

John Rex Charter School



School Board Policies

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POLICY B-001
BOARD OF DIRECTORS: ROLES AND RESPONSIBILITIES

The Roles and Responsibilities of the Board of Directors (“Board”) of the John Rex Charter School (“JREX” or the “School”) are as follows:

- Ensure the approved mission and vision is guiding focus of Board decisions for School.
- The School’s philosophy and goals should reflect consensus among the School community, the Board, and School staff.
- Develop and uphold a comprehensive set of effective written Board policies for oversight and operation of School, which are lawful, fair, and protect all of JREX’s stakeholders.
- Ensure that students are learning and meeting the academic performance criteria established by the charter contract, and that JREX is adhering to its charter contract.
- Ensure that the School and Board are abiding by any applicable federal or Oklahoma law for charter schools and public bodies.
- Hire, supervise, and evaluate the Head of School.
- The Board is responsible for such financial matters as the adoption of a budget, review and approval of purchase orders, establishment of adequate procedures and controls for purchases and obligations of public funds, critically review financial statements of the School and ensure an annual independent audit of the public funds entrusted to the Board for the School.
- Responsibly manage and be accountable for the public funds allotted to the School and provide oversight to ensure it is complying with reporting requirements, the Oklahoma Cost Accounting Standards (“OCAS”), and the proper procedures for the encumbrance and expenditure of public funds.
- Board is responsible for oversight of the property and affairs of the School.
- Ensure that no single Board member speaks for – or make decisions for – the full Board. Rather, the Board should speak with one voice.
- The Board, and any individual member of the Board, shall refrain from involvement in or interference with the administrative functions of the School. The Board should not micro-manage or assume responsibility for day-to-day operations of the School.
- Individual Board members shall not engage in transactions for the School without prior and specific authorization of the entire Board.
- Develop and update a strategic plan.
- Regularly and actively attend Board meetings and participate on Board committees.
- Recruit and train new Board members to ensure a sustainable, knowledgeable Board.
- The Board should transact official business with the staff primarily through the Head of School. The Board should adopt procedures which permit hearing viewpoints of the staff, students, and community during Board meetings / committees.
- The Board decides the “what” for the School through policy and strategic planning / goal setting. The School leadership is responsible for determining the “how” for academics, administration, and operations; and, also, determines the “who” – the staff who will help implement Board policies and achieve the Board’s goals.

Adopted: July 19, 2023

POLICY B-002
BOARD OF DIRECTORS: GENERAL DUTIES POLICY

John Rex Charter School (“JREX” or the “School”) Board of Directors (“Board”), like other non-profit boards, are required to act in good faith and to exert the same level of diligence, care, judgement, and skill that an ordinarily prudent person would exercise under similar circumstances and in like positions. As such, members of the Board have three primary fiduciary duties:

1. **Duty of Care:** exercising sound, legal, and ethical Board best practices, and acting on an informed basis. For example:
 - Being an active Board Member and participant.
 - Participating in risk assessment and strategic planning discussions.
 - Routinely evaluating the School, the Head of School, and the Board to assess the organization’s performance.
 - Implementing and ensuring the enforcement of any policies that safeguard the financial and operational integrity of the School.
 - Purchasing all necessary Board and School liability insurance.

2. **Duty of Loyalty:** giving undivided allegiance when making decisions affecting the School. For example:
 - Avoiding conflicts of interests/abiding by conflicts of interests policies.
 - Never using School/Board information for personal gain.
 - Being promoters, fundraisers, and advocates for the School.

3. **Duty of Obedience:** acting in furtherance of the law and the School’s goals and mission. For example:
 - Complying with all applicable state and federal laws governing charter schools, including laws applicable to Oklahoma public bodies.
 - Acting in congruence with the Board’s purpose, articles of incorporation and bylaws, and the charter contract with the School’s authorizer.
 - Being mission-aligned so that Board actions are consistent with the School’s goals, vision, and mission.

Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission.

Adopted: July 19, 2023

POLICY B-003
BOARD OF DIRECTORS: GOVERNANCE POLICY

John Rex Charter School (“JREX” or the “School”) Board of Directors (“Board”) is the governing body for the School with direct responsibility for the policies and operational decisions of the School. But while the **Board’s overall purpose is to govern** the School, **it is *not* tasked with running the School’s daily operations** (that duty belongs to the School’s Head of School). In order to be successful, the Board has identified its **direct** and **indirect** duties, as well as its **primary** and **secondary responsibilities**:

Governance Duties:

- Academic Performance
 - The Board **indirectly** governs the School’s academic success through its oversight and evaluation of the School’s Head of School.
- Financial Performance
 - The Board **directly** governs the School’s finances by developing and maintaining a balanced budget and ensuring adequate resources.
- Legal Compliance
 - The Board is **directly** responsible for its ability to comply with the various laws applicable to Oklahoma charter schools and public bodies.
 - The Board is **indirectly** responsible for the School’s ability to comply with the various laws applicable to public schools through its creation and enforcement of school, student, and employee policies.

Governance Responsibilities:

- **Primary**
 - Hire, support, and evaluate the Head of School.
 - Strategically plan for the School’s future through policy, and goal setting.
 - Maintain legal and ethical integrity and provide financial oversight.
 - Develop and maintain an effective and competent Board.
- **Secondary**
 - Serve as the School’s ambassador to the community and greater public.
 - Uphold the promises made in the charter contract with the authorizer.

Adopted: July 19, 2023

POLICY B-004
BOARD OF DIRECTORS: BACKGROUND CHECK

Effective July 1, 2023, members of the Board of Education (the “Board”) of the John Rex Charter School (the “School”) will be subject to a criminal background check to the extent required by applicable law or the School’s authorizer. Board members shall endeavor to complete the requirements for the background check as expeditiously as possible. Any new Board member appointed after July 1, 2023 shall also be required to complete a criminal background check within sixty (60) days of their appointment. Board members that have had a criminal background check agree to additional criminal background checks as may be required by applicable law and / or the School’s charter authorizer.

Adopted: September 13, 2023

POLICY B-005
BOARD OF DIRECTORS: RESIDENCY

Effective July 1, 2023, members of the Board of Education (the “Board”) of the John Rex Charter School (the “School”) will be required to submit documentation reflecting their residence to the extent required by applicable law or the School’s authorizer. Board members shall endeavor to submit the required records as expeditiously as possible. Any new Board member appointed after July 1, 2023 shall also be required to submit residency information prior to approval of their appointment to the Board. Board members may be required to annually submit residency records to the extent required to ensure compliance with applicable law and / or the School’s charter authorizer.

Authority: OKCPS Policy I-22
Adopted: September 13, 2023

POLICY B-006
BOARD OF DIRECTORS: DUAL SERVICE / EMPLOYMENT

Effective July 1, 2023, members of the Board of Education (the “Board”) of the John Rex Charter School (the “School”) may not serve on the governing board of education of any other charter school. No Board member may be employed by the School or be related within the second degree of affinity or consanguinity to any other member of the Board or to any employee of the School. To the extent any current Board member is not in compliance with this policy, the Board member shall disclose said information and resign from the Board, if necessary. Any prospective Board member will be made aware of this policy and should not be appointed if they are unable to comply with these limitations. Finally, should a conflict arise with a Board member, the Board member should disclose the conflict to the Board Chair and tender their resignation, if necessary.

Adopted: September 13, 2023

POLICY B-007
BOARD OF DIRECTORS: FINANCIAL DISCLOSURE / CONFLICTS OF INTEREST

Effective July 1, 2023, members of the Board of Education (the “Board”) of the John Rex Charter School (the “School”) will provide any financial disclosures required by applicable law or the School’s authorizer. Board members will submit said disclosures as frequent as may be required by applicable law or the School’s authorizer. Board members also agree to acknowledge and complete any required conflict of interest statements and code of ethics as may be required by applicable law or the School’s authorizer.

Authority: OKCPS Policy I-22
Adopted: September 13, 2023

POLICY B-008
BOARD OF DIRECTORS: TRAINING

Effective July 1, 2023, members of the Board of Education (the “Board”) of the John Rex Charter School (the “School”) agree to complete any training (i.e., professional development) that may be required by applicable law or the School’s authorizer. Board members acknowledge and understand that the failure to complete the required training may result in their removal from the Board.

Authority: OKCPS Policy I-22
Adopted: September 13, 2023

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 and 165 school days. 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.

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.

LEGAL REFERENCE: 70 O.S § 1-109-111.

Adopted: July 2014
Updated: June 2015
Updated: February 2020

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.

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

Adopted: July 2014

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.

HEALTHY AND FIT SCHOOL ADVISORY COMMITTEES (continued)

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.

HEALTHY AND FIT SCHOOL ADVISORY COMMITTEES (continued)

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.

HEALTHY AND FIT SCHOOL ADVISORY COMMITTEES (continued)

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.

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.

Adopted: July 2014

Updated: June 2015

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.

WELLNESS POLICY (continued)

- 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;

WELLNESS POLICY (continued)

- 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.

WELLNESS POLICY (continued)

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.

WELLNESS POLICY (continued)

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.

WELLNESS POLICY (continued)

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.

Adopted: July 2014

Updated: October 2014 & February 2018

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.

SAFETY PROGRAMS (continued)

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.

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.

WEAPONS-FREE SCHOOLS (continued)

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.

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.

MANAGEMENT AND ACCOUNTING OF FUNDS (continued)

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.

MANAGEMENT AND ACCOUNTING OF FUNDS (continued)

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

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.

PURCHASING (continued)

- 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

PURCHASING (continued)

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.

PURCHASING (continued)

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 school credit cards for use towards payment of services and/or products in certain circumstances where use of a purchase order is not allowed or possible. Credit cards are to be limited to the school's banking vendor and to Sam's Club. Travel and/or registration expenses for staff may also be secured with the School credit card. Use of the card is restricted to the Head of School and authorized administrators reporting to the Head of School. The most recent monthly credit card statements shall be included in the financials presented for approval at meetings of the Board of Directors.

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.

PURCHASING (continued)

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.

PURCHASING (continued)

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).

PURCHASING (continued)

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
Revised: January 2024

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.

TRAVEL REIMBURSEMENT (continued)

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 be 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.

SANCTIONING ORGANIZATIONS (continued)

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

At John Rex Charter School (the “School”), we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for the School.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the School, as well as any other form of electronic communication.

The same principles and guidelines found in the School’s employee handbook apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects other employees of the School, families, students, regulatory agencies, elected officials, School sponsors, or any other stakeholder of the School or the School’s legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow families, students, School stakeholders and people who work on behalf of the School. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by discussing any issues with your supervisor or human resources than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or disparaging or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, political affiliation, or any other status protected by law or policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the School, families, students, stakeholders or people working on behalf of the School or competitors.

SOCIAL MEDIA POLICY (continued)

Post only appropriate and respectful content

- Maintain the confidentiality of School information, to include student information, fellow employee information, trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications or attorney-client privileged.
- Respect student personally identifiable information understanding that it is illegal to disclose such information without consent of a parent or guardian.
- Do not create a link from your blog, website or other social networking site to the School's website.
- Express only your personal opinions. Never represent yourself as a spokesperson for the School. If the School is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the School. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of John Rex Charter School."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager. Do not use the School's email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

The School prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

School employees should not speak to the media via social media on the School's behalf without contacting the Head of School. All media inquiries should be directed to this position.

For more information

If you have questions or need further guidance, please contact the School's HR representative.

Revised: April 15, 2021

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.

24/7 SMOKE FREE/TOBACCO FREE ENVIRONMENT (continued)

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.

USE OF SCHOOL FACILITIES (continued)

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 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 / Fundraisers

- A. PTAs/PTSAs
- B. Booster Clubs
- C. School employee monitored, student sanctioned organization meetings/events

Class II 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)
- C. Fee based instructional camps

USE OF SCHOOL FACILITIES (continued)

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.

Any School or Sanctioned organization fundraiser that is going to be held at the School or on School grounds for which alcohol is going to be served shall comply with the following: (1) the event is to be held at a time when there are no School or student activities or events occurring at the School or on the School grounds; (2) any person or caterer serving alcohol must comply with any applicable laws and regulations; (3) the entity benefiting from the fundraiser shall secure any necessary permits and / or licenses for the event; (4) the event shall be open to only those individuals that have a ticket and no individuals under the age of twenty-one (21) shall be allowed at the event; and (5) the organization hosting the event shall ensure that all alcohol is removed from the School building and grounds before any students return to the School.

