



John Rex Family Handbook 2023-2024

500 W. Sheridan Ave
Oklahoma City, OK 73102
OFFICE: 405-875-0032

<http://www.johnrexschool.org>

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John Rex: A Launchpad for Learning and Life!

School Mascot: Rockets

School Mission: Provide a unique educational experience in downtown OKC that prepares all students for success in high school, college, career, and life.

School Vision: John Rex will be a top choice school known for innovative experiences that produces top-quality students who are equipped to pursue their life's passions.



Motto: A launchpad for learning and life!



2023-2024 Academic Calendar

John Rex Charter School Calendar: 23-24

Board Approved 4-19-23

July 2023						
Su	M	Tu	W	Th	F	Sa
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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30						

Date	Event or Holiday
July 31	Orientation for New Teachers
Aug 1-8	All Teachers: Professional Development & Work Days
Aug 9	First Day of School
Sept 4	Labor Day (school closed)
Sept 5	No School
Oct 5	Parent Conference Day (no school for students)
Oct 6-13	Fall Break (school closed)
Nov 20-24	Thanksgiving Break (school closed)
Dec 18-Jan 1	Winter Break (school closed)
Jan 2	Teacher Prof Dev & Work Day (no school for students)
Jan 3	Classes resume for students
Jan 15	MLK Jr. Day (school closed)
Feb 19	President's Days (school closed)
Feb 20	No School
March 14	Parent Conference Day (no school for students)
March 15-22	Spring Break (school closed)
April 25-26	Downtown Arts Festival Days (school closed)
May 15	8th-grade Graduation/Last Day 8th-grade students
May 17	Last day of school for students
May 27	Memorial Day (school closed)
	Breaks (No School)
	2 Parent Conference Days (no school for students)
	7 Teacher Work Day (No School)
	1 New Teacher Orientation
	129 Full Student Academic Days
	36 Early Release Academic Days
	165 Total Academic Days

The monthly calendar can also be accessed on <http://www.johnrexschool.org> and click on the "Resources" tab.

Elementary School Arrival/Dismissal Procedures:

Student Safety is our First Priority

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

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

General Safety Measures:

