory log.

Investments:
The Treasurer shall invest School funds, including general funds and activity funds which will not be required for immediate expenditure in those instruments, obligations, and investments authorized by law. The Treasurer shall maintain appropriate records of all investments made and interest received and shall provide periodic reports to the Board regarding the School's investments. The Administration may develop any appropriate regulations and/or procedures applicable to the investment of School funds.

Preliminary Estimate of Needs:
Not later than December 31 of each year, the Board shall prepare, on a form prescribed by the State Board of Education, a preliminary estimate of the amount(s) of money and tax rate(s) which it then believes will be required for the district for the ensuing fiscal year.

Warrants:
Warrants for the payment of School funds shall be issued according to law. The Treasurer shall maintain a register of warrants. The Board shall require at least two authorized signatures on all warrants. The signatures of these persons may be facsimile signatures as authorized by law. No blank warrants shall be signed. Any void warrant shall be so marked and shall have the signature section removed and destroyed. The Treasurer shall retain void warrants.

Reports:
The Administration shall prepare and present to the Board periodic financial reports which show the financial condition of the School.

Expenditure Procedures:

1. Employee Submits Requisition to Fiscal Agent
2. Fiscal Agent Approves Requisition
3. Encumbrance Clerk Verifies that Funds are Available to Encumber
4. Encumbrance Clerk Issues Purchase Order
5. Encumbrance Submitted to School Board for Approval
6. School Board Approves Encumbrance
7. Order is Placed for Services/Materials Requested
8. Encumbrance Clerk Verifies Services/Materials Received by School
9. Items are added to the inventory / asset logs
10. Payment Issued to Vendor

Updated: February 2020
Adopted: August 2014

POLICY A-008
PURCHASING

The Board authorizes the Head of School to purchase materials, supplies, equipment and services for the School. Purchasing procedures will be used to obtain supplies, equipment, materials and services of acceptable quality at the lowest possible price and within acceptable time frames. The following guidelines and procedures will be used for purchasing:

I.Purchasing Policy:

A. Employees of the School are not permitted to make purchases for personal use through any fund of the School, including the school activity fund.

B. The Board designates the Head of the School with authority to make purchases on behalf of the School with a maximum authority per purchase of $25,000 with a ten (10%) variance allowed for any adjustments to said purchase price as may reasonably arise. Only those employees designated by the Board shall have authority to obligate the funds of the School.

C. As specified in state law, no contract will be made between the School and any member of the Board or any business interest associated with a Board member (Reference: 70 O.S. §5-124).

D. Board members and/or School employees shall not allow travel related expenses for non-school related activities to be paid for or provided by a vendor or a potential vendor.

E. Employees of contractors used by the School shall be subject to state statutes regarding convictions of felony offenses (70 O.S. §6-104.48). Contractors will declare that no employee working on School property is currently registered under the provisions of the Oklahoma Sex Offenders Registration Act, or any amendments thereto, or other related laws. Felony searches may be conducted in accordance with state statute (70 O.S. §5-142).

F. The School should not enter into contracts that encumber public funds for more than one (1) fiscal year; or enter into a contract that causes the School to incur a debt.

II.Purchasing Procedures:

The purchasing procedures are applicable to all School activities utilizing public funds. The procedures apply to expenditures of public funds for construction or for purchase of materials, supplies, equipment or services, as set forth in 70 O.S. §5-123, and 61 O.S. §101-137.

A. Areas of Authority

1. Board of Education. The Board shall approve Board operating policies defining the area and scope of operations of the purchasing system. Additionally, the Board shall:
   a. Give prior approval for expenditures for one specific item or multiples of the same items in excess of $25,000.
   b. Give approval for routine annual expenditures prior to the issuance of the specific purchase orders involved. This would include but not be limited to recurring annual expenditures such as textbooks and testing.

c. Accept those purchase orders, which are presented on a monthly basis. The business cycle cut-off date shall be the close of business on the Monday preceding the regular monthly Board meeting.
d. Review audits by competent outside authorities to assure compliance with established Board policies related to purchasing.

2. Head of School or designee. The Head of School shall administer the policies of the Board as they pertain to purchasing. In addition, the Head of School shall:
   a. Require that efficient business practices govern the purchasing of all materials, supplies, services and equipment required in the operation of the School.
   b. Ensure that appropriate Board policies are put into effect.
   c. Initiate administrative practices and procedures which when implemented shall efficiently fulfill the educational objectives of the School.
   d. Determine that all statutory requirements are observed and complied with in all the purchasing procedures.
   e. Recommend changes in policies, practices or procedures to the Head of School.
   f. Authorize the payment of invoices that do not exceed the original purchase order amount by more than ten percent (10%).
   g. Administer the purchasing procedures and practices for all purchasing activities of the School including all E-Rate services and materials.
   h. Review requisitions submitted by School personnel for adherence to Board policy.
   i. Create purchase orders from approved requisitions.
   j. Review purchasing activities, records and documentation for appropriateness and compliance with policies, procedures and acceptable purchasing practices.
   k. Identify and develop, as necessary, specifications and service improvements to resolve supply problems.

B. Vendor List

The School will maintain a vendor list. Any vendor may be added to the list and receive an invitation to bid for the products which he/she sells. A vendor may be removed from the list for unsatisfactory performance.

C. Acceptance of Bids

Bids for anticipated purchases in excess of $25,000 shall be submitted on approved documents in a sealed envelope marked with the firm name, bid name, the bid opening date and the bid opening time. Bid opening time shall be defined as that specified time valid bids must be in the hands of the Head of School, or designee at the location identified. If a bid is received after the stated bid opening time, it shall be returned to the sender unopened. No attempt will be made to provide special internal mail service for such documents. Each prospective bidder shall be furnished a copy of the bid documents for the proposed items. The prepared bid proposal blanks and the invitation to bid sheet are to be returned to the designated School official on or before the time specified for bids to be returned. The public opening of bids shall be the time designated under the conditions of the bid. A tabulation of bidders will be made prior to the time purchase orders are authorized and issued. Supporting data shall be made accessible to qualified bidders in those instances where there is a best bid or a low bid meeting specifications. The complete tabulation of bids will be available for inspection at the School. The Board shall reserve the right to reject any or all bids or quotations and to waive any irregularities. Any bidder may make inquiry

concerning the award or decision to award a contract by submitting an inquiry in writing to the Head of School Director no later than ten (10) calendar days after the award is made. The Head of School, or designee, will review the inquiry and reply to the bidder within five (5) working days.

D. Classification of Vendors

Vendors shall be classified as follows:

1. Local — A local vendor is a vendor of materials, supplies, services or equipment who maintains a distributing, manufacturing or processing facility within the confines of Oklahoma City, OK and who occupies real property appearing on the ad valorem tax rolls of the City of Oklahoma City.
2. State — A state vendor is a vendor of materials, supplies, services or equipment who maintains a distributing, manufacturing or processing facility within the confines of the State of Oklahoma but outside of Oklahoma City, OK.
3. State of Oklahoma State Contract Vendors — A State of Oklahoma contract vendor is a vendor of materials, supplies or equipment who holds a State of Oklahoma State Contract through the Department of Central Services.
4. Other — An other vendor is a vendor of those materials, supplies or equipment who does not qualify under the above three definitions.

The School must diligently pursue purchasing materials, supplies, services and equipment required by the educational program from the vendor who offers products conforming to purchase specifications and whose total price for such products is the lowest of those approved vendors submitting quotations. The "total price" shall be defined as that quoted for the quantity offered for bid in accordance with the published terms delivered to the address or addresses indicated. In that instance where one or more vendors shall offer materials, supplies, services or equipment at a nearly identical "total price", preference shall be given such vendors in the following order: (1) Local; (2) State; (3) State Contract Vendors; and (4) Other. In those instances where two or more vendors who are judged to belong in the same classification shall submit identical quotations for the same item, it shall be the administrative responsibility of the Head of School to select that vendor who shall be awarded the purchase contract based upon consideration of each vendor's past performance such as meeting delivery deadlines, product warranties and meeting specifications. If the past performance of the vendors is equal, then the selection shall be by means of a chance drawing conducted by the Head of School and witnessed by those vendors affected provided they express a desire to be present.

E. Requirements for Issuance of Purchase Order

Any material, supplies, service or equipment requested by a duly authorized employee of the School on a purchase requisition shall be purchased by the School provided that the following limitations are complied with: (1) Funds exist in the current year's approved budget; and (2) Proper budgetary assignment of the charge incurred by the purchase shall have been made.

Purchase of any material, supplies, services or equipment obligating the Board shall be made only upon issuance of a purchase order or a blanket purchase order. Exceptions apply for petty cash purchases.

F. District Credit Cards

The Board authorizes the Head of School to obtain a School credit card for use towards payment of services and/or products in certain circumstances. If a purchase is deemed best value or sole source, but the vendor does not accept purchase orders, then the School credit card may be used to make the purchase. Travel and/or registration expenses for staff may also be secured with the School credit card. Possession of the card will reside with the Head of School at all times. For security purposes, the account number will remain confidential and unknown by all other staff members.

G. Authorization to Purchase

Purchases for all funds except Child Nutrition shall be made as follows:

1. In excess of $25,000: Vendors shall be given the opportunity to submit sealed bids covering a purchase of one specific item or multiples of the same item having an estimated total price in excess of $25,000. This provision only applies to purchases made with public funds. A purchase of one specific item or multiples of the same item having an estimated total price in excess of $25,000 shall be made only upon prior approval of such purchase by the Board. Exception**:** rental of used equipment, maintenance agreements, payment on utilities, and similar continuing contractual obligations and purchases from activity accounts.

2. Between $2,500 and $24,999: A purchase of one specific item or multiples of the same item having an estimated total price less than $25,000 shall be made only upon prior approval of the Head of School. Exception: purchases from activity funds. Vendors shall be given the opportunity to submit written quotations covering a purchase of one (1) specific item or multiples of the same item having an estimated total price in excess of $2,500 but less than $25,000. Awards of such items normally shall be made to the lowest responsible quotation. This provision only applies to purchases made with public funds. The written quotations must be submitted to the Head of School, or designee, as directed.

3. Between $100 - $2,499: Purchases of less than $2,500 may be made without verbal quotations by vendors. This provision only applies to purchases made with public funds. Written quotes are not required at this threshold, but as purchase decisions are made, the expectation remains that we will obtain the best product for the best price.

4. Between $1 - $99: A purchase of one (1) specific item or multiples of the same item having an estimated total price of less than $100 can be purchased using authorized petty cash funds. Petty cash is intended for small cash expenditures such as postage, freight, or express charges not typically payable with a purchase order. Petty cash is not intended to be used for personal reimbursements.

5. Personal reimbursements may involve instances where a purchase order to a vendor cannot be used. Personal reimbursements should be avoided for items that can be encumbered to a vendor. To ensure that the items meet purchasing guidelines and budget is available, purchase orders for personal reimbursement should be in place before expenses are incurred. Personal purchases are discouraged due to the addition of sales tax. The additional cost of the sales tax may impact the value of the item purchased and may not be reimbursable to the buyer. The following are examples of allowable expenses for personal reimbursement: (a) travel-

related expenses, (b) purchases with businesses who do not accept purchase orders, (c) online sites that do not accept purchase orders, (d) professional development materials purchased while attending conferences.

6. Purchases of same items are not to be divided in order to circumvent the approved dollar limitations. Quantities of the same item are to be consolidated into a single purchase request whenever possible.

7. Adequate records to substantiate all purchase transactions shall be maintained by the Head of School, or designee.

8. The Board authorizes the Head of School or his/her designee to approve emergency expenditures in excess of $25,000 after consultation with members of the Board. The limitation placed by emergency requirements shall be considered, but every effort shall be made to secure competitive quotations.

III. Exemptions from Bidding Requirements:

Every effort should be made to obtain the best quality of goods and services at the lowest possible price. Due to the unique nature of some goods and services, the following goods and services are exempt from bidding requirement: professional services, including but not limited to audit services; legal services; employment services; drug and alcohol testing; professional consultation services; extermination services; travel services including airfare, hotel, accommodations, etc.; specialty repair or service contracts; maintenance agreements on School owned equipment; textbooks, student workbooks, library/media materials, educational and training videos; software upgrades and specialized source software; staff training classes and catering events; unique artwork for projects (excluding signage); yearbooks and student photos. Additional exemptions include goods purchased for student activity fund raisers (e.g., candy, T-shirts, candles, etc.); expenses for graduation and other student social activities; unique and custom decorations purchased from student activity funds and used for student events (e.g., graduation, etc.); testing and assessment materials; items purchased with funding from private funds or grants where item was described in a grant application. The bidding requirements also do not apply to any purchases made on an existing State of Oklahoma Contract, or other similar contract for the acquisition of goods and/or services for the School.

IV. Standardization Program:

If the School has a designated a specific brand or type of furniture, office equipment, or technology equipment from an Original Equipment Manufacturer (OEM) or authorized distributor, quotes are not required for maintenance, additional units or component pieces (Excluding off-the-shelf, common catalog items) in order to maintain standardization of equipment or furniture.