Adopted: December 2015
Amended: February 28, 2023

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.

PROHIBITING THE AIDING AND ABETTING OF SEXUAL ABUSE (continued)

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 A-023
SALE, LEASE, OR DISPOSAL OF SCHOOL PROPERTY
(Surplus School Property Policy)

Personal Property:

Certain equipment, furniture, and other personal property owned by John Rex Charter School (the "School") may be declared surplus by the John Rex Board of Education (the "Board") and disposed of by public sale or discarded if determined to be of no value.

Computers declared as surplus property may contain such information as social security numbers, staff/student identification numbers, credit card numbers, bank account numbers, passwords, medical records, photographs, addresses, telephone numbers, student records, and other information that should not be released to the public. The School has an obligation to ensure that all school information has been deleted from surplus computers' files and hardware. A data wipe shall use, at a minimum, NIST 800-88 standards or better. The Board shall require certificates of data destruction from any 3rd party company, whether the data wipe be performed on-site or performed remotely, prior to its sale or disposal.

As the Oklahoma Constitution clearly prohibits gifts with public funds, the School must receive reasonable compensation in exchange for any surplus personal property unless it is determined to have no value. School Board members and relatives of Board members within the second degree are prohibited from purchasing property from the School.

REFERENCE: 70 O.S. §5-117(A)(11)

Oklahoma Constitution, Article 10, Section 15

Adopted: June 16, 2022

POLICY A-024
PURCHASING CARD POLICY

Board of Education (the “Board”) of John Rex Charter School (the “School”) adopts this policy to ensure full transparency and accountability for the use of Purchasing Cards by School employees. All purchases made using any Purchasing Card (i.e., credit card, debit card, etc.) (the “PCard”) must be for official School business and in accordance with any Board purchasing policy. The Pcard must not be used for personal expenditures regardless of the reason. Unauthorized purchases or misuse of the Pcard may render the individual employee liable for the goods or services purchased and corrective action up to and including termination and/or possible criminal charges. Prior to any purchase using the PCard, the Head of School shall authorize the expenditure in writing.

Failure to provide adequate documentation for a purchase will constitute misuse of the Pcard. Adequate documentation consists of at least one of the following documents (referred to hereafter in these guidelines as the “Receipt”):

- Original itemized invoice on company letterhead
- Cash register Receipt (itemized)
- Printed on-line order form (itemized)
- Facsimiles of itemized order form (faxed from company)
- Handwritten itemized voucher from vendor describing items purchased and including the vendor’s original signature, phone number, address, and tax identification number.

In addition to the Receipt, the School employee shall provide proof of delivery (“POD”) to the School of the items purchased with the PCard. POD is an acknowledgement that an order was successfully arrived at the School. POD is a physical document signed by a School employee other than the employee that placed the order to confirm the items ordered were delivered to the School.

If an original sales slip/invoice (e.g., Receipt) and the POD is not available at the time of statement reconciliation, then the School is not liable for the purchase and will ask for personal reimbursement for the charge from the employee that placed the order.

Prior to use of a PCard, the employee must sign the Agreement Form. This form states that the employee accepts the responsibility for the protection and proper use of the Pcard. If procedures are not followed leading to unauthorized use of the Pcard, the employee will be held responsible for any cost to the School.

UNALLOWABLE PURCHASES:

The PCard must not be used for personal expenditures, regardless of the reason. The Pcard cannot be used for ATM (Automatic Teller Machine) withdrawals or cash advances. Other items not allowed for PCard purchase are:

- Capitalized equipment
- Controlled substances (including alcohol and tobacco)
- Gasoline (other than for a rented, School owned vehicle, or strict School purposes)
- Meals (on an individual basis or during travel for which you will be receiving per diem)
- Telecommunications services and personal calls
- Recurring charges (e.g., subscription fee, annual renewal)

PURCHASING CARD POLICY (continued)

CHECK OUT PROCEDURES: PCards will be always kept in a secure location when not checked out to an employee. The Director of Operations shall be custodian of all PCards and shall log out any PCard. Additionally, purchase order number(s) for the intended order must be provided when checking out a PCard. Only personnel designated by Head of School are allowed to make purchases with a PCard.

ALLOWABLE PURCHASES:

General: All purchases for official School business are allowable if they meet the School's Board policies, to include the purchasing policy, and if approved by the Head of School or the Director of Operations. Every effort should be made to obtain the best pricing possible for the School. School employees shall not pay sales tax for purchases using the PCard.

Travel Expense: The PCard may be used for certain authorized travel expenses which are consistent with the School's travel policy. Purchase orders for each vendor/expense must be in place prior to travel.

1. Overnight lodging at a commercial facility: Allowable charges include room and hotel parking charges when itemized on the original lodging Receipt. Required documentation: Itemized original lodging Receipt. NOTE: Unauthorized charges on the bill such as movies, meals or personal calls must be balanced out before charging the remainder to the Pcard.

2. Rental cars and related gasoline charges: Allowable charges include actual and reasonable rental charges and gasoline costs (not to exceed the cost of using a personal car at the School's mileage rate). Required documentation: Original rental car and gasoline Receipt. NOTE: As a rule, gasoline cannot be charged on your Pcard except for rental, use of School owned vehicles or for specific School purposes.

3. Transportation: Allowable charges include actual charges for airline, train, or other public carriers. Tickets must be issued in the name of the individual traveling.

Internet Purchases: The Pcard may be used on the internet. When purchasing via internet, know your merchant, be sure that you are using a "secured" site, print your order form before and after making payment, print any confirmation email, make sure your purchase is tax exempt, and always obtain Receipts for your purchases.

STATEMENT RECONCILIATION PROCEDURE

Receipts/Invoices: Receipts and invoices shall be turned in to the Director of Operations by the employee placing the order within three (3) days of making the purchase. The employee who made the purchase will sign the receipt/invoice to approve the goods/services as necessary for School purposes and shall also provide a POD signed by a different School employee. The purchase order number should be written on the receipt. Please attach smaller Receipts to an 8 ½ x 11 sheet of paper. You may attach more than one Receipt to a sheet if they are on the same Purchase Order.

Processing the Statement: Upon receipt of a monthly statement, the Encumbrance Clerk will reconcile the Receipts to the statement and provide that reconciliation to the Treasurer. Reconciliation will include determination of how each expense on the monthly statement should be coded for Oklahoma Cost Accounting System purposes. Any missing Receipts will be matched to the check-out log, and the employee responsible contacted immediately to obtain the Receipt.

PURCHASING CARD POLICY (continued)

POTENTIAL PROBLEMS

Declined Sales: If your purchase is declined at the point of sale and you believe that an error might have occurred, you should call the toll-free number on the back of the Pcard. The customer service representative will advise you if you have exceeded the monthly or individual transaction dollar limits assigned to your Pcard. Occasionally the decline may be the result of a system error at the Bank. In that case, request the vendor to contact the Bank using the 1-800 number on the back of your Pcard. A Bank representative can authorize the transaction verbally or by phone. If the purchase is an emergency and is needed immediately, contact the School's Director of Operations or designee to authorize the transaction immediately with the bank. Once the Director of Operations or designee has authorized the purchase, then the Pcard can be used again.

Card Refusal: Occasionally you may want to make a purchase from a supplier who does not accept PCard. Although School cannot require a supplier to accept School's Pcard, you may wish to advise the Director of Operations. He / She can contact supplier and provide them with information regarding Pcard program and encourage supplier to consider accepting Pcard for payment of our small dollar purchases.

Returns for Credit: Credits to your Pcard must be issued through the card. When you return goods that were originally purchased on a School Pcard, a credit slip must be processed by the supplier to credit your Pcard. This process ensures that your monthly statement will not be paid "short" by Accounts Payable.

Note: If a purchase is made using the Pcard and you return goods to the supplier, you must not accept cash or a due bill for the credit amount. All credits MUST be back to the card account.

Duplicate Payments: Inevitably, situations will arise which result in a duplicate payment of a transaction. Due care exercised by every employee involved in a procurement Pcard transaction should help ensure this occurs as infrequently as possible. Make sure travel related expenses that were paid with the Pcard are not turned in for personal reimbursement. They should be listed on the travel reimbursement form as expenses incurred. An employee must NEVER request reimbursement for expense they did not pay personally. Doing so can result in disciplinary action.

Name on Card: You are to only use a PCard that is in your individual name. An employee using a PCard that is in the name of another individual may be personally responsible for the charges.

Reward / Points: Any rewards or points accumulated by the use of the PCard are for the sole benefit of the School and no employee shall claim any rewards or points arising from the use of a PCard. The PCard rewards may be used for the benefit of School staff or student events. The use of PCard rewards shall be documented and approved by either the Head of School or Director of Operations.

Delivery: Items purchased for the School using the PCard shall be delivered to the School and shall not be delivered to any other address, to include the home address of an employee. Any exception to this delivery requirement shall be in writing and pre-approved by the Head of School or Director of Operations.

PURCHASING CARD POLICY (continued)

DISPUTE RESOLUTION

Employee/User: If the employee validates a charge on your statement for which they have no documentation, the employee should try to have the vendor provide a duplicate Receipt. If none can be obtained, the user is required to refund the charge to the School.

Vendor: If employee does not validate charge, contact vendor, and try to obtain copies of the basis for the charge. If vendor agrees to issue a credit, this must be as a transaction to be processed on your Pcard account for your next monthly statement. You must obtain documentation of this credit from the vendor.

Returns: If a purchase is made using the Pcard and you return goods to the supplier, you must not accept cash or a due bill for the credit amount as this constitutes fraud against the School. All credits issued for purchases previously made on the Pcard MUST be credited back to the account by the supplier.

Transaction Dispute Form: If you are unable to resolve the discrepancy with the vendor, you should contact the Director of Operations to assist you in resolving the dispute. You may be requested to complete a Transaction Dispute Form which the Director of Operations will send to the Bank on your behalf. It is important for you to keep a copy of the complete dispute form for your records.

ACCOUNT MAINTENANCE

Employee Termination: If an employee's employment with the School is terminated, any Pcard in their possession must be returned to the Director of Operations or designee and their account must be canceled.

Lost or Stolen Card: If a Pcard is lost or stolen the employee must immediately notify the Director of Operations. The Director of Operations will notify the bank upon report of the compromised Pcard.

Remember: Fraudulent use or misuse of the Pcard will result in revocation of Pcard use privileges. The School will seek restitution for any inappropriate charges made to the account.

REMINDER: FRAUDULENT USE OR MISUSE OF A SCHOOL PURCHASING CARD WILL RESULT IN REVOCATION OF PCARD. SCHOOL WILL SEEK RESTITUTION FOR ANY INAPPROPRIATE CHARGES MADE TO THE ACCOUNT.

Agreement on next page.

JOHN REX CHARTER SCHOOL

PURCHASING CARD USER AGREEMENT

The School is pleased to provide you with use of a Purchasing Card ("PCard"). The PCard represents the School's trust in you and your empowerment as a responsible employee to safeguard and protect its assets. Your signature below indicates your acceptance of this responsibility.

I, _____, hereby agree to comply with the terms and conditions of this Agreement and the PCard Policy. I acknowledge receipt of the Policy and confirm that I have read and understand its provisions. I will comply with the terms and conditions, and those of any subsequent revisions. I understand that the School is liable to the credit card company and bank for all Pcard charges made by me.

I understand that a purchase order must be in place before any charges can be made against the Pcard. It is State law as well as Board policy to encumber funds before purchasing. I understand that I may purchase ONLY what is specified on the purchase order and ONLY from the vendor on the purchase order and MAY NOT EXCEED the amount of the purchase order. Any deviation requires a new purchase order. I understand that it is my responsibility to ensure purchases are charged as sales tax-exempt. I understand that I am personally responsible for obtaining all receipts and credit documents and submitting them in accordance with district purchasing and payment procedures. I also understand that I am responsible for providing proof of delivery documentation.