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



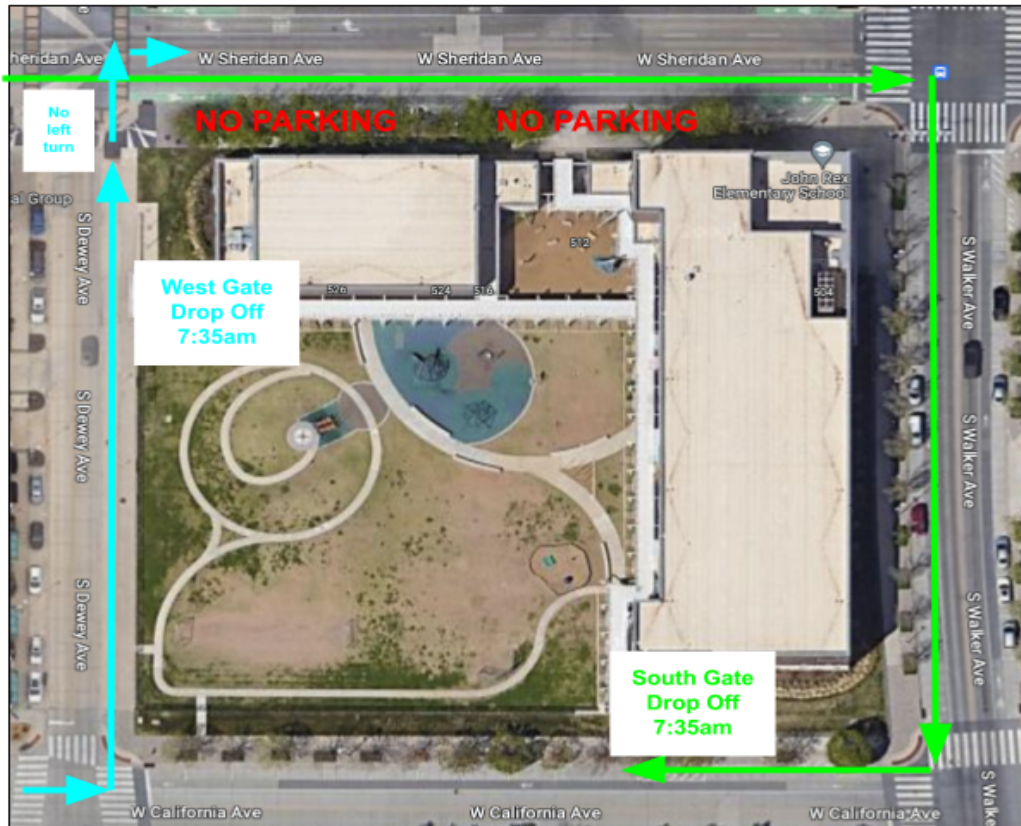
Elementary Morning Drop-Off Information

7:00am-7:35am	YMCA Before Care Students (Main Entrance). Please note that YMCA Drop-off ends at 7:35am. If you are dropping students off after 7:35am, please utilize the Car Rider Drop-Off procedures detailed below.
7:35am-8:00am	South and West Gates will open at 7:35am. All students must be dropped off at either of these gates via car or walk up. Cars will line up at each gate using the instructions listed below. Students who are walkers may be walked to either gate by a parent or guardian and then walk in the gate. All students will report directly to the gym unless they are eating breakfast. Breakfast is available for all students from 7:35am-8:00am .
8:00am	Gates Close. Students who arrive after 8:00 am are tardy and will need to be signed in by an adult at the front office through Lobby Guard.

- **Car Riders**

- **South Gate:** From Sheridan heading east (do not come in heading west), turn right onto Walker Ave.. Head southbound and turn right onto California Ave. into the loading zone.
- **West Gate:** From California heading east (do not come in heading west), turn left onto Dewey Ave.. Head northbound into the loading zone. After drop off, right turn or straight ahead only.
- Pull your car as far forward into the loading zone as traffic allows, but DO NOT stop your car in the white striped area in front of the fire hydrant or in crosswalks. Police will issue traffic citations for those stopped in the fire zone or in crosswalks. Drivers may drop-off students during supervised times only.
- Parent/Guardians, please be ready and quick. We need to keep the line moving.
- Staff supervise students as they exit vehicles, offer assistance, and guide them along the walkway.
- Students can unload from PASSENGER SIDE of vehicle only. (Move booster seats to passenger side)
- ****NEW****The entire north side of the school (along Sheridan Ave), with the exception of the accessible parking space, will be blocked off and no parking or unloading is allowed. The front entrance of the school will not be open from 7:35-8:00am. Students will only be allowed in the south and west gates.