V. Sole Source Procurements:

Sole Source procurements shall be exempt from bidding provided the following criteria are met:

A. The goods or services are unique to one manufacturer/supplier and no form/fit/function replacement exists from another supplier.
B. The manufacturer distributes it directly or has limited distribution to one supplier.

C. The Sole Source Procurement is justified by a written memorandum stating why the goods or services are unique.

D. Sole Source procurements may also be allowed where compatibility of equipment, accessories, or replacement parts are of paramount consideration. Documentation of such shall be included with the requisition.

VI. Exceptions for Quotation Selections:

It shall be the administrative responsibility of the Head of School, or designee, to obtain justification in writing for the selection of a bid other than a low, valid bid submitted by an approved vendor in accordance with established purchasing procedures. Criteria to be used in such a selection shall include, but not be limited to, the determination of the item which best fits the specifications, delivery dates for the item, service warranties, and past performance of the vendors. Justification for such selection shall identify the criteria used and other reasons, if any, for selection of other than the low bid.

VII. Blanket Purchase Orders:

Based on the guidelines provided in state statute, the School may issue blanket purchase orders for recurring purchases (62 O.S. §310.8).

VIII. Unlawful Acts:

As specified in state statutes, it is hereby declared to be unlawful for any officer or employee of the State Board of Education, member of a board of education or employee thereof, to solicit, take, retain, or receive any money, property or thing of value in the nature of commissions or otherwise for the purchase of any furniture or supplies, and the soliciting, taking, retaining or receiving of any such money or other thing of value is hereby declared to be a misdemeanor (70 O.S. §24-103).

It is hereby declared to be unlawful and a misdemeanor for any person, corporation or individual to offer, tender to pay or deliver to any such officer or employee of the State Board of Education, member of a board of education or employee thereof, any such property, money or other thing of value in any way connected with the issuing of school bonds or the purchase of furniture or supplies, whether the same be denominated commission or otherwise (70 O.S. §24-104).

School employees violating this policy, exceeding their purchasing authority or incurring an expense without a purchase order may be held personally and financially liable and subject to disciplinary action including, but not limited to, suspension, demotion, termination, and legal action.

Adopted: August 2014

POLICY A-009
PETTY CASH

Petty cash funds will be established in accordance with the Oklahoma State Department of Education Technical Assistance Document (latest revision). The general intent of the use of petty cash funds is to provide building administrators the ability to purchase supplies on an emergency basis. The Head of School, or his/her designee receiving such funds shall keep a record of all receipts and expenditures from the fund and, at the time a requisition is submitted to replenish the funds, submit such records along with the requisition. The petty cash fund shall be replenished by payment from the appropriate funds of the School to the petty cash fund upon proper claim. The fund shall be kept separate from all other funds and be used only for authorized expenditures; itemized receipts shall be taken for each expenditure. No part of such fund may be loaned or advanced against the salary of any employee.

The total amount expended by the School may not exceed $2,500.00 in a school year and no single expenditure shall exceed $75.00. A petty cash account may be set up at a local bank. Purchases made from the petty cash fund are to be directly related to the School's educational program or the operation of the School. Those items purchased should be of the type that would be approved if requisitioned through regular channels. When money is spent, the expenditure must be supported by an itemized receipt, bill, cash ticket or similar record of what was purchased. Any remaining balance in the petty cash account shall be transferred to the general fund on or before June 30 of each year.

Adopted: August 2014

POLICY A-010
STUDENT ACTIVITY FUND

Pursuant to 70 O.S. §5-129, the Board shall exercise control over all activity funds and authorizes the Head of School to adopt appropriate rules and regulations for handling, expending, and accounting for such funds. The Head of School is appointed the school activity fund custodian Activity funds shall be deposited to the credit of the particular activity within the school activity fund. Deposit of funds shall be made by the end of the next business day; however, if the deposit for a day totals less than One Hundred Dollars ($100.00), the Head of School or designee may accumulate monies until such amount is achieved; provided however, the funds shall be deposited within one week of receipt even if this amount is not reached. Disbursements from an activity account shall be by check countersigned by the fund custodian and the Head of School or designee and such funds shall not be used for any purpose other than that for which the account was originally created.

The Board, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund accounts (or subaccounts), all account fund-raising activities and all purposes for which the monies collected in each subaccount can be expended. The Board authorizes the Head of School to transfer any balance in excess of the amount needed to fulfill the function or purpose for which an account was established to another account.

The Board shall cause the activity account to be audited annually by a certified public accountant who will be selected by the Board. The audit shall be furnished to the Board and the cost of the audit shall be paid from the general fund.

The Head of School or designee shall cause to be kept complete and accurate accounts of all activity funds, and shall see that quarterly reports are made.

The Board designates that any of the following revenue be deposited for the use of specific school activity accounts, or to a general activity fund within the school activity fund:

1. Admissions to athletic contests, school or class plays, carnivals, parties, and dances;
2. Sale of student activity tickets;
3. Concession sales, including funds received from vending concession contracts and school picture contracts approved by the Board, and cafeteria or luncheon collections;
4. .Dues, fees and donations to student clubs or other organizations, provided that membership in such clubs or organizations shall not be mandatory;
5. Income or revenue resulting from the operation of student organizations or club projects, provided, such revenue is not derived from the lease, rental or sale of property, supplies, products or other assets belonging to the School. When approved by the Board, student organizations or club projects may include fund-raising activities, the revenues from which may be used for the purpose of purchasing goods or services otherwise considered to be general fund expenditures;
6. Deposits for or collections for the purchase of class pictures, rings, pins, announcements, calling cards, annuals, banquets, student insurance and other such personal items; provided the cost of such items shall not be charged against other school funds; and
7. Other income collected for use by school personnel and other school-related adult functions.

Adopted: August 2014

POLICY A-011
TRAVEL REIMBURSEMENT

If an employee is given prior written approval by the Head of School, or designee, to attend a conference, meeting or seminar as an official representative of the School, travel, meals, lodging and registration fee may be reimbursable expenses. An employee is considered to be on official travel when the trip has been approved by the Head of School, or designee. Employees shall provide themselves with sufficient funds to cover travel expenses. There will be no advancement of School funds for travel expenses. Travel reimbursements shall be limited to allowance for lodging, transportation, registration fees, meals including gratuities, and other actual and necessary travel expenses incurred by a traveler in the performance of official duties. A non-employee may be reimbursed, as per policy, for the same expenses if they have been approved to perform duties in lieu of a School employee. The School will not reimburse for alcoholic beverages.

Travel to and from the conference or convention shall be reimbursed in the amount of the actual commercial fare. Travel within the destination area shall be by the most economical means available and is reimbursable for School purposes only. If an employee desires, airline reservations may be made through a travel agency. It will be necessary for the employee to make all flight arrangements directly with the agency. Flight arrangements should be made at least twenty-one days in advance of the scheduled travel date. Only authorized travel tickets can be charged to the School. The employee must submit a requisition form to the Head of School, or designee, whom will prepare a purchase order which can be submitted at the time the employee obtains the ticket. If it is necessary to change travel plans resulting in a refund, the unused portion of the ticket must be submitted to the School for credit to the School.

If an employee is approved to drive a personal car instead of using a public mode of transportation, reimbursement will be for coach fare or mileage from workplace to destination, whichever is the lower amount. A copy of the coach fare quote and mileage as determined by MapQuest should be attached to the request for expenses. The School's rate of reimbursement shall be the same as the prevailing per-mile rate approved by the Internal Revenue Service.

Taxicabs, Buses, Limousines, Use of Personal Vehicles, Rental Vehicles, Parking Fee, and Turnpike Fee Cost will be reimbursed when their use is required in the performance of official duties.

Every employee will use a Travel Reimbursement Request Form, which shall be prepared by the Head of School, or designee, when requesting reimbursement for travel related expenses. This form must be submitted within ten (10) days following the trip. The agenda or conference brochure reflecting dates of the conference must be attached to the reimbursement form. The Travel Reimbursement Request Form must be prepared in detail including receipts for hotel/motel, turnpike fees, parking fees, registration, airline passenger ticket (last sheet of ticket used), airline fees, railroad ticket, bus ticket, and rental vehicle, which must be attached. Each category of expenses must be itemized separately.

The following is a summary of expenses allowable for approved travel:

A. Actual fare and fees for common carrier transportation;
B. Reimbursement for mileage at the prevailing per-mile rate approved by the Internal Revenue Service.
C. Meals that are connected to an over-night stay, which are a qualified business expense and exempt from tax. Meals not involving an overnight stay may be reimbursed but may considered a taxable fringe benefit. Reimbursements will be actual costs or the per diem rate as allowed by the General Services Administration, whichever is less.
D. Single rate for hotel room; an employee may, based upon reservation confirmation, request advance payment payable to the hotel to cover the cost of their room. Upon return, the employee must provide receipts to substantiate the actual cost of the room. If the cost of the room is less than the advance, the difference must be reimbursed to the School.
E. Registration expenses cannot include professional dues;
F. Expenses for travel to and from the airport plus travel expense to and from the convention building and hotel;
G. Turnpike expense and parking fees; and
H. Expenses for dry-cleaning, non-business long distance telephone calls and alcoholic beverages are not reimbursable.

Adopted: August 2014

POLICY A-012
SANCTIONING ORGANIZATIONS

The Head of School shall establish procedures in compliance with 70 O.S. 1996 § 5-129.1 to provide for sanctioning of organizations and associations that raise money and collect revenues for the benefit of students so that they may be exempt or apply to be exempted from statutory controls and requirements pertaining to school activity funds. Organizations are not required to be incorporated to qualify for sanctioning by the Board. Organizations are not required to have been granted tax-exempt status by the Internal Revenue Service (501 (c) (3)) to qualify for sanctioning by the Board. Sanctioning by the Board in no way grants the organization or association "tax-exempt" status for its operations, nor does it grant "tax-deductible" status to its donors. The organization or association should consult a tax professional for advice on these matters.

A. Procedures for Sanctioning
   1. Responsibilities of each Booster Club/PTA:
      a. Complete the appropriate form which describes the following: (a) A statement of the organizations purpose, goals, organizational structure, and membership requirements; (b) A detailed statement of how the school district and its students will benefit if the organization is sanctioned; (c) A statement of nondiscrimination consistent with all Oklahoma and federal laws; and (d) A financial report.
      b. Assist in obtaining all annual reports required by the Board.
   2. Board Procedures
      a. An application for sanctioning must be completed by the organization prior to September 15 each year.
      b. The completed form must be filed with the Head of School.
      c. The Head of School will make a recommendation to the Board concerning the organization seeking to be sanctioned.
      d. The Board will approve those organizations to be sanctioned.
      e. Once an organization has been sanctioned and file the required reports, the sanction will be automatically extended for another year when a copy of the new bond has been filed.
      f. The sanction shall be approved by the Board on a one year basis only (November 1 - October 31). The Board will consider the application at the October Board meeting.
      g. The treasurer of an organization whose total revenues exceed six thousand dollars ($6,000) must be bonded in the amount of $10,000. A copy of this bond must be on file with the Head of School, or designee. If the bond has been requested but not confirmed, a copy of the request form must accompany the application for sanctioning. Once the bond has been received, a copy of the bond must be filed with the appropriate School official. The treasurer of an organization whose total revenues are less than six thousand dollars ($6,000) is not required to be bonded.
      h. At the end of each year the organization will provide a financial report to the Head of School, or designee, which must include the beginning balance, funds raised, funds expended and the ending balance. A report on how the funds were raised and expended is also required.

B. Safeguards

1. After a conference with the officer(s) of a sanctioned organization, the Head of School may recommend to the Board that sanctioning be withdrawn. Any decision of the Board to withdraw sanctioning is final and cannot be appealed.
2. No organization or association sanctioned under this policy shall publish or otherwise publicly indicate in any manner that it has been sanctioned by the School under this policy.

C. Non-Sanctioned Organizations

Organizations that are not sanctioned by the Board may continue as a supporting organization but all monies must be processed through the Student Activity Fund. These organizations shall be subject to all such rules and regulations pertaining to the School Activity Fund.

Adopted: August 2014

POLICY A-013
DISTRIBUTION OF OUTSIDE MATERIAL

The distribution of all print materials from outside organizations is to be approved by the Head of School or designee. Individuals and organizations wishing to distribute materials are required to fill out the Request for Distribution/Posting of Printed Materials form which can be accessed via the School's website. The Head of School or designee will provide a signed approval form for those materials that are approved for distribution. The School will only distribute materials that have been approved. Materials primarily of a religious or political nature, or which involve advertising for commercial purposes, will not be approved for distribution. Additionally, materials which may disrupt the educational process, violate the rights of others (including material that is libelous or defamatory), display or promote unlawful products or services, or is obscene, vulgar, or indecent will not be approved for distribution. By approving the distribution of written materials by outside organizations, the School and the Board of Education are NOT endorsing, supporting, or advocating the content of the material.