I understand that the Pcard is the property of the School, assigned to me for use in my role as an employee of the School and that, in the event of willful or negligent default of these obligations, the School will take any recovery action deemed appropriate that is permitted by law.

As a user of a Pcard, I agree to accept responsibility for the protection and proper use of the Pcard as outlined in this Agreement and the Policy. I understand that any purchases made by me will be reviewed for appropriateness of the purchase, consistency with the purchase order, and compliance with the employee user agreement. Further, I acknowledge that I have personal liability for any inappropriate purchase(s) made with the PCard issued to me. Should the Pcard be lost, stolen, or compromised in any manner, I shall immediately advise the Deputy Superintendent of Finance or designee.

I understand that failure to follow any of the above listed terms and conditions or misuse of the PCard in any manner may result in (a) revocation of the privilege to use the Pcard, (b) disciplinary action, (c) termination of employment, and/or (d) criminal charges filed with the appropriate authority.

I hereby accept the above terms and conditions for Pcard(s) checked-out to me. This agreement does not expire and covers each instance a PCard is checked out to me.

Signed: _____

Printed Name: _____

Date: _____

Adopted: June 16, 2022

POLICY A-025
WHISTLEBLOWER POLICY

The Board of Education (“Board”) of John Rex Charter School (“JREX” or the “School”) wants to encourage staff and others to come forward with credible information should there be any questionable practices or violations of policies of the School. The Board expresses its belief that JREX has moral, ethical and legal responsibilities for the stewardship of its resources and the public and private support that enables it to pursue its mission. Although the Board’s policies and the School’s internal controls and operating procedures are intended to deter, detect, and prevent improper activities, as at any institution, intentional and unintentional violations of laws, administrative rules, regulations, and policies may occur. The Board adopts this policy as it is intended to result in the internal identification and remediation of such violations.

Definition:

“Protected Disclosure” means an allegation, made in good faith, that the School or one or more of its employees, contractors (acting in the course of its work for the School) or members of the Board, has in the course of his, her or its duties to JREX has acted unlawfully, has acted in violation of published Board policies, has directly or indirectly used or attempted to use the authority or influence of his or her position to intimidate, harass, or embarrass another person, has used or attempted to use his or her position for their own personal benefit, or has acted in a manner that may be in violation of any laws, rules, and regulations.

Reporting Protected Disclosures:

Any person may make a Protected Disclosure. It is the responsibility of all employees and members of the Board to report Protected Disclosures. Protected Disclosures should be made in writing so as to assure a clear understanding of the issues but may be made orally. Reports should be factual and contain as much specific information as possible. Protected Disclosures shall be made 1) by employees to their immediate supervisor or other person upwards in the supervisory chain if the immediate supervisor is a part of the Protected Disclosure, and 2) by other persons to the Superintendent, or if said Protected Disclosure involves the Superintendent, to the Chair of the Board, or the Vice-Chair of the Board should the Protected Disclosure involve the Chair. However, when there is a potential conflict of interest, such reports may be made to another person in management who you may reasonably expect to have either responsibility over the affected area or the authority to review the alleged improper activity on behalf of the School.

Protection from Retaliation:

JREX and its employees and Board members are prohibited from 1) retaliating or attempting to retaliate against any person who has made a Protected Disclosure or who has refused to obey a directive that is in contravention of the law, administrative rules, or regulations, or in violation of Board policies, and from 2) directly or indirectly using or attempting to use the authority or influence of his or her position to intimidate, harass, or embarrass another person, for their own personal benefit, or for the purpose of interfering with the right of the person to make a Protected Disclosure. Anyone who retaliates against or interferes with someone who has made a Protected Disclosure is subject to discipline which, for employees, could be up to and including termination; or, for members of the Board could be removal from the Board.

WHISTLEBLOWER POLICY (continued)

Investigations:

Individuals to whom a Protected Disclosure is made are required to report them to the Superintendent, and Board Chair within twenty-four (24) hours of receipt of the disclosure unless the disclosure involves one of those individuals. The Superintendent or Chair of the Board will undertake or cause to be undertaken an investigation of the alleged violations and will involve those individuals deemed necessary to the investigation. The Superintendent will immediately advise the Board chair of all Protected Disclosures regarding improper use of public funds, financial and accounting practices, internal financial controls or auditing matters. All internal complaints will be investigated promptly and with discretion, and all information obtained will be handled on a “need to know” basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise reasonably substantiated. As necessary, any Protected Disclosures that require that such information be reported to another governmental agency shall be timely reported by the Superintendent or Board Chair.

Adopted: August 10, 2022

POLICY A-026
MULTIPLE OCCUPANCY RESTROOM OR CHANGING AREA POLICY

Pursuant to Oklahoma law, the Board of Education (“Board”) of John Rex Charter School (“JREX” or “School”) adopts this policy to ensure the privacy and safety of all students attending the School.

Definitions:

"Sex" means the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate; and

"Multiple occupancy restroom or changing area" means an area in a public school or public charter school building designed or designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. The term may include but is not limited to a school restroom, locker room, changing room, or shower room.

Purpose:

To ensure the privacy and safety of all students attending the School, the Board shall require every multiple occupancy restroom or changing area to be designated as follows:

1. For the exclusive use of the male sex; or
2. For the exclusive use of the female sex.

To the extent questions arise regarding the sex of any student, the School may require a parent or guardian to provide the student’s original birth certificate.

Accommodation:

The School shall provide a reasonable accommodation to any individual who does not wish to comply with the provisions of this policy. A reasonable accommodation shall be access to a single-occupancy restroom or changing room.

Exclusions:

The provisions of this policy shall not apply to individuals entering a multiple occupancy restroom or changing area designated for use by the opposite sex when entering in any of the following circumstance:

1. For custodial, maintenance, or inspection purposes; or
2. To render emergency medical assistance.

MULTIPLE OCCUPANCY RESTROOM OR CHANGING AREA POLICY (continued)

Discipline:

Any individual that refuses to comply with this policy shall be subject to disciplinary action. For students, the disciplinary action will be pursuant to the School's discipline actions set forth in Board policies and handbooks. For students attending the School on a transfer, the students transfer may be revoked by either the Superintendent or the Board. For employees of the School who refuse to either enforce or comply with this policy, the discipline may be in accord with Board policies or employee handbook. Employee discipline may include termination of employment.

Non-Compliance:

Should the School be found to be non-compliant with the provisions of this policy by the State Board of Education, the School will receive a five percent (5%) decrease in state funding for the fiscal year following the year of noncompliance.

A parent or legal guardian of a student enrolled in and physically attending the School shall have a cause of action against the School for noncompliance with the provisions of this policy.

Adopted: August 10, 2022

POLICY A-027
SAVE WOMEN'S SPORTS POLICY

The Board of Education ("Board") of John Rex Charter School (the "District") hereby adopt the Save Women's Sports Policy pursuant to applicable law.

The following definitions shall apply to the terms used in this policy:

1. "School" means a public school district, to include the District, or public charter school in this state or an institution within The Oklahoma State System of Higher Education;
2. "School athletic association" shall have the same meaning as provided for in Section 27-102 of Title 70 of the Oklahoma Statutes; and
3. "Intercollegiate association" shall mean a national association that sets eligibility requirements for participation in sports at the collegiate level and that provides the coordination, supervision, and regulation of the intercollegiate competitions.

This policy shall apply to athletic teams that are sponsored by a school or sponsored by a private school whose students or teams compete against a school shall be expressly designated as one of the following based on biological sex:

1. "Males", "men" or "boys";
2. "Females", "women" or "girls"; or
3. "Coed" or "mixed".

Prior to the beginning of each school year, the parent or legal guardian of a student who competes on a school athletic team shall sign an affidavit acknowledging the biological sex of the student at birth. If the student is eighteen (18) years of age or older, the student who competes on a school athletic team shall sign an affidavit acknowledging his or her biological sex at birth. If there is any change in the status of the biological sex of the student, the affiant shall notify the school within thirty (30) days of such change.

The affidavit contemplated by this policy shall be in a form substantially similar to the affidavit attached to this policy as Exhibit A.

The purpose of this policy shall be as follows:

1. Athletic teams designated for "females", "women" or "girls" shall not be open to students of the male sex.
2. Any student who is deprived of an athletic opportunity or suffers any direct or indirect harm as a result of a violation of paragraph 1 of this policy subsection shall have a cause of action for injunctive relief, damages, and any other relief available permitted by law against the school.
3. Any student who is subject to retaliation or other adverse action by a school, school athletic association or intercollegiate association as a result of reporting a violation of paragraph 1 of this policy subsection to an employee or representative of the school, school athletic association or intercollegiate association or to any state or federal agency with oversight of schools in this state shall have a cause of action for injunctive relief, damages and any other relief available permitted by law against the school, school athletic association or intercollegiate association.

SAVE WOMEN'S SPORTS POLICY (continued)

This policy shall also have the following purposes:

1. The State Board of Education, the Oklahoma State Regents for Higher Education and any school athletic association or intercollegiate association of which a school is a member shall be prohibited from entertaining a complaint, opening an investigation, or taking any other adverse action against a school for maintaining athletic teams or sports for students of the female sex as provided for by law or this policy.
2. Any school that suffers any direct or indirect harm as a result of a violation of paragraph 1 of this policy subsection shall have a cause of action for injunctive relief, damages and any other relief permitted by law against the State Board of Education, the Oklahoma State Regents for Higher Education, school athletic association or intercollegiate association.

Causes of action authorized by this policy shall be initiated within two (2) years after the harm occurred. Persons or associations that prevail on a claim brought pursuant to this policy shall be entitled to monetary damages including for any psychological, emotional, and physical harm suffered, reasonable attorney fees and costs and any other appropriate relief permitted by law.

See form on following page...

POLICY A-028
TRANSPORTATION POLICY

The Board of Education (the “Board”) of John Rex Charter School (the “School”) acknowledges the challenges that families and students may confront concerning transportation to and from School and for extracurricular activities to encourage community involvement. In an effort to ensure equitable opportunities for all students, the Board authorizes transportation services to qualifying students that request transportation for these purposes.

Extra-curricular activities are defined herein to include School field trips, community involvement events, such as town-hall meetings, etc., and other School sanctioned events for students that request transportation services so long as the Oklahoma State Department of Education (“OSDE”) authorizes transportation funding for the School. The School intends to provide these transportation services by using City bus passes, Uber, or other similar transportation service providers, and bus rentals for specific School sanctioned activities as determined by the Head of School. Due to budgetary constraints, the School will not be able to provide these transportation services should the OSDE fail to authorize transportation funding for the School.

The Board directs the Head of School to prepare the appropriate forms for students to request transportation services and to take the steps necessary to ensure transportation services are provided as set forth herein, and to take the steps necessary to request transportation funding from the OSDE.

Legal Authority:

70 O.S. §5-130

OAC 210:30-5-1(c)

Adopted: July 19, 2023

Amended: September 29, 2023

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 O.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.

EMPLOYMENT (continued)

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.

EMPLOYMENT (continued)

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.

EMPLOYMENT (continued)

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 O.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.

EMPLOYMENT DUTIES, RESPONSIBILITIES, AND MONITORING (continued)

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
EMPLOYEE GRIEVANCE POLICY

It is policy of the John Rex Charter School Board of Education (the "School" or the "Board") that each employee shall have the right to present for resolution all problems arising within the employment situation and shall be encouraged to do so without fear of recrimination.

The Board feels that every effort should be made to ensure that each employee shall receive fair and impartial treatment. To that end, the Board hereby adopts the following grievance procedures which are intended to facilitate the handling of all employee/employer complaints and provide avenues for resolution of problems.

The Board believes that most problems and complaints can be settled amicably, at the source, through an open and honest discussion between the employee and the immediate supervisor. Therefore, the first level in the grievance procedure is the informal procedure. At this level, the employee shall first discuss the matter with the immediate supervisor.

If this informal discussion does not result in a satisfactory solution, the employee shall commit the grievance to writing.

Grievance Procedure

1. Definitions

A "*grievance*" is a claim made by an employee or representative based upon the interpretations, application, or violation of school board policies or administrative decisions affecting an employee or group of employees. A "*grievance*" does not include:

- A dismissal or the nonrenewal of a contract;
- A complaint regarding compensation; or
- A complaint regarding an employee performance rating.