Elementary Morning Drop-Off Map

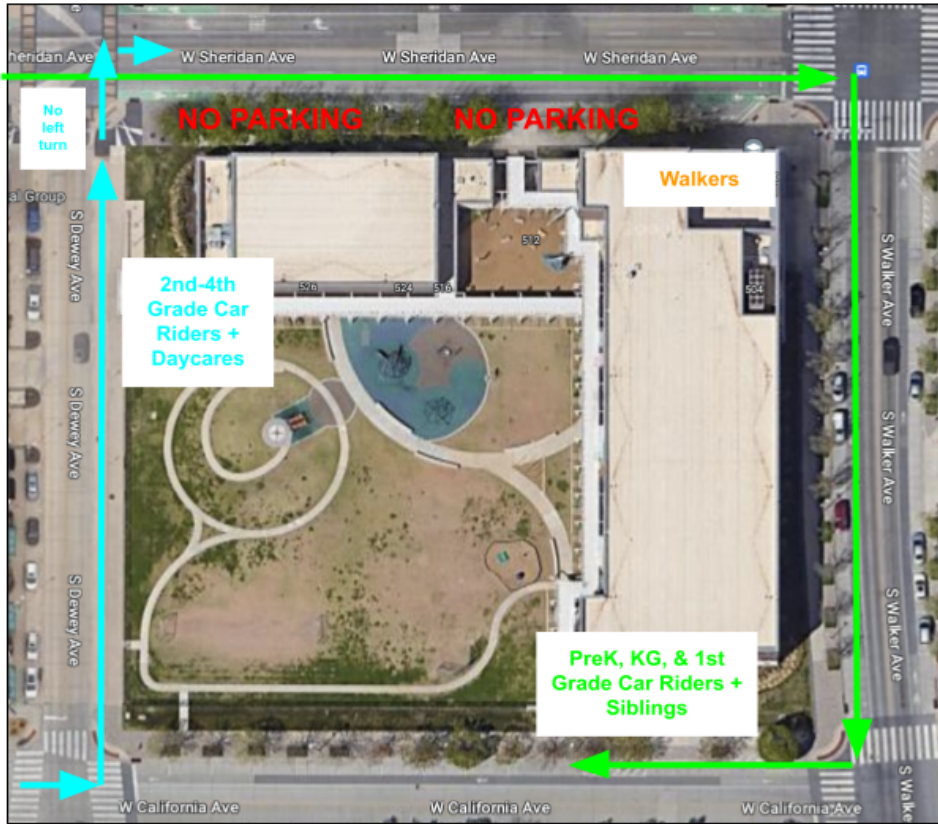


Elementary Afternoon Pickup Information

- Early checkout ends 15 minutes prior to the end of the school day due to students in transition to their dismissal locations.
- Changing end of day transportation is discouraged. However, if you need to change the daily norm of transportation, please send in a *detailed signed note* to the office that morning or call the office up to **one hour before dismissal**.
- For another adult to pick up your child, he/she must be listed on the school record as authorized to do so. If you have updated information to add to your student's record and dismissal directive, please provide the office with written notification of requested changes. It is imperative that we are able to reach you or another authorized adult in an emergency.
- *Late Pick-up*: Students should be picked up no later than 15 minutes after dismissal time. If a student is habitually left at school, he/she will be sent to our YMCA (onsite). The YMCA charges a fee for students who are left in their care and not a regular JRCS-YMCA registered student.
- We understand that occasionally there are emergencies that come up and we will do everything that we can to assist you. These procedures will enable us to safely dismiss all students in the most efficient and timely manner possible. Thank you for your help and cooperation.

- If a student needs assistance buckling into a seat or booster, please pull forward first to allow other cars to load.
- **Dismissal Times:** 3:30pm (Monday, Tuesday, Thursday, Friday) and 2:00pm (Wednesday) for grades PreK-4th grade.
- **Dismissal Locations:**
 - **PreK, Kindergarten, & 1st Grade + all sibling car riders**
 - **South Gate**
 - Students will remain in classrooms until their number is displayed. Siblings will meet in the holding area prior to loading cars. Parents remain in the car. Car rider tag must be displayed to release students.
 - **2nd, 3rd & 4th Grade Car Riders + Daycares**
 - **West Gate**
 - Students will remain in classrooms until their number is displayed. Siblings will meet in the holding area prior to loading cars. Parents remain in the car. Car rider tag must be displayed to release students.
 - **Walkers**
 - **Front Door/Lobby**
 - Students will remain in classrooms until their number is displayed. Students report to the front lobby. Car rider tag must be displayed to release students.
 - **YMCA Aftercare**
 - **Gym/Cafeteria**
 - YMCA staff will pick students up at 3:45 from classrooms/launchers and take them to the gym or cafeteria. Parents pick up and check out with the YMCA through Main Entrance ONLY.

Elementary Afternoon Pickup Map



Middle School Arrival/Dismissal Procedures:



Arrival:

- Students may enter the school no earlier than **7:15am**.
- Breakfast will be served from **7:15-7:45am**.
- Drop off traffic must follow the layout shown in the map above (beginning on Hudson Ave.). Please be aware that multiple businesses use this parking lot. Remember to be courteous to workers from neighboring companies that may need to cross our drop off line.
- Car Riders will be dropped off in the staff parking lot identified on the map with a YELLOW star.
- Walkers will be dropped off at the north entrance identified on the map with a GREEN star.
- Students will enter the McAlpine Center/Middle School through the north doors.
- **Lobby doors will be locked at 7:50am. Parents/Guardians must check-in any student arriving after 7:50am. Any child dropped off after 7:50am without an adult checking them in will remain in the front office until a parent/guardian returns to check them in.**

Dismissal:

- Students will be dismissed through the north doors beginning at **3:15pm** on Monday, Tuesday, Thursday, and Friday and at **1:45pm** on Wednesday.
- Pick up traffic must follow the layout shown in the map above. Please be aware that multiple businesses use this parking lot. Remember to be courteous to workers from neighboring businesses that may need to cross our pick up line.
- Car Riders will be picked up in the staff parking lot identified on the map with a

YELLOW star.

- Walkers will be picked up at the north entrance identified on the map with a GREEN star.
- Parent/Guardians **must show current/valid SafeSchool ID to the school employee on duty in order to pick up their student.** You will be required to provide an id in the main office if you do not have the proper SafeSchool ID. Thank you for keeping our students safe!