Distribution to Students

The intent of this policy is to ensure students are not exploited by the promotion of non-school related activities or commercial enterprise. Therefore, the Head of School or designee will not approve any attempts by outside agencies, profit or non-profit, to exploit students of the School through the use of commercial advertising or fundraising campaigns. It should be understood that some advertising and sales, when in connection with school related activities, can be beneficial to the School and its students. Therefore, advertising and book sales may be permitted in the School if they are directly related to approved school clubs or related activities that benefit the School's students. Such activities may include, but not be limited to, school newspapers, yearbooks, athletic clubs, cheerleading clubs, YMCA, and scouting activities. All school sponsored fundraising projects which have been approved by the Board of Education or its designee will be considered permissible.

Non-profit organizations requesting to distribute information to students will generally be approved, so long as the content of the printed materials is appropriate and follows the guidelines previously listed in this policy. For-profit organizations will not be allowed to distribute materials to students. Exceptions will be made for those organizations working in cooperation with school groups in the organization and promotion of approved fundraisers directly benefiting the School or a student group. Fundraisers must be approved by the Head of School or designee.

Distribution to Staff

Non-profit organizations requesting to distribute information to staff will generally be approved, so long as the content of the printed materials is appropriate and follows the guidelines previously listed in this policy. For-profit organizations will be allowed to distribute materials to staff members if the content is of direct benefit or cost savings to employees. Such benefits may include, but not be limited to, educator discounts, special sales, and professional development opportunities.

Adopted: October 2014

POLICY A-014
OPEN RECORDS POLICY

The Board recognizes the purpose of the Oklahoma Open Records Act to ensure and facilitate the public's right of access to and review of government records. The Board designates the Head of School as the person to be available at all times during regular business hours to receive requests for public records. The Board authorizes the Head of School to designate a person to process open records requests submitted to the School. The Board authorizes the Head of School to ask information of the person requesting the records to determine if a search fee should be charged because the request is for a commercial purpose. The Board directs the Head of School not to charge more than $0.25 per page for copies. The Board directs the Head of School not to charge a fee when the release of records is in the public interest, including, but not limited to, release to the news media, scholars, authors, and tax payers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

Attached is a Sample Open Records Request. The Board directs the Head of School or designee to require a written request to be submitted prior to any public records being released so that a log of such information is maintained by the School.

Adopted: November 2014

POLICY A-015

INCLEMENT WEATHER/CANCELLATION OF SCHOOL PROCEDURES POLICY

The Board authorizes the Head of School to close the School as a result of inclement weather based on the level of severity and impact on students and staff. The Board also authorizes the Head of School to delay the opening of the School. In such event, the School should not accept students in the School building until the rescheduled time appointed for the School to open based on the delay. The Board also authorizes the Head of School to dismiss school early based on impending inclement weather. Any decision to dismiss early should consider the risk of safety to the students and staff in light of the severity and timing of inclement weather. In the event school is dismissed early, the School will ensure that all students are supervised in the School building until a parent or guardian has arrived at the School.

The Board authorizes the Head of School or designee to communicate any inclement weather related School closings, late openings, and early dismissals through various communication outlets. These outlets may include telephone, e-mail, social media, and media resources. The Board authorizes the Head of School to take the necessary steps to ensure that these various communication outlets are established on behalf of the School to ensure timely and effective communication with students, families, and staff.

Adopted: November 2014

POLICY A-016
SOCIAL MEDIA POLICY

The Board recognizes the need to balance a student and staff members right to freedom of speech with the necessity to avoid conduct that disrupts the School. The Board adopts the following policy statements with regard to the use of social media by students and staff:

Students and staff of the School shall not engage in any social media communication that materially and substantially disrupts the School, the educational process or impinges on rights of others. For example, the use of any profane, obscene, pro-drug messages, threats to the School, students, or staff, and/or messages that violate the School's code of conduct are expressly prohibited. The Board authorizes the Head of School to discipline any student or staff that engages in any communication that is expressly prohibited.

The Board also authorizes the Head of School to discipline students or staff that engage in communications that disrupt the work and discipline of the School, such as messages that contain language which is offensive, disruptive of efforts to resolve any on-going controversy and/or messages that may be misleading or false concerning the School, staff or students.

The Board acknowledges that a School employee may comment on matters of a public concern as a private person. But, the Board authorizes the Head of School to impose the appropriate discipline on any School employee that engages in social media communication that disrupts the School operations, or disrupts working relationships at the School.

Adopted: November 2014

POLICY A-017
24/7 SMOKE FREE/TOBACCO FREE ENVIRONMENT

Smoking, distribution, and the use or possession of tobacco or tobacco products or paraphernalia used with tobacco and tobacco products is prohibited on John Rex Charter School property, in school vehicles, or at or going to or from any school-sponsored or authorized function.

It is specifically directed that this ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will apply to all students, employees, visitors, and anyone providing service to the School. When required by a government contract, the designated smoking area must be away from general traffic areas and completely out of sight of children under eighteen (18) years of age and can be used only by adults attending those training sessions.

Additionally, students are prohibited from possessing or distributing tobacco products or simulated tobacco products in school buildings, on school grounds, in school owned vehicles, and at all school affiliated functions on or off school campus.

Employees are prohibited from use or distribution of, tobacco products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off school campus.

Definitions:

1. "School Property" is defined as all property owned, leased, rented or otherwise used by any school in this district, including but not limited to the following:

- All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
- All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
- All vehicles used by the district for transporting students, staff, visitors, or other persons.

2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking, or both.

3. "Simulated Tobacco Products" are defined as products that imitate or mimic tobacco products, including, but not limited to cloves, bidis, kretks, and vapor smoking with/without nicotine.

4. "Use" is defined as lighting, chewing, dipping, inhaling, or smoking any tobacco as defined herein.

Advertising of tobacco products on school property, school publications, and video-TV productions is prohibited. This prohibition also includes gear, paraphernalia, clothing, etc. that display and/or promote tobacco products.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited. The success of this policy will depend on the cooperation and consideration of smokers/tobacco users and nonsmokers/tobacco users. All individuals on school property share in the responsibility for adhering to and enforcing this policy. Those found in violation

will be informed that they are in violation of Board of Education policy, and in the case of tobacco and/or tobacco products, state law. Any individual who observes a violation on school property may report it in accordance with the procedures listed below:

Students - Any violation of this policy by students will be referred to the Head of School or designee. Site administrators shall inform both students and parents that failure to comply with the policy may result in confiscation of paraphernalia and/or suspension from classes and school activities.

Employees - Any violation of this policy by any employee or contractor of the school will be referred to the Head of School or designee. Continued violations will constitute willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal, and non-renewal of employee, and/or termination of contract rights.

Visitors and General Public - Visitors who are observed smoking or using tobacco products on school property will be asked to refrain from smoking or using tobacco on school property. If the individual fails to comply with the request, such violation of policy may be referred to the Head of School or designee. The Head of School or designee shall make a decision on further action that may include a directive to leave school property. Repeated violations may result in a recommendation to the Head of School or the Board of Education to prohibit the individual from entering school property for a specified period of time. If deemed necessary by the Head of School, local law enforcement officials may be called upon to assist with enforcement of this policy with regard to removal of violators of this policy.

Adopted: September 2015

POLICY A-018
USE OF SCHOOL FACILITIES

The Board of Education recognizes that the primary function of the School is to provide every student with a high quality and comprehensive educational offering. The following Board policy states the requirements established by the Board of Education for use of the School facility. In the event of a conflict between any provision of this policy with federal or state laws, the federal or state laws shall prevail.

PERMITTED USES

Pursuant to this policy and subject to the absolute right of the School to use the facility for its primary purpose at any time, the School's facility may be used by organizations that benefit the School's students, parents and community. Granting permission to use the facility does not imply the endorsement of the event or its purpose by John Rex or its Board.

PROHIBITED USES

The following groups may not use School facilities:

A. Any group advocating the violent overthrow of the Oklahoma or United States Constitutions.

B. Any group which encourages or takes part in any illegal activities.

C. Any group whose activities may result in violence or damage to School property, or whose activities may endanger life or limb.

D. Any group whose activities may be disruptive to the normal educational functions of the School.

E. Any group whose activities are such that the School's facilities are not reasonably able to accommodate them.

F. Any group whose activities are in violation of any other School policy.

G. Any group which has previously violated this policy while using School facilities or whose activities caused damage to School property or injury to persons during such previous use, including failure to pay assessed charges or clean up appropriately.

USE APPROVAL AUTHORITY AND PROCEDURES

The Head of School or designee shall have the authority to approve a facility's use request by an organization (user) pursuant to this policy. The following procedure shall apply:

A. Use of School facilities is to be scheduled with the Head of School or designee. All meetings or events will be governed by the applicable policies, procedures, and guidelines, and will be subject to the Head of School's or designee's approval.

B. The Head of School, or designee, may develop a master facilities schedule. The Head of School may form a committee to consider Facilities Use Requests and set use fees, rates, and charges for the occupancy or use of the School.

C. Users shall make written application to use the School at least 14 days prior to the date of the use requested. If the user's request is one involving multiple dates, approval may be given for the entire schedule. Should a conflict develop, the School reserves the right to cancel the permission granted, or to require a change to an alternate date, time, or place. Failure to fully and properly complete the application may result in denial of the use request.

D. Requests for cancellation of the use of school facilities must be given a minimum of 72 hours in advance of the meeting time. Deposits are nonrefundable unless the event is cancelled by the School or an exception is made by the Head of School or designee. Their decision is final.

E. User fees shall be determined by the Head of School, or designee. A fee schedule will be maintained at the School. All use fees shall be paid in a timely manner to avoid further associated collection costs.

LIABILITY INSURANCE

The Board of Education reserves the right to require public liability and property damage insurance in the amounts designated by the Head of School or designee for all users under this policy.

The Head of School or designee shall specify the required coverage and documentation to be submitted and shall further include a provision to indemnify the School and its personnel against potential claims. Documentation of insurance must be submitted 10 days in advance of use of the facility. Generally, the coverage shall be consistent with the provisions of the Oklahoma Political Subdivision Tort Claims Act.

USE OF BUILDING, EQUIPMENT, AND FACILITIES

Any user requesting use of cafeteria kitchen facilities must so state in its application. The cafeteria kitchen facilities may be operated only with an authorized School representative present. Use of the cafeteria kitchen is at the discretion of the Head of School or designee.

The user is to protect the building and facilities against unreasonable wear, illegal uses, and vandalism. Users will be responsible for damages.

There will be no smoking or use of tobacco products or vapor products or alcohol in any School facility or on School grounds.

Only School personnel or an authorized designee will be permitted to open, set up, clean up, and close the School. Under no circumstances will keys be given to any user.

CLASSIFICATION OF ORGANIZATIONS FOR DISTRICT FACILITY USE

The School will classify user groups in the following manner:

Class I — John Rex Public Schools Sponsored Activities
- A. Athletic events
- B. Fine Arts events
- C. School-sponsored meeting/seminars
- D. School-sponsored programs
- E. Extended Day enrichment programs

Class II — School Sanctioned Organizations Meetings/Events
- A. PTAs/PTSAs
- B. Booster Clubs
- C. School employee monitored, student sanctioned organization meetings/events

Class III — School Sanctioned Organizations/School Personnel Profit-Making Events
- A. Booster Club sponsored fund raisers
- B. PTA/PTSA sponsored fund raisers.
- C. Fee-based instructional camps

Class IV — Civic and Service Use
- A. Boy Scout and Girl Scout meetings for students attending the School
- B. School-approved, parent-sponsored student groups (community interest/sports/ arts)

For each user, the meeting/event must be adequately staffed and supervised by the user, or have a faculty representative attending the meeting/event. The School may require proof of satisfactory background check(s) for any individual that will staff or supervise student meetings/events.

Use may be assessed a fee, not only for the facility, but also for School staff oversight.

User will generally be responsible for clean-up of the School facility and a deposit may be required.

Sanctioned organizations as provided for herein are those groups that have complied with the applicable sanctioning policy and procedures.

Adopted: December 2015

POLICY A-019
NON-DISCRIMINATION POLICY

In furtherance of the Mission of the John Rex Charter Elementary School (the "School"), it shall be the policy of the School's Board of Education (the "Board") to prohibit discrimination based on race, color, religion, national or ethnic origin, age, sex, sexual orientation, gender identity or expression, genetic information, socio-economic status (e.g., income level), mental or physical disability (e.g., mental, physical, or other), veteran status, citizenship, family and marital status, or any other status protected by federal, state, or local law. In addition to the classes identified above, the School shall also not discriminate against a student for enrollment purposes based on proficiency in the English language or measures of achievement, aptitude, or athletic ability.

To the extent practical, this non-discrimination policy shall apply to members of the Board, teachers, staff and students of the School. A copy of this policy shall be distributed to Board members, teachers, staff, parents, and students.