A "*grievant*" is the employee making the claim or for whom the claim is made.

A "*party of interest*" is the employee or employees making the claim and any person who might be required to take action, or against whom action might be taken in order to resolve the claim.

"*Day*" shall mean Monday through Friday excluding legal holidays.

2. Procedures

Since it is important that grievances be processed as rapidly as possible, THE NUMBER OF DAYS INDICATED AT EACH LEVEL SHOULD BE CONSIDERED A MAXIMUM, and every effort should be made to expedite the process. Further, failure to adhere to the timelines specified, by the grievant, (unless waived by mutual agreement of parties of interest) shall result in the forfeiture of the grievance. Additionally, if the party of interest against whom the grievance is filed fails to provide his written decision by the time specified, the grievant shall be entitled to proceed to the next level of the procedure.

EMPLOYEE GRIEVANCE POLICY (continued)

Level 1 – Informal

An employee with a grievance shall bring the grievance to the attention of the immediate supervisor within thirty (30) days after the employee knew or should have known of conduct or acts giving rise to a grievance. The employee will first discuss the grievance with the immediate supervisor with the objective of resolving the matter informally at the earliest, mutually agreed upon time and place.

Level 2 – Formal

If an employee feels that the grievance has not been settled to satisfaction at the informal level, the employee shall commit the same to writing specifying the particular grounds for the grievance and the action or relief sought. The employee will submit to immediate supervisor with whom the grievance has been filed within ten (10) working days of the informal discussion meeting date.

The immediate supervisor, within ten (10) days of receipt of the written grievance, shall arrange and hold a formal discussion of the grievance with the parties of interest and their representatives only. The Supervisor shall render a written decision to the employee within ten (10) days of the meeting.

Level 3 – Formal

If the grievance is not resolved to the employee's satisfaction at Level 2, the employee within ten (10) days of receipt of decision shall submit the written grievance to the Head of School.

If Level 2 results in a written grievance to the Head of School as immediate supervisor, Level 3 will be omitted, and Level 4 is the next level.

The Head of School, or designee, within ten (10) days of receipt of the written grievance, shall meet with the party(s) of interest for the purpose of hearing and resolving the grievance. Either party may call witnesses to help in the resolution of the matter. The Head of School shall render a written decision within ten (10) days of the meeting and provide copies of the decision to all parties of interest.

Level 4 – Formal

If the grievance is not resolved to the employee's satisfaction at Level 3, the employee, within ten (10) days of receipt of the Head of School's decision, shall submit the written grievance to the Chairperson of the School's Board of Education. The grievance shall be heard by the Board within thirty (30) days. All parties of interest shall be given seventy-two (72) hours-notice of the date and site of the meeting. Further, all parties have the right to appear before the Board to be heard, to call witnesses, and to introduce records and documentary evidence relevant to the grievance. The School Board shall render a written decision on the grievance within ten (10) days of the meeting and immediately provide a copy of the decision to all parties of interest.

EMPLOYEE GRIEVANCE POLICY (continued)

3. Guidelines

Written grievances at all levels need to be delivered by hand or by certified mail so that a receipt may be obtained.

No reprisals of any kind will be taken by the Board or any member of the administration against any party of interest or any other participant in the grievance proceedings solely because of participation in the grievance proceedings. Such action shall constitute grounds for subsequent grievances and appropriate disciplinary action will result.

Any party of interest may be represented at all stages of the grievance procedure by a person of choosing except that a party of interest may not be represented by an attorney except at a Level 4 hearing.

The Board agrees to make available to any grievant and/or representative, all information not privileged under law and which is relevant to the issues raised in the grievance.

The employee shall be informed of the nature of any separate interviews or conferences and shall have an opportunity to rebut the information obtained.

When meetings are held during working hours, no employee shall suffer loss of pay or benefits for time away from his duties, nor shall he receive extra pay when meetings are held at a time other than regular working hours.

All decisions at Levels 2, 3, or 4 shall be in writing, stating the reasons for the decisions with copies provided to all parties of interest. Documents generated in the grievance process shall be filed and retained in confidence as allowed by Oklahoma law.

An effort will be made to resolve any pending grievances prior to the close of the school year in which the grievance was filed.

If the principal (immediate supervisor) does not have the authority to resolve the grievance, the grievance may be filed at the next appropriate level.

Revised: April 15, 2021

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.

Adopted: August 10, 2022

REQUEST FOR CHANGE OF ASSIGNMENT WITHIN A BUILDING (continued)

**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 P-007
LEAVE DONATION POLICY

Policy Statement

John Rex Charter School (the "School") recognizes that employees may have a personal, family medical emergency or may be affected by a major disaster, resulting in a need for additional time off in excess of their available sick/personal time. To address this need, all eligible employees will be allowed to donate accrued paid sick or personal leave hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees must be employed by the School for a minimum of one year to be eligible to donate.

Guidelines

Employees who would like to make a request to receive donated sick/personal time from their co-workers must have a situation that meets the following criteria:

Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, or parent.

Major disaster, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

Donation of Sick/Personal Time

- Employees donating sick / personal leave time shall complete a form agreeing to donate leave time to the donation bank and shall submit said form to the Director of Operations.
- Employees donating sick / personal leave time shall have said donated amount removed from their available leave time.
- The donation of sick/personal time is strictly voluntary.
- Donated sick/personal time will go into a leave bank for use by eligible recipients and donations cannot be made to a specific employee.
- Recipient's identity will not be disclosed to donating employees.
- The donation of sick/personal time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- Employees cannot borrow against future sick/personal time to donate.
- Employee donating to bank must retain at least 10 days of sick/personal time.
- Employees who are currently on an approved leave of absence cannot donate time.

LEAVE DONATION POLICY (continued)

Requesting Donated Leave Time

Employees who would like to request donated sick/personal time are required to complete a Request for Donation of Leave Form and submit it to the Director of Operations who will convene a meeting of the Sick Leave Bank Committee.

Requests for donations of leave must be approved by the Sick Leave Bank Committee and the employee's immediate supervisor.

If the recipient employee has available sick/personal time in his or her balance, this time will be used prior to any donated sick/personal time. Donated sick/personal time may only be used for time off related to the approved request. Should the donated time exceed what is necessary, the employee shall be required to return to the leave bank any excess leave time granted by the Sick Leave Bank Committee.

Employees who receive donated sick/personal time may not receive any more than 20 days within a rolling 12-month period and may not exceed having 20 days at any point in time.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

The leave donation bank will not go into the negative to accommodate requests.

Adopted: August 10, 2022

Policy P-008
MATERNITY POLICY

Effective July 1, 2023, any full-time female employee of John Rex Charter School (the “School”) who has worked full time for the School at least one year and worked at least 1,250 hours during the 12 month prior to the maternity leave request. The six weeks must be taken immediately after the birth of the child. The six weeks of leave begins immediately upon the birth of the child and runs consecutively without interruption, regardless of school breaks. The six weeks of maternity leave must be used first, then the employee can use any qualifying paid leave available to them. The six weeks of paid maternity leave runs concurrently with any Family Medical Leave Act (“FMLA”) that the employee may qualify for such that the employee may have an additional six weeks of unpaid leave remaining. An employee who is granted maternity leave pursuant to the provisions of this policy shall receive the employee’s annual salary without interruption during the maternity leave. For purposes of determining seniority, pay or pay advancement, and performance awards, and for the receipt of any benefit that may be affected by maternity leave, the service of the employee shall be considered uninterrupted by the maternity leave.

Adopted: September 13, 2023

Amended: September 29, 2023

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.

STUDENT UNIFORMS (continued)

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/Skort/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.

STUDENT UNIFORMS (continued)

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/DTaP	5 DTP/DTaP & 1 Tdap	5 DTP/DTaP
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	3 Hep B	3 Hep B
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

?	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.
?	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.
?	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.

STUDENT MEDICATION (continued)

- 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.

BULLYING PREVENTION (continued)

- “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

STUDENT DISCIPLINE (continued)

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.

This policy is to be interpreted and applied in a manner that is consistent with the more detailed procedures in the John Rex Family Handbook regarding student discipline.

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

Adopted: July 2014
Amended: September 22, 2022

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.

STUDENT DISCIPLINE – PROCEDURES FOR DISABLED STUDENTS (continued)

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.

STUDENT DISCIPLINE – PROCEDURES FOR DISABLED STUDENTS (continued)

- 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 Schools ("OKCPS") and the John Rex 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 two 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.

Effective as of January 21, 2020 any current student attending the School will be allowed to continue to attend the School so long as the Student remains in good standing and the Student will not be subject to the requirements set forth herein regarding re-application for admission regardless of any change in the student's residence. Any and all previous policies or procedures related to grandfathering based on year or tier of admission prior to the effective date of this policy revision are no longer in effect.

For the purposes of admission and enrollment, a sibling residing in Tier 2 (OKCPS District boundaries) of a child enrolled as of January 21, 2020 attending and in good standing with the School as determined by the Head of School or designee, and entering at the Pre-Kindergarten level only, shall be given priority over a new Tier 2 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 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.

APPLICATION/ENROLLMENT/LOTTERY (continued)

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

Any student enrolled after January 21, 2020, will be subject to said changes within this policy and not be included in any grandfathering provisions listed herein.

Any Tier 1 student enrolled after January 21, 2020, and each year thereafter, whose residency changes from Tier 1 to Tier 2, shall be required to re-apply for admission to the school and enter the lottery for the next school year. If at any time the residence of a student changes during the school year resulting in a change from Tier 1 to Tier 2, the student may complete the school year and shall be required to re-apply for admission to the school and enter the lottery for the next school year.

Any student enrolled after January 21, 2020, and each year thereafter, whose admission to the School was based on residency in the Oklahoma City Public School District (Tier 1 or Tier 2) who moves out of said OKCPS District boundaries shall no longer be eligible to attend the School nor apply for admission to the School.

All students, regardless of admission year or Tier, may be required up to twice during any school year to re-verify 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

Students who reside within the Attendance Zone (Tier 1) may be accepted at any time and will be given priority for admissions subject to any limitations as set forth in this policy.

If a Tier 2 student's application is selected for enrollment from the lottery, admittance to the School is still subject to completing the required paperwork for enrollment within the time limits established by the School.

The Head of School, or designee, will set deadline(s) for applications for admission from students who reside outside of the Attendance Zone. The Head of School, or designee, 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, or designee, will set deadline(s) for verification of residency as well as any other determinations that are to be made as a part of the application, enrollment, and/or 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, or designee, to receive, review, and consider all enrollment documents and applications for approval. The Board authorizes the Head of School, or designee, to notify parents/students in writing of approval or denial within a reasonable amount of time of the completed enrollment or application for admission being submitted.

Upon acceptance into the School, parents of students who are residents within the OKCPS District boundaries (Tier 2), will have a limited number of days, as determined by the Head of School, or designee, in which to notify the School in writing that the student(s) intends to enroll and to complete any necessary enrollment paperwork.

APPLICATION/ENROLLMENT/LOTTERY (continued)

Parents of students who are NOT residents of OKCPS (students of staff members or grandfathered students residing outside of OKCPS District boundaries) 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 School.

An “Intent to Re-Enroll” form must be executed for each student each Spring Semester by the deadline set by the Head of School, or designee. 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 proof of residency in the Attendance Zone or the OKCPS district boundaries, subject to all provisions within this policy.

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
Feb-March	Application and pre-enrollment closes
Feb-March	Lottery (as necessary)
March-April	Parents notified
April	Enrollment deadline
May	Transfer deadline

D. Lottery

The School will conduct a lottery for Tier 2, if oversubscribed; provided, however, the lottery will only consist of the grade(s) that is necessary based on the School and grade capacity limitations. 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 shall be open to the public.

E. 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 admission.
- 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.

APPLICATION/ENROLLMENT/LOTTERY (continued)

- 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 application or enrollment 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.

Revised: January 21, 2020

Revised: April 2016

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”). 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 legally 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 legally assumed permanent care and custody of the child shall be located within OKCPS’ district attendance boundary.