Attendance Policy

Student attendance is required for continued enrollment. All schools are required to track attendance according to state law. Chronic absenteeism is defined as missing 10% (or about 16 days) in a normal 165-day school year, or 2 days a month. Students that do not meet attendance requirements may be found truant and/or withdrawn from JRCS by revoking the student's transfer, if applicable, or other disciplinary action may be taken. Truancy, including excessive late arrivals, (as well as late pick-ups) may result in referral to appropriate authorities.

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

Any student who arrives after 9:45 a.m. (9:00 a.m. on Wednesdays) will be counted ½ day absence for the morning. Any students that leave prior to 2:45 p.m. will be counted ½ day absence for the afternoon. On Wednesdays, any student leaving prior to 1:00 will be counted ½ day absence for the afternoon.

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

Bullying

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

Reporting vs. Tattling

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

How to Respond to a Bully

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

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

Stopping bullying is the responsibility of all school personnel. Faculty and staff will investigate all notifications of bullying. If your child has been bullied or witnesses a bullying event, please notify any member of the administration team. Results will be reported back to the parties involved, within the boundaries of FERPA laws.

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

Checking Students Out

Parents must sign their child in and out at the office when a student leaves/returns to the school during the day. The only people who will be allowed to check out a student are those who are listed on their enrollment information as parents/guardians or emergency contacts. If you ask someone else to pick up a child, please notify the office in writing before 2:30 p.m. (M, T, Th, F) and before 1:00 p.m. on Wednesday. Anyone picking up students must be prepared to provide their identification. Students who leave during the day and are gone for more than 2 hours will be marked as ½ day absent. Please refrain from picking students up during the last 15 minutes of school. Please follow our normal dismissal procedures at these times.

Child Custody Issues/Custodial Rights of Parents

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

Child Find

The purpose of special education is to minimize the impact of the disability and maximize the opportunity for the student to be successful in school.

Do you know of a child who has a disability? John Rex Charter Elementary School provides programs for all children who qualify for special education and related services. If you suspect your child may

have a disability, or if you would like more information about special education services, please contact John Rex Charter Elementary School, (405) 875-0032.

CHILD FIND INFORMATION This notice is to inform you that John Rex Charter Elementary School is maintaining an ongoing Child Find search to locate, identify and evaluate any child age 3-21 with an established or suspected disability. Child Find efforts include all individuals between the ages of 3-21 not enrolled in school as well as those who attend public and private schools, Head Start, state institutions, and other child care or treatment facilities.

John Rex Charter Elementary School has established and maintains a comprehensive screening and multidisciplinary referral, evaluation, and eligibility process for the identification of children with suspected disabilities. Child Find activities contain a mandate for public awareness of contact, location, and established screening procedures. Information regarding evaluation procedures can be obtained by contacting John Rex Charter Elementary School (405) 875-0032.

As mandated by the Oklahoma State Department of Education, John Rex Charter Elementary School is required to fully inform parents that personally identifying information is maintained on all children who are referred and evaluated under the provisions of Child Find. The types of information sought may include but not limited to: parent concerns, developmental, adaptive behavior, socio-cultural, health/medical, vision, hearing, motor, perceptual/processing, behavior, psychological, vocational and information gained through observations in the classroom and other environments.

It is the responsibility of John Rex Charter Elementary School to inform parents/guardians of their rights under the Family Education Rights and Privacy Act (FERPA) and their rights under the Individuals with Disabilities Education Act (IDEA) Procedural Safeguards.

Amended: July 19, 2021

Child Nutrition

All meals served follow the guidelines of the National School Lunch and the National School Breakfast Programs. A computerized cashiering system is used for all JRCS students in the cafeteria. It is the responsibility of the parent to monitor and maintain a positive balance in their account. Parents can access their account at <https://www.wengage.com/JohnRexCharter/account/login>. This system has many advantages for the student. The two most important advantages are:

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

Parents are ALWAYS welcome to eat breakfast or lunch with their child, whether it is purchased at school or brought in to school. If parents want to eat the school lunch with their child, they must pay the exact amount in advance at the office. There is a guest table designated for parents and their child in the cafeteria. Meal prices are set annually and are posted on the John Rex website.