The Board's intent with this policy is to foster an environment that is inclusive and welcoming for all students, parents, staff, volunteers and members of the community. To the extent allowed by law, disciplinary action, if any, will be based on a careful assessment of all surrounding circumstances of each infraction, to include out-of-school conduct as outlined in the Student Handbook and Policy S-008 of the Board Policies. A Board member may be publicly censured by the vote of the majority of the voting members of the Board for conduct in conflict with this policy; and, as allowed by the Bylaws of the Board, a member may be removed for conduct violating this policy.

The Board directs the Head of School in conjunction with any committee of the Board to prepare any policies or amend any existing policies or handbooks to fully and effectively implement this policy.

Adopted: April 2018

POLICY A-020
ESEA FEDERAL PROGRAMS COMPLAINT PROCEDURE

Any parent, teacher, individual, or organization with a complaint with regard to Federal Programs covered under the reauthorized *Elementary and Secondary Education Act* (ESEA) at the John Rex Charter Elementary School ("John Rex") may make the complaint known to the Head of School or with the General Counsel of the State Department of Education ("SDE"). Within thirty (30) days of receipt of the complaint, John Rex will investigate the allegation and resolve the complaint. The investigation shall include opportunities for the complainant or the complainant's representative to present evidence and question witnesses. Subsequent to the investigation and resolution, a report of findings will be filed with the General Counsel of the State Department of Education and the complainant.

John Rex is required to review all complaints made concerning a covered program if:

1. the complaint is in written form and alleges that Federal Program requirements have been violated;
2. the complaint is signed;
3. the complaint includes the facts on which the statement is based, and the specific program requirement alleged to have been violated; and
4. the complaint includes information supporting the allegation along with the allegation.

If the complaint has not been resolved to the satisfaction of the complainant, a hearing shall be conducted by John Rex's Board of Education within 30 days of receipt of written request for such a hearing. The hearing shall include opportunities for the complainant or complainant's representative to present evidence and question witnesses.

The complainant has the right to appeal the decision of John Rex to the General Counsel of the State Department of Education, Oklahoma City, Oklahoma 73105.

A complaint made directly to the State Department of Education (SDE) without previously being filed with John Rex will be reviewed by the SDE to determine if an investigation is warranted by the SDE because of the seriousness of the complaint or if the complaint shall be returned to the complainant to be filed with John Rex. Complaints forwarded to John Rex shall be investigated within 30 days of receipt of the complaint by John Rex.

Adopted: June 2019

POLICY A-021
MILITARY RECRUITER ACCESS POLICY

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent**. In addition, federal law requires John Rex Charter Elementary School (the "School") as a public school to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings** – unless parents or eligible students have advised the School in writing that they do not want their student's information disclosed without prior written consent.

Adopted: June 2019

POLICY A-022
PROHIBITING THE AIDING AND ABETTING OF SEXUAL ABUSE

Background/Purpose

John Rex Charter Elementary School (the "John Rex" or the "School") hereby adopts this policy to prohibit the aiding and abetting of sexual abuse. Under Section 8546 of the ESSA(20 U. S. C. § 7926), every state, state educational agency (SEA), and/or local educational agency (LEA) that receives ESSA funds must have in place laws, regulations, or policies that prohibit the SEA, LEA, or School, as well as any School employee, contractor, or agent, from providing a recommendation of employment for an employee, contractor, or agent that the SEA, LEA, or School, or the individual acting on behalf of the SEA, LEA, or School, knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law. The SEA, LEA, School, or individual acting on behalf of one of those entities would not be prohibited from following routine procedures regarding the transmission of administrative or personnel files but would be prohibited from doing more than that to help the employee obtain new employment.

Purpose
To inform all employees of John Rex Charter Elementary School (the "School") of the requirement of Prohibiting the Aiding and Abetting of Sexual Abuse through the provision of recommendations for a new job for an individual who engaged in sexual misconduct with a student or minor in violation of the law.

Policy Statement
A School employee, contractor, or agent of the School is prohibited from assisting another school employee, contractor or agent in obtaining a new job if the individual knows or has probable cause to believe, that such other employee, contractor, or agent engaged in sexual misconduct with a minor or student in violation of the law. Such assistance would include, but not be limited to the provision of references.

"Assisting" does not include the routine transmission of administrative and personnel files.

Exceptions to giving such assistance may only be made where the exception is authorized by the Every Student Succeeds Act, Sec. 8038 (20 U. S. C. 7926).

These exceptions are:

(1)(A) the matter has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct;
(B) the matter has been properly reported to any other authorities as required by Federal, State, or local law, including Title IX of the Education Amendments of 1972 (20 U. S. C. 1681 et seq.) and the regulations implementing such title under part 106 of title 34, Code of Federal Regulations, or any succeeding regulations; and
(2)(A) the matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified School officials that there is insufficient information to establish probable cause that the School employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law;
(B) the School employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or (C) the case or investigation remains open and there have been no charges filed against, or indictment of, the School employee, contractor, or agent within 4 years of the date on which the information was reported to a law enforcement agency.

If you have questions regarding this policy or your responsibilities under it, please reach out to the Head of School of John Rex.

Adopted: June 2019

POLICY P-001
EMPLOYMENT

It is the intent of the John Rex Board of Education to employ and maintain a staff of highly qualified personnel. Personnel policies and regulations will reflect fair practice and parallel the decisions recorded in state law and any Employee Handbook.

The Board of Education shall establish procedures for the selection of the Head of School, Board Clerk, Encumbrance Clerk, Treasurer, Attorney, Auditor and their respective deputies (Reference: 70 O.S. §5-106, 119, 114, 117; 70 O.S. §22-104).

All other employees of the School will be appointed by the Head of School. The Head of School will appoint employees based on the experience and qualifications of the applicant.

It is the responsibility of the employee/applicant to meet federal, state, and local qualifications for employment to include maintaining any certificate or license required for continued employment.

A felony record search based upon name or finger prints shall be required by the School for all prospective employees. An individual may not work over thirty (30) days pending receipt of the results of the search (Reference: 70 0.S. §5-142). If the results of the search reveal a felony conviction, the individual will be terminated immediately.

I. Equal Opportunity Employment

The School shall select employees as needed on the basis of merit, training, and experience. The School shall comply with the letter and the spirit of state and federal laws prohibiting discrimination in employment. There shall be no discrimination against any otherwise qualified disabled applicant or employee or to any applicant or employee because of race, creed, color, national origin, sexual orientation, religion, sex or age.

II. Assignment and Transfer

Employees will be assigned to serve in capacities where their services will best contribute to the total programs of the School.

A. Teacher Criteria

Teachers will be assigned within the scope of their certification as prescribed by the rules and regulations of the State Board of Education as required by law. Assignments will be made in order to best meet the needs of students and the total School program. When making assignments, criteria such as the following may be considered:

1. Contribution which the teacher can make to the total School program in a specific position;
2. Certification and qualifications of the teacher for the assignment;
3. Opportunity for the teacher's professional growth; and,
4. The teacher's length of service to the School.

B. Support Employee Criteria

Assignment or transfer of support employees shall be based on:

1. The contribution which the employee can make to the program;
2. The qualifications of the employee for the assignment to be filled;
3. The opportunity for professional growth; and,
4. The length of time in the School.

The Head of School will make the final ruling on assignments and transfers.

C. Posting of Vacancies

All vacancies shall be posted at the School and on the School website. A vacancy will remain open for seven (7) school days following the posting of the vacancy, except when the immediate filling of a vacancy is necessitated by student needs.

Teachers shall be notified of their tentative assignment for the ensuing year prior to the last day of school, if possible. In the event a change is necessary during the summer months, teachers shall be notified as soon as possible.

D. Reassignment/Transfer Requests

Employees desiring to change assignments at the School shall notify the Head of School in writing. While employees shall have the right to volunteer for reassignment to a particular position, it is recognized that the final decision will be made by the Head of School.

E. Involuntary Transfer

Involuntary transfers may be made by the Head of School or his/her designee due to Reduction in Force (RIF), emergencies, or job performance.

III. Contracts for Certified Personnel

As required by state law (70 O.S. §6-101), certified personnel may be reemployed for the upcoming school year unless they are notified by the Head of the School. Certified personnel are expected to notify the Head of School before the end of the school year if they do not intend to continue their employment.

IV. Personnel Files

A. Certified Personnel Files

An Official Personnel File shall be maintained at the School. Head of School may maintain a Site Accreditation File and a Working File; however, materials that may be used as the basis for disciplinary action must be forwarded to the Official Personnel File before they may be used in any disciplinary action.

A teacher shall have the right to review the contents of his/her Official Personnel File with the exception of employee reference and other confidential materials. A representative, at the teacher's request, may accompany the teacher in this review. Such review may occur only during the teacher's non-working hours and/or scheduled planning time. Said inspection shall be at a time and a manner mutually acceptable to the teachers and the Head of School, and shall be requested at least twenty-four (24) hours in advance.

Materials that may adversely affect a teacher's employment status may not be placed in the teacher's Official Personnel File unless the teacher has had an opportunity to review the materials. The teacher will acknowledge that he/she has had the opportunity to review such materials by offering his/her signature to the copy to be filed, with the expressed understanding that such signature in no way indicates agreement with the contents thereof. Within fourteen (14) days after reviewing the materials, the teacher will have a right to submit a written answer to such materials and the answer will be attached to the file copy.

Materials of reprimand or admonishment may be removed upon mutual agreement of the teacher and the Head of School. Normally the severity of the issue will determine the length of time it remains in the file. If removal is requested and denied, a reason shall be given. Anonymous materials shall not be placed in a teacher's Official Personnel File.

B. Support Personnel Files

Important events in an employee's history with the School will be recorded and maintained in the employee's personnel file; including performance evaluations, change of status records, and educational attainment documentation. An employee has the right to review his/her personnel file by making an appointment with Personnel Services.

V. Off Duty Employment

Employees who work a second job or engage in activities to earn additional income must ensure that extra work does not impact their ability to fulfill duties and responsibilities as a school employee. Tutoring for pay will be allowed outside of contract hours.

VI. Substitute Teachers

Substitute teachers are those teachers who are appointed temporarily to assume the duties of a regular teacher.

A substitute teacher who holds a valid Oklahoma certificate may teach an unlimited number of days during the school year in content areas/grade levels in which he/she holds a valid certificate. A substitute teacher who holds a lapsed or expired certificate or has a bachelor's degree may teach one hundred (100) school days. Substitute teachers with no degree may teach ninety (90) days during one school year. A substitute teacher may not be employed for the same assignment for more than ninety (90) school days unless he/she holds a valid certificate.

In accordance with state law, substitute teachers who do not hold a valid certificate and who are employed in the same special education teaching assignment for more than fifteen (15) consecutive days or thirty (30) days total, will be required to participate in training offered by the State Board of Education (Reference: 70 0.S. 2000 §6-105).

With the exception of the teaching certificate, substitute teachers shall provide the Head of School with the same information required from a regular teacher.

VII. Inter-session & Summer School Teachers

Inter-session & summer school positions will be posted at the School and on the School website. When possible, teachers shall be selected from teachers employed for the regular school term. The Head of School shall have the responsibility for hiring inter-session and summer school teachers.

VIII. Health Examination

Employees with health concerns that adversely affect the educational setting may be required by the School to undergo a physical examination at School expense; a maximum of two diagnostic exams will be paid for by the School. The School will select the physician to be used for the examination. Based on the findings of the physical examination(s), the Head of School or his/her designee will make a recommendation to the Board concerning the continued employment of the employee.

IX. Disqualification from Employment

In Compliance with state statute, no relatives (within a third degree) of Board members may be employed by the School; exemptions may be given by the State Board of Education (Reference: 70 O.S. §5-113.1).

POLICY P-002
EMPLOYMENT DUTIES, RESPONSIBILITIES, AND MONITORING

I. School Day Duties

Provided that assigned duties and professional responsibilities related to the proper functioning of the School do not require otherwise, teachers will report to the School and be available for duty as directed by the Head of School. Assignments and professional responsibilities required beyond the normal work day shall be reasonable in number and duration. Meeting agendas shall be provided in advance whenever possible.

The obligations of certified personnel shall include a reasonable amount of extra duty. After annual review and receiving input from administration and faculty representatives, the Head of School shall discuss with the faculty and assign teachers to supervisory duties on an equitable basis and shall post all duty schedules in a prominent place.

All teachers will receive adequate planning time based on their teaching assignments.

II. Alcohol and Drug-free Workplace

The unlawful possession, sale, distribution, manufacture, or use of a controlled substance (63 O.S. §2-101) or intoxicating beverage (37 O.S. §506) while at work is not allowed. Judgment regarding the use of such substances will be based upon reasonable belief, as defined in the Standards for Workplace and Alcohol Testing Act (40 §551-556).

Any employee found to be in violation of this policy will be subject to disciplinary action which may include termination of employment or satisfactory participation in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

School employees must notify the Head of School or his/her designee of any criminal drug statute conviction for a violation occurring in or on the premises of the School or while otherwise on-duty. Such notification must be made to the Head of School or his/her designee no later than five (5) calendar days after conviction. In compliance with P. L. 100-690, Title V, Subtitle D., (the Drug-Free Workplace Act), when an employee notifies the Head of School of a drug statute conviction, the Head of School must notify federal granting agencies within ten (10) calendar days of receiving notice from the employee. Within thirty (30) calendar days of receipt of the notification, the School must take appropriate disciplinary action.