Procedure for Establishing Residency & Compliance with Priority Requirements:

Upon application to and enrollment in the School, or submission of an Intent to Re-Enroll from, commencing with the 2020-2021 school year, the School shall require all students to submit either proof of residency in the Attendance Zone or proof of residency in the OKCPS district’s attendance boundary.

RESIDENCY & ENROLLMENT REQUIREMENTS (continued)

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.

If a parent does not re-verify residency by providing the appropriate documentation by the established deadline, they forfeit their child's seat and they shall be required to apply for admission and re-enter the lottery for their grade level. The Head of School may establish timelines and deadlines to re-verify residency in conjunction with the application, lottery, and enrollment process.

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, 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 and require the submission of additional documentation to confirm residency. 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 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.

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. 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.

Revised: January 21, 2020

Adopted: April 2016

POLICY S-016
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) 587-8100.

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, ages 3-21 with an established or suspected disability. Child Find efforts include all individuals ages 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) 587-8100.

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.

Revised: July 16, 2020

POLICY S-017
VIRTUAL ATTENDANCE

Students attending school in person will follow the same attendance policy that is followed during a regular school year.

Students who chose virtual learning will be required to login to the virtual platform daily to be counted present for the day. Middle school students will login to Summitt Learning. Kindergarten-4th grade students will login in to Edmentum. PreK students will login to Lexia. Weekly reports are generated and absences recorded.

Students who need to engage in Distance Learning for a limited time may login to the virtual platform or will be required to return work packets assigned by the school to be counted as present.

Students who are COVID-19 positive and not able to login or complete assignments will be recorded as COVID excused.

Adopted: September 17, 2020

POLICY S-018
CHRONIC ABSENTEEISM MEDICAL EXEMPTION POLICY

The Board of Education (“Board”) of the John Rex Charter School (“JREX” or “School”) establishes this policy to provide that student absences which are due to a significant medical condition (a severe, chronic, or life-threatening physical or mental illness, injury, or trauma) are exempted from inclusion in the calculation of the chronic absenteeism indicator of JREX upon determination of eligibility by a medical exemption review committee formed by the School.

Definitions. The following words and terms, when used in this Section, shall have the following meaning, unless the context clearly indicates otherwise:

- (1) **“Chronic absenteeism”** means absence from School at least ten percent (10%) of the time that School is in session and the student is included in membership, eighteen (18) or more days on a 180-day School calendar, or ten percent (10%) or more of School days on a 1,080-hour School calendar.
- (2) **“Significant medical condition”** means, for the purposes of this policy, a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma that meets the following criteria:
 - (A) The condition affects the student so severely as to incapacitate the student from attending School for an identifiable time period or number of School days, or for which the student must receive regular medical care requiring absence from School;
 - (B) The student is unable to receive instruction through homebound education services for an identifiable time period or number of school days due to the medical condition or its treatment, or homebound education is not appropriate due to brief recurring absences for the purpose of receiving treatment;
 - (C) The School has been provided with written documentation of the condition that is verified in writing by a physician licensed to practice in the State of Oklahoma, or by a physician licensed in another state if the student has received related treatment out of state. A copy of the documentation verifying the student’s condition shall be filed in the student’s educational record. For qualifying circumstances, such as sexual assault or other events of a traumatic nature that may not include official documentation, a letter from a School counselor or administrator explaining the student’s qualifying circumstances may be accepted as documentation.
 - (D) The medical exemption review committee who shall be comprised of individuals appointed by the Head of School shall take care to respect and safeguard the privacy of students and others in its review of medical exemption requests.
 - (E) Examples of conditions that could be considered “significant medical conditions” for the purposes of this policy may include, but are not limited to:
 - (i) The student has a terminal disease or degenerative illness, or the student has been placed in hospice care;
 - (ii) The student is comatose;
 - (iii) The student has a serious chronic medical condition (a condition lasting three months or more), and is absent for the purpose of receiving condition-related treatment, such as chemotherapy or dialysis;

CHRONIC ABSENTEEISM MEDICAL EXEMPTION POLICY (continued)

- (iv) The death or life-threatening injury of an immediate family member of the student (student's parent/guardian, sibling, child, or another member of the student's own household); or
- (v) The student has sustained serious mental or physical injury as a result of a catastrophic event such as:
 - (I) A natural disaster or other event;
 - (II) An act of violence, including but not limited to: acts of physical assault, sexual assault, kidnapping, homicide, torture, or terrorism;
 - (III) Drowning;
 - (IV) Poisoning, fall, or traumatic brain injury; or
 - (V) Fire or explosion in the student's home.
- (F) The term "significant medical condition" shall not include:
 - (i) Minor illnesses or injuries that do not incapacitate the student or require recurring treatment;
 - (ii) Short term illnesses or injuries resulting in absences of ten (10) or fewer consecutive instructional days, including those that require short term hospitalization of ten (10) or fewer consecutive instructional days;
 - (iii) Pregnancy, unless complications of the pregnancy otherwise meet this policy's criteria for a significant medical condition; or
 - (iv) Refusal of a parent/guardian to permit the student to attend School or receive homebound services due to the illness, injury, or trauma.
 - (v) The occurrence of one of the conditions listed in (D) shall not disqualify a student who is eligible for a medical exemption on a different basis.

Not all excused absences qualify for medical exemption.

Certain student absences are classified as "excused" under state law and/or JREX policies, meaning that a student is considered absent for a valid reason under law or policy and the absence may not be associated with any penalties to the student. Examples include medically documented absences, which are considered excused under 70 O.S. § 10-105(B), and absences related to the military deployment activities of a student's parent or guardian, which are excused under 70 O.S. § 510.1(V)(E). If a student is absent in relation to their own or their household's homeless status, such related absences should be excused pursuant to the federal McKinney-Vento Act so that the related absences do not serve as a barrier to enrollment or retention. These and other types of absences considered under law or policy as a valid basis to be absent from School should be indicated as "excused" in a School's student information system. However, the classification of an absence as "excused" such that no penalties accrue to a student in relation to the absence does not automatically qualify the absence for a medical exemption for purposes of the chronic absenteeism indicator. To be eligible for consideration under a chronic absenteeism medical exemption policy, an absence must fall under the definition of "significant medical condition" given in this policy.

CHRONIC ABSENTEEISM MEDICAL EXEMPTION POLICY (continued)

Absences from School that do not accrue toward chronic absentee status.

A student with disabilities who is on an Individualized Education Program (IEP), or a student with a physical or mental impairment who is on a Section 504 Plan, is considered in attendance and does not accrue absences while receiving offsite services outlined in the IEP or Section 504 plan. A student who is receiving homebound education services from JREX is considered in attendance and does not accrue absences while in homebound status.

Effect of exempt absence.

If a student has been determined to have a significant medical condition under JREX's chronic absenteeism medical exemption policy, only absences that are related to the student's identified condition(s) or qualifying circumstances may be exempted from inclusion in the calculation of the chronic absenteeism indicator. Absences that are not related to the student's qualifying condition(s) or circumstances, such as routine illnesses or medical appointments, are not eligible for exemption under JREX's policy. The exempt absence(s) of a student who has been granted an exemption of one or more absences from School in accordance with the provisions of this policy shall not be included in the calculation of the chronic absenteeism indicator on JREX's report card(s).

Reporting absences determined medically exempt to the State Department of Education.

JREX adopts a chronic absenteeism medical exemption policy and if determined under this policy that one or more student absences are medically exempt from inclusion in the chronic absenteeism indicator, JREX shall report such absences determined medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability. To ensure that an absence which has been determined eligible for a medical exemption by JREX's medical exemption review committee is identified as exempt in sufficient time for the absence to be excluded from the chronic absenteeism calculation, JREX shall inform the Office of Accountability within the time limits established for the reporting of such medically exempt absences. The reporting of absences identified under JREX's policy as medically exempt may require the submission of the JREX's chronic absenteeism medical exemption policy, and documentation of the medical exemption review committee's approval of the exempted absences. All documentation considered during the medical exemption review committee's consideration of potentially eligible absences shall be maintained by JREX and shall be available to regional accreditation officers for auditing purposes.

Adopted: June 16, 2022

POLICY S-019
STUDENT MENTAL HEALTH PROTOCOL POLICY

STATEMENT OF PURPOSE

John Rex Charter School (the “School”) supports student health and wellness protocols to include mental health support. This policy is to align access to mental health support by providing community resources for students and guardians focused on mental health treatment options, and crisis response intervention. It is also the policy of the District to provide mental health and crisis response training to school personnel. This process will involve consistent collaboration between the District and community mental health partnerships.

DEFINITIONS

Mental Health

Includes emotional, psychological, and social well-being and affects how individuals think, feel, and act. Mental health also determines how individuals handle stress, relate to others, and make healthy choices. (Information obtained from [CDC, 2021](#).)

Mental Health Crisis

Any situation in which a person's behavior or verbalized distress puts them at risk of hurting themselves or others and/or prevents them from being able to care for themselves or function effectively in the community. The 988 Mental Health Lifeline operates 24/7, offering anyone who dials 9-8-8 access to mental health crisis services.

Crisis Response

Refers to the advance planning and actions taken to address natural and manmade disasters, crises, critical incidents, and tragic events. Of course, in an emergency, it is always best to call 911.

Crisis Intervention

Can mitigate adverse reactions, facilitate coping and planning, assist in identifying and accessing available support, normalize reactions to a crisis, and assess capacities and need for further support or referral to the next level of care. *The three main goals of crisis intervention are: Reduce Symptoms, Stabilize, and Return to Adaptive Functioning – Facilitate Access to Continued Care.*

PRIVACY REQUIREMENTS

All District policies must comply with the privacy requirements of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

STUDENT MENTAL HEALTH PROTOCOL POLICY (continued)

RECOGNIZE WARNING SIGNS

Signs of a mental health crisis episode may not always be apparent in a student. Keeping the following warning signs in mind, teachers, principals, and other staff members can begin to identify the need for intervention.

Abusive Behavior: Often a student in mental distress will show abusive behavior to themselves and others. This may include self-harm, substance abuse, physical abuse, etc.

Inability to Perform Daily Tasks: This can include even the simplest tasks, such as bathing, brushing teeth and/or hair, and putting on clean clothes.

Increased Agitation: Children showing signs of increased agitation may use verbal threats, be violently out of control, destroy property, and more.

Isolation: Children and young adults in mental health crisis tend to isolate themselves from family and friends at school and at work.

Loses Touch with Reality (psychosis): Psychosis encompasses the following behaviors: signs of confusion, having strange ideas, thinking they are someone they are not, not understanding what people are saying, hearing voices, and seeing things that aren't there.

Paranoia: Paranoia manifests in suspicion and mistrust of people or their actions without evidence or justification.

Rapid Mood Swings: Increased energy levels, the inability to stay still, pacing, sudden depression and withdrawal, and becoming suddenly happy or calm after a period of depression may be indicative of a student in crisis.

Other warning signs may include:

- Changes in school performance
- Eating or sleeping too much or too little
- Pulling away from people and things
- Having low or no energy
- Worrying a lot of the time - feeling guilty but not sure why
- Having unexplained aches and pains, such as constant stomachaches or headaches
- Having difficulty readjusting to home or work life
- Feeling helpless or hopeless
- Thinking about suicide
- Excessive smoking, drinking, or drug use, including prescription medications
- Inability to perceive changes in their own feelings, behavior, or personality(lack of insight or anosognosia)

STUDENT MENTAL HEALTH PROTOCOL POLICY (continued)

SAFEGUARD STUDENT HEALTH AND SAFETY

The goal of the District is to establish a culture of support and safety to enhance student health and prevent barriers to effective crisis response. The School can assist with this process by fostering healthy relationships built on a foundation of trust, respect, and care in the school setting. These safeguards help to positively affect student-teacher relationships, increase engagement for students and families, and improve two-way communication between all parties. A culture of safety and support works to replace fear, uncertainty, and punishment as motivators with belonging, connectedness, and willingness to change.