Free or Reduced Meal Benefits? Free and reduced meal forms are sent home at the beginning of JRCS if you have additional questions. Forms are also available on the school website or in the office.

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

Economically Disadvantaged Form: All families are required to fill out and return this form to the school. This form must be completed regardless of your family receiving/not receiving free or reduced lunch.

Civil Rights

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

Counseling Program

The John Rex Charter School counseling program assists students with their academic, personal, social, and emotional development. School Counselors work collaboratively with students, parents, teachers, and administrators to address a wide range of topics and promote a positive school environment.

The John Rex Charter School counseling program helps students explore their interests, strengths, and goals, assisting them in making informed decisions about their education and future careers. Additionally, the John Rex school counseling program offers individual, classroom, and small group counseling lessons to assist students in navigating personal and emotional challenges.

The John Rex Charter School counseling program supports the holistic development of students, helping them thrive academically and personally while fostering a safe and inclusive learning environment.

Current Student Information

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

Discipline

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

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

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

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

Minor Infraction/Classroom Managed	Major Infraction/Admin Managed
<ul style="list-style-type: none">● Disruption● Disrespect● Non-compliance● Property misuse● Physical contact● Inappropriate language● Lying● Cheating● Left supervised area● Trash/littering● Theft/possession of stolen property● Name calling	<ul style="list-style-type: none">● Habitual misbehaviors● Physical aggression or fighting● Major defiance or tantrum● Class disruption (repeated/sustained)● Stealing/theft● Threats/harassment/bullying● Property damage/vandalism● Inappropriate language, exposure, touching● Major or repeated lying/cheating● Dangerous weapon (threat/harm)● Alcohol, tobacco, drugs

Student Discipline/Out of School

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

1. Damaging school property;

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

Parents may request a full copy of the Board Out of School Discipline Policy S-008 by contacting JRCS.
Parents may request a full copy of the Board Discipline Policy S-007 by contacting JRCS.

Discipline Plan

The following is the JRCS discipline plan that will be used to maintain fair and consistent consequences for all students. The school administration will work with teachers, parents, and students for implementation of the plan.

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

Student Suspension and Revocation of Transfer

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

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

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

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

Emergency Protocol

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

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

English Language Learners

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

ELL Testing

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

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

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- 1) The right to inspect and review the student’s educational records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Superintendent a written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student’s education records that the parent or eligible student believe are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement

unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performance of his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses educational records without consent to officials of other school schools or post-secondary schools in which a student seeks or intends to enroll.

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

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

Good Standing

To remain in good standing at John Rex Charter School, students are expected to meet certain behavioral and attendance expectations. Here are the key factors that contribute to a student's good standing:

- **Attendance and Punctuality:** Regular attendance and punctuality are essential for success in school. Students are expected to attend school on time unless there is a legitimate reason for absence, such as illness or a family emergency. Excessive absences or tardiness (greater than 10%) may affect a student's academic progress and standing.
- **Behavior and Conduct:** Students are expected to exhibit respectful and responsible behavior at all times. This includes treating fellow students, staff, and visitors with respect and courtesy. Bullying, harassment, or any form of violence will not be tolerated. Students should also adhere to all school policies, rules, and codes of conduct.
- **Financial Responsibility:** Families are expected to fulfill all financial obligations to the school, including paying fees and lunch accounts on time. While the school may offer financial assistance or payment plans in cases of financial hardship, unresolved debts may impact a student's enrollment status.

Students who consistently meet these expectations will be considered in good standing. Students who do not meet these expectations may receive support and interventions to help them improve and get back on track toward achieving good standing.

It is important for students, parents/guardians, and school staff to work collaboratively to ensure that students have the necessary support and resources to maintain good standing. Regular communication and feedback between the school and families can play a significant role in this process.

If the Superintendent 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.

Guidelines for Visiting Animals

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

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

Head Lice

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

1. The parent is notified and information related to detection and elimination of head lice and nits may be provided to the parent or guardian.
2. The student will be sent home from School so as to avoid any other students or staff from being infected.
3. The parent is instructed that the student must be treated before returning to School, and evidence of the treatment should be provided to the School (e.g., used treatment container/note).
4. The school may check the student's head upon return to School. If live lice or nits are found, the student should not return to the classroom. Parents will be instructed to remove all live lice and nits before the student returns.
5. If only nits are found, the parent will be notified to keep combing them out with a lice comb at least daily for the next two weeks.
6. School staff may do follow up head checks to confirm lice and nit elimination efforts.
7. If live lice or nits are found, the process of notification to parents/guardians begins again.