The Board of Education hereby commits itself to a continuing good faith effort to maintain a drug-free workplace. At the time of employment, the School policy for a drug and alcohol free work place will be provided to each new employee. Staff development programs shall be conducted to inform each employee of the School's drug-free workplace program. Information for employees about drug and alcohol counseling and rehabilitation will be available at the School.

III. Reporting Abuse and Neglect

A. Reporting

Suspected instances of child abuse or neglect, whether the result of circumstances at home, school or at other locations, affects the child while he or she is in the care and custody of the school. In compliance with state law, each individual employee, who has reasonable cause to believe that a student is suffering from abuse, neglect, or exploitation, is required to report his/her concern directly to the Oklahoma Department of Human Services (DHS).

B. Investigations

The School will cooperate with DHS, law enforcement, and/or the School attorney's office in all investigations of child abuse. DHS will notify the parent/guardian when an interview is conducted at school (10A O.S. §1-2-105).

POLICY P-003
SUPERVISION OF FAMILY MEMBERS

Unless approved by the Head of School, no administrator shall have direct supervision of any member of his/her immediate family. If an employee is assigned to be an administrator of a program, department or division in which a member of his/her immediate family is already an employee, such family member may continue in that position until the end of the current fiscal year (July 1-June 30) at which time the family member will be transferred to an area outside the administrator's supervision.

POLICY P-004
RECORD SEARCHES AND BACKGROUND CHECKS

The State Department of Education will conduct a felony background check for all teachers applying for an Oklahoma Teaching Certificate for the first time. If the felony check is clear, the teaching certificate will be issued.

All other prospective employees will have a felony background check conducted by the School.

At the discretion of the School, substitute teachers, who were employed in the previous academic year, may not be required to participate in a background check for the current school year. Any person employed as a fulltime teacher by the School for five (5) or more consecutive years, immediately preceding an application for employment as a substitute teacher, will not be required to undergo a new background check.

The cost of the background check will be the responsibility of the potential employee.

POLICY P-005
SECTION 504 AND TITLE IX GRIEVANCE PROCEDURES

All School personnel will follow the grievance procedures established by the Board.

POLICY P-006

REQUEST FOR CHANGE OF ASSIGNMENT WITHIN A BUILDING

These procedures will be followed when an employee wishes to request consideration for change of assignment at the School:

The employee shall obtain the form "Request for Consideration for Change of Assignment within a Building" (attached) from the Head of School or designee. This may be done at any time an assignment becomes vacant at a site and/or as a part of the check out procedures at the end of the school year. A new request is required for each school year.

The employee shall fill in the information requested on the form and return to the Head of School, or designee. If the designated position becomes vacant, the Head of School will give consideration to all requests within the building for change of assignment to that position. Once the position has been filled, the Head of School will notify those who have a "Request Consideration for Change of Assignment within a Building" on file that the position has been filled.

Request for Consideration of
Change of Assignment within a Building

Name of Employee: _____ Date: _____
Present Assignment: _____ _____
Position

I request my assignment for school year 20____ to 20____ be changed to:

Grade/Subject/Position: _____

My areas of certification/work experience are: _____

_____

_____

Remarks and/or reasons for request: _____

_____

_____

_____
Employee's Signature

_____ _____
Summer Address Summer Phone/Cell Phone

_____
E-mail Address – Home

_____ _____
School Year Address School Year Phone

This request does not guarantee a change of
assignment should the designated position become vacant.

POLICY S-001
STUDENT UNIFORMS

Introduction

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. In recognition of the right of students to express themselves in the manner of dress, students have the right to choose their own grooming and clothing styles subject to the requirements of this policy.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted.

Head of School ("HOS"), in conjunction with persons in leadership roles, may regulate dress and grooming of students who participate in a particular activity if the HOS reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals. Exceptions to the student uniform may be made to meet needs of specific classes such as extra-curricular activities. Additionally, HOS may designate days for students to wear particular attire in recognition of school-wide events such as 89er Day, Spirit Day, etc. and may provide for days when the student uniform shall not apply.

No student shall be denied attendance at school or be otherwise penalized for failing to wear clothing that complies with the school uniform if such failure is due to financial hardship. Parents of any student who may not be able to comply with the school's uniform requirements should advise the HOS that obtaining the required uniform will present a financial burden. The School will offer to assist students who are having difficulty complying with their school's uniform requirements due to financial hardships and shall develop a program to assist students in obtaining clothes which comply with the uniform. The School may establish a trade or resale plan for re-usable uniforms through parent organizations as a fund raising mechanism. A school site may provide for donations of clothing or financial assistance, operate a clothing closet where extra uniforms are kept, or provide coupons for stores that sell or provide clothing that meets the requirements of this uniform policy. The School may accept donations from the community, businesses, PTA, and other supporters for the purpose of meeting the needs of students for assistance with the cost of uniforms.

Students who violate this policy may be subject to disciplinary action.

The following guidelines apply to all students while in attendance at school or school-sponsored events:

General:

- Clothing worn to school shall not be torn, cut-up, or slit and must be appropriately sized.
- Students shall not wear bedtime attire, such as pajamas, and shall not wear undershirts, undergarments, or spandex as outerwear.
- Students shall not wear clothing that reveals the chest such as net shirts, undershirts, see-through blouses, halter tops, or tube tops or clothing that exposes a bare midriff, bodice, abdomen, or buttocks, or exposes undergarments.
- Students shall not wear any clothing (including outerwear), jewelry, accessories, or display tattoos that contain messages or images that are obscene, vulgar, or related to tobacco, drugs, alcohol, sex, and/or violence.
- Students may wear to school the uniforms designated by service/civic organizations including but not limited to Cub Scouts, Boy Scouts, Brownies, Girl Scouts, Camp Fire, or Blue Birds.

Pants/Slacks/Skirts/Shorts/Skorts/Dresses:

- The HOS shall designate no more than two (2) colors of pants, slacks, skirts, shorts, skorts, or dresses which may be worn but one color must be khaki.
- Pants, slacks, skirts, shorts, and skorts shall be appropriately fastened at the waist. No sagging or "low rise" clothing is allowed.
- Leggings may be worn only as an accessory under skirts, skorts, or dresses that meet uniform requirements and may only be white, black, or navy.
- Hemlines must be of modest length (eg., not above the fingertip of the wearer with the arm).

Shirts:

- The HOS shall designate no more than three (3) colors and types of shirts, which may be worn but one color must be white.
- Shirts may be long or short-sleeved and shall be collared.
- Shirts may not have visible insignias, logos, labels, words, or pictures except approved school logos or name.
- Shirts/blouses must be appropriately buttoned or zipped.

Footwear:

- Students shall wear shoes and/or footwear at all times while on school property, and shoes with laces must be tied for safety.
- Students shall not wear flip-flops, beach, pool wear shoes, or house shoes.

Outerwear:

- Students may wear plain sweatshirts, sweaters, fleece jackets, or vests without hoods in the same colors as shirts designated for the school uniform. Sweaters, sweatshirts, or vests may have school approved logos and/or names but no other insignias, logos, words, or pictures.
- Coats may not be worn inside the building during the school day but shall be worn to school and placed in the location designated by the HOS. The HOS may make an exception if the building and/or classroom is unusually cold.

Hats/Jewelry/Accessories:

- Students may not wear caps, hats, or head coverings of any kind, including but not limited to, scarves, bandanas, and sweat bands inside a school building except for students with religious beliefs requiring a head covering, for medical reasons, or as approved by the school's administration for a special school activity.
- Jewelry and accessories which pose a safety concern for the student or others are prohibited.
- If a student wears a belt, the belt must be solid, dark (brown/black) color, worn in the belt loops of the clothing, and appropriately fastened with a plain belt buckle.

Adopted: June 2014
LEGAL REFERENCE: 70 O.S. § 24-100.4.

POLICY S-002
IMMUNIZATION – STUDENTS

Introduction
The John Rex Charter Elementary School Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards that may threaten or endanger the health of our children or educators.

The Board shall require that no child be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

If a parent or guardian is unable to pay for the required immunizations, the School will refer the student to the Oklahoma County Health Department and other vaccine providers.

The following immunizations are required by the State Department of Public Health prior to the enrollment of a child in public school:

GRADE VACCINES	**PRE-K**	**KG-6th**	**7th – 10th**	**11th -12th**
DTP/DTaP (diphtheria, tetanus, pertussis)	4 DTaP	5 DTP/DTaP❿	5 DTP/DTaP❿ & 1 Tdap❿	5 DTP/DTaP❿
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV	4 IPV/OPV◀	4 IPV/OPV◀	4 IPV/OPV◀
MMR (measles, mumps, rubella)	1 MMR	2 MMR	2 MMR	2 MMR
Hep B (hepatitis B)	3 Hep B	3 Hep B ❿	3 Hep B ❿	3 Hep B ❿
Hep A (hepatitis A)	2 Hep A	2 Hep A	2 Hep A	2 Hep A
Varicella (chickenpox)	1 Varicella	1 Varicella	1 Varicella	1 Varicella

❿	If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required.
❿	Tdap (tetanus, diphtheria, pertussis) booster
◀	If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.
❿	If an adolescent reaches age 11 years and has not started the HepB vaccine series, he or she may receive a 2-dose series of Merck® Adult Hepatitis B vaccine instead of the 3-dos series of pediatric HepB. However, the series must be completed before the 16th birthday or the adolescent must receive a total of 3 doses of HepB vaccine. If you have any questions about this 2-dose series of HepB vaccine, talk to your healthcare provider. All other children (younger or older) must receive 3 doses of hepatitis B vaccine.

Adopted: July 2014
LEGAL REFERENCE: 70 O.S. § 1210.191, et seq.
REFERENCE: Immunization Service Oklahoma State Department of Health Regulations.

POLICY S-003
STUDENT MEDICATION

Introduction
The John Rex Charter Elementary School Board of Education recognizes that under certain circumstances medicine may be dispensed to students by the school nurse, Head of School, or other designated employees. The following procedures will be used when medicine is dispensed:

1. Prescription medicine is defined as medication contained in a prescription vial with a label that correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number, directions for the administration of the medication, and whether the child has asthma or other disability which may require immediate dispensation of medication.

   The medication must be delivered to the Head of School's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:
   A. purpose of the medication,
   B. time to be administered,
   C. whether the medication must be retained by student for self-administration,
   D. termination date for administering the medication, and
   E. other appropriate information requested by the Head of School or designee.
2. The following personnel shall be authorized to administer medicine at school: The school nurse or, in the absence of the school nurse, the Head of School, or other school employees who have been designated in writing by the Head of School and/or the school nurse.
3. No medicine shall be administered unless the parent or guardian of the student has given the school written authorization to administer the medicine. The School shall keep on file the written authorization to administer medicine to a student.
4. Prescription medication shall be administered pursuant to the directions for the administration of the medicine listed on the prescription vial with a label as defined in paragraph 1, above, or as otherwise authorized in writing by the physician prescribing the same. All medicine shall be properly stored in a locked cabinet, and not readily accessible to persons other than the persons who will administer the medication except medication retained by a student per physician's order.
5. Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. In certain circumstances, self-administration of medication by a student with other life threatening illnesses may be permitted. Additionally:
   A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
   B. The school will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the John Rex Charter Elementary School and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
   C. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

D. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
E. Definitions:
    1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
    2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
F. Teachers and other appropriate school personnel will be given the names of students who have permission to self-administer medicine. Those names are to be kept confidential.

6. The Head of School or designee shall inform appropriate school personnel of the medication being administered; keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the type or name of medicine that was administered, the dosage of the medicine that was administered, and the time the medicine was administered; and return unused prescriptions to the parent or guardian only. The "Log of the Administration of Medicine" form shall be used by each school to keep the record of all medicine administered by school personnel during each school year.
7. Nonprescription medication, including over-the-counter drugs such as aspirin, cough medicine, etc., may be administered by a school nurse or, in the absence of a nurse, an administrator or designated school employee, pursuant to written authorization of a parent, guardian, or person having legal custody of the student when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician. All medicine shall be properly stored, and not readily accessible to persons other than those persons who will administer the medication.
8. School personnel will not administer routine allergy injections or other injections to school personnel. The Head of School or designee may authorize the school nurse or LPN to administer injections or other emergency medications to students under special circumstances, providing the medication protocol is followed.

    The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

    This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

Adopted: July 2014
LEGAL REFERENCE: 10 O.S. § 170.1; 59 O.S. § 353.1; 70 O.S. § 1-116, et seq.

POLICY S-004
VISION SCREENINGS

Introduction
In order to notify the legal guardian of the Oklahoma State law vision screening requirements for kindergarten, first and third grades. Oklahoma law states, "The parent or guardian of each student enrolled in kindergarten, first, and third grades at a public school must provide proof that their student passed a vision screening within the last 12 months." State law further states, "No student shall be prohibited from attending school for the lack of a vision screening certification or an eye examination report."