Every person working at the District with reason to believe any student under the age of 18 years is a victim of abuse or neglect is required by law to report the matter *immediately* to the Oklahoma Department of Human Services (OKDHS) and local law enforcement. (70 O.S. § 1210.163; 10A O.S. § 1-2-101). The OKDHS Hotline number is [1-800-522-3511](tel:1-800-522-3511), and the online reporting link is www.OKHotline.org. The District will develop a streamlined process for documenting calls placed to OKDHS. The Oklahoma State Department of Education (OSDE) has created a [Child Abuse Reporting Form](#) template for the initial report to OKDHS and an [investigation form](#) schools may use if an investigative entity comes to the school to speak with the identified student

Beginning with the 2022-2023 school year, pursuant to [Maria's Law](#), all schools are required, as part of any health education curriculum, to include instruction in mental health, with an emphasis on the interrelation of physical and mental well-being. The School may enter into agreements with nonprofit entities and other community partners to assist with or provide mental health education to students if the nonprofits and community partners are approved by the OSDE and the Oklahoma Department of Mental Health and Substance Abuse Services.

STUDENT MENTAL HEALTH PROTOCOL POLICY (continued)

RESPONSE PROCEDURES

What to Do in a Mental Health Crisis

Steps all staff should take when addressing warning signs or managing student disclosures:

- Assess the situation.
 - Is the person in danger of hurting themselves, others, or property?
 - Do you need emergency assistance?

Call 988 to engage with trained crisis counselors for help with suicidal, substance use, and/or a mental health crisis.

Immediately call 911 for emergency assistance if the student requires medical attention.

- Talk to the student in a safe space. All staff members' responses should be calm, supportive, and non-judgmental.
 - Keep voice calm.
 - Listen to the student.
 - Ask questions, but do not push.
 - Express support and concern.
 - Ask how you can help.
 - Gently announce actions before initiating them.
- Stay with student in virtual setting while contacting School Counselor, Student Family Resource Coordinator or School Administrator to join virtual room. Student should have adult supervision at all times. If occurs during in person event, staff member will walk student to staff listed above.
- School Counselor, Student Family Resource Coordinator or School Administrator should follow district safety protocol and refer the student for crisis services at certified community behavior health clinic near student's home address.
- Immediately following the incident, appropriate staff member/s should document steps taken on the mental health referral packet.
 - Referral Form
 - Parent/Guardian Notification Form
 - Student Re-entry Plan
- If a student is out for an extended time (more than two school days), a caregiver/student/counselor meeting should be held a minimum of 24 hours in advance of the student's return to school.

STUDENT MENTAL HEALTH PROTOCOL POLICY (continued)

Remember

A person experiencing a mental health crisis may not always clearly communicate their thoughts, feelings, needs, or emotions. They may also find it difficult to understand what others are saying. It's important to empathize and connect with the person's feelings, stay calm, and try to de-escalate the crisis. Seek outside assistance from your local Certified Community Behavioral Health Clinic for additional support.

STUDENT RETURN TO LEARN GUIDELINES

Whenever possible, the school team (Counselor, Social Worker, Student Family Resource Coordinator (SFRC), Community Family Advisor (CFA) and teachers) should meet with the student's parent or guardian and the student to discuss re-entry to the school day after an extended physical health absence, behavioral health assessment, or extended hospitalization.

1. The School Counselor or Social Worker should request a meeting with the student and their parent or guardian.
2. This group should discuss and document a re-entry procedure and what would help to ease the transition back into the school environment (e.g., whether or not the student will be required to make up missed work, the nature of check-in/check-out visits, etc.), address any concerns the student or parents/guardians may have.
3. All accommodations should be documented.
4. A designated staff person should periodically check in with the student to help with readjustment to the school community and address any ongoing social or academic concerns.

STUDENT MENTAL HEALTH PROTOCOL POLICY (continued)

5. At least one member of the school team (counselor, social worker, SFRC, CFA) should periodically check in with parents/guardians to update progress or concerns.
6. At least one member of the school team (counselor, social worker, SFRC, CFA) should meet with the student's faculty to share information about curriculum and social concerns prior to the student's return.
7. At least one member of the school team (counselor, social worker, SFRC, CFA) should be available to teachers to discuss any concerns they may have regarding the student after re-entry.

STUDENT MENTAL HEALTH PROTOCOL POLICY (continued)

COMMUNITY RESOURCES

Certified Community Behavioral Health Clinics (CCBHC)

In accordance with 70 O.S. § 24-159, the District will collaborate with [CCBHC] to provide mental health crisis responses. The District will communicate with [CCBHC] in the event that mental health crisis services are needed. The district may also utilize the 988 Mental Health Lifeline. The School will connect with clinics in the service area of the student.

988 Suicide and Crisis Lifeline

The 988 Mental Health Lifeline is a three-digit number for the national Mental Health Lifeline. The 988 Mental Health Lifeline operates 24/7 and offers services for mental health crisis calls. Operators are licensed and certified health crisis specialists who answer calls, connect to, and dispatch local services and mobile crisis teams.

Mobile Crisis Response

The Youth Mobile Response and Stabilization System is a mobile intervention service for children, youth, and young adults experiencing behavioral health emergencies.

GUARDIAN NOTIFICATION

Guardians will be notified by school personnel to streamline and assist with mental health crisis response efforts. The following steps should be considered:

1. The parents/guardians on file should be contacted by a designated school professional (Administrator, School Counselor, School Social Worker, School Resource Officer, or other school personnel).
2. Arrange for parents/guardians to come to the school.
3. Meet with parents/guardians directly and review the Emergency Student Crisis Notification.
4. Provide parents/guardians with a copy of the form and all collateral referrals and/or contact resources.
5. Discuss with parents/guardians the school re-entry process upon release from a medical professional and the importance of Consent for Release of Confidential Information.

The District shall notify parents and guardians in accordance with 70 O.S. § 24-100.7 and 70 O.S. § 24-15.

STUDENT MENTAL HEALTH PROTOCOL POLICY (continued)

MENTAL HEALTH PARTNERSHIPS

The District will request that the local school board obtain a signed working agreement with each identified mental health provider outlining all obligations under the protocol and a strategy for regularly reviewing its effectiveness using anonymous, nonidentifiable data.

The District will provide a statement/plan on dissemination of Oklahoma Prevention Needs Assessment (OPNA) survey data and other mental health data.

The District will submit the latest mental health crisis protocol and CCBHC working agreements to the State Department of Education (OSDE); all revisions and updates to the protocol and working agreements will be submitted to the OSDE.

The District and partnering mental health provider/s to conduct a joint review of the protocol and related working agreements every two years and consider any updates to better meet student needs. Require District and providers to include information collected from the OPNA survey, or an approved alternative survey, as part of the review process.

The Oklahoma Prevention Needs Assessment refers to the biennial mental health prevention survey of public school students in grades six, eight, ten, and twelve managed by the Department of Mental Health and Substance Abuse Services (ODMHSAS). ODMHSAS shall maintain the Oklahoma Prevention Needs Assessment and provide technical assistance for schools in survey administration, reporting, planning, and development of school mental health prevention and intervention strategies informed by the survey results. If the District chooses to administer an alternative survey or assessment tool to fulfill the purpose, it may apply for a waiver through ODMHSAS.

Beginning in the 2022-23 school year, and biennially thereafter, the District will administer, the OPNA, or an alternative survey supported by ODMHSAS, for the purpose of providing direction to schools, school districts, and communities to effectively improve the lives of students regarding a variety of issues with a focus on alcohol, tobacco, other drug use, mental health, academic failure, and violence.

STUDENT MENTAL HEALTH PROTOCOL POLICY (continued)

DISTRICT TRAINING

WHAT EDUCATORS SHOULD KNOW

Effective District training meets the following components:

- Identify Resources and Individuals to Turn to for Help
- Understand and Recognize Warning Signs
- Learn How to Access Crisis Support and Mental Health Services

In accordance with Student Mental Health Protocol [70 O.S. § 24-159](#), the District is committed to providing school administrators, teachers, support employees, and school-based mental health providers ready access to and regular training on the mental health protocol.

In accordance with the Suicide Awareness and Prevention Act, [70 O.S. § 24-100.7](#), the District board of education shall provide district-wide training to all staff on a biennial basis addressing suicide awareness and prevention. As a core element, this training requirement should include evidence-based approaches. The Department of Mental Health and Substance Abuse Services shall make available, at no cost to the districts, curriculum for staff that addresses suicide awareness and prevention. The training program may be combined with any other training addressing bullying prevention provided by the school district.

In accordance with the Oklahoma Teacher Preparation Act, [70 O.S. § 6-194.3](#), the District board of education shall require a training program for teachers which shall emphasize the importance of recognizing and addressing the mental health needs of students.

The program shall be completed the first year a certified teacher is employed by a school district, and then once every third academic year.

OTHER REQUIREMENTS

Reporting Procedures to the Oklahoma State Department of Education

In order to assist the State Department of Education with compliance efforts pursuant to the [Student Mental Health Protocol](#) at 70 O.S. § 24- 159, the District shall submit the latest protocol and working agreements to the State Department of Education, which shall share the protocols and agreements with the Department of Mental Health and Substance Abuse Services. These agencies may require revisions to ensure compliance with applicable laws, regulations, and established evidence-based practices.

Adopted: June 26, 2023

POLICY S-020
OPEN TRANSFER POLICY

Effective January 1, 2022, the lawful transfer of a student from the district in which the student resides to John Rex Charter School (“District”) shall be granted at any time in the year unless number of transfers exceeds the capacity of the District as set forth herein.

Student Transfer: A student may be granted a one-year transfer and may continue to attend the District each school year with the approval of District. At the end of each school year, District may deny continued transfer of a student for reasons outlined herein. Any brother or sister of a student who transfers may attend the District to which the student transferred if the District has capacity, and the brother or sister of the transferred student does not meet a basis for denial as outlined herein. Any child in the custody of the Department of Human Services in foster care who is living in the home of a student who transfers may attend the District to which the student transferred.

Transfer Capacity: The District’s Board of Education (the “Board”) hereby adopts a policy to determine the number of transfer students the District has the capacity to accept in each grade level for each school site. The Board hereby determines that the capacity of the District is:

PK –	3 rd -
K –	4 th -
1 st –	5 th -
2 nd –	6 th -
3 rd –	7 th -
4 th –	8 th -

The Board shall establish the number of transfer students the District has capacity to accept in each grade level for each school site in the District by the first day of January, April, July, and October of each year. The capacity limits set forth herein shall continue until further action of the Board.

Grounds for Transfer Denial: The District’s Board of Education further determines that in addition to any capacity limitation regarding transfers, the District may deny a transfer for the following reasons: (1) the acts and reasons outlined in Section 24-101.3 of Title 70 of the Oklahoma statutes may be a basis for denial of a transfer; and (2) history of absences may be a basis for denial of a transfer. For the purposes of this policy, “history of absences” means ten or more absences in one semester that are not excused for the reasons provided for in subsection B of Section 10-105 of Title 70 of the Oklahoma Statutes, or due to illness.

Transfer Publication: The Board hereby directs the Head of School to: (1) publish in a prominent place on the District website the number of transfer students for each grade level (elementary, middle, and high) that the District has the capacity to accept; and (2) report to the State Department of Education (“SDE”) the number of transfer students for each grade level (elementary, middle, and high) that the District has the capacity to accept.

Appeals: If a transfer request is denied by District, the parent of the student may appeal denial within ten (10) days of notice to the Board. The Board shall consider the appeal at its next regularly scheduled board meeting. If the District Board denies the appeal, the parent may appeal the denial within ten (10) days of notice to the State Board of Education (“SBE”). The parent shall submit to the SBE and the Head of the School District a notice of appeal on a form prescribed by the SBE.

OPEN TRANSFER POLICY (continued)

Reporting of Transfers and Denials: The District’s Board hereby directs the Head of School to submit to the SDE the number of student transfers approved and denied and whether each denial was based on capacity, acts and reasons outlined in Section 24-101.3 of Title 70 or a history of absences as provided for in paragraph 2 of subsection B of Title 70 as set forth in this policy. The Board further directs the Head of School that on or before the first day of January, April, July, and October to file with the SBE and each resident district of any transfer student, a statement showing the names of the students granted transfers to the District, the resident school district of the transferred students, and their respective grade level.