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

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

Health Screenings

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

Home & School Communications

In an effort to streamline the many outlets in which communication is distributed, we have developed a plan to assist families. This plan will help guide, manage, and improve communication between John Rex Charter School and its families. The plan outlines which channels the school plans to use for timely, accurate information. These communication tools have been separated into two categories: essential and recommended.

Essential Tools

Blackboard, SeeSaw, & E-Mail: Blackboard will be our district wide communication tool. See Saw will be the go-to resource for day-to-day information from the elementary classroom and e-mail will be used for day-to-day information from the middle school classroom. Blackboard will automatically add all families to receive communication. Teachers issue invitations for SeeSaw to parents to join their account and then use this app as their primary communication tool. Parents may sign up for activities and send direct messages to teachers.

Website: Our website has detailed information about John Rex Charter School, including frequently asked questions and enrollment information. <https://johnrexschool.org>

Thursday Folders: Elementary students are sent home with folders each Thursday. These folders contain completed schoolwork, the PTA monthly newsletter, notices about special events, not-for-profit community group fliers, or important documents that require parents' signatures (e.g. re-enrollment forms, report cards). Please check backpacks!

Main Lobby: The school's main lobby/reception area makes available a variety of information we receive from for-profit groups. Materials typically include upcoming events in the downtown OKC area, discounts, and promotions available from local businesses.

Recommended Tools

John Rex Facebook, Instagram, & Twitter: These social media platforms celebrate and promote the school! This gives the community a glimpse into the school's current events, celebrations, and activities. Communicating with school leaders and teachers is best through personal visits, phone calls or emails; they will not engage in any social media messaging.



PTA Website & Facebook Page: These resources are maintained by our PTA and promote PTA events, fundraisers, and volunteer opportunities. Learn how to get involved with other families and teachers!

Homework

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

What Is Homework?

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

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

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

Effective Homework Assignments

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

Timeframe for Homework

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

- Pre-K & Kindergarten: 20 minutes of daily at-home reading*
- 1st & 2nd grades: 30 minutes, including the 20 minutes of daily at-home reading*
- 3rd-8th grades: 40 minutes, including the 20 minutes of daily at-home reading*

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

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

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

Illnesses

When students and staff are sick, we encourage them to stay home. It is important to stay home at least 24 hours after fever (chills; sweating or flushed appearances) has disappeared **without** using a fever-reducing medicine. A student needs for his/her fever to be below 100 degrees without medicine for a minimum of 24 hours. Twenty-four hours is also the minimum amount of time since they last vomited or had diarrhea.

If your child tests positive for Covid, this information needs to be shared with the front office.

Immunizations

Oklahoma's Immunization Act was passed by the state legislature in 1970. It requires all students to meet immunization requirements **BEFORE** they enter or attend any public or private school in the state. Please help us follow the law & make certain your child can legally attend school on day one!

The law states that the Oklahoma State Board of Health (*not the school*) will establish the regulations specifying which vaccines and how many doses of each vaccine are required. The immunization requirements are specified by the State Board of Health. For more information, go to: <https://oklahoma.gov/content/dam/ok/en/health/health2/aem-documents/prevention-and-preparedness/immunizations/GuideToImmRequirements-English.pdf>

When enrolling at JRCS, bring one or more of the following to the school.

- A record of your child's current up-to-date vaccinations
- A record showing your child is in the process of receiving the required vaccines
- Apply for an exemption. (Oklahoma law allows exemptions for medical, religious or personal reasons. Students may have an exemption to one or more vaccines and receive the other vaccinations.) Schools must send a copy of all exemption certificates to the Oklahoma State Department of Health Immunization Service for their approval.