The School will offer to all students yearly vision screenings, with the consent of the legal guardian, free of charge. The legal guardian will continue to receive the results. The School will comply with any state reporting requirements.

Adopted: July 2014
LEGAL REFERENCE: 70 O.S. § 1210.274.

POLICY S-005
BULLYING PREVENTION

Introduction
The John Rex Charter Elementary School recognizes that the need for student safety is imperative in order to promote a climate that is safe and inductive for learning.

Students are prohibited from bullying, harassing, threatening, or intimidating other students or school personnel. Bullying means any behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

The following steps shall apply to the investigation of reported incidents of harassment, intimidation, bullying, or threatening behavior:

1. If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the Head of School.
2. The Head of School will gather information deemed necessary to evaluate the incident.
3. After completing any necessary investigation, the Head of School shall determine if the student accused of bullying, harassing, threatening, or intimidating behavior or communications engaged in prohibited conduct and, if so, shall determine the appropriate discipline.
4. Parents and guardians of both victims and perpetrators of verified bullying will be notified and steps taken to rectify the actions of students involved.
5. During the pendency of the investigation, the Head of School may take appropriate action to ensure the safety of all students or school personnel involved.
6. If warranted, the Head of School shall notify law enforcement of the reported incident and cooperate with any law enforcement investigation.
7. If the student's actions are determined to constitute harassing, intimidating, threatening, hazing, or bullying behavior or communications, the Head of School may, as a condition and part of any disciplinary action that is taken, recommend that available community mental health care options be provided to the student.
8. The Head of School may also require that the student and the student's parent or guardian meet with the administrator, a school counselor, and/or other appropriate school personnel before being allowed to return to school.
9. If a student is found to have falsely accused another student of harassment, intimidation, bullying, or threatening behavior as a means of retaliation, reprisal or as a means of bullying then they may be assigned disciplinary consequences as deemed appropriate by the Head of School.
10. Definitions/Terms:
    - "At school" means on school grounds, in school vehicles, at school-sponsored activities or at school-sanctioned events.
    - "Electronic communication" means the communication of any written, verbal, pictorial or video content by means of an electronic device, including, but not limited to, a telephone, or mobile or cellular telephone or other wireless telecommunication device or a computer.
    - "Threatening behavior" means any pattern or behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

- Appropriate school personnel consist of site administration (Head of School, assistant Head of School), counselor, and/or teacher.

Information from this policy shall be posted in areas deemed appropriate by the Head of School, and will be included in all student and faculty handbooks.

The Head of School or designee will conduct an annual training of preventing, identifying, responding and reporting incidents of bullying with their faculty and staff. The Head of School will also provide for an educational program for students and parents in preventing, identifying, responding to and reporting incidents of bullying.

Adopted: July 2014
LEGAL REFERENCE: 70 O.S. §24-100.3; 21 O.S. § 850.

POLICY S-006
HAZING

Introduction
The John Rex Charter Elementary School Board of Education will not recognize or sanction secret societies formed wholly or in part from the membership of students attending the school. Therefore, it is the policy of this school that no student or employee shall participate in or be members of any secret fraternity or sorority or secret organization that is in any degree related to the school or to a school activity. As the Board does not approve of hazing in any manner or form, while a student is under the supervision of school authorities, no student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school 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 that may include expulsion for students and employment termination for employees.

Adopted: July 2014
LEGAL REFERENCE: 21 O.S. § 1190.

POLICY S-007
STUDENT DISCIPLINE

Introduction
The John Rex Charter Elementary School Board of Education believes that student behavior should be based on respect and consideration for the rights of others. This policy and corresponding regulations define standards of conduct to which students are expected to conform, and provide options for the methods of control and discipline of students as required by law. In order to comply with the Board's statutory obligation to notify all students, teachers, and parents of the adoption of policies for the control and discipline of children attending school in this school, the substance of this policy shall be set forth in documents for students and parents who are distributed on an annual basis.

Classroom teachers have the responsibility of maintaining discipline in the classroom in accordance with this policy. Minor infractions of school rules may be handled by the teacher, the Head of School, or his designee. Disciplinary action is to be consistent with the Student Code of Conduct.

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:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.
- Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.
    1. Unexcused lateness to school
    2. Unexcused lateness to class
    3. Cutting class
    4. Leaving school without permission
    5. Refusing detention/late room
    6. Smoking
    7. Truancy
    8. Disrupting class
    9. Possessing or using alcoholic beverages or other mood-altering chemicals
    10. Stealing

11. Forgery, fraud, or embezzlement
12. Assault, physical and/or verbal
13. Fighting
14. Profanity
15. Possession of weapons or other items with the potential to cause harm
16. Distributing obscene literature
17. Destroying/defacing/vandalizing school property
18. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
19. Harassment because of race, sex, national origin, disability, religion, sexual orientation, or gender identity.
20. Gang related activity or action

Parents, guardians, and students enrolled in this School should be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Adopted: July 2014
LEGAL REFERENCE: 10 O.S. § 7115; 70 O.S. § 6-114; 70 O.S. § 24-101.3.

POLICY S-008
STUDENT DISCIPLINE – OUT-OF-SCHOOL

The John Rex Charter Elementary School Board of Education recognizes that out-of-school conduct of students attending School is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property 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; and
3. Engaging in activity that directly impedes discipline at School or the general welfare of School activities.

Adopted: July 2014
LEGAL REFERENCE: 70 O.S. § 6-114.

POLICY S-009

STUDENT DISCIPLINE – PROCEDURES FOR DISABLED STUDENTS

Introduction

The John Rex Charter Elementary School Board of Education recognizes that the discipline of students with disabilities is outlined in the Individuals with Disabilities Education Act of 1997 (IDEA). Vigilant attention to procedural details and intervention plans is crucial in disciplining students with disabilities.

Disciplinary safeguards for a special education student are required to assure that appropriate student/school behaviors are expected of all students without inappropriately disciplining a special education student for behaviors directly related to the disability. An individualized behavioral intervention plan may be addressed as part of a student's Individual Education Plan for any special education student who exhibits inappropriate school behaviors. The behavior plan shall address inappropriate student behaviors and procedures designed to minimize these behaviors.

Disciplinary measures for special education students may consist of, but are not limited to, the following:

A. Counseling
B. Conferences
C. "Time out"
D. Detentions
E. In school suspension with special services provided as specified in the child's IEP.

The School must notify the student's parents of any proposed disciplinary action that may impose a suspension and of all the applicable procedural safeguards under IDEA no later than the date on which the decision to take disciplinary action against the student is made.

The IEP team must convene prior to any disciplinary action that may impose a suspension that results in removal for more than 10 cumulative days in a school year. The team must:

1. Develop a functional behavioral assessment plan to address the behavior; or
2. If the student's IEP already has a behavioral intervention plan, review and modify it to address the behavior; and
3. Make a manifestation determination.

The IEP team may determine that the student's behavior was not a manifestation of the disability only if the team:

1. First considers, as to the behavior subject to disciplinary action, all relevant information including:
    a. Evaluation and diagnostic results (including parental information);
    b. Observations of the child; and
    c. The student's IEP and placement.
2. And then determines that:
    a. The student's IEP and placement were appropriate;
    b. Services, supplementary aids and services, and behavioral strategies were in compliance with the student's IEP;
    c. The student's disability did not impair the student's ability to understand the impact and consequences of his/her behavior; and
    d. The student's disability did not impair the student's ability to control his/her behavior.

If the team determines the behavior is a manifestation of the disability, then the school cannot suspend or remove the student as discipline. If the IEP team finds the student cannot be suspended out of school, it can still consider whether a change in program or placement is appropriate.

When the student's disciplinary plan does not provide an appropriate alternative action to address disruptive conduct, the following steps may be implemented:

1. Emergency Removal (Removal from campus for reasons other than to an alternative program): An emergency removal shall be used only when a student exhibits dangerous behavior, posing a physical threat to self or others. Such behavior may include, but is not limited to, the fact that the student is under the influence of alcohol or drugs, highly agitated or suffering from any other condition which temporarily threatens the student's welfare, the welfare of other individuals, or the efficient operation of the school.
    A. Any student who is removed in a condition that threatens his own welfare or the welfare of others must be released to the student's parents, a representative of the parent, or other proper authority (including, but not limited to, law enforcement officers and medical personnel).
    B. The period of removal may not exceed 10 consecutive school days. After removal for the tenth cumulative day in a school year, the School must provide services.
    C. Removal is effective immediately upon the decision of the Head of School or designee. The number of days of removal shall be determined as appropriate by the Head of School up to 10 days.
    D. The Head of School must make and document efforts to contact and notify the parent or guardian prior to the removal. The parent or guardian must be notified of the removal as soon as possible and be given the reasons therefor.
    E. The student shall be informed of the reason for the removal and be given an opportunity to state any objections to such action.
    F. The student must have an opportunity to complete missed assignments.
    G. An IEP meeting will be called during the removal period to review the student's academic and behavioral program. The parent will be in attendance whenever possible.
2. Removal to an Alternative Education Program:
    When the Head of School determines that a special education student is guilty of incorrigible conduct, an Individual Education Plan committee will be convened.
    A. The IEP committee will address if the alleged behavior in question is related to the student's handicapping condition or an inappropriate placement.
    B. If the behavior in question is judged unrelated to the student's handicapping condition by the IEP committee, the Head of School may remove a student to an alternative education program.
    C. Removal may not exceed 10 consecutive school days.
    D. If relationship between the handicap or inappropriate placement and the behavior is determined to exist, the IEP committee shall determine what action is appropriate.
    E. The IEP committee may place a student in an alternative education program for a period up to 10 days in an unsupervised educational setting such as home-based instruction. If the IEP committee determines that placement in an alternative education program shall exceed 10 days, the student shall continue to receive instructional service in a supervised educational setting.

F. If the total number of days a disabled student is removed to an alternative education program or removed from class on an emergency removal or both totals 10 days in any one school year, an IEP committee review of the student's Individual Education Plan shall be conducted to review the student's discipline management plan.

1. Suspension of Disabled Students:
   Suspension may be affected for a disabled student who is engaging in conduct that could warrant suspension for a nondisabled student only if the IEP committee determines that the misconduct is not related to the handicapping condition or inappropriate placement.
   A. The IEP committee will determine whether the student's disruptive behavior is related to the student's handicapping condition. The committee shall base its decision on current evaluation and assessment data and on review of the current IEP documentation rather than on established eligibility or previous committee decision. The IEP committee will consider whether the student's behavior indicates the need for new assessment or evaluation data.
   B. Prior to a suspension, the student shall be entitled to due process, including a hearing before the Board or its designee. At that hearing, the student may be represented by counsel, and may confront and cross examine witnesses and present witnesses and evidence in the student's own behalf. The School shall make every effort to ensure that the student understands the charges and shall provide any assistance necessary for overcoming language barriers to communicating the student's version of the facts in the hearing.
   C. The IEP committee shall determine the Special Education services to be provided during the time of suspension. The student's IEP shall include goals and objectives designed to assist in returning the student to school. If recommended by the IEP committee, Special Education instruction will be provided through home-based instruction. The IEP committee will determine if credit will be earned for the Special Education Home-based instruction. The home-based teacher will be included in the IEP meeting to determine services.
   D. If the IEP committee determines that the student's disruptive behavior is related to the handicapping condition or inappropriate placement, the student shall not be expelled. If the disruptive behavior on the part of the student indicates an inappropriate placement, the IEP committee shall review the placement and consider alternatives. If the placement is appropriate the IEP committee may revise the student's IEP to implement needed behavior management in the student's existing placement.

Adopted: July 2014

LEGAL REFERENCE: 20 U.S.C. § 1415; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 749; 34 C.F.R. Part 104, Section 504.

POLICY S-010
SUBSTANCE USE BY STUDENTS

Introduction
The John Rex Charter Elementary School recognizes that the need for student safety is imperative in order to promote a climate that is safe and inductive for learning.

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.

Adopted: July 2014
LEGAL REFERENCE: 70 O.S. § 24-138(B).

POLICY S-011
SUSPENSION OF STUDENTS AND REVOCATION OF TRANSFER

Introduction
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.

The John Rex Charter Elementary School is not required to provide educational services, in the regular school setting, to any student who has been adjudicated as a delinquent for an offense defined as an exception to a nonviolent offense, pursuant to 57 O. S. 571, or convicted, as an adult, of an offense which is an exception to a nonviolent offense as outlined in Oklahoma law or who has been removed from a public or private school in the state of Oklahoma or another state, by administrative or judicial process, for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students. Additionally, the John Rex Charter Elementary School is not required to provide educational services in a regular school setting to any student who has been found to have assaulted, attempted to cause physical bodily injury to, or acted in a manner that could reasonably cause bodily injury to a school employee or a person volunteering at a school. Until the School determines that such students no longer pose a threat to self or other students, or employees, the School will not accept a transfer for any such students, and if the student resides in the boundaries of the School, the School will seek to enroll such students in alternative service programs, home-based programs, or in another appropriate settings in conjunction with Oklahoma City Public Schools.