Transfer Application: In order that any student may be transferred, an application form specified by the SBE must be completed by the parents of the student. For purposes of the Education Open Transfer Act (“Act”), the term “parent” means the parent of the student or person having custody of the student as provided for in paragraph 1 of subsection A of Section 1-113 of Title 70 of the Oklahoma Statutes. The transfer application shall be filed with the Head of School of the District and transfers shall not be submitted prior to the District accepting applications for enrollment for a school year. Transfer applications submitted prior to the opening of the application and enrollment window will not be considered.

Priority of Transfers: If the number of student transfer applications exceeds the capacity of the District, as determined by subsection A of Section 8-101.2 of Title 70, the District shall select transfer students in the order in which District received student transfer applications subject to the District’s requirement to give preference to students residing within its attendance boundaries and as required by law to conduct a lottery. Transfers granted by the District prior to January 1, 2022, will remain in effect, and will continue to have priority unless the Board takes action to deny future year’s attendance based upon capacity, discipline, or attendance. Siblings and students of teachers that seek a transfer to the District may be given priority by the Board.

Non-Discrimination: The District shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Notwithstanding the provisions of Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70.

Military Transfers: Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of a member of the military reserve on active-duty orders shall be eligible for admission to the District regardless of the capacity of the District. Students shall be eligible if: 1. At least one parent of the student has a Department of Defense-issued identification card; and 2. At least one parent can provide evidence that he or she will be on active duty status or active duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a natural disaster requiring the use of orders for more than thirty (30) consecutive days.

Teacher Transfers: A student shall be allowed to transfer to the District if the parent or legal guardian of the student is employed as a teacher by the District.

Adopted: November 18, 2021

Policy S-021
TRIBAL REGALIA POLICY

The Board of Education (“Board”) of John Rex Charter School (“School”) hereby adopts this Tribal Regalia Policy authorizing the wearing of tribal regalia during the School’s official graduation ceremonies, whether held at a public or private location.

Tribal Regalia Defined. For the purposes of this policy, “tribal regalia” means traditional garments, jewelry, other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole, or similar objects of cultural and religious significance worn by members of a federally recognized Indian tribe or the tribe of another country.

The Board specifically states that tribal regalia does not include any firearm, knife, or other weapon. Tribal regalia also does not include any object that is otherwise prohibited by federal law or prohibited by this policy as set forth herein.

Student Conduct and Behavior. This Policy does not limit or alter the authority of School personnel to regulate student behavior pursuant to the School Safety and Bullying Prevention Act as well as any Board policies regarding student behavior and conduct. Regardless of whether a student is wearing tribal regalia, the School may enforce student conduct and behavior laws, rules, and policies as may be necessary.

Safety; Prohibited Items. The Board is authorized by law to specify characteristics of any garment, jewelry, other adornment, or object that the school or institution finds will endanger the safety of a student or others or interfere with graduation ceremonies if worn by a student. As such, the Board hereby prohibits any jewelry or other adornment that may otherwise be considered a weapon as an endangerment to the safety of students or others attending the graduation ceremonies. The Board further prohibits any tribal regalia garment that would cover the face or mask the face of any individual as an endangerment to the safety of students or others attending the graduation ceremonies. Additionally, the Board prohibits any tribal regalia that includes flashing or strobing lights as an endangerment to the safety of students or others attending the graduation ceremonies.

Authority: 70 O.S. §24-160

Adopted: September 13, 2023

Policy S-022
PARENTAL BILL OF RIGHTS POLICY

The Board of Education (“Board”) of John Rex Charter School (“School”) hereby adopts this Parental Bill of Rights Policy.

- (a) **Purpose.** The purpose of this policy is to provide guidance that instructs that parents have broad and inalienable rights concerning their minor children and that these rights are reserved to parents without obstruction or interference by the School. The School shall not infringe on the fundamental right of parents to direct the upbringing, education, health care and mental health of their children without demonstrating that the compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored and is not otherwise served by a less restrictive means. Parents’ rights include the right to direct the education of their minor children, to object to public schools imposing unwanted instruction on questions of sex, morality, or religion; and additional rights applicable to minor children within the limits of the School. This Policy seeks to implement and protect the rights of Oklahoma’s parents concerning the education of their children.
- (b) **Rights Reserved to Parents.** All parental rights are reserved to a parent of a minor child without obstruction or interference from the School including, but not limited to:
- (1) The right to direct the education of the minor child;
 - (2) All rights of parents identified in Title 70 of the Oklahoma Statutes, including the right to access and review all school records relating to the minor child;
 - (3) The right to direct the upbringing of the minor child;
 - (4) The right to direct the moral or religious training of the minor child;
 - (5) The right to make healthcare decisions for minor child, unless prohibited by law;
 - (6) The right to access and review all medical records of minor child unless prohibited by law or the parent is subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released;
 - (7) The right to consent in writing before a biometric scan of minor child is made, shared, or stored;
 - (8) The right to consent in writing before any record of the minor child’s blood or deoxyribonucleic acid (DNA) is created, stored, or shared, except as required by Sections 1-516 and 1-524.1 of Title 63 of the Oklahoma Statutes, or unless authorized pursuant to a court order;
 - (9) The right to consent in writing before the School makes a video or voice recording of the minor child, unless the video or voice recording is made during or as a part of a court proceeding, by law enforcement officers during or as part of a law enforcement investigation, during or as part of a forensic interview in a criminal or Department of Human Services investigation or to be used solely for any of the following:
 - a. safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles,
 - b. a purpose related to a legitimate academic or extracurricular activity,
 - c. a purpose related to regular classroom instruction,
 - d. security or surveillance of buildings or grounds, and
 - e. a photo identification card.

PARENTAL BILL OF RIGHTS POLICY (continued)

(10) The right to be notified promptly if an employee of the School suspects that a criminal offense has been committed against the minor child by someone other than a parent unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or Department of Human Services investigation. This paragraph does not create any new obligation for the School to report misconduct between students at school, such as fighting or aggressive play, that is routinely addressed as a student disciplinary matter by the School.

(c) Definitions. For the purposes of this policy, the following definitions shall apply:

(1) "Sex or Sexuality education" means any class, program, curriculum, instruction, test, survey, questionnaire, Course, or other instructional material that relates to sexual behavior, sexual attitudes, or sexuality, including but not limited to gender identity or sexual orientation;

(2) "Course" means any program or activity where instruction or activities tied to the instruction are provided by or within the School;

(3) "Information" means any form of information including but not limited to, identity information;

(4) "Identity information" means information including but not limited to, (1) any names or pronouns used by a student at school (2) any social transition or other transition to a gender that differs from the student's sex;

(5) "Sex" means the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate; and

(6) "Parent" means the natural or adoptive parent or legal guardian of a minor child.

(d) Parental rights regarding Sex or Sexuality education and their children.

(1) Advance written notice materially similar to the one described in 25 O.S. § 2003 shall be required for any Sex or Sexuality education material as defined in this Subchapter.

(2) The right to inspect classroom materials shall extend to any Sex or Sexuality education material as defined in this policy.

(3) A written objection from a Parent pursuant to 25 O.S. § 2003, or this section may object in whole or in part to Sex or Sexuality education or any other instruction questioning beliefs or practices in Sex, morality, or religion.

(4) The School shall ensure that, to the extent reasonably feasible, it honors any partial objections without excluding students from materials not subject to the partial objection.

PARENTAL BILL OF RIGHTS POLICY (continued)

(e) Parental rights regarding information concerning their children.

- (1) Neither School nor an employee of School shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from child's Parent(s) or guardian(s).
- (2) The School shall disclose to a child's Parent(s) or guardian(s) any information known to School or its employees regarding material changes reasonably expected to be important to parents regarding their child's health, social, or psychological development, including Identity information. Such disclosures shall occur within 30 days of learning the information and may include referrals for appropriate counseling services that the Parent(s) or guardian(s) may use at their discretion.

(f) Noncompliance.

- (1) Because penalties may be imposed by the State Board of Education for failure to abide by the provisions of 70 O.S. § 11-105.1, 25 O.S. § 2002(C), 25 O.S. § 2003, or OAC 210:10-2-3 as well as this policy, the Board reserves the right to take any lawful action against any employee for noncompliance with this policy, to include termination of employment.
- (2) If School is informed or otherwise becomes aware of a violation of 25 O.S. § 2002(C) or of this policy, the School shall initiate disciplinary action within 30 days of learning of the violation and shall administer appropriate disciplinary action for noncompliance with the applicable law and this policy.

Authority: Okla. Const. art. XIII, § 5; 70 O.S. § 3-104(A)(1).
25 O.S. §§ 2001-2005
70 O.S. § 11-105.1
OAC 210:10-2-3

Approved: September 13, 2023

Policy S-022

LIBRARY AND MEDIA RESOURCES SELECTION AND USE POLICY

The Board of Education (“Board”) of the John Rex Charter School (the “School” or “District”) adopts this Library and Media Resources Selection and Use Policy pursuant to applicable Oklahoma law and administrative rules.

PURPOSE: The purpose of this policy is to establish selection criteria for the acquisition of appropriate library and media resources for students. In furtherance of the purpose of this policy, an important mission of the School is to provide quality learning experiences every day for every student without exception. The School supports the creation of learning environments that encourage intellectual and social development leading to productive citizenship by selecting appropriate library and media resources. In furtherance of this policy, the School also establishes a review process for the contents of its library and a process for materials to be evaluated for their appropriateness for use by students. Citizens questioning the appropriateness of instructional resource materials will be directed to follow procedures outlined in this policy.

Gift library materials may be accepted with understanding that these materials must meet the same selection criteria as materials purchased with school funds and must be consistent with this policy. All gifts become part of the general collection and thus property of the School.

Instructional materials are not covered or included in this policy. The Board also does not intend its library to constitute “open forums” or “limited forums.”

SELECTION OF LIBRARY MATERIALS

Selection emphasis is placed on providing a wide range of fiction and nonfiction materials that promote a life-long love of reading, support the School’s curriculum, and contribute to the professional goals of the School and its faculty. Materials are selected to reflect cultures, beliefs, and viewpoints of our diverse community.

1. Criteria:

The Board directs the Superintendent, or designee, to select and order library materials based on a few factors including staff requests, state of the current library collection and special consideration to award-winning titles. The following criteria should be considered in the selection process:

- Relevance and support of the School’s curriculum and state academic standards
- Literary merit including quality of writing and/or illustrations
- Authority and accuracy of content
- Social significance, representation of diversity and differing viewpoints
- Timeliness
- Reading level and popular appeal
- Reputation and standards of the publisher or producer
- Relevance to local interest including Oklahoma history
- Cost

LIBRARY AND MEDIA RESOURCES POLICY (continued)

2. **Objectives:**

The Board has further determined that the selection process for library materials should be based on achieving the following objectives:

- To provide materials which support the curriculum and learning
- To provide equitable access to a variety of information materials, taking into consideration individual needs, interests, abilities, diverse socioeconomic backgrounds, variance in language, and maturity levels of the students served
- To provide materials which reflect all sides of issues, beliefs, and ideas for the purpose of guiding students in becoming critical thinkers who can understand varying perspectives
- To develop a collection of popular print/non-print materials of high interest that attracts students to reading for recreation and personal interest as well as learning.

3. **Selection Tools.** The following are examples of selection tools that may be used in the identification and selection of library materials:

- Standard review sources such as Booklist, Horn Book, School Library Journal, Publishers Weekly, The Digest of Software Reviews: Education, and AFVA Evaluations.
- Suggestions from patrons including staff and students
- Professional and trade journals
- Lists of recommended titles
- Publishers' preview copies, catalogs, and promotional materials

REVIEW PROCEDURES FOR LIBRARY MATERIAL

The Board directs the Superintendent, or designee, to periodically, but no less often than every three years, review the educational suitability and age-appropriate nature of any material available to students in its library. The School will conduct this periodic review whether there has been a complaint or question concerning the contents of the library. A review may also be triggered by a parent / guardian, a student, a School official, or any other School stakeholder. The review will utilize the objectives, criteria, and factors set forth in this policy in examining the appropriateness of the library materials available to students. The School may remove certain library materials or restrict access to certain library materials based upon such a review. In compliance with Oklahoma law, the collection of the library will be continually reevaluated in relation to evolving curriculum, new formats of materials, new instruction methods, and the current needs of its students. Materials no longer appropriate will be removed. Lost and worn materials of lasting value should be replaced.