Age/Grade	Required Immunizations with Cumulative Doses required	Recommended Immunizations
Child Care <i>Up to date for age</i>	4 DTaP (diphtheria, tetanus, pertussis) 1-4 PCV (pneumococcal) ◆ 1-4 Hib (<i>Haemophilus influenza</i> type B) ◆ 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu)
Preschool/Pre-K	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu) 2 nd varicella at 4 years old Polio on or after 4 th birthday
Kindergarten-6 th	5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu) 2 nd varicella at 4 years old Polio on or after 4 th birthday
7 th -12 th	1 Tdap (tetanus, diphtheria, pertussis) ● 5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) ■ Seasonal influenza (flu) 2-3 HPV (human papillomavirus) 1-2 MCV4 (meningococcal ACWY) 2-3 Men B (meningococcal serotype B)

Learning Behaviors for Success

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

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

Learning Behaviors	Social-Emotional Learning (SEL)
<ul style="list-style-type: none"> ● Organizes self and materials ● Stays on task ● Works independently ● Manages time effectively ● Follows direction ● Actively participates ● Uses suggestions constructively ● Demonstrates perseverance in solving problems ● Produces quality work ● Uses technology safely and appropriately 	<ul style="list-style-type: none"> ● Regulates emotions and behaviors ● Establishes and maintains positive relationships ● Follows school/class expectations ● Exhibits a positive attitude toward learning ● Takes responsibility for choices and actions ● Demonstrates respect for adults, students, school environment, and materials

Lost and Found

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

Meal Charge Policy

In compliance with the *Healthy, Hunger-Free Kids Act of 2010* and SP 46-2016, **John Rex Charter Elementary School** implements the following meal charge policy:

Local Meal Charge Policy Considerations

1. Students who are unable to pay for their meal at the time of the meal service may charge either breakfast or lunch;
2. The limit for student charges is \$25;
3. If a student charges a meal, the student may be allowed to receive a reimbursable meal with no limitations;
4. Families can find assistance by contacting the Superintendent;
5. The school will notify households for negative balances by email or direct mail;

Local Meal Charge Policy Communication Requirements

1. Households will be notified of the charge policy at the beginning of each year;
2. Transfer students will be notified of the charge policy during enrollment;
3. Parents will be notified at the time of any changes to the charge policy;

4. Staff will be trained annually on the lunch charge policy.

Alternate Meal Policy Considerations

1. If a student charges a meal, the student may be allowed to receive a reimbursable meal with no limitations.

Delinquent/Bad Debt Practices

1. Households be notified of delinquent debt monthly;
2. Households who are delinquent will be reviewed and/or encourage to submit an application;
3. Households will be notified by mail of unpaid meal charges, expected payment dates, and collection efforts;
4. The Superintendent will determine whether the achievement of program purposes would be jeopardized by the diversions of staff time and effort to collect payment;
5. The school may solicit donations or use general fund collections to ensure that funds will be obtained to restore any unallowable bad debt to the School Food Service Account.

Reference: SP 46-2016; Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296) Revised: 8/4/2020

Medical Alert Form

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

Medications Given At School

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

Meningococcal Meningitis

What is meningococcal disease? Meningococcal disease is a disease caused by the bacteria *Neisseria meningitidis*, also called meningococcus. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis.

How is this disease spread? Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

Who is at risk of getting this disease? Some groups of people have a higher risk of meningococcal disease, such as first year college students living in dormitories or new military recruits living in barracks. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease. Infants are at highest risk, but rates decrease after infancy and then increase in adolescence and young adulthood.

What are the symptoms? Ten percent or more of people are thought to be carrying *Neisseria meningitidis* in their nose and throat without being ill, which is called “asymptomatic carriage”. Of these people, about 1% can develop illness, which may be meningitis or a bloodstream infection called septicemia or meningococcemia. As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck, and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

How soon do the symptoms appear? The symptoms may appear two to ten days after infection, but usually within three to four days.

What is the treatment for meningococcal disease? Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone, are used to treat meningococcal disease.

Should people who have been around a person infected with meningococcal disease receive treatment? When meningococcal disease occurs in one person, only the people who have had recent close contact with that person’s respiratory secretions are recommended to receive antibiotics. These include household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician. The health department will contact the individuals who are recommended to receive antibiotics, and advise them of options to obtain antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitidis*.

Is there a vaccine to prevent meningococcal disease? Three types of meningococcal vaccines are available in the United States. They are effective against four of the five most common disease-causing types of meningococcal disease: A, C, Y, and W-135. An additional vaccine is now available that protects against serogroup B, but is currently only licensed for high-risk children over ten years of age. Consult with your healthcare provider or the local health department about receiving the vaccine.

Non-Discrimination Policy

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

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

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

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

Notice Regarding Directory Information

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

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

Examples of these uses include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- Companies that publish yearbooks
- Companies that provide tutoring

JRCS has designated the following information for possible disclosure:

- Student's name
- Parent's or guardian's name
- Address
- Email address
- Telephone number

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

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

Parties

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

Please bring healthy snacks and treats for parties. JRCS asks that parents refrain from a large amount of sugary treats, cookies, and cupcakes for parties.