Any student 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, will be removed from School for not less than one full calendar year or to immediately revoke the student's transfer to attend the School. The Head of School or designee has the authority to modify the term of suspension on a case-by-case basis; however, any substantial modification must be reported to the Board of Education.

Adopted: July 2014
LEGAL REFERENCE: 10 O.S. § 7115; 70 O.S. § 6-114; 70 O.S. § 24-101.3.

POLICY S-012
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. Parent will be instructed to remove all live lice and nits before the student returns to school.

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. Follow up head checks may be done by school staff 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.

Adopted: November 2014

POLICY S-013
APPLICATION/ENROLLMENT/LOTTERY

The School has designated attendance boundaries, and any child residing within those attendance boundaries shall, subject to any capacity and education program limitations, be entitled to attend the School. The School's boundary has been designated an academic enterprise zone in accordance with 70 O.S. §3-140(C) (the "Attendance Zone").

Students that reside within the School's Attendance Zone may opt-out of attending the School and choose to attend their resident home school. The Attendance Zone was established by the Oklahoma City Public School ("OKCPS") and the School's Board of Education ("Board") with the goals of encouraging families to move to downtown Oklahoma City and creating a diverse student population.

The Board forbids any enrollment or denial thereof based on any prohibited grounds, such as ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, or measures of achievement, aptitude, or athletic ability.

A. Admission

The order of priority for admission and enrollment of students to the School will be based on the following four tiers:

1) First, any child who resides within the Attendance Zone; and

2) Second, a child who resides outside the Attendance Zone, but within OKCPS district's attendance boundary;

If, at any time, the number of eligible students applying for admission exceeds the capacity of the School, the Board directs the Head of School to conduct a lottery, which shall be held within the priority level and/or grade level that is oversubscribed, to select the student(s) that may be admitted to the School.

It is the express intent of the Board to give priority for admission and enrollment purposes to any child that is currently enrolled in the School subject to the conditions of this policy and any other policies of the Board.

For the purposes of admission and enrollment, a sibling of a child currently enrolled, attending and in good standing with the School as determined by the Head of School or designee, shall be given priority over a Tier 2, 3, and 4 applicant. For the purposes of this policy, a "sibling" shall be defined as a biologically or legally related brother or sister of the child currently attending the School pursuant to applicable law.

For the purposes of admission and enrollment, a child of a full-time employee of the School, whether a child biologically or by law, such as a step-child, shall be given priority over a Tier 2, 3, and 4 applicant. However, students admitted to the School based on a relationship with an employee of the School shall be required to re-verify the continued relationship with the qualifying employee and the employee must

have expressed a commitment to continue their employment with the School. If, for whatever reason, an employee does not continue to work at the School, then the child of the employee admitted previously based on the parent's employment with the School, shall be required to apply for admission to the School.

Enrollment and admission decisions will be based on School capacity limitations, class/grade capacity limitations, program availability, and/or educational needs of the student.

After Tier 1, enrollment priority within Tier 2 is given to currently enrolled students, a legal sibling of a child currently enrolled in the School and that is entering the school at the pre-kindergarten grade level, and a child of a person directly providing educational services for the school (i.e. children of faculty/staff members employed by JRCS), if space is available.

If the residence of a student changes during the school year resulting in a change in the student's original admission tier and the admission tier applying to the student's new residence is *less advantageous* than at the time of original admission, the student shall be required to re-apply for admission to the school and enter the lottery for the next school year based on their current tier;

Further, students who enroll in the school in the 2020-21school year or thereafter, whose admission to the school is based on residency in the Oklahoma City Public School District (Tier 1 or Tier 2) who move out of said District shall not be admitted to the school for the term following said residence change.

All students, regardless of admission year or tier, may be required to up to twice during any school year re0verify residency by submitting required documentation and completing all required re-enrollment forms. All students must be in good standing at the time of re-verification.

B. Enrollment

When a student's application is approved for enrollment, admittance to the School is still subject to completing the required paperwork for enrollment within the time limits established by the School. Students who reside within the Attendance Zone may be accepted at any time and will be given priority for admissions subject to any limitations as set forth in this policy. The Head of School will set deadline(s) for applications for admission from students who reside outside of the Attendance Zone. The Head of School will require the submission of the appropriate transfer documents in accordance with the timelines set forth in the Education Open Transfer Act, 70 O.S. 2011, § 8-101.1, *et seq.* The Board may consider applications for Emergency Transfers in accordance with the law.

The Head of School will set deadline(s) for verification of residency and employment as well as any other determinations that are to be made as a part of the application, enrollment, and lottery process for the School pursuant to the terms of this policy, any other Board policies and applicable law.

The Board authorizes the Head of School to receive, review, and consider applications for approval. The Board authorizes the Head of School to notify parents/students in writing of approval or denial within a reasonable amount of time of the completed application for admission being submitted.

Upon acceptance into the School, parents of students who are residents of OKCPS, will have a limited number of days, as determined by the Head of School, in which to notify the Head of School in writing that the student(s) intends to enroll and to complete any necessary enrollment paperwork. Upon acceptance into the School, parents of students who are NOT residents of OKCPS will complete the necessary transfer paperwork, and upon approval of a transfer, complete any required enrollment paperwork within a limited number of days, as determined by the Head of School.

For students entering the School in the 2016-2017 school year and each year thereafter, an "Intent to Re-Enroll" form must be executed for each student each Spring Semester by the deadline set by the Head of School. The student must be in good standing and provide the required documentation in order for the Intent to Re-Enroll to be accepted by the School. Each student shall provide one of the following documents: (1) proof of residency in the Attendance Zone or the OKCPS district; or (2) proof of employment in the Attendance Zone. For those students that are not able to provide any one of these documents, but that desire to continue to attend the School, the student will be required to apply for admission and participate in the lottery, if a lottery is necessary.

C. Timeline

The Board adopts the following general timeline for application and enrollment and authorizes the Head of School to further define the dates, deadlines, and paperwork for this process:

Jan-Feb	Public information meetings with parents and community
February	Application and pre-enrollment window opens
March	Application and pre-enrollment closes
March	Lottery (as necessary)
March/April	Parents notified
April	Enrollment deadline
May	Transfer deadline

D. Lottery

The School will conduct a lottery for those tiers that are oversubscribed; provided, however, the lottery will only consist of the tier(s) and/or grade(s) that is necessary based on the School and grade capacity limitations. To the extent children identified to be given priority in a specific priority tier of admission are included in a certain oversubscribed group, the lottery shall be limited to the applicants qualifying for the priority status within the applicable tier. Subject to the conditions in this policy, all applications received prior to the established cut-off date will be eligible for participation in the admission lottery. When all the available seats have been filled, the School will continue the lottery process until every application has been assigned to an order on a waitlist in the event an opening arises. The lottery will be open to the public.

E. General Procedures

The School will follow the following general procedures:

- *The Head of School is authorized to prepare the necessary forms to complete the application and enrollment process, and to require reasonable documentation be submitted to the School to verify any child's qualification for any of these priority groups.*
- Parents or guardians of a student selected for admission will be notified, and will have a limited period of time to accept their admission. Families who do not accept their admission within this period will not be enrolled in the School and the seat may be filled from the waitlist.
- In the case where a seat becomes available during the academic year, the seat may be filled from the current school year waitlist as determined by the Head of School.
- If a parent/guardian on the waitlist, for whatever reason, chooses not to accept a seat at the School when offered, the parent/guardian will be either removed from the waitlist or placed at the bottom of the waitlist.
- Applications received after the lottery will be placed at the bottom of the waitlist.
- The waitlist is for each school year and will not carry over year to year.
- If the Head of School realizes that erroneous information has been provided to the School on an application, the Board authorizes the Head of School to take the appropriate action to address the inaccurate application. If a parent provides incorrect information on an enrollment application, the School will investigate to determine if a parent purposefully and intentionally misled the School in their application. If the Head of School determines that the parent(s) action was purposeful, the Board authorizes the Head of School to revoke the student's transfer to the School.
- The Board authorizes the Head of School to develop the necessary forms and to require documentation and agreement from parent(s) as a part of the application and enrollment process.

Updated: April 2016 & January 2020
Adopted: December 2014

POLICY S-014
PARENT/STUDENT AND SCHOOL AGREEMENT

John Rex Charter Elementary School (the "School") is a full-time charter school for which many families choose for their children to attend. If a parent elects to have their student attend the School, the parent(s) and student(s) agree to fulfill certain expectations and School policies upon acceptance of enrollment at the School. Parents and students are aware that it is their obligation to fulfill these expectations and to comply with the School policies so that student(s) and School can be successful.

Direct parental involvement is fundamental to the success of the School. School requires parental duties to include parental support of their student by ensuring his/her attendance, punctuality, volunteering, addressing behavior issues, and refraining from any disparaging comments about the School, staff, other parents or students, including social media or other forms of communication, which may reasonably disrupt the educational environment at School. Student attendance is required for continued enrollment in School. School is required to track attendance according to state law. Students that do not meet attendance requirements may be found truant and/or withdrawn from School by revoking the student's transfer. Students are expected to have at least an attendance rate of ninety-five percent (95%), and are expected to be on time for School. If the Head of School 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.

Parents or other responsible adults are expected to maintain communication with School and teachers on a regular basis. Face-to-face meetings may be requested by either the School or parent. A working phone number, email address, and current physical, mailing, address must be provided and maintained throughout the school year. Families are required to notify teachers and/or School administration of any changes in contact information as they occur. Failure of a parent or legal guardian to maintain reasonable communication with School may result in the denial of a transfer to the School in future school years.

As applicable, students shall be required to participate in state-mandated testing according to their grade level. Parents acknowledge and agree to participate in applicable state testing as required by law. Parents and students that intentionally refuse to participate in required testing may be denied a transfer in future school years.

Parents are advised that a transfer may be revoked for violation of School policies, to include, but not limited to, acts of immorality, violations of School policy or regulations / code of conduct, any act which disrupts the academic atmosphere of the School, or endangers or threatens fellow students, teachers, or employees of the School or School property.

The failure of the parent and/or student to fulfill their agreement with School and to honor the permissions and authorizations with the School as well as School policies may result in the School imposing consequences to include, but not limited to: (1) immediate revocation of a student's transfer; and/or (2) denying a student's request to reenroll; and/or (3) denying a transfer for future school years. School seeks to serve the best interest of a student, and the School believes that if a student is not attending School, is not punctual to the start of the School day, and if a parent and/or student is not complying with School policies, the School may not be the best choice for that family or student.

Adopted: July 2015

POLICY S-015
RESIDENCY & ENROLLMENT REQUIREMENTS

John Rex Charter School (the "School") is committed to serve on a priority basis those students residing within the academic enterprise zone as determined pursuant to 70 O.S. §3.410(c) (the "Attendance Zone"). Additionally, the School serves, on a secondary priority basis, those students residing within the attendance boundaries of Oklahoma City Public Schools ("OKCPS"). Further, the School also serves, as a third priority, those students whose parents, guardian or other person with legal custody is employed within the Attendance Zone. In order to ensure these priorities, the Board of Education of the School (the "Board") adopts this Policy.

Definitions:
"Residence," "residency," and "legal residence" means the student's permanent and current place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing and playing) take place on a regular basis. Part-time presence is not sufficient to establish residency, nor is possession of a home evidence of residency.

"Person having legal custody" means a person who is legally responsible for the care of the child pursuant to the order of a court or governmental agency responsible for making custody determinations and/or placements. The Board shall require that proper documentation be submitted to establish that a person has legal custody of any student claiming residency within the attendance boundaries.

"Permanent care and custody" means a person who has assumed the care and custody of the child on a continuous and ongoing basis with the intent not to relinquish such care and custody until the child reaches the age of majority. The Board shall require the proper documentation be submitted to establish that a person has assumed the permanent care and custody of any student claiming residency within the attendance boundaries.

"Major degree of support" means a substantial contribution to the cost of the child's care.

Basic Residency Requirements:
For a child to qualify for Tier 1 priority as defined in the Board's Application / Enrollment / Lottery Policy, the child's legal residence with a (1) parent(s), (2) guardian, (3) person having legal custody, or (4) a person that has assumed permanent care and custody of the child shall be located within the School's Attendance Zone.

For a child to qualify for Tier 2 priority as defined in the Board's Application / Enrollment / Lottery Policy, the child's legal residence with a (1) parent(s), (2) guardian, (3) person having legal custody, or (4) a person that has assumed permanent care and custody of the child shall be located within OKCPS' district attendance boundary.

For a child to qualify for Tier 3 priority as defined in the Board's Application / Enrollment / Lottery Policy, the (1) parent(s), (2) guardian, (3) person having legal custody, or (4) a person that has assumed permanent care and custody of the child shall be employed within the Attendance Zone.