LIBRARY AND MEDIA RESOURCES POLICY (continued)

Deaccessioning or weeding is essential to maintaining a relevant library collection. Materials considered for weeding should include items: (1) in poor physical condition; (2) containing obsolete subject matter; (3) no longer needed to support the curriculum or student/faculty interests; (4) superseded by more current information; (5) containing inaccurate information; (6) with low circulation; and (7) offering stereotypical images and characterizations.

Note: Special consideration should be given to retaining materials of local interest including those relating to Oklahoma history.

COMPLAINT PROCEDURES FOR LIBRARY MATERIALS

The purpose of this aspect of the Board's policy is to establish procedures for the receiving and responding to complaints regarding materials in a library that might be considered controversial and / or inappropriate.

1. Evaluation Committee.

A committee comprised of six adult members to be selected annually during the first month of school by the Superintendent will be formed to serve as a review team for challenged controversial materials being used by the School. (Input from students may be considered at the discretion of and in the format determined by the Superintendent.) The following steps have been established to set out the procedures to assist the team in evaluating these materials. The Superintendent will chair the committee. The total adult members on the administrative evaluation and review committee will be seven and no less than a majority of this committee are required to participate in the review and evaluation process described herein.

2. Evaluation Steps.

The evaluation steps for the review of challenged materials are as follows:

- A copy of the form, *Citizen's Request for Re-evaluation of Materials*, will be given to a complainant by the principal/teacher. The form must be completed by the complainant and returned to the principal, who will forward the form immediately upon receipt to the Superintendent.
- The Superintendent will send the completed Citizen's Request form along with any other pertinent information to each committee member about the material to be reviewed within three working days of receiving the complaint or as soon as otherwise practicable.
- The committee will be asked to evaluate the materials as to whether they are consistent with the Mission Statement of the School, this policy, and community standards, as well as appropriate to the relevant student's maturity / age, intellect, and emotional capacities.
- A minimum of four members of the committee will read, examine, and evaluate the material as it relates to the questions on the Citizen's Request form within ten working days of a member's receipt of the materials or as soon as otherwise practicable.

LIBRARY AND MEDIA RESOURCES POLICY (continued)

- The committee will, within five working days thereafter, make a final, written recommendation on the Citizen's Request for Re-evaluation of Materials. The recommendation will be sent to the complainant. The Superintendent will also forward the decision to the Board Chair.
- The complainant may appeal the recommendation to the Board; provided however, any appeal must be submitted to the Chair of the Board within five working days after receipt of the recommendation. Appeals of the committee's recommendation by the complainant must be directed in writing to the Chair of the Board with the specific grounds for the appeal, the reason(s) that the Board should not uphold the recommendation, and any other pertinent information that the Board should consider.
- If an appeal is submitted to the Board Chair, a special meeting of the Board of Education shall be called in which the Board shall review the matter in detail and obtain such additional information that is deemed necessary. At said meeting, the complainant may present any additional information considered pertinent in response to the recommendation of the committee. The committee may also appoint one or more representatives to speak on its behalf to the Board. The Board shall issue a final written non-appealable decision within fifteen workdays after the Board meeting for which the appeal was heard. A copy of the decision of the Board shall be sent to all persons previously identified.

Any person retains the right to file a complaint pursuant to Oklahoma Statute Title 70, §24-157 and Oklahoma Administrative Code 210: 10-1-23(g). Please note the process described above is not applicable to complaints regarding Oklahoma Statute Title 70 §24-157 or Oklahoma Administrative Code 210:10-1-23. Any individual who has witnessed or experienced the violation of Oklahoma Statute Title 70, §24-157 or Oklahoma Administrative Code 210:10-1-23 and wishes to file a complaint with the School must do so by contacting the Superintendent.

Legal Reference: OAC 210:35-3-126

Adopted: January 2024

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.*

TITLE I PARENT INVOLVEMENT POLICY (continued)

2. The **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 through 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.

TITLE I PARENT INVOLVEMENT POLICY (continued)

- 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.

POLICY I-005
PROHIBITION OF RACE AND SEX DISCRIMINATION

(a) **Purpose.** It shall be the policy of the Board of Education (the “Board”) of John Rex Charter School (the “School”) to prohibit discrimination on the basis of race or sex in the form of bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex. Public schools in this state shall be prohibited from engaging in race or sex-based discriminatory acts by utilizing these methods, which result in treating individuals differently on the basis of race or sex or the creation of a hostile environment.

(b) **Definitions.**

(A) “Course” means any forum where instruction or activities tied to the instruction are provided, including courses, training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other class.

(B) “Teacher” has the same meaning as defined in 70 O.S. § 1-116.

(c) **Applicability.** As expressly set forth in 24 O.S. § 24-157(B), this policy shall apply to any Teacher, administrator, or other employee of the School.

(d) **Nondiscrimination.** Nothing in this policy shall be intended to prohibit the School from employing lawful methods to address discrimination consistent with the requirements of the Equal Protection Clause of the Fourteenth Amendment, Title VI of the Civil Rights Act of 1964 (“Title VI”), Title IX of the Education Amendments of 1972 (“Title IX”), and 70 O.S. § 24-157.

(e) **Severability.** If any specific provision of this policy is held invalid, the remainder of the policy shall not be affected.

(f) **Instruction.** Nothing in this policy shall be construed to prevent the teaching of history, social studies, English language arts, biology, or any other subject matter area consistent with the Oklahoma Academic Standards as adopted and approved by the Oklahoma State Board of Education and approved by the Oklahoma Legislature.

(g) **Title IX of the Education Amendments of 1972.** Nothing in this policy shall be interpreted to prohibit the lawful consideration of sex, as authorized by Title IX, which permits distinctions and/or classifications based on sex in specific circumstances. This includes but is not limited to the provision of single-sex programs, the establishment of separate sex facilities (bathrooms and locker rooms) or sex-specific athletic teams, consistent with the requirements of Title IX and its implementing regulations at 34 C.F.R. Part 106.

PROHIBITION OF RACE AND SEX DISCRIMINATION (continued)

(h) **General Prohibition.** No teacher, administrator or other School employee shall require or make part of any Course offered in at the School the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

(i) **Specific Prohibitions Ensuring Compliance.** To ensure compliance with 70 O.S. §24-157(B) and to not discriminate on the basis of race or sex, as a part of any Course or activities, the following requirements shall apply to the School, any Teacher, administrator, other employee, or other individual, group or representative of the School:

- (1) the School shall be prohibited from providing, contracting to provide, offering, or sponsoring any Course(s), as defined herein, that includes, incorporates, or is based on discriminatory practices identified in this policy.
- (2) the School shall be prohibited from using any monies, property, or any other assets or resources to engage in race or sex-based discrimination, including discriminatory practices identified in this policy.
- (3) the School shall be prohibited from adopting programs or utilizing textbooks, instructional materials, curriculum, classroom assignments, orientation, interventions, or counseling that include, incorporate, or are based on the discriminatory concepts identified in this policy.
- (4) the School shall be prohibited from executing contracts or agreements with internal or external entities, persons, companies, or businesses to provide services, training, professional development, or any other assistance that includes, incorporates, or is based on discriminatory practices identified in this policy.

Within sixty (60) days of the approval of this policy, existing contracts or agreements executed by the School that conflicts with this policy shall be amended to come into compliance with this section. Contracts or agreements executed solely to provide services prohibited by 70 O.S. §24-157(B) or this policy shall be cancelled or terminated, consistent with the terms of the contract and applicable law.

PROHIBITION OF RACE AND SEX DISCRIMINATION (continued)

(j) **Other Prohibitions.** The School shall be prohibited from receiving or applying to receive any monies that require, as a condition of receipt, the adoption of a Course(s), policies, curriculum, or any other instructional material that includes, incorporates, or is based on discriminatory practices identified in this policy. The School shall be prohibited from adopting diversity, equity, or inclusion plans that incorporate the concepts identified in this policy. The School be prohibited from mandating diversity training that includes, incorporates, or is based on discriminatory practices identified in this policy. This includes providing such training to employees, contractors, staff members, parents, students, or any other individual or group. The School shall be prohibited from adopting policies, including grading or admissions policies, or providing any other benefit or service that applies to students or any school employee differently on the basis of race or sex, unless specifically permitted by Title IX. (See (b)(6)). This prohibition includes segregated classes, programs, training sessions, extracurricular activities, or affinity groups unless otherwise permitted by Title IX. (See (b)(6)).

(k) **Parents Rights.** Parents and legal guardians of students enrolled at the School shall have the right to inspect curriculum, instructional materials, classroom assignments, and lesson plans to ensure compliance with 70 O.S. §24-157(B). Per 20 O.S. § 2001-2002, School shall not interfere with or infringe upon fundamental rights of parents to determine their child's education.

(l) **Investigations.** The School shall ensure that the parent or legal guardian of all students enrolled in the school are annually notified of the non-discrimination requirements in 70 O.S. §24-157(B) and this policy. The School shall provide a process for students, parents, teachers, school staff, and members of the public to file a complaint alleging a violation of the provisions of 70 O.S. §24-157 or this policy. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed, and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how 70 O.S. §24-157 or the provisions of this policy have been violated;
- (D) Include relevant information that would enable the School to investigate the alleged violation; and
- (E) Identify witnesses the School may interview, if applicable, provided the school will not dismiss a complaint for failure to identify witnesses.

The School designates the Head of School, Patrick Duffy who may be contacted by phone at 405-875-0032, or via email: pduffy@johnrexschool.org, to receive reports of violations filed by students, parents, teachers, school staff, or members of the public. The School's designated employee responsible for receiving complaints pursuant to this policy shall notify the complainant that the complaint has been received and whether it will be investigated within ten (10) days of receipt. The School shall be required to investigate all legally sufficient complaints that meet the requirements of this policy and decide whether a violation occurred.

PROHIBITION OF RACE AND SEX DISCRIMINATION (continued)

The School must conclude the investigation of a complaint filed pursuant to the law, administrative rules, and this policy within ninety (90) days of receipt. A complainant shall be notified in writing of a final determination, including the School's findings of whether a violation occurred. It is permissible for the School to receive, process, and investigate complaints filed under the applicable law, administrative rules, and this policy in the same manner in which the School processes and investigates all other complaints of discrimination, provided the School notifies a complainant pursuant to this policy, reaches a final determination in the investigation within ninety (90) days of receipt of the complaint pursuant to this policy.

A complainant may file a complaint alleging a violation of 70 O.S. §24-157 or this policy directly with School or may file a complaint directly with the State Department of Education provided:

- (A) A complainant may not file complaints simultaneously with the School and the State Department of Education;
- (B) The State Department of Education may not require a complainant to first file with the School; and
- (C) Any complainant who believes that the School has incorrectly refused to investigate a complaint or has evidence that the School has reached an incorrect determination may subsequently file a complaint with the State Department of Education.

(m) **Public Reporting.** The School shall be required to report to the State Department of Education each complaint filed within thirty (30) days of resolution of the complaint.

(n) **Retaliation.** Consistent with the provisions of Title VI and Title IX, no individual shall be retaliated against for: 1) filing a complaint pursuant to applicable law, administrative rules, or this policy; or 2) the purpose of interfering with any right or privilege secured by federal civil rights laws and regulations. Any School employee who retaliates against a complainant shall be subject to disciplinary action.

(o) **Whistleblower Protection.** Any Teacher who files a complaint pursuant to the applicable law, administrative rules, or this policy or who otherwise discloses information the Teacher reasonably believes evidence a violation of 70 O.S. §24-157(B) or this policy shall be entitled to the Whistleblower Protections in applicable laws, including those at 70 O.S. § 6-101.6b.

(p) **False Reporting.** Any Teacher or other school employee who, willfully, knowingly and without probable cause make a false report may be subject to disciplinary action.

(q) **Complaints by School Staff.** Any School employee who is discriminated against by the School in the form of race or sex-based harassment, bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex in violation 70 O.S. §24-157(B), may file an employment discrimination complaint with the OK Attorney General's Office of Civil Rights Enforcement pursuant to 25 O.S. §1101, *et seq.*

Adopted: September 22, 2022