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

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

Photo/Media Release

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

Problem Solving Procedures

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

Safe & Healthy Schools

Schools play a critical role in promoting the health of young people and helping them establish lifelong healthy behaviors. Research shows that healthy schools can help improve students' academic performance and overall health. Our goal is to serve the whole child, including strategies and resources for all students to be safe, healthy, challenged, engaged, and supported.

As part of safe and healthy schools, JRCS asks that parents help ensure our students are making good, healthy choices. Please send snacks that are healthy and non-sugary. Please do not send candy or soda pop to school for breakfast, lunch, or snack. Please also do not send cupcakes or other sugary treats for your child's birthday to school.

State Mandated Testing

Beginning in the third grade, John Rex Charter Elementary School will be participating in the Oklahoma School Testing Program (OSTP). We again would like to stress the importance of ensuring your child's attendance during the testing time and ask for parental commitment to this vital piece of assessment. For more information on this, please visit the Oklahoma State Department of Education's website at <https://sde.ok.gov/oklahoma-school-testing-program-ostp-families>.

Student Acceptable Use/Technology Policy

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

Student Chromebook policy states:

1. I understand this Chromebook is property of John Rex Charter Elementary School and as such is a privilege that can be revoked at any time.
2. I understand this Chromebook is an electronic tool for learning first and foremost.
3. I understand this Chromebook is for my sole purpose as designated by my signature below.
4. I understand under no circumstances should this device leave the premises of John Rex Charter School.
5. I understand that I am not permitted to remove the device from the johnrexschools.org domain.
6. I understand that I am not permitted to alter the design of the device (no stickers or markings may be removed or added).
7. I understand that this device is school property and if I damage or destroy the device, I am responsible for those damages.
8. I agree to the JRCS internet usage policy.
 - a. "I understand JRCS provides computer network resources via Oklahoma City Public Schools. The use of electronic resources shall be consistent with the purpose, mission, and goals of JRCS and used **only** for educational and professional purposes."

JRCS uses GoGuardian, a provider of Chromebook management and protection software for schools. The goal of GoGuardian is to help keep students on-task and away from inappropriate content.

Teachers can see all student screens in one place to ensure students are on task. They are able to close student browsers or lock student computers when an issue arises. Alerts are sent to school administration when a student accesses explicit content or self-harm content.

Student Creed

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

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

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

Substance Abuse By Students

Whenever a student is suspected of using, consuming, possessing, or being under the influence of drugs or alcohol, the Superintendent 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 Superintendent 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 Superintendent 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 Superintendent or designee shall notify the student's parent or guardian. The Superintendent or designee shall suspend the student found to have violated these provisions for a minimum of 10 days. The Superintendent or designee may modify the suspension. Furthermore, the Superintendent 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 Superintendent or designee shall notify the student's parent or guardian. The Superintendent or designee may recommend long-term suspension for the remainder of the current semester/term and succeeding semester/term.

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

Title IX Procedures

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

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

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

Uniform Dress Code

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

Caps, hats, or head coverings including scarves, bandanas, and sweatbands are not worn in school building. Exceptions include a head covering associated with student's religious beliefs, for medical reasons, or as approved by school administration for a special school activity. Students have the right to choose their own grooming and clothing styles subject to the requirements of this policy. We also recognize that the learning environment may be disrupted when students alter their hair. Hair should be well groomed and students should refrain from using coloring (including gels or sprays) or other hairstyles that could be deemed as a distraction.

To see specific color and style choices of uniforms, please visit <https://johnrexschool.org/wp-content/uploads/2022/12/JRCS-Dress-Code.pdf>

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

Visitors

Our children's safety is important to us. While we welcome visitors, we must maintain a secure campus. All visitors must sign in through the Lobby Guard System located in the office foyer. All visitors must

utilize their driver's license or other photo identification to obtain access and a visitor badge. Please do not walk your child to class as this can disrupt the class or monopolize the teacher's time. All outside building doors, playground gates, and classroom doors will remain secured during school hours.

Walking Field Trips

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

Weather Policy / School Closings

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

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

Weapons-Free School

The John Rex Charter 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

Superintendent 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 club, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

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

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

Withdrawal from School

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