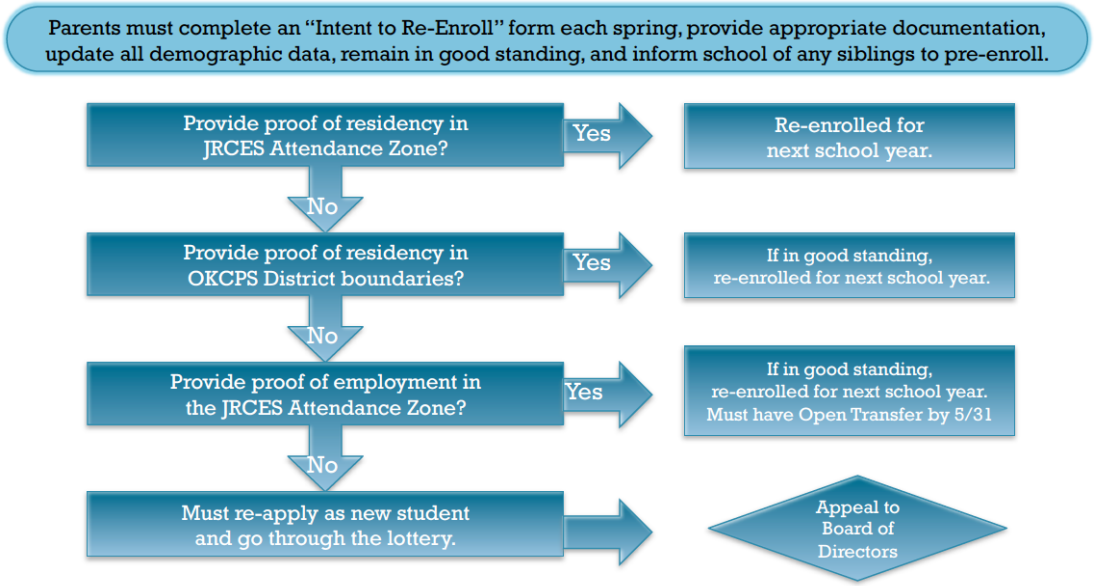
Procedure for Establishing Residency & Compliance with Priority Requirements:

Upon application to and enrollment in the School, or submission of an Intent to Re-Enroll, commencing with the 2016-2017 school year,, the School shall require students to submit either: (1) proof of residency in the Attendance Zone or the OKCPS district's attendance boundary; or (2) proof of employment in the Attendance Zone The Head of School or designee may require that documentation submitted include, but not be limited to, certified copies of court orders, sworn affidavit(s), guardianship records, domestic agreements or related orders (e.g., custodial, divorce, etc.), written agreements, current utility bills, such as gas, water, or electric in the name of the legal resident of said property, property deeds for resident address, lease agreements for resident address for no less than nine (9) months, as determined reasonably necessary by the Head of School to confirm a student's residency. The Head of School, or designee, may conduct site visits to the address provided for residency to confirm the existence of activities required to establish residency as set forth herein.

To the extent the student's residence is not in the Attendance Zone or the OKCPS district attendance boundary, the School will verify that the parent, guardian, or person having legal custody is employed within the Attendance Zone. As a part of this verification process, the School shall obtain the name, address and a point of contact at the place of employment from the parent, guardian, or person with legal custody of the student. In providing this employment information to the School, the parent, guardian, or person having legal custody of the child is representing that they are employed within the Attendance Zone. The Head of School or designee may require that documentation be submitted to the School, to include, but not be limited to, sworn affidavit(s), employment records, wage / earning statements, written agreements, or any other documentation as determined necessary by the Head of School. The Head of School, or designee, may contact the employer and visit the place of employment to confirm employment within the Attendance Zone.

If a parent is not able to re-verify residency or proof of employment by providing the appropriate documentation by the established deadline, and wishes to continue to attend the School, they shall be required to apply for admission and, if necessary, re-enter the lottery for their grade level. The Head of School may establish timelines and deadlines to re-verify residency and employment in conjunction with the application, lottery, and enrollment process.

For students enrolled for the first time in the 2016-2017 school year and thereafter, the following flowchart summarizes the intent to re-enroll requirements:



Pursuant to Oklahoma law, knowingly filing a false affidavit is a misdemeanor punishable by imprisonment in the county jail for not more than one year, or a fine of not more than $500, or both. Any student enrolled under a false affidavit may be withdrawn immediately.

Resolving Residency / Priority Designation Disputes/Appeals:

The School recognizes that there may be occasions when there is a dispute regarding a child's eligibility to attend the School. If at any time the School has reasonable belief that the reported residence may not be correct, or the reported place of employment may not be correct, the Head of School or designee shall notify the student's parent, guardian, person having legal custody of the child, or person that has assumed the care and custody of the child that there is a question regarding the student's legal residency or the reported place of employment and require the submission of additional documentation to confirm residency and/or employment. The student's parent, guardian, person having legal custody of the child, or person having assumed care and custody of the child shall be given an opportunity to submit information regarding residency or employment to the Head of School or designee.

Any such dispute shall be determined by the Head of School or designee. To the extent the Head of School, or designee, determines that the student does not reside within the Attendance Zone or OKCPS attendance boundaries, then the Head of School, or designee shall notify the student's parent, guardian, person having legal custody of the student, or the person having assumed the care and custody of the child in writing of the decision denying residency as a basis for qualifying for Tier 1 or Tier 2 priority levels of admission as soon as reasonably practicable. To the extent the Head of School, or designee, determines that the parent, guardian, or person with legal custody is not employed within the Attendance Zone, then the Head of School, or designee shall notify the student's parent, guardian, or person having legal custody of the student in writing of the decision denying the place of employment as a basis of qualifying for Tier 3 priority level of admission as soon as reasonably practicable.

The student's parent, guardian, person with legal custody, or person having assumed care and custody of the student shall have ten (10) calendar days after receipt of the written notice to appeal the Head of School's decision to the Board by submitting in writing to the Head of School a request for hearing before

the Board at its next regularly scheduled Board meeting or at a date and time set by the Board. The request for a hearing shall include, at a minimum, the address relied upon to establish residency or the employment information as applicable, and the basis for the person submitting the appeal to assert that the student does reside within the Attendance Zone, or the OKCPS attendance boundaries, or is employed within the Attendance Zone. The person appealing will be notified of the date, time, and place of the Board meeting, and will be afforded a period of time during the meeting to present the appeal. The decision of the Board shall be final.

Updated: January 2020
Adopted: April 2016

POLICY I-001
ENGLISH LANGUAGE LEARNERS

Introduction

John Rex Charter Elementary School chooses to establish an English Language Learners Program. The Board recognizes English to be the primary language spoken and taught within the School. The Head of 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.

Testing

Appropriate testing will be administered to students in grades PreK-12 whose primary language is other than 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.

Adopted: July 2014
LEGAL REFERENCE: PL 107-110, the No Child Left Behind Act of 2001.

POLICY I-002
GIFTED AND TALENTED EDUCATION

Introduction
John Rex Charter Elementary School elects to establish the requirement for the Board to annually approve a Plan for Gifted and Talented Education to specifically comply with the state statute.

The School Plan shall include:

- Procedures for establishing gifted/talented committees at the School.
- Processes for selection and assessment of children who demonstrate high performance capability in intellect, creative thinking, leadership, visual arts, and specific academic subjects.
- A description of differentiated curriculum that is consistent for grades one through twelve in pace, depth, scope and sequence.
- Criteria to annually evaluate the effectiveness of services provided in accordance with an approved site plan.
- Procedures for providing written notification to parents/guardians and a summary of the services offered to qualifying students.
- Establishment of a Gifted and Talented Advisory Board members.
- Evidence of participation by the local gifted/talented advisory committee.
- Required competencies, qualifications, and duties of instructional staff.
- Procedures to comply with required reports.
- A budget for gifted child educational programs and services.
- A calendar of required meetings.

The Head of School, or his designee, will develop the School Plan, and once the Plan is adopted, the School Plan shall serve as the regulations for operation of Gifted and Talented services until the next annual plan is approved.

Adopted: July 2014
LEGAL REFERENCE: 70 O.S. § 1210.301-306.

POLICY I-003
TESTING PROGRAMS

Introduction
John Rex Charter Elementary School establishes standards for testing student achievement. The Board supports student testing for instructional improvement of individual students and for school accountability. The School will participate in the Oklahoma School Testing Program as prescribed by legislation and administered by the Oklahoma State Department of Education.

Standardized Tests
Standardized tests including both norm-referenced and criterion-referenced tests are administered to students for the purpose of obtaining data. The analysis of test data along with a variety of other student information is used for instructional program improvement and accountability.

The major goals for student testing are:

- To provide student achievement data for the use of developing individual student instructional programs.
- To provide student group data for the improvement of instructional programs.
- To provide summary data for the purpose of school accountability.
- To provide summary data as required by the State Department of Education, federal and state legislation, and grants.

Test Administration
Group standardized ability and achievement tests are administered to students as a part of the School testing program, required in state and federally funded projects, and required by state and Board policies. All other group standardized tests require special approval by the Head of School or designee.

Individual diagnostic and psychological tests are administered to students with special instructional needs, and to students suspected of having learning or behavioral management problems. Such testing requires parent**/**guardian permission.

Use and Dissemination of Test Results
Federal law grants parents/guardians easy access to the test records of their child. The School will make available to parents/guardians a copy of test results and an explanation of the meaning of the scores.

The Head of School or designee, school counselors and psychologists are available upon request to provide parents/guardians an explanation of their child's test results.

Federal law requires that procedures for the storage, disclosure, retention and destruction of test scores be made public to parents/guardians on request. These procedures are on file in the School Office.

Adopted: July 2014
LEGAL REFERENCE: PL 107-110, the No Child Left Behind Act of 2001; Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99); 70 O.S. § 24-101.4.

POLICY I-004
TITLE I PARENT INVOLVEMENT POLICY

PART I. GENERAL EXPECTATIONS

John Rex Charter Elementary School agrees to implement the following statutory requirements:

- **John Rex Charter Elementary School** will put into operation programs, activities and procedures for the involvement of parents, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- **John Rex Charter Elementary School** will incorporate this parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, **John Rex Charter Elementary School** will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, **John Rex Charter Elementary School** will submit any parent comments with the plan when **John Rex Charter Elementary School** submits the plan to the State Department of Education.
- **John Rex Charter Elementary School** will be governed by the following statutory definition of parental involvement and will carry out programs, activities and procedures in accordance with this definition:
  Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—
  (A) that parents play an integral role in assisting their child's learning;
  (B) that parents are encouraged to be actively involved in their child's education at school;
  (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
  (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. JOHN REX CHARTER ELEMENTARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

1. The **John Rex Charter Elementary School** will take the following actions to involve parents in the joint development of its parental involvement plan under section 1112 of the ESEA:
   A. *Parent Meetings facilitated by the school parent organization;*
   B. *Written communication to parents;*
   C. Information Dissemination on the school website;
   D. *Summer School Meetings;*
   E. *Individual communication concerning individual students.*

2 0The **John Rex Charter Elementary School** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

A. *Parent Meetings facilitated by the school parent organization;*
B. *Written communication to parents;*
C. *Information Dissemination on the school website;*
D. *Summer School Meetings;*
E. *Parent/Teacher Conferences.*

3. The **John Rex Charter Elementary School** will provide coordinate and integrate parental involvement strategies as other programs become available or are used by the school.

4. The **John Rex Charter Elementary School** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). **John Rex Charter Elementary School** will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies. The evaluation will be conducted annually at the end of the summer program. The school administration will conduct the evaluation. Parents may give input at the meeting or trough written response. The parent role will be to suggest modifications to the federal programs policies that are consistent with state and federal laws.

5. The **John Rex Charter Elementary School** will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. **John Rex Charter Elementary School** will provide assistance to parents of children served by **John Rex Charter Elementary School**, as appropriate, in understanding topics such as the following:
   - the State's academic content standards;
   - the State's student academic achievement standards;
   - the State and local academic assessments including alternate assessments;
   - the requirements of Part A;
   - how to monitor their child's progress; and
   - how to work with educators.

John Rex Charter Elementary School will accomplish this through the following:
   - dissemination of information produced by the state and edited by the school;
   - web-based information;
   - public and individual parent meetings (at parent convenience); and
   - open invitation to school sponsored teacher professional development programs.

B. **John Rex Charter Elementary School** will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by web-based resources, teacher generated notes, and inservice inclusion.

C. **John Rex Charter Elementary School** will educate its teachers, pupil services personnel, and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by utilizing appropriate inservice activities and parent/school meetings.

D. **John Rex Charter Elementary School** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with outside agencies and other state sponsored programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

E. **John Rex Charter Elementary School** will ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

PART III. ADOPTION

This Parental Involvement Policy will be developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs and will be in effect for the period of one year and will be reviewed and revised annually.

John Rex Charter Elementary School will distribute this policy to all parents of participating Title I, Part A children through the school handbook, the school website, and direct distribution to parents throughout the year.

Adopted: July 2014
LEGAL REFERENCE: PL 107-110, the No Child Left Behind Act of 2001.